



## COUNCIL COMMITTEE MEETING

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City Hall Council Chambers, 298 W Washington  
Tuesday, April 16, 2024 at 5:30 PM

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### AGENDA

#### CALL TO ORDER

#### TOURISM AND VISITORS BUREAU COMMITTEE

LeAnn Durfey, chair; Lon Reisman, Bob Newby, Maddie Smith

1. Consider Approval of National Rambouillet Show HOT Funds Application
2. Consider Approval of Stephenville Music Club's Joyful Noise Gospel Music Fest HOT Funds Application

#### PARKS AND LEISURE SERVICES COMMITTEE

Lon Reisman, chair; Bob Newby, David Baskett, Brandon Greenhaw

3. Consider Approval of Landscape Architecture Agreement with La Terra Studio

#### PUBLIC WORKS COMMITTEE

Mark McClinton, chair; LeAnn Durfey, Justin Haschke, David Baskett

4. Consider Approval of Professional Services Amendment for Landfill Limited Scope Permit Amendment
5. Review Harbin Drive Proposed Change Order No. 8 for Medians

#### 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.***



# STAFF REPORT

**SUBJECT:** HOT Funds Application: National Rambouillet Show

**DEPARTMENT:** Tourism

**STAFF CONTACT:** Michaela Bierman

## RECOMMENDATION:

The Tourism Advisory Board has a positive recommendation for funding the National Rambouillet Show & Sale Application, but with a reduced amount of \$2,500.

## BACKGROUND:

### National Rambouillet Show & Sale: \$5,000

- a. This event will take place June 17-22, 2024, at the Tarleton State University Animal Plant Science Center and APSC Arena. There is an expected attendance of 150 people, all staying in local hotel establishments for 4-5 nights, and a room block of 30 rooms is reserved at the LaQuinta. If approved, the HOT Funds granted would be used to pay for the facility and advertising.
- b. A representative of the National Rambouillet Show is here to discuss the application to the Committee.

If approved, the funding for these HOT Funds applications can be allocated from an event line item in the Tourism budget that is no longer taking place.

**CITY OF STEPHENVILLE**  
**GUIDELINES UNDER TEXAS LAW FOR**  
**USE OF HOTEL OCCUPANCY TAX REVENUE**

**State Law:** By law of the State of Texas, the City of Stephenville collects a Hotel Occupancy Tax (HOT) from hotels, motels, inns, and bed-and-breakfast establishments. Chapter 351 of the Tax Code states that HOT funds may be used only if both parts of the following two-part test are met. Part One (1) requires that usage of HOT Funds must directly enhance and promote tourism and the convention, and hotel industry, and Part Two (2) limits the use of HOT Funds to the following:

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

event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.

7. **Signage**: Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality.
8. **Transportation systems for tourists**: Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

**City of Stephenville Process**: The City of Stephenville accepts applications from groups who request HOT Funds for events/activities/facilities, which fit into one or more of the above listed categories. All decisions of the City Council are final.

**City of Stephenville Policy**:

1. The purpose of HOT funding is to assist and support qualified events/activities/facilities, not to be the major patron or the majority funds provider (50% or more) for the event/activity/facility budget.
2. Priority will be given to those events and entities based upon documented ability to directly promote tourism and the hotel and convention industry in Stephenville by “demonstrating a proven record of increased hotel or tourism and visitor’s activity.” Such activity may result from hotel or tourism and visitor’s guests that are already in town and choose to attend the funded event or facility, or it may result from individuals coming from another city or county to stay in an area lodging to attend the funded event or facility. Applicants should document the potential to generate increased hotel or tourism and visitor’s activity by:
  - a. Providing historical information on the number of rooms nights used during previous years of the same event/activity/facility;
  - b. Providing current information on the size of room blocks reserved at area hotels to accommodate anticipated overnight guests attending the funded event/activity/facility.
  - c. Providing historical information on the number of guests at hotels or other lodging facilities that attended the funded event/activity/facility; and/or
  - d. Providing examples of marketing or programs and activities likely to generate or encourage overnight visitors to local lodging properties.

3. All applicants are encouraged to utilize local businesses for food, supplies, materials, printing, and the like. A minimum of 8% of the HOT Funds shall be spent with local businesses.
4. A portion of the revenues from any event/activity/facility receiving HOT Funds should be channeled back into the future costs of operating that same event/activity/facility or the continued operation of such.
5. It is critical that the Application/Request for funding be filled out completely and accurately. Under the application section "Fund Usage," it is responsibility of the applicant to specifically explain how the funds will be used only in eligible ways.
6. If applying under the Advertising category, please note the local requirement that advertising must be accomplished in advance of the event/activity/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards.
7. As a general rule, all funding requests should be for fifty percent (50%) or less of Applicant's total projected revenue from the event/activity/facility.
8. Applicants are on notice that while the City of Stephenville makes decisions based on estimated budgets and projections, documentation of how granted funds were spent must be actual costs supported by proofs of payment. Any monies not used or not used lawfully, must be returned or repaid to the City within sixty (60) days of the event, along with the completed Post-Funding Analysis.
9. The final accounting of funds must mirror the items outlined in the Applicant's original application, in its fund expenditure outline, and in its request letter.
10. City of Stephenville guidelines were duly adopted by City Council on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**FUNDING CONSIDERATION CHECKLIST**

