

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

**APRIL 25, 2023
7:00 PM
500 S. OAK STREET
ROANOKE, TX 76262**

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 audio, all speakers need to speak at the podium.

D. PRESENTATION

1. Dr. Mark Foust will give an update on Northwest ISD.

E. PROCLAMATION

1. Mayor Gierisch will read a proclamation declaring April 25, 2023 as Babe's Chicken Dinner House of Roanoke Day, honoring their 30th Year in business.
2. Mayor Gierisch will read a proclamation declaring May 5th as The Classic at Roanoke Day, honoring their 30th Year in business.



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

**April 25, 2023
Page 2 of 3**

3. Mayor Gierisch will read a proclamation declaring May 4, 2023 as National Day of Prayer in Roanoke.
4. Mayor Gierisch will read a proclamation declaring May 2023 as Mental Health Month and May 7, 2023 as Children's Mental Health Awareness Day.

F. 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 March 28, 2023.
2. Consider approval of Resolution No. 2023-103R, approving the Denton County Hazard Mitigation Plan.

G. NEW BUSINESS

1. Public hearing on Ordinance No. 2023-107, reviewing the Youth Programs Standards of Care.
2. Consideration and action on approval of Ordinance No. 2023-107 adopting the Youth Programs Standards of Care.
3. Consideration and action on approval of an amendment to the Art and History Trail Committee bylaws, reducing the number of committee members from 11 to 7.
4. Consideration and action on approval of the Public Art Master Plan Policies and Procedures.

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



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

**April 25, 2023
Page 3 of 3**

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Thursday, April 20, 2023 by 5:00 pm, in accordance with Chapter 551, Texas Government Code.

A handwritten signature in blue ink, which appears to read "April S. Hill".

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: NWISD District Updates

MEETING DATE: April 25, 2023

DEPARTMENT: Administration

ITEM SUMMARY:

Dr. Mark Foust will give an update on Northwest ISD.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. Roanoke Council - NISD Update - Roanoke Council 4.25.23



Northwest ISD District Update

Dr. Mark Foust, Superintendent

Roanoke Town Council
April 25, 2023

Thank
you for
serving!



NISD Board Of Trustees



Anne Davis-Simpson, Ph.D.,
President
Place 3



Steve Sprowls,
Vice President
Place 5



Lillian Rauch, Ph.D.,
Secretary
Place 6



Judy Copp,
Place 4



DeAnne Hatfield,
Place 1

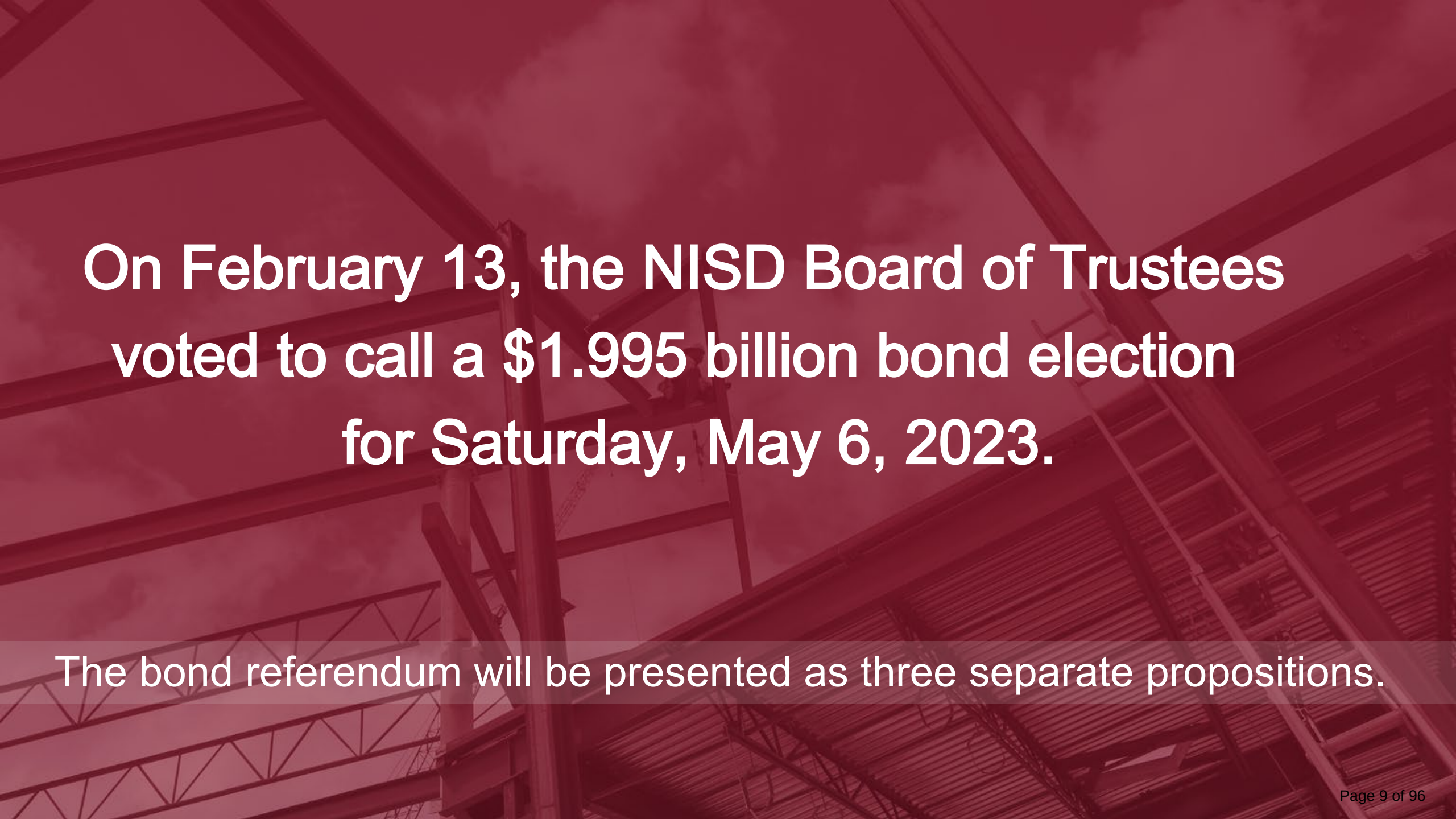


Jennifer Murphy,
Place 7



Mark Schluter,
Place 2

BOND 2023
FRAMEWORK FOR THE FUTURE



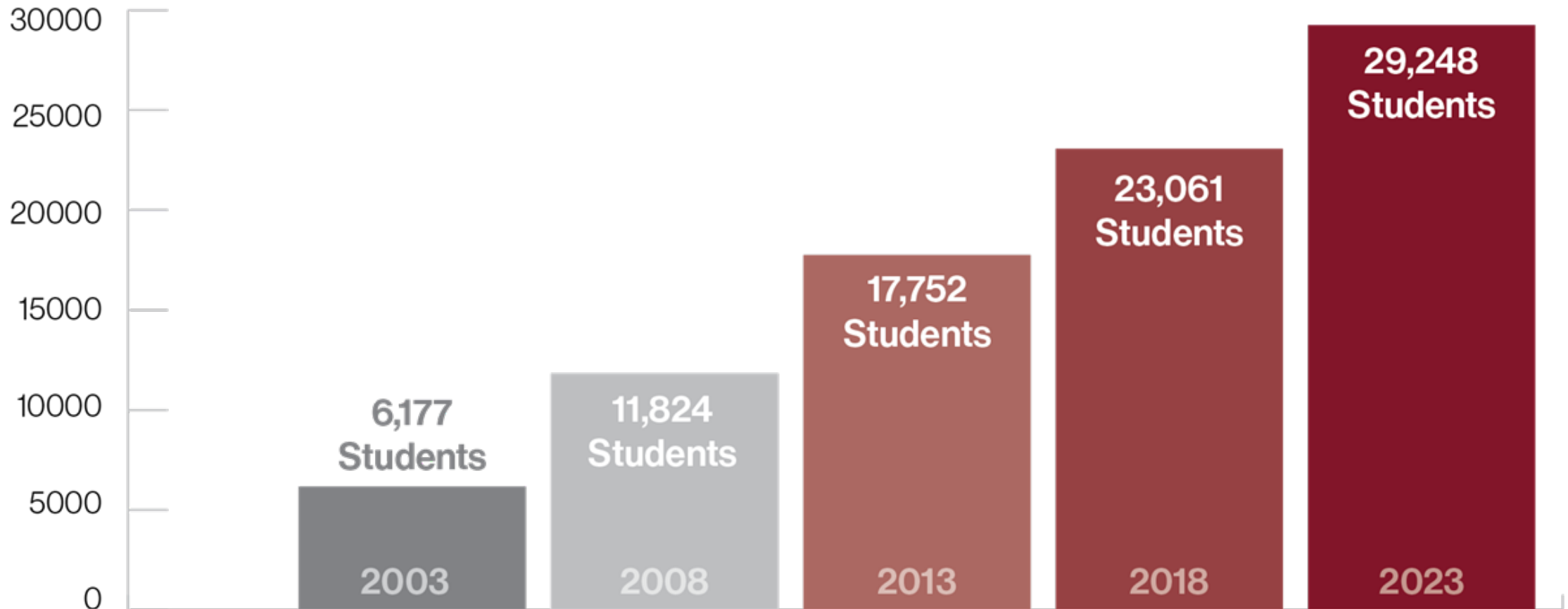
**On February 13, the NISD Board of Trustees
voted to call a \$1.995 billion bond election
for Saturday, May 6, 2023.**

The bond referendum will be presented as three separate propositions.



Why did NISD call a bond election?

NISD continues to grow.

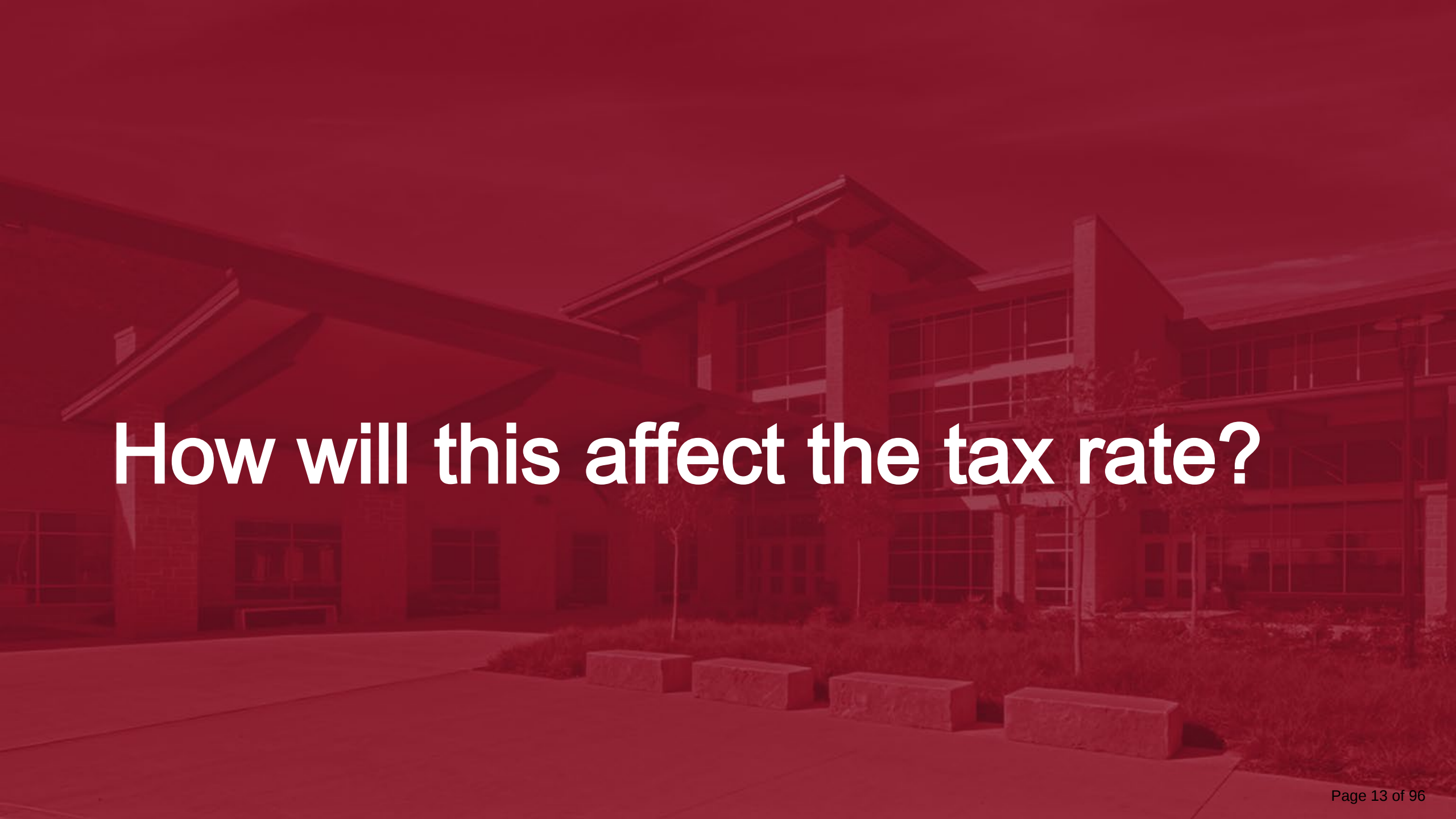


DFW New Home Ranking Report

ISD Ranked by Annual Closings – 4Q22

Rank	District Name	Annual Starts	Annual Closings	Inventory	VDL	Future
1	NORTHWEST ISD	2,873	3,579	1,735	4,244	38,680
2	DENTON ISD	2,597	2,728	1,961	4,094	29,963
3	PROSPER ISD	2,258	2,619	1,901	3,321	20,673
4	FORNEY ISD	1,354	2,326	757	3,975	20,806
5	PRINCETON ISD	2,051	2,047	1,104	2,132	8,984
6	ROYSE CITY ISD	1,514	1,600	926	1,927	13,855
7	FRISCO ISD	1,128	1,514	904	1,402	9,619
8	CRANDALL ISD	1,616	1,490	633	428	16,044
9	DALLAS ISD	1,835	1,446	2,027	2,219	6,086
10	ROCKWALL ISD	1,494	1,271	927	1,685	12,210

NISD has more room to grow than other area districts.



How will this affect the tax rate?

