



SPECIAL CITY COUNCIL MEETING

City Hall Council Chambers, 298 West Washington Street
Tuesday, March 21, 2023 at 5:30 PM

AGENDA

CALL TO ORDER

PRESENTATIONS

1. Proclamation Recognizing March as National Athletic Training Month

REGULAR AGENDA

2. Revised Order of Election for May 6, 2023 Election
3. Consider Approval of ITB 3317 – Four Police Patrol Vehicles
4. Consider Approval of Resolution Regarding A Financing Agreement for the Purpose of Procuring Police Vehicles
5. Consider Approval to Enter into an Agreement for ClearGov Capital Budgeting, Digital Budget Book, and Transparency Software Subscription

RECESS TO EMPLOYEE BENEFITS TRUST MEETING

EMPLOYEE BENEFITS TRUST MEETING

6. CALL TO ORDER
7. Employee Benefits for Plan Year 2023-2024
8. ADJOURN

RECONVENE SPECIAL CITY COUNCIL MEETING

9. Consider Approval of Employee Benefits for Benefit Year 2023-2024

EXECUTIVE SESSION

In compliance with the provisions of the Texas Open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with

10. Section 551.071 Consultation with Attorney - to Consult Over a Pending or Contemplated Litigation
11. Section 551.087 Deliberation Regarding Economic Development Negotiations - Project Groundwork

ACTION TAKEN ON ITEMS DISCUSSED IN EXECUTIVE SESSION, IF NECESSARY

ADJOURN

Note: The Stephenville City Council may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.

Proclamation of Recognizing

MARCH AS NATIONAL ATHLETIC TRAINING MONTH

WHEREAS, the National Athletic Trainers Association was founded in 1950 as an organization committed to the education of its members and the enhancement of the profession of athletic training, creating better health care for the population it serves; and

WHEREAS, athletic trainers from collegiate, and high school teams; physician offices; and rehabilitation clinics work together to promote and practice the profession of athletic training within Stephenville, Texas; and

WHEREAS, athletic trainers have a long history of providing quality health care for athletes and persons engaged in regular physical activity; and

WHEREAS, athletic trainers are highly skilled health care professionals who specialize in immediate, acute and emergency care; examination, assessment and diagnosis; injury prevention; risk management; therapeutic intervention; and rehabilitation of injury and illness; and

WHEREAS, the National Athletic Trainers' Association represents and supports more than 45,000 members of the athletic training profession, including more than 3,819 athletic trainers in the State of Texas; and

WHEREAS, leading organizations concerned with athletic training and health care have united in a common commitment to raise public awareness of the importance of the profession of athletic training and the role of athletic trainers in the provision of quality health care services; and

WHEREAS, it is the desire of the City of Stephenville, Texas to promote improved health care for athletes and all of those who engage in physical activity.

NOW, THEREFORE, I, Doug Svien, Mayor of Stephenville, do hereby proclaim the month of March as National Athletic Training Month, and call upon residents of Stephenville to join me in recognizing athletic trainers for their honorable work in keeping the community healthy.

IN WITNESS WHEREOF, I have hereby set my hand and caused to be affixed the seal of the City of Stephenville, Texas, this 21st day of March 2023.

Doug Svien, Mayor



STAFF REPORT

SUBJECT: Revised Order of Election for May 6, 2023 Election

DEPARTMENT: Administration

STAFF CONTACT: Sarah Lockenour, City Secretary

RECOMMENDATION:

Staff requests Council approve the Revised Order of Election to modify the Early Voting Hours.

BACKGROUND:

At the Regular Council Meeting March 7, 2023, Council approved the Amended Order of Election for May 6, 2023. The County has since revised the Early Voting Hours. The Extended Hours were scheduled for Monday, April 24 and Monday, May 1 from 7:00 AM to 7:00 PM. The revised Extended Hours are only Friday, April 28 from 7:00 AM to 7:00 PM.