**Name of** National Rambouillet Show & Sale and National Junior Rambouillet Show

**Event/Activity/Facility:** \_\_\_\_\_

Does your event/activity/facility pass Part One (1) of the statutory test, defined specifically as directly enhancing and promoting tourism and the convention, and hotel industry in Stephenville?  YES  NO

Does your event/activity/facility pass Part Two (2) of the statutory test, defined specifically as fitting into one of more of the following categories:

- Convention center facilities or visitor information centers
- Facilities, personnel and materials for registration of the Tourism and Visitor's Bureau delegates
- Advertising, and conducting solicitations and promotional programs to attract tourist and visitor's
- Promotion of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion picture, radio, television, tape and sound recording
- Historical restoration and preservation projects or activities, or advertising and conducting solicitations and promotional programs to encourage tourists to visit preserved historic sites or museums in the area
- Signage directing tourist to sights and attractions that are visited frequently by hotel guests in the municipality
- Funding the costs for transporting tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city
- Sporting event expenses, including promotion expenses, related to sporting events at which the majority of participants are tourists who substantially increase economic activity at hotels in the area
- Is your application filled out thoroughly and completely, and are all required pages attached?
- Is your request for funding in accordance with the maximum funding guidelines?
- If applicable, have you submitted the Post-Funding Analysis and proofs of payment for last year's event/activity/facility?
- If applicable, have you returned or repaid the City for any previous funds not used or not used lawfully?
- Have you documented how you will accurately track out-of-town guests, showing that your event will attract tourists that will directly support the Tourism and Visitor's Bureau and the Hotel industry in the area?
- Is your request for fifty percent (50%) or less of your total projected revenue from the event/activity/facility?
- If you are applying under the Advertising category, is your request for one hundred percent (100%) or less of your total projected advertising expenditures?
- If you are applying under the Advertising category, have you met the local requirement that advertising must be accomplished in advance of the event/activity/facility, and must utilize legitimate media for promotion outside of the area, i.e. direct mail, newspapers, magazines, radio, television, billboards?
- Will all advertising indicate that the City of Stephenville is a direct sponsor of the event?

**APPLICATION**

**Organization Information**

Date: 3/04/2024

American Rambouillet Sheep Breeders Association

Name of Organization

P.O. Box 214

Address:

Hawley, TX 79525

City, State, Zip:

Robbie Eckhoff

Contact Name:

409-256-3687

Contact Phone Number:

www.rambouilletsheep.org

Website Address for Event/Activity/Facility:

Is your organization:  Non-Profit  Private for Profit

Tax ID#: [REDACTED]

Organization's Creation Date: Organized March 1889/Incorporated September 1991

Purpose for your organization:  
Promotion of the Rambouillet breed of sheep in the United States as well as Canada as well as provide a marketing outlet for the membership of the American Rambouillet Sheep Breeders Association.  
In addition, provide a registry for Registered Rambouillet seedstock in the United States as well as provide scholarships for youth in the ARSBA Junior Association.

**Event/Activity/Facility Information**

2024 National Rambouillet Show & Sale and National Junior Rambouillet Show

Name of Event/Activity/Facility:

June 17-22, 2024

Date of Even/Activity:

Tarleton State University Animal Plant Science Center and APSC Arena

Primary Location of Event/Activity/Facility:

\$5000.00

Amount of HOT Funding Requested:

**Fund Usage:** How will the funds be used?

The funds will be used to offset a portion of the facility use fee for the Tarleton APSC and APSC Arena as well as the required insurance premiums to meet the TSU requirements. In addition, the funds will be used to provide awards in both the 2024 National Rambouillet Show as well as the 2024 National Junior Rambouillet Show. Any additional funds will be applied to the meeting of the general membership at the annual awards banquet as well advertising

**Primary purpose if funded Event/Activity/Facility:**

Provide a location for the 2024 National Rambouillet Show and Sale & National Junior Show for the membership of the ARSBA.