One-Tenth of a Penny Increase

If approved by voters, the bond is estimated to increase the Interest & Sinking tax rate by one-tenth of a penny, per \$100 of valuation.

General Operating Fund (Maintenance & Operations)

Day-to-day operations and expenses

FOR SCHOOL DISTRICTS, THIS INCLUDES:

Staff Salaries
Utilities
Supplies
Repairs
Fuel



FOR THE AVERAGE CITIZEN, THIS IS SIMILAR TO:

Groceries
Utilities
Minor home repairs
Routine services
Car fuel

Current: \$0.8546

Debt Services Fund (Interest & Sinking)

Principal and interest payments on debt issued

FOR SCHOOL DISTRICTS, THIS INCLUDES:

New construction
Renovations
HVAC Systems
Roofing
Technology



FOR THE AVERAGE CITIZEN, THIS IS SIMILAR TO:

Mortgage
Home renovation
Major appliances
Land
Car

Current: \$0.420
Proposed: \$0.421

NISD’s Current Total Tax Rate Is Lowest Rate Since 1993

Northwest ISD’s current total tax rate of \$1.2746 is the district’s lowest total tax rate since 1993.

- The M&O rate has decreased as a result of state compression.
- The I&S rate has decreased as NISD has paid down debt.

	M&O	I&S	TOTAL
2015	\$1.04	\$0.4125	\$1.4525
2016	\$1.04	\$0.4125	\$1.4525
2017	\$1.04	\$0.45	\$1.49
2018	\$1.04	\$0.45	\$1.49
2019	\$0.97	\$0.45	\$1.42
2020	\$0.9163	\$0.42	\$1.3363
2021	\$0.8720	\$0.42	\$1.2920
2022	\$0.8546	\$0.42	\$1.2746

Understanding Your Tax Payment vs. Tax Rate

Higher taxes are higher due to the overall property value growth, not the tax rate.

EXAMPLE TAX PAYMENT OVER 6 YEARS

		2017	2018	2019	2020	2021	2022
TAXABLE HOME VALUE		\$315,000	\$330,750	\$347,288	\$364,652	\$382,884	\$402,029
NISD TAX RATE	M&O	\$1.0400	\$1.0400	\$0.9700	\$0.9163	\$0.8720	\$0.8546
	I&S	\$0.4125	\$0.4500	\$0.4500	\$0.4200	\$0.4200	\$0.4200
	Total	\$1.4525	\$1.4900	\$1.4200	\$1.3363	\$1.2920	\$1.2746
NISD TAXES PAID		\$4,575	\$4,928	\$4,931	\$4,873	\$4,947	\$5,124

Assessed value as set by your **County Appraisal District**

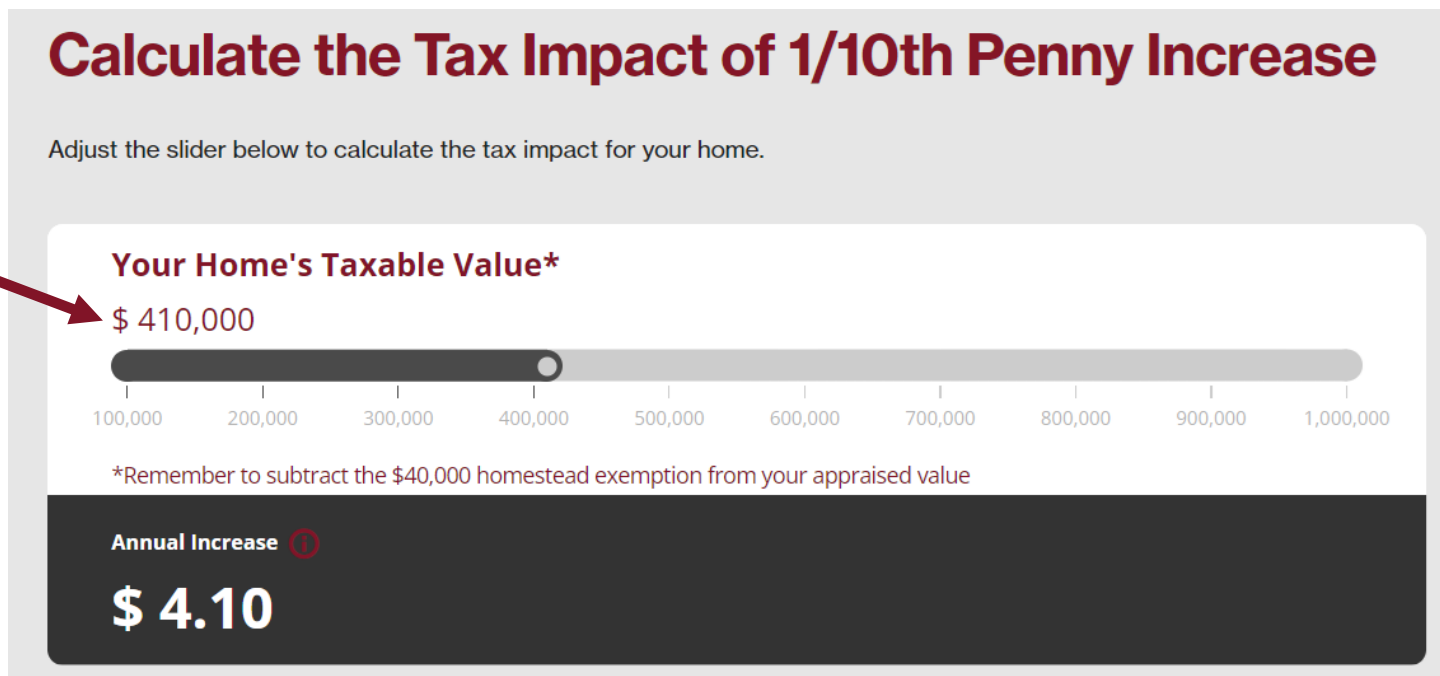
The M&O portion of your tax rate is set by the **Texas Education Agency**

Scenario assumes 5% property value growth each year.

\$4.10/Year for \$450,000 Home

Use the tool on the website to calculate the tax impact for your home.

For a home valued at \$450,000, which is the average property value in Northwest ISD, 1/10th of a penny rate change would result in an increase of \$4.10 per year to the homeowner's tax bill.



[NISDTXBond.org/tax -finance](https://NISDTXBond.org/tax-finance)

This example includes the \$40,000 homestead exemption.



What projects are proposed?

Prop A



Educational Facilities &
Capital Improvements

\$1,672,193,000

Prop B



Home Stadiums &
Field Renovations

\$301,555,000

Prop C



Technology
Devices

\$21,752,000

Total For All 3 Propositions: \$1,995,500,000

12 New Schools

- High School #4
- Middle School #8
- Elementary School #23 (Perrin ES)
- Elementary School #24
- Elementary School #25
- Elementary School #26
- Justin Replacement
- Prairie View Replacement
- 4 Early Childhood Centers



Educational Facilities & Capital Improvements

Proposition A

GROWTH

- Comprehensive High School #4
- Middle School #8
- New Elementary School #23
- (Perrin ES in Wildflower Ranch community)
- New Elementary School #24
- New Elementary School #25
- New Elementary School #26
- Replacement School for Justin Elementary
- Replacement School for Prairie View Elementary
- Early Childhood Centers (4 Total)
- Agriculture Center #2
- Land Acquisition for New Schools
- New Buses

CAPITAL IMPROVEMENTS & RENOVATIONS

- Renovations to District Support Facilities at Central Campus
- Relocate Transportation Facility and Maintenance Building
- Reconfigure Texan Drive for Safety and to Improve Traffic Flow
- Renovations to Administrative Support Spaces
- Renovations to District Distribution Center
- West Operations Facility Additions and Renovations
- Steele Early College High School Renovation
- Legacy Learning Center - Additional Parking
- CTE Improvements and Renovations at 3 Comprehensive High Schools
- Infrastructure Lifecycle Replacements & Efficiency Projects (HVAC, Roof, Flooring, LED Lighting)

Educational Facilities & Capital Improvements

Proposition A

EQUITY & EVOLVING NEEDS

- Enlarge High School Cafeterias, Competition Gyms and Auditoriums (to accommodate 6A enrollment)
- Additional Bleachers for Baseball & Softball at BNHS and EHS, Additional Bleachers at CTMS
- Turf & Track Replacement at Wilson MS
- LED Lighting Replacement at Campus Athletic Facilities & Ag Center
- Middle School Family and Consumer Science Kitchen Upgrades
- Classroom Furniture

SAFETY & SECURITY

- Classroom Security Shades at BNHS, EHS, NHS, Adams
- Fire Alarm Replacements
- BDA (Bi-directional Antenna) Radio System
- Safety and Security Hardware
- Security Cameras

TECHNOLOGY INFRASTRUCTURE

- Network Infrastructure
- Communications
- Systems
- Monitors and AV Equipment
- Cyber Security

Total for Prop A: \$1,672,193,000

Home Stadiums & Field Renovations

Proposition B

HOME STADIUMS AT 3 HIGH SCHOOLS

- Varsity Stadium at Byron Nelson High School
- Varsity Stadium at Eaton High School
- Varsity Stadium at High School #4
- Each would have a home varsity stadium with seating for approximately 7,000 spectators
- Home stadiums are projected to open in the fall of 2026

RENOVATIONS AT TEXAN FIELD

- New Bleachers
- Renovated Press Box, Restrooms, & Concessions
- Replace Turf & Resurface Track
- Replace Stadium Lights with LED Lighting
- Updated Field Event Components
- Additional Site Improvements (ticket booth, fencing, etc.)

NISD STADIUM INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Replace Stadium Lights with LED Lighting
- Updates to flooring, roofing, fire alarms, and HVAC systems at the stadium buildings (press box, concessions, restrooms, offices)

Total for Prop B: \$301,555,000

Home Stadiums for BNHS, EHS, and HS #4

- Keep students in class longer and get them home earlier.
- Create community atmosphere.
- Eliminate traveling for home games.
- Substantial increase from current capacity of sub-varsity stadiums and allow for 6A crowds.
- Eliminate scheduling challenges of sharing a stadium.



Technology Devices

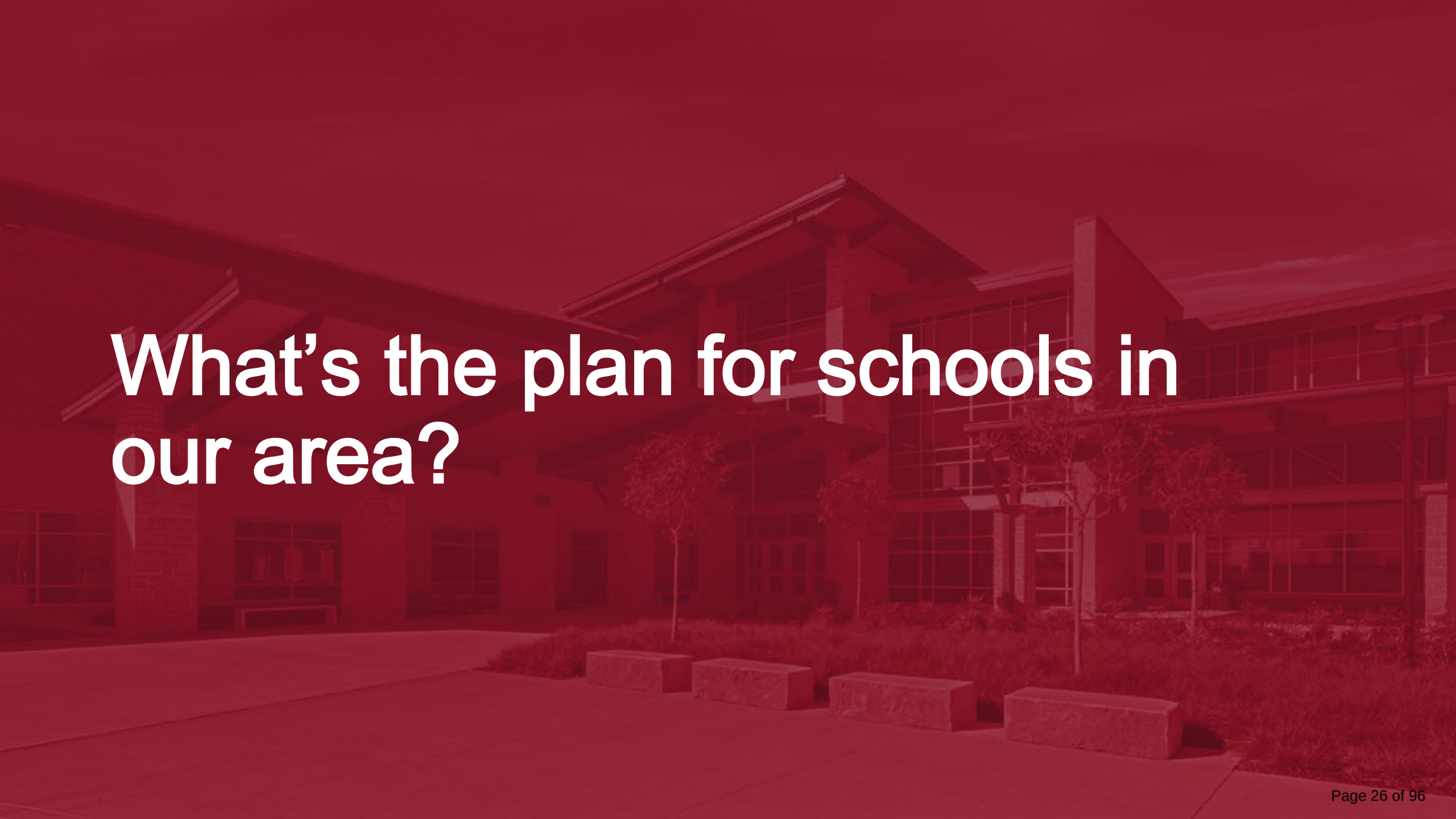
Proposition C

New Devices* for Students and Teachers
Lifecycle Replacements & Enrollment
Growth

**Any bonds issued for technology devices will not exceed three years.*

Total for Prop C: \$21,752,000





What's the plan for schools in our area?