STAFF REPORT

SUBJECT: ITB 3317 – Four Police Patrol Vehicles

DEPARTMENT: Finance

STAFF CONTACT: Tricia Wortley

RECOMMENDATION:

The Purchasing Department and the Police Chief recommend the bid be awarded to Bruner Motors for the 2023 vehicles totaling \$173,830.27. This will be for three Chevrolet Tahoes at \$42,037.29 each and one Silverado crew cab pickup truck at \$47,718.40. These vehicles will be financed.

BACKGROUND:

Bids were solicited and opened on March 8, 2023 for a total of four police vehicles consisting of three patrol SUVs and one patrol pickup truck. We received responses from four (4) vendors.

The vendors responded as follows and amounts listed are for one vehicle only:

	Bruner Motors	Sam Pack's 5 Star Ford	Grapevine CJD	Southwest CJD
SUV	\$42,037.29	\$45,980.00	\$44,306.00	\$48,490.00
½ ton crew cab truck	\$47,418.40	no bid	no bid	no bid



STAFF REPORT

SUBJECT: Consider Approval of Resolution Regarding a Financing Agreement for the Purpose of Procuring Police Vehicles

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

RECOMMENDATION:

Staff are requesting the Council to approve a financing agreement with Government Capital Corporation for equipment cost of \$173,830.27 at 5.70% with 4 annual payments of \$48,508.27 beginning 6 months from signing.

BACKGROUND:

During budget preparation, the Police Department requested to lease or finance three (3) Police Tahoes and one (1) Police Patrol Pickup with a total annual payment of \$61,000.

Bids were requested and opened, and Bruner Chevrolet was the lowest quote on all vehicles for a total quote of \$173,830.27.

Government Capital Corporation provided two financing options: one for four years and one for 5 years. Since the four-year option is within the budget and is over \$5,400 less in total interest payments, the four-year option is recommended.

FISCAL IMPACT SUMMARY:

Approving this financing agreement will obligate the City to \$48,508.27 in debt service payments for the next three years.

ALTERNATIVES

Not approve the financing agreement and pay cash for the vehicles.

Not approve the financing agreement and pursue other financing arrangements.



GOVERNMENT CAPITAL
CORPORATION

March 16, 2023

Mrs. Monica Harris
Stephenville City Hall
254-918-1211
mharris@stephenvilletx.gov

Dear Mrs. Harris,

Thank you for the opportunity to present proposed financing for Stephenville City Hall. I am submitting for your review the following proposed structure:

ISSUER:	City of Stephenville, Texas	
FINANCING STRUCTURE:	Public Property Finance Contract issued under Local Government Code Section 271.005	
EQUIPMENT COST:	\$ 173,830.27	
TERM:	4 Annual Payments	5 Annual Payments
INTEREST RATE:	5.70%	5.75%
PAYMENT AMOUNT:	\$ 48,508.27	\$ 39,896.89
PAYMENTS BEGINNING:	6 months from signing, annually thereafter	

Financing for these projects would be simple, fast and easy due to the fact that:

- ✓ We have an existing relationship with you and have your financial statements on file, expediting the process. Please keep in mind we may also need current year statements.
- ✓ We can provide familiar documentation for your legal counsel.

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are based on current markets. Upon credit approval, rates may be locked for up to thirty (30) days. If funding does not occur within this time period, rates will be indexed to markets at such time.

Our finance programs are flexible and as always, my job is to make sure you have the best possible experience every time you interact with our brand. We're always open to feedback on how to make your experience better. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,

Stephanie Cates

Stephanie Cates
SVP Client Services
Main: 817-421-5400

RESOLUTION NO. 2023-R-05

A RESOLUTION REGARDING A FINANCING AGREEMENT FOR THE PURPOSE OF PROCURING POLICE VEHICLES.