**Check that statutory categories apply to funding request and amount requested under each category:**

**Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;

**Registration of Tourism and Visitor’s Bureau delegates:** the furnishing of facilities, personnel, and materials for the registration of tourism and visitor’s bureau delegates or registrants;

**Advertising, and conducting solicitations and promotional programs to attract tourists and visitor delegates:** advertising and conducting solicitations and promotional programs to attract tourists and visitor’s delegates or registrants to the municipality or its vicinity;

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

**Historical restoration and preservation projects or activities:** historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor’s delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of the Tourism and Visitor’s Bureau center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitors delegates;



- Sporting event expenses related to sporting event which substantially increase economic activity at hotels:** for a municipality located in a county with a population of 290,000 or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity. \_\_\_\_\_
- Signage:** Signage directing tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.
- Transportation system for tourists:** Funding the costs for transporting tourist from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

*(Answer the following three (3) questions only if sporting event-related)*

**If sporting even-related: How many individuals are expected to participate?**

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**If sporting event-related: How many of the participants are expected to be from another city or county?**

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**If sporting event-related: Quantify how the funded event/activity/facilities will substantially increase economic activity at hotel and motels within the City or its vicinity?**

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**Questions for all Funding Requests**

**How many years have you held this event/activity?**

Since 1889

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**Expected attendance:**

150

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**How many people attending the event/activity/facility will use Stephenville hotels, motels, inn s or bed-and-breakfast establishments?**

All attendees

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**How many nights will they stay?**

Most will be 4 nights, some will be 5 nights

**Do you reserve a room block for this event/activity/facility at an area hotel and if so, for how many rooms and at which hotels?**

LaQuinta Inn & Suites 105 Christy Plaza Drive | Stephenville, TX 76401 | Tel: 254.918.2444

Block of 30 rooms

**Please list other years (over the last three years) that you have hosted your event/activity/facility, and list the amount of assistance given from HOT funding and the number of hotel rooms used:**

Motel/Year Held	Assistance Amount	Number of Hotel Rooms Used

**How will you measure the impact of your event/activity/facility on area hotel activity?**

Entries by National Sale Consignors; Entries by National Junior Show Exhibitors; Registration of buyers at the 2024 National Rambouillet Sale; Registration of members at the 2024 committee and general meeting

**Please list all other organizations, government entities and grants that have offered financial support to your event/activity/facility, and respective amounts:**

Action Dry -- \$500

Tractor Supply -- \$1000

Hamilton Commission Company -- \$150

Keese International Wool -- \$350

**Please check all promotion efforts your organization is coordinating, and list the financial amounts committed to each media outlet:**

Paid Advertising    Newspaper    Radio    TV    Social Media    Press Releases

Direct mailing to out-of-town recipients    Other

**What specific geographic areas do your advertising materials and promotions reach?**

We advertise from coast to coast as the membership and producers of Rambouillet sheep are located across the country as well as Canada and Mexico.

**What number of individuals located in another city or county will your proposed marketing reach?**

We normally use print publications for advertising as well as social media. We do use some agriculture publications that do email blasts that reach 10,000 individuals

**The above application for HOT funds received for the City of Stephenville, and the explanation of how such funds will be utilized, is true and accurate.**

  
Authorized Signature

3/04/2024  
Date Signed

This Pre-Fund Analysis must be completely and accurately filled out and returned to the City of Stephenville, Attn: Tourism Coordinator, 298 W. Washington St. Stephenville, Texas 76401, no later than **sixty (60) days** before the event/activity/facility. If the total amount of the HOT funds were not used or were not lawfully used, then those funds must be returned or repaid to the City of Stephenville with the Post-Funding Analysis. Questions may be directed to the Tourism Coordinator at (254) 918-1212 or email [tourism@stephenvilletx.gov](mailto:tourism@stephenvilletx.gov).



# STAFF REPORT

**SUBJECT:** HOT Funds Application: Stephenville Music Club

**DEPARTMENT:** Tourism

**STAFF** Michaela Bierman

**CONTACT:**

## RECOMMENDATION:

The Tourism Advisory Board recommends to not fund the Stephenville Music Club's application for the Gospel Music Fest.

## BACKGROUND:

### Stephenville Music Club – Joyful Noise Gospel Music Fest: \$6,000

- a. This event will take place November 8-9, 2024, at the Stephenville Rec Hall and First Baptist Church. The expected attendance is 200, with about 10 people staying in local hotels. If approved, the HOT Funds granted would be used to fund musical talent, advertising, food for the event, etc.
- b. A representative of the Stephenville Music Club, Elaine Smith, is here to discuss the application to the Committee.

If approved, the funding for these HOT Funds applications can be allocated from an event line item in the Tourism budget that is no longer taking place.