Cox Elementary

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Carpet
- HVAC Units
- Transformer

SAFETY & SECURITY

- Bi-directional Amplifier to Support Two-Way Radio Communications for First Responders



PROPOSITION C

Device Refresh for Students and Teachers

Roanoke Elementary

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Roof Top HVAC Units
- Building Automation
- Indoor Air Quality
- Building Envelope Improvements
- Transformer
- LED Lighting

SAFETY & SECURITY

- Bi-directional Amplifier to Support Two-Way Radio Communications for First Responders



PROPOSITION C

Device Refresh for Students and Teachers

Medlin Middle School

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Classroom Furniture
- Roof Replacement
- Roof Top HVAC Units
- Building Automation
- Indoor Air Quality
- Building Envelope Improvements
- Transformer
- Water Conservation
- LED Lighting
- Wall Tile

SAFETY & SECURITY

- Bi-directional Amplifier to Support Two-Way Radio Communications for First Responders



PROPOSITION C

Device Refresh for Students and Teachers

Tidwell Middle School

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Classroom Furniture
- Carpet
- Roof Replacement
- Roof Top HVAC Units
- Building Automation
- Indoor Air Quality
- Building Envelope Improvements
- Transformer
- Water Conservation
- Wall Tile
- Family & Consumer Sciences Upgrade
- LED Lighting (Interior & Tennis Courts)

SAFETY & SECURITY

- Bi-directional Amplifier to Support Two-Way Radio Communications for First Responders



PROPOSITION C

Device Refresh for Students and Teachers

Byron Nelson High School

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Building Envelope Improvements
- Carpet
- Rooftop HVAC Unit
- Indoor Air Quality
- Automation
- Transformer

SAFETY & SECURITY

- Bi-directional Amplifier to Support Two-Way Radio Communications for First Responders
- Security Shades



PROPOSITION C

Device Refresh for Students and Teachers

BNHS Expansions for Enrollment Growth

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

CAFETERIA

- Enlarge dining space

AUDITORIUM

- New Seating + Expand Seating Capacity
- Replace Lighting (Stage and House)
- Replace AV System
- New Finishes (Flooring, Paint, Acoustic Panels)

CAREER & TECHNICAL EDUCATION

- Enlarge Existing Shop

ATHLETICS

- Enlarge Gym
- LED Lighting at Outdoor Athletic Venues
- Additional Bleachers at Sub-Varsity Field, Baseball Field & Softball Field



PROPOSITION B

Home Stadium

Steele Early College High School

WHAT'S PROPOSED FOR OUR SCHOOL:



PROPOSITION A

INFRASTRUCTURE LIFECYCLE REPLACEMENTS & EFFICIENCY PROJECTS

- Carpet
- Building Automation
- Indoor Air Quality
- Building Envelope Improvements

RENOVATIONS

- Add Kiln and Kiln Room
- Replace Stage Rigging, Sound & Lighting
- Existing Cosmetology Area

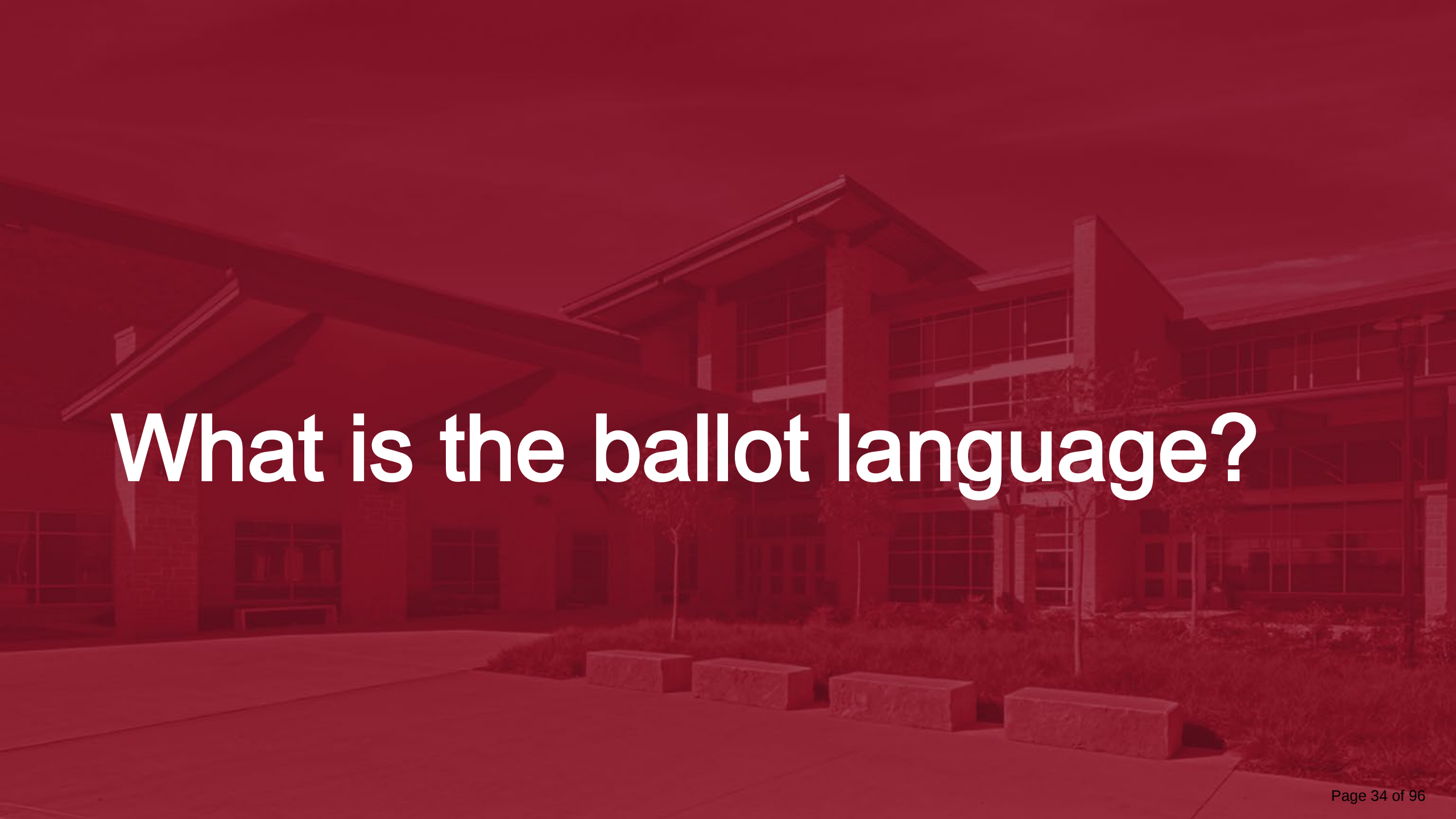
SAFETY & SECURITY

- Bi-directional Amplifier to Support Two-Way Radio Communications for First Responders



PROPOSITION C

Device Refresh for Students and Teachers



What is the ballot language?

NISD Proposition A

FOR

AGAINST

The issuance of **\$1,672,193,000** of bonds by the Northwest Independent School District for **school facilities and the purchase of land, buses and vehicles** and levying the tax in payment thereof. This is a property tax increase.

NISD Proposition B

FOR

AGAINST

The issuance of **\$301,555,000** of bonds by the Northwest Independent School District for a **new stadium at Byron Nelson High School; a new stadium at Eaton High School; a new stadium for a future new high school; additions and renovations to Texan Field (NISD track and field complex); and renovations to Northwest ISD Stadium**, and levying the tax in payment thereof. This is a property tax increase.

NISD Proposition C

FOR

AGAINST

The issuance of **\$21,752,000** of bonds (with a maximum maturity of three years) by the Northwest Independent School District for **instructional technology** and levying the tax in payment thereof. This is a property tax increase.

Northwest ISD General Trustee Election

School Trustee, Place 5

Steve Sprowls

Jennifer Stephens

Amanda J. Smith

School Trustee, Place 6

Jon Pendergrass

Lillian Rauch

School Trustee, Place 7

Jennifer Murphy

Michelle Slater

The background of the slide is a photograph of a large crowd of graduates in black gowns and white stoles, many of whom are throwing their caps into the air. The scene is set in a large arena or stadium. At the top of the image, several championship banners are visible, including one for Julie Mitchell (1999-2000, 2001-2002) and others for the Women's Tournament (2001, 2002, 1986, 1988) and the 25th Anniversary (1996-2002, 2007). The entire image is overlaid with a semi-transparent red filter.

EARLY VOTING
April 24 – May 2, 2023

ELECTION DAY
Saturday, May 6, 2023

Denton County Early Voting Locations

April 24 – May 2

Denton County Southwest Courthouse

6200 Canyon Falls Dr., Flower Mound

NISD Administration Building

2001 Texan Drive, Justin

Justin Municipal Complex

415 N. College Ave., Justin

Roanoke Public Library

308 S. Walnut Street, Roanoke

Northlake Town Hall

1500 Commons Cir., Ste. 300, Northlake

Trophy Club MUD No. 1 Building

100 Municipal Drive, Trophy Club

Details on times and locations at nisdtxbond.org/voting-info

Denton County Election Day

Vote at Precinct Location - May 6, 7 a.m. – 7 p.m.

Argyle Town Hall

308 Denton St. E., Argyle

Justin Municipal Complex

415 N. College Ave., Justin

Roanoke Public Library

308 S. Walnut Street,
Roanoke

Denton County Southwest Courthouse

6200 Canyon Falls Dr.,
Flower Mound

Northlake Town Hall

1500 Commons Cir., Ste. 300,
Northlake

Trophy Club MUD No. 1 Building

100 Municipal Drive,
Trophy Club

Harpool Middle School

9601 Stacey Ln., Lantana

NISD Administration Building

2001 Texan Drive, Justin

Details on times and locations at nisdtxbond.org/voting-info

NISDTXBond.org

Submit A Question

Have a question? Submit it here.

Name *

First Name

Last Name

Email *

Message *

Submit

View School Locations

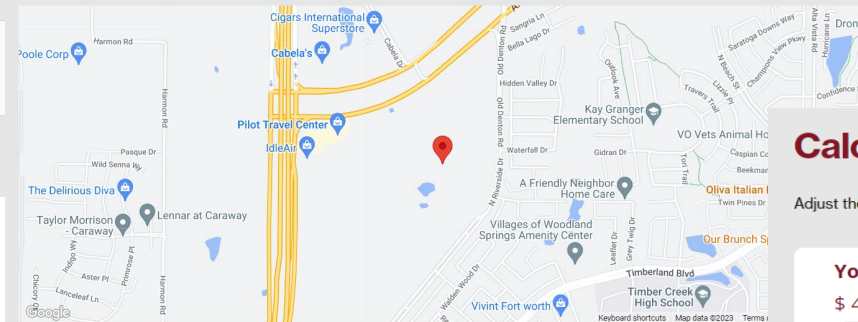
Comprehensive High School #4

POTENTIAL OPENING: 2026-2027

LOCATION: N. RIVERSIDE DR.

Alleviate overcrowding at Byron Nelson HS, Eaton HS and Northwest HS and balance enrollment at high schools.

In Fort Worth, near I-35W and SH 170



Map may not show exact location and is for reference purposes only.

Calculate Tax Impact

Calculate the Tax Impact of 1/10th Penny Increase

Adjust the slider below to calculate the tax impact for your home.

Your Home's Taxable Value*

\$ 410,000



*Remember to subtract the \$40,000 homestead exemption from your appraised value

Annual Increase ⓘ

\$ 4.10

These resources and so much more!

BOND 2023

FRAMEWORK FOR THE FUTURE

NISDTXBond.org



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Proclamation - Babe's Chicken Dinner House 30th Year Anniversary

MEETING DATE: April 25, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Mayor Gierisch will read a proclamation declaring April 25, 2023 as Babe's Chicken Dinner House of Roanoke Day, honoring their 30th Year in business.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. 2023 Babe's Proclamation

Proclamation

Babe's Chicken Dinner House of Roanoke Day

WHEREAS, on April 22, 1993, Paul and Mary Beth Vineyard opened the first Babe's Chicken Dinner House in the heart of downtown historic Roanoke; and

WHEREAS, the Vineyards wanted to create a sit-down restaurant where everyone feels at home in such a comfortably casual location; and

WHEREAS, Babe's Chicken Dinner House, located in what was a 1908 warehouse, was one of the first restaurants to call Oak Street home; and

WHEREAS, Babe's Chicken Dinner House played an integral part of Roanoke being officially appointed by the Texas House of Representatives as "The Unique Dining Capital of Texas" in 2009; and

WHEREAS, they continue to be a Roanoke staple, bringing people to the Roanoke location from near and far; and

WHEREAS, we celebrate Babe's Chicken Dinner House in Roanoke on their 30th anniversary.

NOW THEREFORE, I, Carl E. "Scooter" Gierisch, Jr., Mayor of the city of Roanoke, Texas do hereby proclaim April 25, 2023 as:

Babe's Chicken Dinner House of Roanoke Day

In Roanoke, Texas and urge appropriate recognition thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Roanoke, Texas to be affixed this 25th day of April, 2023.

Carl E. "Scooter" Gierisch, Jr. Mayor

Witness:

April S. Hill, City Secretary





AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Proclamation - The Classic at Roanoke 30th Anniversary

MEETING DATE: April 25, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Mayor Gierisch will read a proclamation declaring May 5th as The Classic at Roanoke Day, honoring their 30th Year in business.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. 2023 The Classic Cafe Proclamation

Proclamation

The Classic Café at Roanoke

WHEREAS, on May 5, 1993, brothers Christopher and Curtis Wells opened The Classic Café at Roanoke on Oak Street after seeing the growth potential Roanoke presented; and

WHEREAS, the Wells brothers, originally from Irving, always knew they wanted to have a business together, so they took their individual areas of expertise and created The Classic Café at Roanoke, offering dishes classified as “New American” cuisine; and

WHEREAS, the Classic Café has been a staple of Roanoke dining since 1993, when the town had fewer than 2,000 people and the area was mainly farm and ranch land; and

WHEREAS, they have continued to provide exceptional food and service in the same cottage they started in so many years ago; and

WHEREAS, they were an essential part of Roanoke being officially appointed by the Texas House of Representatives as “The Unique Dining Capital of Texas” in 2009; and

WHEREAS, the Classic Café continues to be well known in Roanoke as a high-end dining option for residents and visitors alike; and

WHEREAS, we congratulate The Classic at Roanoke on 30 years of business in the City of Roanoke.

NOW THEREFORE, I, Carl E. “Scooter” Gierisch, Jr., Mayor of the city of Roanoke, Texas do hereby proclaim May 5, 2023 as:

The Classic Café at Roanoke Day

In Roanoke, Texas and urge appropriate recognition thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Roanoke, Texas to be affixed this 25th day of April, 2023.