WHEREAS the City of Stephenville desires to enter into a certain Financing Agreement, by and between Government Capital Corporation and the City of Stephenville, for the purpose of financing Police Vehicles; and

WHEREAS the City of Stephenville desires to designate this Agreement as a "qualified tax-exempt obligation" of the City of Stephenville for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended; and

WHEREAS the City of Stephenville desires to designate the City Manager as an authorized signer of the Agreement.

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

SECTION 1.

That the City of Stephenville enters into a Financing Agreement with Government Capital Corporation for the purpose of procuring Police Vehicles.

SECTION 2.

That the Financing Agreement, by and between the City of Stephenville and Government Capital Corporation is designated by the City of Stephenville as a "qualified tax-exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

SECTION 3.

That the City of Stephenville designates the City Manager, as an authorized signer of the Financing Agreement, by and between the City of Stephenville and Government Capital Corporation.

SECTION 4.

That should the need arise, if applicable, the City will use loan proceeds for reimbursement of expenditures related to the Property, within the meaning of Treasury Regulation § 1.150-2, as promulgated under the Internal Revenue Code of 1986, as amended.

PASSED AND APPROVED this the 21st day of March 2023.

Doug Svien, Mayor

ATTEST:

Sarah Lockenour, City Secretary

Reviewed by Jason M. King,
City Manager

Randy Thomas, City Attorney
Approved as to form and legality



STAFF REPORT

SUBJECT: Consider Approval to Enter into an Agreement for ClearGov Capital Budgeting, Digital Budget Book, and Transparency Software Subscription

DEPARTMENT: Finance

STAFF CONTACT: Monica Harris

RECOMMENDATION:

Staff are requesting the Council to approve entering into an agreement with ClearGov for Capital Budgeting, Digital Budget Book, and Transparency Software Subscription.

BACKGROUND:

During budget preparation, the Finance Department requested \$16,130 for Transparency Software subscription, which was approved.

After reviewing software options, ClearGov was chosen as it offered not only the Transparency software, but also Capital Budgeting and Digital Budget Book Software for an annual cost of \$17,400, which can be prorated April 1 through September 30 for a cost of \$8,700.

\$5,000 of the current budget is already committed, leaving \$11,130 remaining to cover the cost through the end of the fiscal year. The City also pays almost \$16,000 a year for Envisio Plans & Analytics, which this software would replace.

The agreement is for 5.5 years and is billed annually in advance, except for the first invoice, which will be for 6 months. Prices will increase annually by 3% per annum for the initial service period, then 6% per annum each year after the initial service period. The City will have the option to terminate the Service in the first 30 days with a full refund of the service fees. The City will have the option to terminate prior to any annual renewal if the Council does not appropriate the funds in the budget with 60 days written notice prior to the current annual termination date (September 30th).

FISCAL IMPACT SUMMARY:

FY 22-23 \$8,700

FY 23-24 \$17,400

FY 24-25 \$17,922

FY 25-26 \$18,460

FY 26-27 \$19,014

FY 27-28 \$19,584

Total for 5.5 years is \$101,080.

ALTERNATIVES

Not approve the agreement.



Service Order

2 Mill & Main; Suite 630; Maynard, MA 01754

Created by	Dennis Maher
Contact Phone	817-205-9980
Contact Email	dmaher@cleargov.com

Order Date	Feb 15, 2023
Order valid if signed by	Mar 23, 2023

Customer Information					
Customer	City of Stephenville	Contact	Monica Harris	Billing Contact	
Address	298 W. Washington St	Title	Finance Director	Title	
City, St, Zip	Stephenville, Texas 76401	Email	mharris@stephenvilletx.gov	Email	
Phone	254-918-1220			PO # (If any)	

This Service Order will be contracted through...	
Procurement Aggregator	ClearGov Contract
Buyboard	Buyboard Proposal No. #607-20