APPLICATION

Organization Information

Date: 1-22-24

Name of Organization Stephenville Music Club

Address: c/o Elaine Smith 17141 FM 847

City, State, Zip: Dublin TX 76446

Contact Name: Elaine Smith

Contact Phone Number: 254 967 5672

Website Address for Event/Activity/Facility:

Is your organization:  Non-Profit  Private for Profit

Tax ID#: [Redacted]

Organization's Creation Date: 1933

Purpose for your organization: Education and promotion of music in our area

Event/Activity/Facility Information

Name of Event/Activity/Facility: Joyful Noise Gospel Music Fest S'ville Rec Hall Sat

Date of Event/Activity: 11-8-9-2024 1st Bap Church Fri

Primary Location of Event/Activity/Facility: S'ville Rec Hall

Amount of HOT Funding Requested: \$6,000.00

**Fund Usage:** How will the funds be used?

\_\_\_\_\_ Payment to Talent  
 \_\_\_\_\_ Rental fees  
 \_\_\_\_\_ Printing & Advertisement  
 \_\_\_\_\_ Professional Sound  
 \_\_\_\_\_ Decorations  
 \_\_\_\_\_ Water & Snacks  
 \_\_\_\_\_ Catering for Fri night

**Primary purpose if funded Event/Activity/Facility:**

\_\_\_\_\_ To provide a clean, wholesome music event for  
 \_\_\_\_\_ families in the Stephenville area.

**Check that statutory categories apply to funding request and amount requested under each category:**

**Convention center facilities or visitor information centers:** the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both; \_\_\_\_\_

**Registration of Tourism and Visitor's Bureau delegates:** the furnishing of facilities, personnel, and materials for the registration of tourism and visitor's bureau delegates or registrants; \_\_\_\_\_

**Advertising, and conducting solicitations and promotional programs to attract tourists and visitor delegates:** advertising and conducting solicitations and promotional programs to attract tourists and visitor's delegates or registrants to the municipality or its vicinity; \_\_\_\_\_

**Promotion of the arts:** the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape, and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms; \_\_\_\_\_

**Historical restoration and preservation projects or activities:** historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and visitor's delegates to visit preserved historic sites or museums: (a) at or in the immediate vicinity of the Tourism and Visitor's Bureau center facilities or visitor information centers; or (b) located elsewhere in the municipality or its vicinity that would be frequented by tourists and visitors delegates; \_\_\_\_\_

- Sporting event expenses related to sporting event which substantially increase economic activity at hotels:** for a municipality located in a county with a population of 290,000 or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity. \_\_\_\_\_
- Signage:** Signage directing tourists from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.
- Transportation system for tourists:** Funding the costs for transporting tourist from hotels in and near the city to: the commercial center of the city, a convention center in the city, other hotels in or near the city, and tourist attractions in or near the city.

*(Answer the following three (3) questions only if sporting event-related)*

**If sporting event-related: How many individuals are expected to participate?**

\_\_\_\_\_

**If sporting event-related: How many of the participants are expected to be from another city or county?**

\_\_\_\_\_

**If sporting event-related: Quantify how the funded event/activity/facilities will substantially increase economic activity at hotel and motels within the City or its vicinity?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions for all Funding Requests**

**How many years have you held this event/activity?**

*This will be the second year. We had a small event in Oct 2023.*

**Expected attendance:**

*Hopefully 200 or more*

**How many people attending the event/activity/facility will use Stephenville hotels, motels, inn s or bed-and-breakfast establishments?**

*about 10*

How many nights will they stay?

1-2

Do you reserve a room block for this event/activity/facility at an area hotel and if so, for how many rooms and at which hotels?

We would, if demand warranted

Please list other years (over the last three years) that you have hosted your event/activity/facility, and list the amount of assistance given from HOT funding and the number of hotel rooms used:

Motel/Year Held	Assistance Amount	Number of Hotel Rooms Used

How will you measure the impact of your event/activity/facility on area hotel activity?

Attendance & feedback from the community

Please list all other organizations, government entities and grants that have offered financial support to your event/activity/facility, and respective amounts:

None.

Please check all promotion efforts your organization is coordinating, and list the financial amounts committed to each media outlet:

- Paid Advertising
- Newspaper
- Radio
- TV
- Social Media
- Press Releases
- Direct mailing to out-of-town recipients
- Other

What specific geographic areas do your advertising materials and promotions reach?

North & Central Texas



What number of individuals located in another city or county will your proposed marketing reach?

100-500

The above application for HOT funds received for the City of Stephenville, and the explanation of how such funds will be utilized, is true and accurate.

Claine Smith  
Authorized Signature

1-22-24  
Date Signed

This Pre-Fund Analysis must be completely and accurately filled out and returned to the City of Stephenville, Attn: Tourism Coordinator, 298 W. Washington St. Stephenville, Texas 76401, no later than **sixty (60) days** before the event/activity/facility. If the total amount of the HOT funds were not used or were not lawfully used, then those funds must be returned or repaid to the City of Stephenville with the Post-Funding Analysis. Questions may be directed to the Tourism Coordinator at (254) 918-1212 or email [tourism@stephenvilletx.gov](mailto:tourism@stephenvilletx.gov).