Carl E. “Scooter” Gierisch, Jr. Mayor

Witness:

April S. Hill, City Secretary





CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Proclamation - 2023 National Day of Prayer

MEETING DATE: April 25, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Mayor Gierisch will read a proclamation declaring May 4, 2023 as National Day of Prayer in Roanoke.

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. 2023 National Day of Prayer

Proclamation

National Day of Prayer May 4, 2023

- WHEREAS,** from our nation's humble beginnings, public prayer and national days of prayer have played a vital role in the life and history of the United States dating back to the first call to prayer in 1775 when the Continental Congress asked the colonies to pray for wisdom in forming a nation, and the call to prayer has continued throughout our history; and
- WHEREAS,** these times of national supplication were made official in 1952 when President Harry Truman signed a joint resolution of the U.S. Congress which enacted legislation setting aside an annual day of prayer for the nation, and in 1988 this law was amended, permanently setting the first Thursday of May annually as a National Day of Prayer; and
- WHEREAS,** throughout the history of America, faith in Almighty God has been deeply rooted in the foundation and building up of this great nation. From the early pilgrims to the Continental Congress, to the many Presidents and Governors who have served, we have turned to prayer throughout the generations in times of great crisis and in times of celebration; and
- WHEREAS,** the National Day of Prayer belongs to all Americans and is a day that transcends differences, bringing together citizens from all backgrounds and walks of life to honor God, to pray for our nation, and to give Him thanks for the many liberties and blessings we have received, among them the freedom to gather, worship and pray; and
- WHEREAS,** in our 76262 area, for the citizens of Roanoke, Trophy Club and Westlake, and simultaneously for citizens in our state and across America, the Observance of the National Day of Prayer will take place on Thursday, May 4, 2023, with the theme, "Pray Fervently in Righteousness and Avail Much", based on the verse in James 5:16b, "The effective, fervent prayer of a righteous man avails much"; and
- WHEREAS,** on this National Day of Prayer we come together as leaders and citizens in unity as one nation under God to seek His divine wisdom, direction, protection, and strength to meet the challenges that we face both present and future, and to offer gratitude for the many blessings He has bestowed upon our communities, state and nation;

NOW, THEREFORE, I Carl E. Gierisch, Jr., Mayor of Roanoke, hereby proclaim Thursday, May 4, 2023, as

A DAY OF PRAYER IN ROANOKE

And invite all in our city to observe this day in ways appropriate to its importance and significance as a time for united prayer in our city.

Dated this 25th day of April, 2023.

Carl E. "Scooter" Gierisch, Jr. Mayor

Witness:

April S. Hill, City Secretary





CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Proclamation - May 2023 Mental Health Month & May 7, 2023 Children's Mental Health Awareness Day.

MEETING DATE: April 25, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Mayor Gierisch will read a proclamation declaring May 2023 as Mental Health Month and May 7th, 2023 as Children's Mental Health Awareness Day.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. 2023 Denton County Mental Health Month

Proclamation

Mental Health Month 2023

- WHEREAS,** addressing the complex mental health needs of children, youth, and families today is fundamental to the future of the City of Roanoke; and
- WHEREAS,** the citizens of the City of Roanoke value their overall health and that of their families and fellow citizens and are proud to support observances such as Mental Health Month and Children's Mental Health Awareness Day; and
- WHEREAS,** one in five adults has a diagnosable mental health condition;
- WHEREAS,** half of Denton County parents are not familiar with mental health services in their community; and
- WHEREAS,** the need for comprehensive, coordinated mental health services for individuals and families places upon our community is a critical responsibility; and
- WHEREAS,** there is a strong body of research that supports specific tools that all Americans can use, to better handle challenges, and protect their overall health and well-being; and
- WHEREAS,** each citizen, local business, school, government agency, healthcare provider, and faith-based organization shares the burden of mental health concerns and has a responsibility to promote mental wellness, recovery, and support prevention efforts; and
- WHEREAS,** the Denton County Behavioral Health Leadership Team, Denton County MHMR Center, United Way of Denton County and the Wellness Alliance for Total Children's Health of Denton County led by Cook Children's, through their unique partnership and prevention-based approaches to serving children and adolescents, are effectively addressing the mental health needs of children, youth, and families in our community; and
- WHEREAS,** it is appropriate that a month should be set apart each year for the direction of our thoughts toward mental health education and the support of treatment and recovery; and
- WHEREAS,** it is appropriate that a day should be set apart each year for the direction of our thoughts toward our children's mental health and well-being; and

NOW, THEREFORE, I Carl E. Gierisch, Jr., Mayor of Roanoke, hereby proclaim May 2023 as:

Mental Health Month

and May 10, 2023 as Children's Mental Health Awareness Day and I call upon our citizens and all agencies and organizations interested in meeting every person's mental health needs to unite this month in the observance of such exercises as will commit the people of Denton County to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people mental health conditions.

IN WITNESS WHEREOF, I have here unto set my hand and caused the official seal of the City of Roanoke, Texas to be affixed this the 25th day of April, 2023.

Carl E. "Scooter" Gierisch, Jr. Mayor

Witness:

April S. Hill, City Secretary





CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: 03/28/2023 - CC Minutes

MEETING DATE: April 25, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consider approval of the minutes from the regular City Council meeting held on March 28, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. CCMin 03-28-2023

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
REGULAR MEETING
MARCH 28, 2023
CITY HALL COUNCIL CHAMBERS
500 S. OAK STREET
7:00 P.M.**

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

DEPT. STAFF: Fire Chief Chris Addington, Chief Financial Officer Vicki Rodriguez, Parks and Recreation Director Ray McDonald, Development Services Administrator J.R. Hames, and Library Director Kelly Holt.

ABSENT: Mayor Pro Tem Holly Gray-Moore, Assistant City Manager/Chief of Police Jeriahme Miller, Public Works Director Shawn Wilkinson, and Library Director Kelly Holt.

A. CALL CITY COUNCIL TO ORDER

City Council called to order at 7:00 p.m.
Invocation and Pledge of Allegiance given by Mayor Gierisch.

B. ANNOUNCEMENTS

City Manager Cody Petree thanked city staff and City Council that attended the Denton County and Tarrant County Days in Austin. Mr. Petree stated, they met with our Legislators and were able to discuss several bills that could negatively affect the City of Roanoke. Mr. Petree further stated they were able to represent the City of Roanoke and its residents, letting them know the City's stance on these bills.

City Manager Cody Petree announced Roanoke has created a Newsletter, as well as a new Roanoke App, and thanked city staff for all of their work on creating them.

City Manager Cody Petree announced the Eggapalooza Event will be held on Saturday, April 1st, Noon to 3:00 p.m.

Mayor Gierisch announced the City of Roanoke is now represented by two State Representatives, Ben Bumgarner - District 63 and Kronda Thimesch - District 65, as well as Senator Tan Parker - Texas Senate District 12. Mayor Gierisch further stated he has recently met with Senator Parker to discuss a large power line addition proposed by Oncor, which would go through Roanoke. After much discussion, it has been determined they will not place these additional power lines through Roanoke.



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

**March 28, 2023
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C. PUBLIC INPUT

The City of Roanoke received two public input request; however, neither attended. Mayor Gierisch read the topic of discussion on each.

Subreena Hakemy, Southlake:

“Introduction of the Breakfast Club 51 Owners & Team - brand new Franchise (from Canada) that has opened their first location in the USA in Roanoke Tx. Formally invite the Honorable Mayor and respected City Council Members to the Grand Opening.”

Nicole Serralta, Roanoke:

“Changing the invocation at city events.”

D. PRESENTATION

1. Lauren Berry, Senior Manager of the Public Sector with Forvis provided an overview of the annual audit.
2. Mayor Gierisch read a proclamation honoring Steve Sheppard on his retirement after 34 years of service.
3. Mayor Gierisch swore in Christopher Arndt to his new position of Captain.

E. 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 February 28, 2023.
2. Consider approval to award a bid to GRod Construction for the downtown street reconstruction of Houston Street and Denton Street, located between Oak and Walnut, for an amount not to exceed \$1,855,791.50.
3. Consider approval of a Professional Service Agreement between the City of Roanoke and Teague Nall and Perkins, Inc. (TNP) to provide construction documents design for the landscape improvements along 377, in conjunction with the Green Ribbon grant project.

Motion made by David Thompson second by Bryan Moyers to approve Consent Agenda Items 1 through 3.



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

**March 28, 2023
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Motion carried unanimously.

F. NEW BUSINESS

1. Motion made by David Thompson second by Hogan Page to accept the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending September 30, 2022.

Motion carried unanimously.

2. Motion made by David Thompson second by Bryan Moyers to approve a contract with RTEL Communications to provide fiber optic network to city facilities through the use of ARPA funds.

Motion carried unanimously.

3. Public hearing to consider amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Lot 8R, Block 1 of the Bobcat Corners Addition, an addition to the City of Roanoke, Denton County, Texas, by changing the zoning on said tract of land from Light Commercial District (LC) to Light Commercial District – Specific Use Permit (LC-SUP) to allow a Research Lab (Non-Hazardous) Use. The property is generally located on the West side of US Hwy 377 behind 7-Eleven, and has an address of 1741 N. Hwy 377, Suite 116. (SUP-2023-01 / Ordinance No. 2023-104)

Public hearing started at 7:27 p.m.

Derick Plant, Ft. Worth, asked for clarification on type of “research lab, non-hazardous use.”

David Kryscio, General Manager of Futurrex, Inc., gave an overview of the company and their proposed project.

Public hearing ended at 7:28 p.m.

4. Motion made by Hogan Page second by David Thompson to approve a Specific Use Permit (SUP 2023-01) request from Sebastian Sobczak, amending the Comprehensive Zoning Ordinance of the City of Roanoke, Texas, for Lot 8R, Block 1 of the Bobcat Corners Addition, an addition to the City of Roanoke, Denton County, Texas, by changing the zoning on said tract of land from Light Commercial District (LC) to Light Commercial District – Specific Use Permit (LC-SUP) to allow a research lab (non-hazardous) use. The property is generally located on the West side of US Hwy 377 behind 7-Eleven, and has an address of 1741 N. Hwy 377, Suite 116. (SUP-2023-01 / Ordinance No. 2023-104)

Motion carried unanimously.

5. Motion made by Brian Darby second by David Thompson to approve, striking language “Food Vendors and/or” from Sec. 4.702(e), Ordinance No. 2023-105, amending Chapter 4, Article 4.700, Section 4.702 of the Code of Ordinances, City



**MINUTES FOR THE REGULAR MEETING
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**March 28, 2023
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of Roanoke, Texas, entitled "Special Event Permit" by adding a subsection (e) to provide an exception for food vendors and mobile food vendors from the special event permit requirements

Motion carried unanimously.

6. Motion made by Brian Darby second by Hogan Page to approve Ordinance No. 2023-106 abandoning, vacating, and closing unused roadway rights-of-way consisting of an approximately 0.275 acre tract and 1.650 acre tract of land of unused rights-of-way adjacent to Litsey Road, and located within Denton County, Texas, and which is more particularly described and or depicted in Exhibit A, which is attached hereto and incorporated herein for all purposes; authorizing the City Manager to execute a deed or deeds conveying said unused right-of-way to adjacent property owners

Motion carried unanimously.

7. Motion made by David Thompson second by Hogan Page to approve a façade grant application from Chris Wells of Classic Café at 504 N. Oak Street, Roanoke, TX.

Motion carried unanimously.

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:

CITY COUNCIL DID NOT CONVENE INTO CLOSED SESSION.

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.

H. ADJOURNMENT

Motion made by Bryan Moyers second by Hogan Page to adjourn the meeting at 7:36 p.m.

Motion carried unanimously.

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

April S. Hill, City Secretary



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: RES NO 2023-103R -Denton County Hazard Mitigation Plan

MEETING DATE: April 25, 2023

DEPARTMENT: Fire

ITEM SUMMARY:

Consider approval of Resolution No. 2023-103R, approving the Denton County Hazard Mitigation Plan.

INFORMATION:

Denton County completed their 2023 Multi-Jurisdictional Hazard Mitigation Plan Update for the county and the incorporated jurisdictions, including the City of Roanoke. The Plan Update addresses natural hazards that affect the area, and the goal of the Plan Update is to minimize or eliminate the long-term risk to human life and property from known hazards through effective mitigation (*see section 19).

By the City Council adopting the 2023 Denton County FEMA-approved hazard mitigation plan provides the City of Roanoke eligibility for grant funds through FEMA's Hazard Mitigation Assistance (HMA) programs, which include: Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and High Hazard Potential Dams (HHPD) programs. Funds from these federal grant programs may be awarded directly to the participating jurisdictions to implement mitigation projects identified in the Plan Update. In addition, having a FEMA-approved hazard mitigation plan provides additional points when applying for CDBG grants.

*Section 19 in the approved plan discusses the projects that Chief Addington at the time recommended for the City. All projects identified in this section is what the City is considering implementing but there is no stipulation should you all not implement a single action in the 5-year cycle of the Denton County Plan. Since FEMA allows you to defer unimplemented actions in your Plan Update (which will occur in 2028), this is justification that the City will not be penalized for not implementing it. In addition, the estimated costs are that; an estimated cost of the proposed project listed. FEMA requires an estimated cost to be included for each project; to be determined is not an



AGENDA ITEM

acceptable option. If the City decides to pursue grant funding for one of the projects in the Plan, FEMA will not hold you all to the estimated cost.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. RES NO 2023-103R - Denton County Hazard Mitigation Plan

RESOLUTION NO. 2023-103R

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS,
APPROVING THE DENTON COUNTY HAZARD MITIGATION PLAN; AND
PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

WHEREAS, natural hazards in the City of Roanoke area historically have caused significant disasters with losses of life and property and natural resources damage; and

WHEREAS, the Federal Disaster Mitigation Act of 2000 and Federal Emergency Management Agency (FEMA) require communities to adopt a hazard mitigation action plan to be eligible for the full range of pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, FEMA requires that communities update hazard mitigation action plans every five years in order to be eligible for the full range of pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, the City of Roanoke has assessed the community's potential risks and hazards and is committed to planning for a sustainable community and reducing the long-term consequences of natural and man-caused hazards; and

WHEREAS, the Denton County Hazard Mitigation Plan outlines a mitigation vision, goals and objectives; assesses risk from a range of hazards; and identifies risk reduction strategies and actions for hazards that threaten the community.