The Services you will receive and the Fees for those Services are...			
Set up Services		Tier/Rate	Service Fees
ClearGov Setup: Includes activation, onboarding and training for ClearGov solutions		Tier 2	\$ 10,800.00
Dennis Maher to waive one time set-up fee until March 23, 2023		Tier 2	\$ (10,800.00)
Total ClearGov Setup Service Fee - Billed ONE-TIME			\$ -
Subscription Services		Tier	Service Fees
ClearGov Capital Budgeting - Civic Edition		Tier 2	\$ 8,500.00
ClearGov Digital Budget Book - Civic Edition		Tier 2	\$ 7,750.00
ClearGov Transparency - Civic Edition		Tier 2	\$ 6,950.00
ClearGov Budget Cycle Management Bundle Discount: Discount for bundled solutions		Tier 2	\$ (5,800.00)
Total ClearGov Subscription Service Fee - Billed ANNUALLY IN ADVANCE			\$ 17,400.00

ClearGov will provide your Services according to this schedule...			
Period	Start Date	End Date	Description
Setup	Apr 1, 2023	Apr 1, 2023	ClearGov Setup Services
Pro-Rata	Apr 1, 2023	Sep 30, 2023	ClearGov Subscription Services
Initial	Oct 1, 2023	Sep 30, 2028	ClearGov Subscription Services

To be clear, you will be billed as follows...		
Billing Date(s)	Amount(s)	Notes
Apr 1, 2023	\$ -	One Time Setup Fee
Apr 1, 2023	\$ 8,700.00	6 Month Pro-Rata Subscription Fee
Oct 1, 2023	\$ 17,400.00	Annual Subscription Fee
Additional subscription years and/or renewals will be billed annually in accordance with pricing and terms set forth herein		
Billing Terms and Conditions		
Valid Until	Mar 23, 2023	Pricing set forth herein is valid only if ClearGov Service Order is executed on or before this date.
Payment	Net 30	All invoices are due Net 30 days from the date of invoice.

Initial Period Rate Increase	3% per annum	During the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.
Rate Increase	6% per annum	After the Initial Service Period, the Annual Subscription Service Fee shall automatically increase by this amount.

General Terms & Conditions

Customer Satisfaction Guarantee	During the first thirty (30) days of the Service, Customer shall have the option to terminate the Service, by providing written notice. In the event that Customer exercises this customer satisfaction guarantee option, such termination shall become effective immediately and Customer shall be eligible for a full refund of the applicable Service Fees.
Statement of Work	ClearGov and Customer mutually agree to the ClearGov Service activation and onboarding process set forth in the attached Statement of Work.
Taxes	The Service Fees and Billing amounts set forth above in this ClearGov Service Order DO NOT include applicable taxes. In accordance with the laws of the applicable state, in the event that sales, use or other taxes apply to this transaction, ClearGov shall include such taxes on applicable invoices and Customer is solely responsible for such taxes, unless documentation is provided to ClearGov demonstrating Customer's exemption from such taxes.
Appropriations	Customer shall have the option to terminate this ClearGov Service Order in advance of any annual renewal in the event that the applicable appropriating body does not appropriate funds for such upcoming renewal period.
Term & Termination	Subject to the termination rights and obligations set forth in the ClearGov Service Agreement, this ClearGov Service Order commences upon the Order Date set forth herein and shall continue until the completion of the Service Period (s) for the Service(s) set forth herein. Each Service shall commence upon the Start Date set forth herein and shall continue until the completion of the applicable Service Period. To be clear, Customer shall have the option to Terminate this Service Order on an annual basis by providing notice at least sixty (60) days prior to the end of the then current Annual Term.
Auto-Renewal	After the Initial Period, the Service Period for any ClearGov Annual Subscription Services shall automatically renew for successive annual periods (each an "Annual Term"), unless either Party provides written notice of its desire not to renew at least sixty (60) days prior to the end of the then current Annual Term.
Agreement	This ClearGov Service Order shall become binding upon execution by both Parties. The signature herein affirms your commitment to pay for the Service(s) ordered in accordance with the terms set forth in this ClearGov Service Order and also acknowledges that you have read and agree to the terms and conditions set forth in the ClearGov BCM Service Agreement found at the following URL: http://www.ClearGov.com/terms-and-conditions . This Service Order incorporates by reference the terms of such ClearGov BCM Service Agreement.