## STAFF REPORT

**SUBJECT:** La Terra Studio Landscape Architecture  
**DEPARTMENT:** Parks and Leisure Services  
**STAFF CONTACT:** Daron Trussell, Director of Parks and Leisure Services

### RECOMMENDATION:

Staff recommends entering into an agreement with La Terra Studio to provide landscape architectural services for NYC Field 3 design.

### BACKGROUND:

The funding for the architectural design and construction for this project is provided from funds collected through the sports venue tax.

This agreement is for the site planning, construction documents, and bidding services for a high school sized baseball field located on the eastern side of the park on approximately (3) acres of existing park land. The proposal is based on a preliminary construction budget of \$450,000.

### FISCAL IMPACT SUMMARY:

Cost: \$53,000 The Landscape Architect shall bill the client each month based on a percentage of services completed during the 30 days prior.

### ALTERNATIVES

- 1) Accept the staff recommendation and enter into an agreement with La Terra Studio to provide landscape architecture services related to the design of NYC Field 3.
- 2) Do not accept the staff recommendation.

March 25, 2024

**Daron Trussell**

Director of Parks and Leisure Services  
298 W. Washington Street  
Stephenville, Texas 76401

Re: Proposal for Landscape Architectural Services  
**CITY PARK – BASEBALL FIELD**  
Stephenville, TX

## *Agreement between Client & Landscape Architect*

Dear Mr. Trussell:

*la terra studio*, inc. is pleased to submit this proposal to provide Landscape Architectural Services for the above-referenced project.

### **AGREEMENT**

Between the Landscape Architect's CLIENT:  
City of Stephenville  
298 W. Washington Street  
Stephenville, Texas 76401

and the LANDSCAPE ARCHITECT:  
*la terra studio*, inc.  
12001 N. Central Expressway, Suite 1170  
Dallas, TX 75243

For the following project:

**City Park Baseball Field** – Site Planning, Construction Documents, and Bidding services for a high school sized baseball field located on the eastern side of the park on approximately three (3) acres of existing park land. This proposal is based on a preliminary construction budget of \$450,000.

### **BASIC SERVICES**

The Landscape Architect shall provide the following as **BASIC SERVICES**:

#### **Phase 1**

##### **Concept Design and Estimating**

- Evaluate existing facilities and their quality.
- Meet with staff and stakeholders to gather information about current and future needs.
- Provide a graphic concept sketch of the proposed field layout with pedestrian and access.
- Provide locations for potential future elements such as pavilions, picnic areas, fences and gates for crowd control (ticketed events), warm-up areas, batting cages, etc.
- Provide a Magnitude of Probable cost for budgeting purposes.
- Meet with City Staff (in person or virtually) to discuss concept plan and next steps.

## **Phase 2**

### **Design Development**

- Upon the Client's approval of the Concept Design, prepare a preliminary scope of documents and specifications (to a 50% contract / specification level) for the Client's review.
- Provide detailed plans, sections, and elevations of the Landscape Plans and Hardscape Plans along with plant recommendations / samples, and other information to convey Design Development ideas.
- Provide written value engineering recommendations of potential alternatives and cost savings, if requested.
- Meet with City Staff (in person or virtually) to review drawings and receive comments.

### **Construction Documents**

- Coordinate information provided by the Client (and / or Other Consultants as provided by the Client), including structures, site elements, easements, property lines, site plan, building floor plans, topography, utility information, circulation, hardscape, retaining walls, planters, fencing, any existing trees that interface with ballfield development, and plant cover to remain (if any).
- Prepare required CONSTRUCTION DOCUMENTS, including the design of the following:
  - Landscape**
    - Provide a Landscape Plan with planting layout, plant material selections, plant list, tabulations, and notes.
    - Provide construction details articulating landscape elements
    - Provide written technical specifications for installation of landscape elements.
  - Hardscape**
    - Provide Hardscape design, material selections, and general notes. (netting, fence, bleachers, dugouts, walkways, etc.)
    - Provide construction details articulating hardscape elements
    - Provide written technical specifications for installation of hardscape elements.
  - Grading**
    - Provide grading plans to convey water.
    - Provide grading plans to show project meets Texas Accessibility Standards.
    - Provide a balanced cut-fill grading plan to avoid a more detailed study of potential floodplain impacts.
  - Irrigation**
    - Provide an Irrigation Plan utilizing city water sources indicating sleeving, head layout, pipe layout, pipe sizing, controller location and notes.
    - Provide construction details articulating irrigation elements
    - Provide written technical specifications for installation of irrigation elements.
    - Coordinate irrigation sleeving locations shown on other consultant's plans.

- Provide supplemental drawings such as, Site Preparation Plans, Erosion Control Plans, (Contractor to provide SWPPP documentation based on Erosion Control Plans), Vendor supplied drawings, etc.)
- Attend project coordination meetings (in person or virtually) as requested by the Client.