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

Section 1. The Denton County Hazard Mitigation Plan is approved in its entirety;

Section 2. The City of Roanoke will pursue available funding opportunities for implementation of the proposals designated therein, and will, upon receipt of such funding or other necessary resources, seek to implement the actions contained in the mitigation strategies;

Section 3. The City of Roanoke vests with the Mayor the responsibility, authority, and means to inform all parties of this action; assure that the Hazard Mitigation Plan will be reviewed at least annually; and that any needed adjustments will be presented to the City Council for consideration; and

Section 4. The City of Roanoke to take such other action as may be reasonably necessary to carry out the objectives of the Plan and report on progress as required by FEMA and the Texas Division of Emergency Management (TDEM).

DULY RESOLVED by the City Council of the City of Roanoke, Texas, on this the 11th day of April, 2023.

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: PH Notice - ORD NO 2023-107

MEETING DATE: April 25, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Public hearing on Ordinance No. 2023-107, reviewing the Youth Programs Standards of Care.

INFORMATION:

In order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program on an annual basis.

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. PH Notice - 2023 Review of Youth Programs Standards of Care



City of Roanoke Notice of Public Hearing

CITY OF ROANOKE

THE ROANOKE CITY COUNCIL WILL HOLD A PUBLIC HEARING ON TUESDAY, APRIL 25, 2023 TO CONSIDER APPROVAL OF ORDINANCE NO. 2023-107, REVIEWING THE YOUTH PROGRAMS STANDARDS OF CARE. THE PUBLIC HEARING WILL BE HELD AT 7:00 P.M. AT THE ROANOKE CITY HALL LOCATED AT 500 S OAK STREET, ROANOKE, TEXAS.

CERTIFICATION

I certify that the above notice was posted at City Hall, 500 South Oak Street, Roanoke, Texas, on Thursday, April 6, 2023 by 5:00 p.m.

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



AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Youth Programs Standards of Care

MEETING DATE: April 25, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Consideration and action on approval of Ordinance No. 2023-107 adopting the Youth Programs Standards of Care.

INFORMATION:

The Texas Legislature requires that certain municipal programs for children (5-13years old) meet day care licensing requirements, or file for an exemption (Section 42.041 [b] of the Human Resources Code). In order to receive exempt status, a municipality must submit a copy of the program standards, notice of public hearing for the programs and the ordinance adopting the standards.

Youth Program Standards of Care will provide basic child care regulations for camps and other program activities, while allowing the department to qualify as exempt from the licensing requirements.

STAFF RECOMMENDATION:

Approve Ordinance No. 2023-107

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. ORD NO 2023-107 - Parks and Recs Summer Youth Programs Standards of Care
2. Roanoke Standards of Care 2023

ORDINANCE No. 2023-107

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ROANOKE, TEXAS, REVIEWING THE YOUTH PROGRAMS STANDARDS OF CARE.

WHEREAS, the Human Resources Code, Section 42.041(b)(14), establishes requirements for exempting recreational programs operated by municipalities for elementary age (5-13) children from childcare licensing requirements; and

WHEREAS, in order to receive exempt status for a youth recreation program, a municipality must adopt standards of care by ordinance after a public hearing for the program on an annual basis; and

WHEREAS, a public hearing was held on April 25, 2023; and

WHEREAS, the City of Roanoke Youth Standards of Care will provide basic child care regulations for day camp and after school activities operated by the City of Roanoke in accordance with Section 42.041(b)(14) of the Human Resources Code.

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

SECTION 1.

The City Council of the City of Roanoke hereby adopts the City of Roanoke Youth Program Standards of Care for providing basic child care regulations for day camp and afterschool activities operated by the City of Roanoke. As required by Section 42.041(b)(14) of the Human Resources Code, the Standards adopted by this ordinance include staffing ratios; minimum staff qualifications; minimum facility, health, and safety standards; and mechanisms for monitoring and enforcing the adopted local standards.

SECTION 2.

A substantial copy of the City of Roanoke Youth Program Standards of Care is attached hereto and incorporated herein for all intents and purposes.

SECTION 3.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after its passage, as provided by the City of Roanoke Charter and the laws of the State of Texas.

PRESENTED AND PASSED ON FIRST AND FINAL READING at a regular meeting of the Roanoke City Council on April 25, 2023, by a vote of _____ ayes, _____ nays, and _____ abstentions.

APPROVED:

Carl E. Gierisch, Jr., Mayor

ATTEST:

April S. Hill, City Secretary

APPROVED AS TO FORM:

Jeff Moore, City Attorney



City of Roanoke
Parks and Recreation Department
Summer Day Camp and After School Program
Standards of Care

1. General Information

- A. Purpose: To provide basic child care regulations for activities operated by The Roanoke Recreation Center. This will allow the department to qualify as exempt from requirements of the Texas Human Resource Code.
- B. Implementation: Program will be the responsibility of The Roanoke Recreation Center, with the Recreation Specialist overseeing the overall program and Camp Counselors administering the program on-site.
- C. Programs: Regulations apply to two (2) on-going programs: Roanoke Recreation Center Summer Day Camp and After School Program.
- D. Other: A current copy of the Standards of Care will be available to the public and staff on-site. Parents of the participants will be provided with a copy of Standards of Care during the registration process.
- E. Program site: The Roanoke Recreation Center, 501 Roanoke Road
- F. Summer Day Camp and After School Program Mission and Goals: To provide the community with an incomparable program that challenges youth physically, mentally, and emotionally through fun and educational activities in a safe and positive environment.
- G. Exemption Status: Once an exempt status is established, the Licensing Division will not monitor the recreation program. The Licensing Division will be responsible for investigating complaints of unlicensed child care and for referring other complaints to the municipal authorities, or in case of abuse/neglect allegation, to the local police.
- H. Standards of Care Review: Standards will be reviewed annually and approved by the Recreation Superintendent and Director of Parks and Recreation.

- I. Child care licensing will not regulate these programs nor be involved in any complaint investigation related to the program.
- J. Any parent, visitor or staff member may file a complaint by calling The Roanoke Recreation Center at 817-837-9930, Monday through Friday, 8:00 AM to 5:00 PM.

2. Staffing

A. Camp Manager

- a. Job Summary: Under general supervision of the Recreation Specialist, the Camp Manager assists in implementation, coordination and supervision of youth day camps, activities, and events. This is accomplished by assisting in the day to day operations of day camps, interacting with program participants, developing schedules, assisting with ordering supplies and equipment, assisting in promoting events and ensuring the readiness of facilities. Other duties include administrative support, on-site supervision and instruction of programs. This is a seasonal position and requires holiday and weekend work.
- b. Essential Job Functions:
 - i. Assist in implementation and coordination of day camps by scheduling activities and events, assisting with ordering supplies and equipment, responding to questions and comments from the public, inspecting facilities prior to programming, and assisting with training and supervising Camp Counselors.
 - ii. Provide administrative and clerical support with necessary record keeping related to the camp programs.
 - iii. Lead, supervise, and conduct day camp activities. Supervise camp participants properly and respond immediately during emergencies, including administering first aid as necessary.
 - iv. Assist in control of equipment and supplies. Maintain attendance, discipline and other records for program participants.
 - v. Effectively communicate with children, parents/guardians, and the public.
 - vi. Assist with the recruiting, selection, and supervision of the daily activities of the Camp Counselors.
 - vii. Present a professional appearance and attitude at all times, and maintain a high standard of customer service.
 - viii. Perform various maintenance duties as directed to maintain a clean and safe facility.

- ix. Prepare and maintain appropriate records and reports.
 - x. Perform other duties as assigned.
 - xi. Regular and punctual attendance is required.
 - c. Minimum Qualifications:
 - i. At least 18 years of age.
 - ii. A minimum of two (2) years previous camp program experience. Camp leadership experience preferred.
 - iii. Current CPR/AED/First Aid certification, or the ability to obtain certification within 30 days of hire.
 - iv. Must be able to complete and pass a pre-employment drug screen and background check.
 - d. Work Environment: The essential functions of this position are performed primarily in an outdoor environment with exposure to extreme weather conditions, including heat, cold, and humidity. Position will work with some pump and chemical regulation equipment, as well as chemicals, and be exposed to harsh odors. Position requires frequent sitting, repetitive motions, lifting of negligible weights, fine dexterity and the ability to clearly see and hear. Occasional pushing, pulling, bending, carrying, lifting up to fifty (50) pounds and kneeling may be required for some duties. Duties also require ability to perform typical camp activities, including but not limited to, swimming, running, setting up/taking down tables, standing for extended periods of time, etc. Must be able to use various office equipment, including but not limited to, computers, audio/visual technology, telephones, fax machines, printers, copiers, etc.
- B. Summer Camp Counselor
- a. Job Summary: Under general supervision of the Recreation Specialist and Camp Manager, the Summer Camp Counselor is responsible for daily supervision of children participating in the summer camp programs. The Summer Camp Counselor will assist in the preparation and implementation of summer camp programs and activities.
 - b. Essential Job Functions:
 - i. Actively participate in the programs and activities for each day of summer camp.
 - ii. Assist in the coordination of arts, crafts, swimming, drama, games, and other activities.
 - iii. Prepare for field trips, special events, and special projects.
 - iv. Serve as a role model to young children.
 - v. Inform supervisor of all work activities.
 - vi. Provide care to all children, including CPR or basic

- vi. medical treatment as needed.
 - vii. Perform other duties as assigned.
 - c. Minimum Qualifications:
 - i. At least 18 years of age.
 - ii. Current CPR/AED/First Aid certification, or the ability to obtain certification within 30 days of hire.
 - iii. Must possess a valid Texas Driver's License and meet driving record standards as defined by City policy.
 - iv. Must be able to complete and pass a pre-employment drug screen and background check.
 - d. Work Environment: The essential functions of this position are performed in both indoor and outdoor environments, including exposure to extreme weather conditions such as heat, cold, and humidity. Position requires frequent sitting, repetitive motions, lifting of negligible weights, fine dexterity and the ability to clearly see and hear. Occasional pushing, pulling, bending, carrying, lifting up to fifty (50) pounds and kneeling may be required for some duties. Duties also require ability to perform typical camp activities, including but not limited to, swimming, running, setting up/taking down tables, standing for extended periods of time, etc. Must be able to use various office equipment, including but not limited to, computers, audio/visual technology, telephones, fax machines, printers, copiers, etc.
- C. After School Counselor
- a. Job Summary: Under general supervision of the Recreation Specialist, the After School Recreation Counselor is responsible for daily supervision of children participating in the after school programs. The After School Recreation Counselor will assist in the preparation and implementation of after school programs and activities.
 - b. Essential Job Functions:
 - i. Assist in the supervision of children in a manner that promotes safe behaviors and improves the quality of the children's interaction with one another.
 - ii. Actively participate in the programs and activities for after school.
 - iii. Assist in the coordination of arts, crafts, and other activities.
 - iv. Assist students with homework and projects.
 - v. Serve as a role model to young children by demonstrating high standards of personal conduct. Inform supervisor of all work activities.
 - vi. Adhere to all Recreation Center and City of Roanoke

- vii. Provide care to all children, including CPR or basic medical treatment as needed.
 - viii. Regular and punctual attendance is required.
 - ix. Perform other duties as assigned.
 - c. Minimum Qualifications:
 - i. At least 18 years of age.
 - ii. Current CPR/AED/First Aid certification, or the ability to obtain certification within 30 days of hire.
 - iii. Must possess a valid Texas Driver's License and meet driving record standards as defined by City policy.
 - iv. Must be able to complete and pass a pre-employment drug screen and background check.
 - d. Work Environment: The essential functions of this position are performed in both indoor and outdoor environments, including exposure to extreme weather conditions such as heat, cold, and humidity. Position requires frequent sitting, repetitive motions, lifting of negligible weights, fine dexterity and the ability to clearly see and hear. Occasional pushing, pulling, bending, carrying, lifting up to fifty (50) pounds and kneeling may be required for some duties. Duties also require ability to perform typical camp activities, including but not limited to, swimming, running, setting up/taking down tables, standing for extended periods of time, etc. Must be able to use various office equipment, including but not limited to, computers, audio/visual technology, telephones, fax machines, printers, copiers, etc.
- D. Other Requirements
- a. Staff must complete the mandatory staff-training program of at least 8 hours, in addition to planning hours prior to the start of camp. This training includes a departmental orientation, customer service, sexual harassment training, behavioral issues and discipline, as well as practical skills and activities such as games, songs and crafts.
 - b. Staff must exhibit competency, good judgment, and self-control throughout the duration of the program.
 - c. Staff should relate to the children with courtesy, respect, acceptance and patience.
 - d. Staff will be evaluated at least once during the summer and/or fall, and visited with before the program is over, to discuss any areas that should be addressed to ensure employment in a future program.
 - e. Staff shall not abuse or neglect children.

- E. Staffing Ratios: The number of children may not exceed staff by a minimum ratio of 1 staff member per 15 children, ages 5-12.
- F. Criminal Background Checks: Criminal background checks will be conducted on prospective Day Camp employees. Applicants may be disqualified if they have a job-related criminal conviction.
- G. A prospective employee will be subject to a drug test prior to hiring. Positive drug results may exclude an applicant from employment.

3. Service Standards

- A. Staff shirts, shorts or jeans, and appropriate footwear will be worn at all times.
- B. Participants and parents will be treated with respect at all times.
- C. Staff will keep parents continuously informed of program activities. A weekly schedule will be distributed on Monday of each week and extra copies will be kept with the daily sign-in sheet.
- D. Staff will note details of behavior of participants (accomplishments, discipline problems, general activities, etc.) and update parents.
- E. Staff will monitor the sign-in/out sheet at all times.
- F. Staff will clean up after each activity to ensure that all equipment and supplies are properly and safely stored. Each room should be cleaned thoroughly before leaving.
- G. Staff will spend 100% of their time actively involved with participants and/or parents.

4. Facility Standards

- A. Emergency evacuation and relocation plans will be posted at each facility.
- B. Program employees will inspect the site frequently for any sanitation or safety concerns and pass them to the Recreation Superintendent or Recreation Specialist.
- C. A fully stocked first aid kit should be checked and stocked on a weekly basis by the Recreation Specialist. A checklist is included in the first aid kit.
- D. In a situation where evacuation is necessary, the first priority of staff is to make sure all participants are in a safe location.
- E. The Fire Marshal will inspect program sites annually. The Recreation Superintendent is responsible for compliance with the Fire Marshal's directions.
- F. The recommended number of fire extinguishers shall be inspected quarterly, available and primed for use.
- G. Fire drills should be conducted once a month during summer camp.
- H. Medication will only be administered with written parent consent. Prescription medication shall be left with staff in their original container, labeled with the child's name, date, directions and

physician's name. Medication shall be dispensed only as stated on the bottle and not past the expiration date.