Customer	
Signature	
Name	
Title	

ClearGov, Inc.	
Signature	
Name	Bryan A. Burdick
Title	President

Please e-mail signed Service Order to Orders@ClearGov.com or Fax to (774) 759-3045

Customer Upgrades (ClearGov internal use only)

This Service Order is a Customer Upgrade	No	If Yes: Original Service Order Date	
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Statement of Work

This Statement of Work outlines the roles and responsibilities by both ClearGov and Customer required for the activation and onboarding of the ClearGov Service. ClearGov will begin this onboarding process upon execution of this Service Order. All onboarding services and communications will be provided through remote methods - email, phone, and web conferencing.

ClearGov Responsibilities

- ClearGov will activate ClearGov Service subscription(s) as of the applicable Start Date(s). ClearGov will create the initial Admin User account, and the Customer Admin User will be responsible for creating additional User accounts.
- ClearGov will assign an Implementation Manager (IM) responsible for managing the activation and onboarding process. ClearGov IM will coordinate with other ClearGov resources, as necessary.
- ClearGov IM will provide a Kickoff Call scheduling link to the Customer's Primary Contact. Customer should schedule Kickoff Call within two weeks after the Service Order has been executed.
- ClearGov IM will provide a Data Discovery Call scheduling link to the Customer's Primary Contact. Customer should schedule Data Discovery Call based on the availability of Customer's staff.
- ClearGov will provide Customer with financial data requirements and instructions, based on the ClearGov Service subscription(s).
- ClearGov will review financial data files and confirm that data is complete, or request additional information, if necessary. Once complete financial data files have been received, ClearGov will format the data, upload it to the ClearGov platform and complete an initial mapping of the data.
- After initial mapping, ClearGov will schedule a Data Review call with a ClearGov Data Onboarding Consultant (DOC), who will present how the data was mapped, ask for feedback, and address open questions. Depending upon Customer feedback and the complexity of data mapping requests, there may be additional follow-up calls or emails required to complete the data onboarding process.
- ClearGov will inform Customer of all training, learning, and support options. ClearGov recommends all Users attend ClearGov Academy training sessions and/or read Support Center articles before using the ClearGov Service to ensure a quick ramp and success. As needed, ClearGov will design and deliver customized remote training and configuration workshops for Admins and one for End Users - via video conference - and these sessions will be recorded for future reference.
- ClearGov will make commercially reasonable efforts to complete the onboarding process in a timely fashion, provided Customer submits financial data files and responds to review and approval requests by ClearGov in a similarly timely fashion. Any delay by Customer in meeting these deliverable requirements may result in a delayed data onboarding process. Any such delay shall not affect or change the Service Period(s) as set forth in the applicable Service Order.

Customer Responsibilities

- Customer's Primary Contact will coordinate the necessary personnel to attend the Kickoff and Data Discovery Calls within two weeks after the Service Order has been executed. If Customer needs to change the date/time of either of these calls, the Primary Contact will notify the ClearGov IM at least one business day in advance.
- Customer will provide a complete set of requested financial data files (revenue, expense, chart of accounts, etc.) to ClearGov in accordance with the requirements provided by ClearGov.
- Customer's Primary Contact will coordinate the necessary personnel to attend the Data Discovery and Data Review calls. It is recommended that all stakeholders with input on how data should be mapped should attend. Based on these calls and any subsequent internal review, Customer shall provide a detailed list of data mapping requirements and requested changes to data mapping drafts in a timely manner, and Customer will approve the final data mapping, once completed to Customer's satisfaction.
- Customer will complete recommended on-demand training modules in advance of customized training & configuration workshops.
- Customer shall be solely responsible for importing and/or inputting applicable text narrative, custom graphics, performance metrics, capital requests, personnel data, and other such information for capital budget, personnel budget, budget books, projects, dashboards, etc.