### **Floodplain Documentation**

- Provide a technical memorandum to the city or county engineer stating no impact to the floodplain based on balanced cut / fill grading efforts.
- Review existing FEMA model and determine that no additional effort will be required.
- Floodplain documentation services provided by Urban Strategy, civil engineering.

### **Bidding**

- Prepare contract documents / project manual for bidding (request for bids)
- Response to contractor questions during the bidding process and preparation of necessary addendums.
- Attend bid opening.
- Review Bid proposals.

### **Construction Observation**

- Attend pre-construction meeting.
- Review shop drawings and submittals pertinent to the Landscape Architect's Scope of Work to determine if they conform with the Landscape Architect's visual, technical, and aesthetic design intent.
- Provide two (2) site visits to the site to become generally familiar with and to keep the Client informed about the progress and quality of the work completed in relationship to the Landscape Architect's Construction Documents. The Landscape Architect shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor's rights and responsibilities under the Construction Documents.
- Provide a 'Site Observation Report' following each project site visit.
- Provide one (1) Site Visit at the Substantial Completion of the Project to participate in compiling the Punch List of items to be addressed.

### **Texas Department of Licensing and Registration (TDLR) / Texas Architectural Barriers**

- File the project with the TDLR.
- Send plan set to Texas Accessibility Specialist (TAS) to review drawings.
- Respond to comments provided by TAS.
- Participate in post construction site visit with TAS.
- Contract with TAS for plan review and post construction site inspection.

### **EXCLUSIONS AND ADDITIONAL SERVICES**

Areas of scope excluded from the Landscape Architect's Basic Services defined above may be provided as additional services upon written consent by the client.

EXCLUSIONS and ADDITIONAL SERVICES include, but are not limited to the following:

- Geo-technical report
- Electrical Engineering
- Structural Engineering
- Mechanical, Electrical and Plumbing Engineering
- 3D Professional Renderings of Master Plan (\$1,800 each)

- Flood Study / Initial Analysis: (\$10,000)
  - a. Data collection
    - i. Obtain available LIDAR for needed data not covered by property topo above (by separate proposal). If the project moves forward actual on the ground cross sections vs. LiDAR will be required.
    - ii. Obtain available existing models (assume from FEMA / FEMA fee by will be treated as a reimbursable)
    - iii. One in person or virtual meeting with city if owner request or if needed.
  - b. Prepare Existing Conditions Model based on obtained FEMA model.
    - i. Hydrology (HEC-HMS)
    - ii. Hydraulics (HEC-RAS)
    - iii. **Note: Fee is based on the current FEMA model being prepared in HEC-HMS and HEC-RAS if existing information obtained is not sufficient for our use, additional fees may be required, in such an event we will notify client prior to proceeding beyond this point.**
  - c. Prepare one proposed condition Model
    - i. Adjust Hydrology (HEC-HMS) for intent of proposed project.
    - ii. Adjust Hydraulics (HEC-RAS) for grading attempting to reclaim some flood plain in areas shown in figure 2.
    - iii. **Note: Amount of floodplain reclamation will be dependent on topography obtained and flow properties in model. There is no way to accurately predict the amount of floodplain to be reclaimed if any.**
    - iv. **Note: Site Detention will not be included at this point, optimization of site detention can be included at a later date if the project moves forward into design.**
  - d. Results Evaluation
    - i. Comparison of 100-yr WSEL, velocities, and freeboard at the cross section immediately downstream of the constriction.
    - ii. Comparison of floodplain extents for existing 100-year floodplain vs. proposed modeled floodplain.
  - e. Deliverable
    - i. Technical memorandum discussing evaluation and results with exhibits.
    - i. Exhibit showing variation of existing 100-yr floodplain vs modeled floodplain.

### **CLIENT'S RESPONSIBILITIES**

The Client agrees to provide the Landscape Architect with information including but not limited to:

- Survey data indicating structures, site elements, easements, property lines, topography, and utility information.
- Tree survey (if Applicable)
- Soil reports
- Proposed site plans, building floor plans, grading, and utility information of adjacent improvements.
- And any other related items requested by the Landscape Architect in order to provide professional services.

The Landscape Architect may rely on the accuracy and completeness of these items and shall not be held responsible for deficiencies or inadequacies of the data.

The Client shall obtain and pay for all necessary permits from authorities with jurisdiction over the Project.

The Client agrees to provide the items described in Article 5.1, and to render decisions in a timely manner, so as not to delay the orderly and sequential progress of the Landscape Architect's services.