- I. Non-prescription medicine with the child's name and date on the medication may be brought in the original container.
- J. Each site shall have adequate indoor toilets and lavatories located such that children can use them independently and program staff can supervise as needed. There shall be one flush toilet per 30 children. Sinks shall be provided based on 1 sink per 30 children.
- K. All participants must wear tennis shoes daily. Sandals are only allowed in pool areas

5. Operational Issues

- A. Emergency phone numbers are kept with the sign-in/out sheet at all facilities and shall include numbers for fire, police and ambulance services and all supervisors' contact information.
- B. An employee manual is given to every staff member, which outlines the following:
 - a. Discipline Issues
 - b. City Rules and Regulations
 - c. Forms that must be filled out
 - d. Service Standards
 - e. Game/activity leadership
 - f. Ways to interact with children

Additional manuals will be located at each site for access by any staff member.

- C. Sign-In/Sign-Out sheets will be used daily. Only adults listed on the child's pick up permission form will be allowed to pick up children. An authorized person must enter the building and sign the sheet in order for the staff to release the child.
- D. Emergency evacuation and relocation plans will be posted at each facility.
- E. Parents will be notified regarding planned field trips and provided with any required release forms.
- F. Registration forms will be kept and maintained on each child and shall include:
 - a. Child's name, birth date, home address, home phone number, physician's phone number, and address and phone numbers where parents may be reached during the day.
 - b. Names of persons to whom the child can be released.
 - c. Field trip release form as needed.
 - d. Liability Waiver.
 - e. Parental consent to administer medication, medical information and release on participants.
- G. Staff shall immediately notify the parent or other person authorized by the parent when the child is injured or has been involved in a situation that placed them at risk.

- H. Staff shall notify parents or authorized persons of children when there is an outbreak of a community disease in the facility. It is required to be reported to the County Department of Health. Staff must notify parents of children in a group when there is outbreak of lice or other infestation in the group.
- I. Discipline
 - a. Discipline and guidance of children must be consistent and based on an understanding of individual needs and development.
 - b. There shall be no harsh, cruel or unusual treatment.
 - i. Corporal punishment in any form will not be tolerated.
 - ii. Children shall not be shaken, bit, hit or have anything put in or on their mouth as punishment.
 - iii. Children shall not be humiliated, yelled at or rejected.
 - iv. Children shall not be subjected to abuse or profane language.
 - v. Punishment shall not be associated with food.
 - vi. Staff may use brief, supervised separation from the work (time outs) if necessary, but staff shall not place children in a locked room or in a dark room with the door closed.
 - c. Incident reports will be filled out on any disciplinary cases and information is to be shared with parents when picking up the child or sooner when extreme cases occur.
 - d. Children who show patterns of endangerment to themselves, other participants, or staff will be asked to leave the program permanently.
- J. Illness or Injury
 - a. Parents shall be notified in case of illness or injury.
 - b. An ill child will not be allowed to participate if the child is suspected of having a temperature and/or accompanied by behavior changes or other signs or symptoms until medical evaluation indicates that the child can be included in the activities. In the event an injury cannot be treated through basic first aid, staff shall notify paramedics.
 - c. When an injury occurs, an Incident Report shall be filled out completely and immediately after the incident, with the original sent to the Recreation Specialist's office.

6. General Guidelines for Children.

As part of the Summer Camp and After School Program manual, staff should be given the following information:

- A. A child is not allowed to use the phone unless it is an emergency. In this case, staff should make the call for the child.
- B. Children must stay off of the tables, counter tops, etc. and should never be allowed to stand on chairs.

- C. Children should walk in the building. Running is only permitted in the gym.
- D. Bouncing and throwing balls is only permitted in the gym or outdoors.
- E. Active games using equipment that can cause damage to windows, shades, lights and ceilings must be played in the gym or outdoors.
- F. Children must respect you and each other.
- G. Children must wear closed-toed shoes at all times, except while swimming.

- *You must know where every child is AT ALL TIMES.*

7. Activities

- A. The program will provide activities for the group according to the participant's ages, interests and abilities. The activities should be flexible and promote social and educational advancement.
- B. A weekly calendar of activities will be posted for parents and copies are available upon request.
- C. When taking field trips, staff will:
 - a. Take roll before they leave the Recreation Center as well as prior to leaving the field trip site.
 - b. Carry medical information on each child and necessary medication with them on the trip.
 - c. Carry a first aid kit.
 - d. Encourage participants to wear camp shirts so that children are easily identified.
 - e. Carry a cellular phone for emergency use.

8. Monitoring and Enforcement

- A. Standards of Care established by the City of Roanoke will be monitored and enforced by city departments responsible for their respective areas as identified:
 - a. Health and safety standards will be monitored and enforced by the City's Police, Fire, Risk Management and Code Enforcement departments.
 - b. Staff and program issues will be monitored and enforced by the Roanoke Recreation Center. The Recreation Specialist shall visit the sites on a weekly basis. Each camp counselor is responsible for visually checking the camp activities on a daily basis.



CITY COUNCIL AGENDA ITEM

TO: Mayor and City Council

SUBJECT: Amending AHTC Bylaws

MEETING DATE: April 25, 2023

DEPARTMENT: Visitor Center/Museum

ITEM SUMMARY:

Consideration and action on approval of an amendment to the Art and History Trail Committee bylaws, reducing the number of committee members from 11 to 7.

INFORMATION:

On August 23, 2022, the Roanoke City Council approved Resolution No. 2022-114R, establishing a City of Roanoke Art and History Trail Committee. Originally, 11 members were appointed to the committee, meaning six (6) members had to attend to create a quorum. There have been four (4) members leave the board, which has created an issue with obtaining a quorum. It is requested that the number of board members be reduced to seven (7) to help alleviate this issue.

STAFF RECOMMENDATION:

Approval of amended bylaws.

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. Roanoke - Bylaws - Art History Trail Committee - jlm rev redline - 032323
2. Roanoke - Bylaws - Art History Trail Committee - jlm rev clean - 032323

AMENDED
BYLAWS OF THE
ART & HISTORY TRAIL COMMITTEE

ARTICLE I PURPOSE AND
MEMBERS

SECTION 1. NUMBER OF TERMS OF OFFICE

- A. The Art & History Trail Committee (the “Committee”) shall consist of ~~up to seven (7)~~eleven (11) members, each of whom shall be appointed by the City Council. A majority of the committee must be residents of the City of Roanoke, Texas (the “City”).
- B. The members of the Committee shall serve terms of three (3) years. Thereafter, each successive member of the Committee shall be appointed and serve for three (3) years or until a successor is appointed as hereinafter provided. All affected terms begin and expire in August of the applicable year. Not more than three (3) City council members may serve on the Committee at any one time.
- C. Any member may be removed from office by the City Council at will. A vacancy of any member’s position, which occurs by reason of death, resignation, disqualification, removal, or otherwise, shall be filled by the City Council.
- D. Board members are considered City officers for the purposes of the Texas Open Meetings Act, chapter 551 of the Texas Government Code, as amended

SECTION 2. VACANCIES AND RESIGNATIONS

A vacancy in any position of the Committee, which occurs by reason of death, resignation, disqualification, removal, or otherwise, shall be filled by the City Council. A vacancy in the office of Chairman or Vice Chairman which occurs by reason of death, resignation, disqualification, removal, or otherwise, shall be filled by election by the Committee from the remaining members, for the unexpired portion of the term of that office.

Any member may resign at any time. Such resignation shall be made in writing, addressed to the Chairman or Vice Chairman, and shall take effect at the time specified therein, or if no time is specified, at the time of its receipt by the Chairman or Vice Chairman.

SECTION 3. MEETINGS OF MEMBERS

For meetings of the Committee, notice thereof shall be provided and set forth in accordance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code. Any member of the Art & History Trail Committee may have an item placed on the agenda by delivering the same in writing to the City Staff liaison or City Secretary no less than five (5) calendar days prior to the date of the next meeting. Each agenda of the Committee meeting shall contain an item, titled “Public Input,” to allow public comment to be made by the general public concerning matters related to Art & History Trail. However, no official or formal action or vote may be taken on any comment made by citizens during Public Input.

The Committee shall hold regular and special meetings, in the corporate limits of the City, at such place or places as the Committee may from time to time determined, and in conformance with the Texas Open Meetings Act.

Amended Bylaws – Art & History Trail Board
City of Roanoke, Texas
Revised on ~~February 28~~September 9, 2023

SECTION 4. QUORUM

A quorum is ~~four (4)~~^{six (6)} members of the Committee for the conduct of official business. The Act of a majority of the Committee or more at a meeting at which a quorum is in attendance shall constitute the act of the Committee, unless the act of a greater number is required by these Bylaws, policies/procedures of the Committee, City Council resolution/ordinance, or state law.

SECTION 5. CONDUCT OF BUSINESS

- A. At the meetings of the Committee, matters pertaining to the business of the Art & History Trail Committee shall be considered in accordance with the rules of procedure as from time to time prescribed by the Committee. Unless otherwise adopted by the Committee, the rules of procedures of the City Council shall be the rules of procedures for the Committee.
- B. At all meetings of the Committee, the Chairman shall preside, and in the absence of the Chairman, the Vice Chairman shall exercise the powers of the Chairman.
- C. The Secretary of the Board shall act as Secretary of all meetings of the Committee, but in the absence of the Secretary, the presiding officer may appoint any person to act as Secretary of the meeting. The Secretary shall keep minutes of the transactions of the Committee and Committee meetings and shall cause such official minutes to be recorded in books kept for that purpose in the principal office of the City. The unofficial minutes shall be submitted to the City Secretary within seven (7) days following the Committee meeting. This will enable the unofficial minutes to be distributed to the Committee members for their approval at a future Committee meeting.

SECTION 6. COMMITTEES OF THE BOARD

An official sub-committee of the Committee shall consist of not more than ~~three (3)~~^{five (5)} members. It is provided, however, that all final official actions may be exercised only by the Committee. Each sub-committee so designated shall keep regular minutes of the transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the City.

SECTION 7. COMPENSATION OF DIRECTORS

The members, including the Chairman and Vice Chairman, shall not receive any salary or compensation for their services. However, members may be reimbursed for their actual expenses incurred in the performance of their duties hereunder, including but not limited to the cost of travel, lodging and incidental expenses reasonably related to the corporate duties of the Committee and approved by City Council. Travel expenses incurred by members for both regular and special meetings are not eligible for reimbursement.

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ARTICLE II
OFFICERS

SECTION 1. TITLES AND TERM OF OFFICE

The Chairman and Vice Chairman shall be elected by the Committee and shall serve a term of one (1) year. The respective terms of the initial Chairman and Vice Chairman shall be determined by the City Council. The Chairman and Vice Chairman shall continue to serve until their successors are appointed.

SECTION 2. POWERS AND DUTIES OF THE CHAIRMAN

The Chairman shall be the chief executive officer of the Committee, and shall, subject to the authority of the Committee and paramount authority and approval of the City Council, preside at all meetings of the Committee. In addition, the Chairman shall:

- A. call both regular and special meetings of the Committee and establish the agenda for such;
- B. have the right to vote on all matters coming before the Committee;
- C. have the authority to appoint standing or study committees to aid and assist the Committee in its business undertaking or other matters incidental to the operation and functions of the Committee;
- D. perform all duties incident to the office, and such other duties as shall be prescribed from time to time by the Committee, subject to approval by the City Council;
- E. appear before the City Council on a periodic basis, when requested, to give a report on the status of activities of the Committee; and
- F. appear before the City Council, or be represented by his designee, regarding any item being considered by the City Council concerning the Committee, when requested to be present.

SECTION 3. VICE CHAIRMAN

The Vice Chairman shall exercise the powers of the Chairman during that officer's absence or inability to act. The Vice Chairman shall also perform other duties as from time to time may be assigned by the Chairman or the Committee.

SECTION 4. ATTENDANCE

Members must be present in order to vote at any meeting. Regular attendance at the Committee meetings is required of all members. The following number of absences shall constitute the basis for replacement of a member. Absences greater than 25% from regularly scheduled meetings during any one year term (January 1st to December 31st) shall be considered vacant.

SECTION 5. CONFLICT OF INTEREST

In the event that a member is aware that he has a conflict of interest or potential conflict of interest, with regard to any particular matter or vote coming before the Committee, the member shall bring the same to the attention of the Committee and shall abstain from discussion and voting thereof.

Any member shall bring to the attention of the Committee any apparent conflict of interest or potential conflict of interest of any other member, in which case the Committee shall determine whether a true conflict of interest exists before any further discussion or vote shall be conducted regarding that particular matter. The member about whom a conflict of interest question has been raised shall refrain from voting with regard to the determination as to whether a true conflict exists. Failure to conform to these requirements herein and policies as may be adopted by the Committee is cause for dismissal from the Committee by action of the City Council.

SECTION 6. PARTICIPATION IN COMMITTEE MEETINGS

The City Manager, City Secretary, Mayor and Councilmembers, shall have the right to take part in any discussion of the Committee, or sub-committees thereof, including attendance of executive sessions, but shall not have the power to vote in any meetings attended.

ARTICLE III
MISCELLANEOUS PROVISIONS

SECTION 1. APPROVAL OR ADVICE AND CONSENT OF THE CITY COUNCIL

To the extent that these bylaws refer to any action, approval, advise, or consent by the City to refer to action, approval, advice or consent by the City Council, such action, approval, advice, or consent shall be evidenced by a motion, resolution, or ordinance duly passed by the City Council and reflected in the minutes of the City Council.

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Each member, including the President and Vice President, its officers, employees, and agents shall abide by and be subject to the City Code of Ethics consistent with the state guidelines regarding gifts.

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These Bylaws may be amended or repealed and new Bylaws may be adopted by an affirmative vote of not less than seventy-five percent (75%) of the authorized members serving on the Committee, subject to approval by the City Council. The City Council may amend these Bylaws at any time. Such amendments by the City Council will be duly passed, and adopted by motion, resolution or ordinance duly reflected in the minutes of the City Council, and thereafter, duly noted to the committee. These bylaws may not be amended more often than once a year.