**COMPENSATION AND PAYMENTS**

The Client agrees to pay the Landscape Architect for the **BASIC SERVICES** listed below:

**Phase 1**

Concept Design and Estimating \$ 7,500

**Phase 2**

Design Development \$15,000  
 Construction Documents \$15,000  
 Floodplain Documentation \$ 5,000  
 Bidding \$ 4,000  
 Construction Observation \$ 4,000  
 TDLR / TABS \$ 2,500  
**\$45,500**

**Total Basic Services: \$53,000**

The fees above assume that the Landscape Architect will perform the entire scope of services outlined in this Agreement. Should any item be deleted from the scope of work, the Landscape Architect reserves the right to adjust the fees for other items as appropriate.

Upon written consent by the Client, the Landscape Architect will provide **ADDITIONAL SERVICES** on an hourly basis with a mutually agreed "not to exceed" amount.

Hourly rates for Additional Services are as follows:

~ Principal	\$ 200.00 / hour
~ Project Manager	\$ 150.00 / hour
~ Intern Landscape Architect	\$ 80.00 / hour
~ CAD Tech.	\$ 70.00 / hour
~ Administrative	\$ 40.00 / hour
~ Irrigation Designer	\$ 120.00 / hour

Reimbursable expenses include but are not limited to: reproduction of graphics and plans, postage, handling of documents, in-house plotting, courier services and authorized travel expenses. All reimbursable expenses shall be billed at a rate of 1.0%.

The Landscape Architect shall bill the Client each month based on a percentage of services completed during the 30 days prior.

**STATEMENT OF JURISDICTION**

The Texas Board of Architectural Examiners (TBAE) has jurisdiction over complaints regarding the professional practices of persons registered as landscape architects in Texas.



**TBAE**

P.O. Box 12337  
Austin, TX 78711-2337  
(512) 305 – 9000  
<http://www.tbae.state.tx.us/active/home.html>

**SUMMARY**

*la terra studio*, inc. is pleased to submit this proposal to you for Landscape Architectural services. We appreciate your consideration and are excited about the opportunity to work together. If you have any questions or need additional information, please feel free to call us. We look forward to the successful completion of this project.

By executing this Agreement, the Landscape Architect and Client agree and accept the terms above.

**LANDSCAPE ARCHITECT**

*la terra studio* inc.

Name Michael Black, ASLA  
Title CEO, Principal  
Dated March 25, 2024

**CLIENT**

\_\_\_\_\_  
Signature

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Dated \_\_\_\_\_





**BIGGS & MATHEWS ENVIRONMENTAL**  
 1700 Robert Road, Suite 100  
 Mansfield, Texas 76063 ♦ Phone: 817-563-1144  
 TBPE No. F-256 ♦ TBPG No. 50222

# Memo

**To:** Nick Williams, Director of Public Works

**From:** Felipe A. Wescoup, P.E.

**Date:** March 26, 2024

**Re:** Limited Scope Permit Amendment Application  
 City of Stephenville Landfill  
 TCEQ Permit No. MSW 664  
 Additional Services – TCEQ Coordination and Response to Technical NOD 2

Biggs and Mathews Environmental (BME) appreciates the opportunity to provide engineering services for the City of Stephenville. In August of 2022, the City of Stephenville authorized BME to prepare and submit a Limited Scope Permit Amendment Application (LSPAA) to reclaim previously permitted airspace at the City of Stephenville Landfill. The original Scope of Professional Services is attached. After protracted coordination with the Texas Commission on Environmental Quality (TCEQ), BME submitted the LSPAA in March of 2023. In June of that year, the TCEQ issued the first Technical Notice of Deficiency (NOD). BME revised the LSPAA and submitted the NOD1 response in August of 2023. In September of 2023, BME responded to a supplementary NOD issued by the TCEQ. In February of this year, 2024, the TCEQ issued a second technical NOD after a five-month review period. BME has already reviewed NOD2 and attended a virtual meeting to discuss the technical comments. BME requests an additional scope of services for continued coordination with the TCEQ and to respond to NOD2.

## **ADDITIONAL SERVICES PROVIDED**

BME has completed the following additional services in response to TCEQ comments and requests during the technical review of the LSPAA.

- Attachment 14 – Landfill Gas Management Plan – after a presubmittal meeting in February 2023 with the TCEQ, BME prepared and included Attachment 14 into the LSPAA.
- Site Operating Plan – in March of 2023, the TCEQ conducted an inspection of the facility. The inspection resulted in the TCEQ requesting an update to the landfill’s Site Operating Plan. BME revised and submitted the Site Operating Plan the same month.
- Attachment 4 – Geology Report – NOD1 requested a geology report. BME prepared and included Attachment 4 into the LSPAA in response to NOD1.
- Supplementary NOD Response – in September of 2023 BME revised the LSPAA in response to a supplementary request from the TCEQ.

## **ADDITIONAL SERVICES BUDGET**

Based on the additional services that have been required by the TCEQ during the initial submittal and technical review of the LSPAA to date and the coordination and response required by the TCEQ in NOD2, BME requests an additional services budget of \$50,000 to prepare and submit the response to NOD2.