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BYLAWS OF THE
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CITY COUNCIL AGENDA ITEM

TO: Art & History Trail Committee Members

SUBJECT: Public Art Master Plan Policies and Procedures

MEETING DATE: April 25, 2023

DEPARTMENT: Visitor Center/Museum

ITEM SUMMARY:

Consideration and action on approval of the Public Art Master Plan Policies and Procedures.

INFORMATION:

The Art and History Trail Committee conducted several meetings to give input into the creation of Public Art Master Plan Policies and Procedures. Utilizing this information, the city staff has created a proposal for the Public Art Master Plan Policies and Procedures for your consideration.

The Art and History Trail Committee approved the proposed Public Art Master Plan Policies and Procedures at its April 13, 2023 meeting.

STAFF RECOMMENDATION:

Approval of the Public Art Master Plan Policies and Procedures

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. ATHC Policies and Guidelines 2023



City of Roanoke, Texas

Public Art Master Plan Policies and Procedures

Mission

The mission of the Roanoke Art & History Trail Committee (AHTC) is to cultivate and develop a comprehensive culture of art while honoring the history and enriching the community of Roanoke and visitors.

Vision

For Roanoke to be experienced as a community that celebrates the arts. The AHTC will provide thoughtfully planned art that creates welcoming gathering spaces, drives the expansion of tourism and economic development all with a nod to the historical significance of the City of Roanoke.

I. Goals

(Goals are statements of what needs to be accomplished for the mission and vision.

Objectives are specific actions and timelines for achieving the goal [i.e. 5-year plan].)

1. Provide an opportunity for public art and artistic expression within the community;
2. Allow public art as a vehicle to express the City's history and cultural heritage;
3. Strengthen the community's sense of spirit, pride and community values;
4. Generate cultural tourism and create economic impact;
5. Utilize resources efficiently and provide for sustainability;
6. Enhance community identity and pride;
7. Provide the highest quality artwork available, promoting excellence and demonstrating diversity and variety of media;
8. Increase public exhibition opportunities for artists who live or work in and around Roanoke;
9. Encourage public participation and interactions with public spaces;
10. Enrich the public environment for both residents and visitors through incorporation of the arts; and
11. Strive for diversity, reflecting the social, ethnic and cultural fabric of the city.

II. Objectives—Public Art Action Plan

A. 5-year Project Plan

1. Short term (1-2 years)
 - a. Community art show space
 - b. Selfie stations
2. Medium term (3-5 years)
 - a. Pocket parks/interactive kids parks
 - b. Art benches
 - c. Sidewalk/crosswalks
 - d. Roundabout statues

B. Long term Project Plan (5+ years)

1. Entrance signage
2. Civic center

III. Administration

The AHTC shall administer the Roanoke Public Art Program, coordinating with other City departments and committees as necessary. AHTC will:



- a) Participate in identifying and developing possible public art sites for City Council approval;
 - b) Draft and distribute Calls for Artists, stating project goals and site plan;
 - c) Convene Art Selection Panels as needed;
 - d) Participate in all City Council meetings where public art is discussed;
 - e) Prepare and monitor all tracking documents, including artist records, art inventories and contracts;
 - f) Coordinate all physical and logistical components of artwork installations;
 - g) Coordinate preparation of all necessary signage, including identification labels and/or plaques;
 - h) Coordinate publicity and media attention for artwork installations;
 - i) Serve as a conduit between artists, project and building managers, City staff and others as necessary to ensure a trouble-free flow;
 - j) Serve as resource, guide and counsel to the City Council and City staff regarding all issues related to the Roanoke Public Art Program;
 - k) Present an annual report to the City Council on the Roanoke Public Art Program
 1. Program accomplishments of the prior year and plans for the coming year; and
 2. Conduct a bi-annual review during odd years of all holdings in the art collections.
 3. During this review AHTC will:
 - a. Inventory the collection;
 - b. Examine the condition of each piece to determine any restoration or preservation needs;
 - c. Examine the display or storage conditions of each piece.
- A. *Funding:* The City Council and AHTC will actively pursue public and private sources to fund public art initiatives, which can be deposited into a Public Arts Fund. Individuals, businesses and organizations also will be encouraged to make contributions. Public art projects may be funded through a variety of sources approved by the City Council, including:
1. Public funds. The AHTC will have responsibility for making recommendations for allowable uses of these funds with final approval by the City Council.
 - a. The City Council acknowledges that the AHTC is an advisory commission of the City and the City Council has the responsibility, right and authority to expend the funds as for their intended purpose and is possible and in accordance with the laws of the State of Texas. Additionally, funds donated for a specific project will be restricted for such project to the extent that state law allows. Donations toward a specific cultural or art project will be treated as a donation under federal laws.
 - b. *The City has made no future allocation of public funds to AHTC. However, the City Council may review such policy and may amend it to make an allocation of public funds as determined by the Council. Any further allocation of public funds, approved by the City Council, shall be made in compliance with all local, state and federal laws.
 2. Grants from the Roanoke Economic and Industrial Development Corporation Type A board (City-funded at the rate of ½ of 1 percent of sales tax) for economic development.
 3. Private contributions;
 4. Grants;
 5. Corporate sponsorships;
 6. Matching gifts;
 7. Development fees;



8. Gifts of art; and
9. Fundraising

*Options include public art fees assessed from certain development projects (i.e. .25% of construction value of applicable projects); capital improvement projects (CIP) exceeding a certain amount in total costs, where funding in amount of a certain percentage may be allocated by the City Council for the incorporation of public art; and/or funding from a certain percentage of the HOT (Hotel and Occupancy Tax).

B. *Maintenance, Protection, and Display of Artwork:* Art accepted by the City Council shall become the property of the City.

1. Acceptable level of maintenance for the entire display shall be the responsibility of the City unless otherwise determined by agreement with a separate organization. Consideration shall be given to specific recommendations from the commissioned artists when appropriate. Maintenance levels shall be consistent with that of the location where the art is located.
2. The City will be responsible for artwork that it accepts for the Program. It will be responsible for the proper maintenance, protection and display. These activities will be conducted in accordance with any written instructions provided by the artist/donor at the time of delivery of the work to the extent feasible. In fulfilling these duties, the City will:
 - a) Exert reasonable efforts to protect the artwork from theft, vandalism and other damages;
 - b) Maintain insurance policies providing coverage for theft vandalism or other damages to the artwork;
 - c) Exert reasonable efforts to ensure that acquired artwork is available for public viewing—and when available for public viewing, displayed in an appropriate and respectful manner; and
 - d) Provide official acknowledgement of receipt of artwork to artist or donor.
 - i. The City will not intentionally destroy, damage, alter, modify or otherwise change a piece of artwork accepted by the City as part of the Public Art Program. If any alteration occurs after receipt of the work by the City, the artist has the right to request that the work no longer be represented to be the work of the artist.
 - ii. Restoration or replacement may become necessary if a piece of art is affected by the environment, storm damage or vandalism. The City shall be responsible for the restoration of public artworks unless otherwise determined by agreement with a separate organization. If available, funding for the restoration of public art may come from the current AHTC budget, insurance, operating funds or other sources as may be identified and/or applicable.
 - iii. Storage may be necessary if the work of art is delivered prior to site preparations being complete.

A. *Removal and Deaccessioning*

1. ***Removal of Public Art:*** The City shall remove and dispose of works of art when it finds such action to be in the public interest based on the following:
 - a) The artwork has no relevance to the collection or serves no exhibition function.
 - b) The artwork has been vandalized and is unable to be repaired for any reason, including physical, structural or financial reasons.



- c) The artwork no longer meets the current standards for public art.
 - d) The artwork is no longer repairable or is in a seriously deteriorated condition.
 - e) Due to the concerns for public safety if an artwork becomes a hazard or a public liability.
 - f) Removal should not be based on current fashion or taste.
- Recommendations for removal of public art shall be directed to the City Council. If the City Council determines a review is appropriate, it shall follow the same procedures as outlined for the application for new artwork.

2. *Deaccession of City-owned Artwork:* The City of Roanoke recognizes that the deaccession of artwork must be handled with great care, as concern that public art might be disposed of to pay operating expenses or satisfy changing desires of the City could discourage potential donors or artists. Moreover, haphazard deaccession could cause irreparable harm to the City's collection. The City of Roanoke has a fiduciary obligation to maintain the collection for the benefit of its citizens. AHTC may recommend that an artwork should be permanently removed from the City's collection according to the procedures that follow:

- a) **CRITERIA FOR SELECTING WORKS FOR DEACCESSIONING.** A work may be deaccessioned if at least one of the following applies:
 - i. The city cannot properly care for or store the work;
 - ii. Security of the artwork can no longer be reasonably guaranteed;
 - iii. There is no suitable site for relocation of a work that must be moved;
 - iv. Maintenance costs are higher than can reasonably be absorbed by the City;
 - v. The artwork requires repairs that are unfeasible;
 - vi. The artwork's condition requires restoration in excess of its aesthetic value;
 - vii. The work is so deteriorated that restoration would prove unfeasible or misleading;
 - viii. It, as erected, the artwork poses risks to public safety not identified in the selection process;
 - ix. It is determined that the work lacks significant aesthetic, historical and/or cultural value;
 - x. The City's collection contains a large quantity of work by a single artist of minor stature (in such case, AHTC may find it sufficient to retain only a representative collection);
 - xi. The work is determined to be a duplicate (e.g. prints or multiples) of lesser quality than other works in the collection;
 - xii. The work is determined to be a copy or pastiche without significant historical, documentary or aesthetic value; or
 - xiii. The work is determined to be a forgery or fake. AHTC is responsible for ensuring that any such forgery or fake is identified as such when it leaves the City's collection.
- b) **DEACCESSIONING METHODS.** Upon recommendation of the AHTC, the City Council may, at their discretion, consider any of the following courses of action to deaccession City-owned artworks:
 - i. Sell or trade the artwork (secure professional appraisal, advertise the sale and seek competitive bids through surplus property procedures)



with proceeds to be deposited in the AHTC budget unless specified otherwise in a related contract.

- ii. Remove from display and store the artwork.
- iii. Remove from display and dispose of the artwork. Options might include returning the artwork to the artist or donor, dispose of the piece through a donation to charity or by means of an agreement with another governmental entity.
- iv. Discard the artwork or recycle materials if no other reasonable option exists.
- v. It is understood that, based on prevailing circumstances, other methods of deaccession may be considered in the future.
- vi. All methods must meet all applicable policies, procedures and laws.

IV. Acquisitions

A. Ownership

- 1. Artwork purchased, commissioned or accepted as a donation will be the property of the City of Roanoke.
- 2. Title for each work will be transferred to the City as necessary. Upon acquisition of an artwork, the relationship between the City and the artist will be defined by a contract addressing the terms of the acquisition, any instructions for proper care and maintenance of the work, and any special agreements regarding copyright, reproduction and resale issues, and/or manner in which the work may be deaccessioned.

B. Acquisition Methods: Artwork may be acquired by purchase, commission, donation or long-term loan.

- 1. PURCHASE: When an existing artwork satisfies the selection criteria of the Roanoke Public Art Program or a specific public art project, AHTC may recommend that the City Council authorize direct purchase of the artwork.
- 2. COMMISSION: Based on a recommendation from AHTC, the City Council may award commissions by competition or invitation. The selected artist would be commissioned to create original work consistent with the artist's proposal.
- 3. DONATION: AHTC may recommend that the City Council accept artwork offered as a contribution to the City by a citizen if the work satisfies Roanoke Public Art Program selection criteria and an appropriate site exists to exhibit the work.
 - a) All donations shall be reviewed by the City Council and approved
 - b) A Public Arts Deed of Gift must be completed by contributors and submitted to the AHTC and the City Council for consideration.
 - c) As part of the approval process, the owner or owner's representative of the project will be required to enter into an Art Display Agreement. This agreement shall outline the length of the loan or statement of donation, location, maintenance requirements, cost responsibility, insurance, value of artwork, installation and removal responsibility, and other items not specifically mentioned. If ongoing maintenance requirements, cost responsibility or other obligations are the burden of the owner or owner's representative, then the sustainability of the owner or owner's representative shall be added as a condition of review.
 - d) All siting decisions shall be made by the City Council, with input from the AHTC.
 - e) Donors of public arts may suggest to the City alternative locations for placement of arts. The AHTC may consider these suggestions when



making their recommendation to the City Council regarding acceptance and placement.

- f) If the artwork is not publically displayed or installed within 1 year of acceptance, then it shall be re-reviewed by the AHTC and the City Council for re-approval or denial.
- g) All donated works become part of the City's art collection and, as such, may be relocated or removed from display at any time.
- 4. LOAN: When an existing artwork satisfies Roanoke Public Art Program selection criteria and is suited to a particular purpose or is well-suited to a particular site, AHTC may recommend that the City Council authorize the City to borrow the work from the artist or owner.
 - a) All loans shall be reviewed by the City Council and approved
 - b) The terms of the loan, including the periods for which the work is loaned, any instructions for proper care and maintenance of the work and all relevant insurance arrangements shall be specified in a Loan Agreement.
 - c) The City shall control the location and arrangement of all temporary exhibitions, and reserves the right to reject any part of an exhibition or to change the manner of display if the items to be exhibited are deemed offensive in nature or lacking in artistic or cultural merit.

V. Process for Submission and Review

A. *Review/Approval Process:* Applications for public review must meet the submission requirements outlined below. Once an application is received by the City, it will be scheduled for an upcoming AHTC meeting when agenda time is available. Then if approved, it will be scheduled for an upcoming City Council meeting when agenda time is available. It is anticipated that this process should take between 31-60 days, but may take longer as needed. The review process shall be as follows:

- 1. The application and its contents shall be forwarded to the AHTC.
- 2. The AHTC Committee shall convene a meeting and provide a recommendation regarding the application to the City Council. The recommendation shall include all of the comments received during the review period and a summary of the recommendations.
- 3. Acceptance of the application by the AHTC. The AHTC shall review the application and direct staff to proceed with the review procedures.
- 4. Each permanent Public Arts Project proposal submitted to or initiated by the AHTC shall be submitted with a recommendation from the AHTC to the City Council for final consideration. The City Council may, in its sole discretion, (1) request revisions and resubmission, (2) reject the proposal or (3) accept the proposal.
- 5. Conflict of Interest Statement: In no event shall the application or representative of the applicant be part of the AHTC committee.

B. *Submission Requirements:* Applications will not be deemed acceptable unless accompanied with the following information:

- 1. A photo, drawing or sketch of the art piece.
- 2. Estimated cost of construction and design and proposed funding sources.
- 3. Description of the materials used to create structure including materials needed to display/secure the structure.
- 4. Dimension of the structure including appropriate base materials needed.
- 5. Description, including materials, dimensions and location of interpretive signage for the structure.



6. Statement of regarding relationship to proposed site including aesthetic, cultural or historic ties.
7. An estimate of design lifespan of the structure and potential annual maintenance needed to maintain structural integrity.
8. Statement as to whether the work is unique or duplicates other work.
9. Proposed construction methods.

C. *Guidelines for Review:* The AHTC Committee and City Council will consider the following criteria in its review of all art on public parks and open spaces:

1. The City's overall collection shall strive for diversity in style, scale, media and artists.
2. If the structure is to be erected outdoors, the physical condition of the structure should be considered in terms of durability in an outdoor setting. Any requirements for immediate or future conservation should be noted.
3. The structure must add interest and meaning to the environment in which it is placed.
4. It must be compatible in scale, material, form and content with its surrounding and for an overall relationship with the site. Structure must conform to any existing Master Plan for the site.
5. The structure must have social, cultural, historical or physical context to the site and/or community, either existing or planned.
6. Structures who messages are exclusively religious in nature will not be accepted.
7. Structures whose messages are exclusively political in nature will only be considered if the political message is of historical context.
8. Structures that will provide burdensome maintenance costs on the City, according to its discretion, will not be accepted.
9. Structure shall provide overall artistic merit, creativity and vision (originality, ambition, connection with people and region, technical competence and craftsmanship).
10. Message and content shall be judged by generally accepted community standards.
11. Preference given to work created by local and regional artists.
12. Artist's background and ability.
13. Pertinence to local people, history, events and cultural and ethnic heritage or related to location.
14. Support and collaboration for the project.
15. No conflict of interest with funding sources.
16. Clear title of ownership.
17. Must meet City Codes and Ordinances.
18. Avoid over-representation by any one artist.
19. Prioritized list of sites and localities.
20. Public Safety.
21. Artworks should not block windows or entranceways, nor obstruct normal pedestrian circulation in and out of a building, on a sidewalk or path.
22. Art should not be placed in a given site if the landscaping and maintenance requirements of that site cannot be met on a long-term basis.

D. *Criteria for Artwork Placement:* When identifying the proposed location of artwork, AHTC shall consider the following:

1. Public Safety;



2. Visibility;
3. Lighting;
4. Traffic patterns, interior, exterior, foot and auto;
5. Function of the existing facility or site;
6. Relationship of the proposed artwork to pre-existing artworks on the site;
7. Future development plans for the area;
8. Landscape design;
9. Environmental assessment;
10. Public accessibility;
11. Appropriateness of the physical characteristics of the site; and
12. Relationship of the social and cultural identity of the immediate local community.

VI. Selection Process

A. *Artwork Selection Criteria*: Artistic integrity and highest quality of aesthetic experience will be the primary considerations in the selection of public art. The following criteria shall be applied by AHTC in the selection process:

1. MEDIA: All visual art forms and materials consistent with the purpose of acquisition will be considered.
2. QUALITY: Artwork shall be of lasting value and artistic merit that will enhance the City's collection.
3. AUDIENCE: The artwork will be suitable for display to a diverse audience including children. It should enhance its setting and help create a sense of place. The City may not acquire public art that would, when displayed, create a hostile work environment for public employees.
4. STYLE: The artwork should be suitable in scale materials and form for its surroundings, or capable of being suited in a variety of public areas. Artwork selected for the City's collection should advance the purpose specified by AHTC at the time an acquisition project is undertaken
5. RANGE: Artwork may be functional or non-functional; conceptual or tangible; portable or site-specific; folk art, craft or fine arts; temporarily or permanently installed
6. CONDITION AND PERMANENCE: The artwork will be of materials and method of construction suitable to the setting. Artwork for outdoor exhibition will be resistant to theft, vandalism, weathering and constructed to avoid extensive maintenance and repair. At the time of acquisition, the artwork will be in good condition or worthy of restoration.
7. TECHNICAL FEASIBILITY: The City will consider only such artwork for commissions those artwork proposals it finds likely to be completed according to design. The City will only select artworks for which it has an immediate location or storage capacity.
8. FISCAL FEASIBILITY: The City will consider only such artworks for which it poses adequate funding for appropriate display, maintenance, insurance and safeguarding.
 - a) Prior to acceptance of a work, an estimate based upon past experience or knowledge of maintenance expenses associated with the proposed artwork shall be presented to the City Council by AHTC in its Acquisition Recommendation.
 - b) PUBLIC SAFETY: The City will not consider works that the City determines may pose a threat to public safety.



- B. *Responsibilities of Artists/Donors:* When an artwork has been selected for inclusion in the Roanoke Public Art Program, the artist or donor must agree to:
1. Sign and abide by the terms stated within the Acquisition Contract;
 2. Execute, complete and deliver the work at agreed upon date and time;
 3. Maintain an effective working relationship with the project team and City staff;
 4. Advise AHTC immediately of any significant changes to the scope, materials or design of the work after contract is signed (all changes must be reviewed and approved prior to completion);
 5. Personally design and execute the work, working with City staff in connection with site preparation and installation, unless otherwise stipulated in the contract;
 6. Warrant that the work is the original product of the designated artist's creative efforts and does not infringe on any third party's copyrights or other intellectual property rights; and
 7. Correct or allow correction of any safety issues not foreseen in the installation of the artwork, or that develop after the artwork has been on public view.

C. *Artist Selection Process*

1. The AHTC serves as the preliminary review, advisory and recommending body for a Public Art project. The City Staff assists the AHTC chair in presiding over meetings and overseeing the artist selection process. The AHTC interviews and selects an artist to recommend for the project.
2. AHTC reviews are scheduled in advance and open to observers who wish to attend. The AHTC chair or City Staff instructs committee members on the duties and responsibilities relating to the project.
3. Committee members should verify that they have no conflict of interest relative to the project. If the AHTC cannot reach a consensus on an artist, it takes a vote, with the majority carrying the decision. Each Committee members has one vote, and no Committee members has the right of veto.
4. The City Council has final authority to approve the artist and can accept or reject the AHTC's recommendation.
5. Whenever possible, the selection process should begin at the conceptual stage of the project so the artist(s) will be able to integrate arts concepts and artworks with the design of the specific projects and or sites. Early participation also allows for dialogue between the artist(s) and architect or designer to discuss the design processes and the inclusion of specifications for the artworks site preparation that are subject to zoning, design and construction codes. The selection of artists or artworks should meet the following criteria:
 - a) The design capabilities of the artist(s) and the inherent quality of the artworks.
 - b) All media forms of visual arts may be considered, subject to any requirements set by the City Council, AHTC or the Administration Department.
 - c) Artworks of all schools, styles and tastes should be considered for the Public Arts Program.
 - d) Artwork should be appropriate in scale, materials and form for the immediate, general, social and physical environments in which they are related.
 - e) Consideration should be given to the artist's previously demonstrated ability to create works of structural and surface integrity, permanence and protection against theft, vandalism, weathering, excessive maintenance and repair costs.



- f) Consideration should be given to the fact that public arts is a genre that is created in a public context and that must be judged by standards that embrace factors other than aesthetic, including public participation and functional considerations. Public arts may also serve to establish focal points and terminate areas, modify, enhance or define specific spaces, establish identity or address specific issues of urban design.
- g) The artist selection process shall ensure that the interests of all concerned parties are represented, including the public, arts community and the City.

D. *Methods of Selecting Artists:* The AHTC shall determine the appropriate method of artist selection:

1. Design Team Selection – The design team for a project may directly select an artist following the criteria set forth by this Policy. This method of selection is appropriate for those city projects which have been selected to have an art-enhanced design component.
2. Limited Competition – The AHTC may invite a limited number of artists to submit credentials or proposals according to criteria established by AHTC or the City Council. Such criteria will reasonably expedite the goals of the competition without unduly excluding qualified participation.
3. Open Competition – Any artist may submit credentials or proposals, subject to any requirements established by the AHTC or the Administration Department. Call for entries for open competitions shall be sufficiently detailed to permit artist to determine whether their work is appropriate to the project under consideration. The AHTC shall review all applications and select a predetermined number of finalists. The limited competition process would then follow.
4. Invitation – In special circumstances, the AHTC may decide on commissioning one artist to work on a project. The AHTC may directly select an artist or artists. Generally, direct selection will not be employed except on those projects where an open or limited competition would be inappropriate or impractical, such as a very urgent timeline or very specific project requirements. Artists chosen by AHTC or a duly authorized Art Selection Panel on the basis of their qualifications, as demonstrated by past work, past experience with public art and successful completion of previous projects similar in scope and demand will be asked or paid to develop a proposal.
5. The AHTC shall select a predetermined number of finalists to be interviewed. Depending on the scope of work and timeline of the project, the selected finalists may be requested to submit their qualifications or a project proposal to the AHTC. If the finalists are to submit a project proposal, finalist shall be presented with information pertaining to the selection process and the project, including a site and community profile. The project architect may set a meeting with the finalists to discuss the site and/or project.
6. Final Recommendations – The AHTC has the responsibility of recommending an artist's proposal or artwork for a project to the City Council for final approval.
7. The City shall request a formal proposal from the final artist(s) selected, specifying the time frame for proposal development, payment schedule, ownership, exclusivity and copyrights. Ownership of all materials related to the proposal including model, drawings, etc., will be negotiated between the artist and the City and the City shall have the right to exhibit and use them for educational and promotional purposes.



E. Responsibilities of the Artist(s)

1. Submit credentials, visuals, proposals and/or project materials as directed for consideration by the AHTC.
2. Guarantee that the Artwork or art concept is the result of the artist's personal creative efforts except in the case of design collaboration.
3. Ensure that the art is unique and original and does not infringe upon any copyright. The artist must agree to hold the City harmless against any claims of copyright infringement.
4. Guarantee that the artwork or the duplicate has not been accepted for sale within 500 miles of the city limits and that the art is free and clear of any liens.
5. Conduct necessary research, including attending project orientations and touring project sites, when possible.
6. Design, execute, complete and transfer ownership of the artwork in a timely and professional manner.
7. Work closely with the project manager and/or other design professionals associated with the project.
8. Submit to the Administration Department and the AHTC any significant changes in the scope of the project, color, material, or design of the approved Artwork.
9. Make public presentations, conduct community education workshops or a residency as may be required by the contract with the City.
10. Provide a maintenance plan that includes a list of materials, diagrams, names of fabricators describing processes used in fabricating the artwork, and the descriptions and drawings of installations, specifications and details of connecting methods.

F. Contractual Agreements: Upon final approval of the artist by the AHTC, the City Staff negotiates with the artist using the City contract developed specifically for this purpose.

1. Contracts will be negotiated between the City, the City Attorney, the artists and with other consultants, if necessary. If applicable, as determined by the City, the artist must prepare a budget that includes costs for fabrication, materials, labor, transportation, site preparation and installation, insurance, artist fee and a contingency fund. Contracts will require the artist to develop a Maintenance Plan for the artwork, which must be submitted to the Administration Department before final acceptance of the artwork is issued by the City. Contracts will be executed by the City Manager, or designee, and administered by the Administration Department.

G. Design Development and Review: The following process guides the design development and review of a public art project:

1. After selection but prior to design development, the artist meets with the AHTC or the City Staff to discuss the scope of the project.
2. The artist gathers information and conducts research, solicits community input if appropriate and begins preliminary designs.
3. The AHTC or City Staff responds to the artist's draft designs and provides feedback.
4. After the artist has created a fully developed design for the artwork, it may be shared with the public.
5. The artist's final design is brought before the City Council prior to the execution of any agreements for fabrication of the design. The City Council is the final authority in the design review stage.



6. The City Staff may hold a final meeting of the AHTC to obtain feedback on the process and interview members about lessons learned.

H. *Fabrication and Installation*

1. Fabrication of the artwork will be by the artist or under the artist's direct supervision.
2. Installations shall be coordinated between the Administration Department through the Public Arts Program and the appropriate representatives of the City. Whenever possible, the installation of artworks will become part of the final project's construction contract, and will be executed by the contractor under the artist's supervision.
3. The Administration Department shall document the selection process and critical stages of specific projects such as fabrication and installation. All records relating to all projects such as contracts, correspondence, memoranda, proposals, models, and billings will be kept by the Administration Department.

I. *Project Completion*: At the completion of a project, the following procedures apply to the transfer of project responsibility to the Public Art Collection:

1. Within 15 days following the completion of the artwork installation, the artist provides a transfer of title document.
2. As a condition of final payment to the artist, the artist must send a letter documenting fabrication methods, artistic intent and routine and cyclical maintenance requirements.
3. Upon project completion, the City Council recommends to the citizens final acceptance of the artwork into the Public Art Collection.

J. *Identification of Artwork*:

1. Signage must include relevant information such as the name or theme of the artwork, the name of the artist(s), who the artwork is presented from, and the date the artwork was dedicated. Signage may also include a brief description of the art and who it was presented to (i.e. City of Roanoke). The signage should blend with the artwork and not distract from it.
2. Purchase prices of artwork shall not be posted at the placement site in which the artwork is displayed, nor shall they be listed in any exhibit brochures.

K. *Public Safety*: No artwork will be displayed before the City has inspected it and ascertained that it poses no threat to public safety. Through evaluation by qualified staff, the City will ascertain that no aspect of the installed artwork creates a substantial risk of injury when the work and any adjacent property are used with due care and in a reasonably foreseeable manner. The City will further ascertain that installation of the work will not pose a substantial or unreasonable risk of serious bodily harm to persons near the work or on adjacent property with due care appropriate to their age in a reasonably foreseeable manner. After an artwork has been installed, the City will monitor the installation as needed to ensure that no such risks are created due to changed circumstances.

VII. **Monitor and measure**

For its annual report to the City Council, the AHTC will monitor, measure and review the Public Art Program's progress through various metrics, including:

- a) Number of public artwork pieces installed within a year



- b) Amount of diversity added to the collection by the number of each type of artwork installed (i.e., sculpture, mosaic) and the number of non-traditional pieces installed (i.e., art incorporated into infrastructure)
- c) Number of temporary exhibits held within the year
- d) Percentage of pieces contributed by previously commissioned artists
- e) Number of grants applied for within the year
- f) Number of grants received in the year
- g) Total amount of funds spent on public art
- h) Attendance at temporary exhibits
- i) Percentage of pieces provided by local artists