# STAFF REPORT



**SUBJECT:** Landfill Permit Amendment Application – Professional Services Amendment  
**MEETING:** Public Works Committee Meeting - 16 APR 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

## RECOMMENDATION:

Staff recommends approval of an amendment to the professional services agreement with Biggs & Mathews, Inc. (BME) to finalize a state operating permit amendment application for the Stephenville Landfill.

## BACKGROUND:

State of Texas records indicate the Stephenville Landfill began accepting Type I waste (regular household waste) as a permitted facility in 1975. Following passage of Subtitle D regulations by the Environmental Protection Agency in 1991, the landfill was re-permitted by the state and converted to accept only Type IV, construction and demolition (C&D), waste.

At the time the decision was made to close the Pre-Subtitle D Type I area and limit the Type IV waste to only the undeveloped area, the city surrendered about 1.4 million cubic yards of airspace that could have been used for C&D waste.

The incoming volume has increased significantly over the last few years and, while increasing revenue, the increased volume has also resulted in a faster depletion of available airspace. Estimates indicate the landfill's current available volume has approximately three (3) years of available airspace. The goal is to reclaim the previously permitted airspace and extend the life of the landfill for 50+ years.

The city has held numerous discussions, both in-person and virtually, with the Texas Commission on Environmental Quality (TCEQ) and has negotiated a method to expand the existing waste-receiving area of the landfill via a "Limited Scope Permit Amendment" process. BME continues to work with the TCEQ on revisions and revisions to the permit amendment.

## FISCAL IMPACT SUMMARY:

The initial proposal from BME was approved for \$80,000 in August of 2022 and included three phases of work with the first phase providing for the initial submittal of the application including survey work, drawings, and evaluations. Phase II provided for responses to the TCEQ's technical review and Phase III allowed for a public meeting, should one be required.

The responses to TCEQ's comments and extended technical review periods have prolonged the approval process.

The attached proposed professional services amendment requests \$50,000 to complete the state's approval process.

Additional professional services were anticipated, and the FY23-24 budget allocated \$50,000 specifically for this project.

## ATTACHMENTS:

Attached is a copy of the proposed professional services amendment.

[Professional Services Amendment - Limited Scope Permit Amendment Application](#)

Public Works  
**STAFF REPORT**



**SUBJECT:** Harbin Drive Improvements Project – Change Order  
**MEETING:** Public Works Committee Meeting – 16 APR 2024  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

**RECOMMENDATION:**

Staff recommends approval of Change Order Number 8 to the contract with Jay Mills Contracting, Inc. for the Harbin Drive Improvements Project for a total cost of \$591,770.00 or \$457,870.00.

**BACKGROUND:**

On October 4, 2021, the City of Stephenville awarded the above referenced project to Jay Mills Contracting, Inc. for the Base Bid plus Bid Alternate #1, for concrete pavement, in the total amount of \$10,097,474.50.

The project includes the reconstruction of Harbin Drive from Washington Street to the Senator Robert J. Glasgow Loop (formerly Northwest Loop). The existing roadway is being reconstructed with concrete paving, curbs and gutters, and sidewalks. Storm drainage infrastructure is being installed and existing water and sewer lines are being replaced.

**PROJECT:**

Previous Change Orders and overruns addressing water, sewer, and stormwater utility adjustments as well as signalization and illumination issues have been presented in detail and are summarized in the below table. Change Order Number 8 is pending and is described below.

- **Change Order #8: \$591,770.00 or \$457,870.00 (Pending)**
  - Concrete median improvements between Washington and the Senator Robert J Glasgow Loop
    - **Option 1: \$591,770.00**
      - Colored and Brick-Stamped concrete to be used for all median sections. Existing narrow sections of median concrete paving between Washington and Frey to be removed and replaced.
    - **Option 2: \$457,870.00**
      - Colored and Brick-Stamped concrete to be used in median sections 5-feet or greater in width in lieu of sod. Existing narrow median sections between Washington and Frey to remain as is with plain concrete. Plain concrete paving would be used for remaining narrow sections, per plan.

**FISCAL IMPACT SUMMARY:**

Below are tabulations of project costs.

Table 1			
Description	Total Amount	TSU Reimbursement	City Obligation
Original Contract	\$ 10,097,475	\$ 1,400,000	\$ 8,697,475
TSU MOU No. 2		\$ 200,000	-\$ 200,000
Approved Change Orders	\$ 743,234	\$ 534,397	\$ 208,836
Pending Change Order No. 8	\$ 591,770		\$ 591,770
<b>Revised Contract</b>	<b>\$ 11,432,478</b>	<b>\$ 2,134,397</b>	<b>\$ 9,298,082</b>
Change Order Overruns	\$ 324,869		\$ 324,869
Additional Overruns	\$ 190,322	\$ 26,054	\$ 164,268
<b>Revised Total with Overruns</b>	<b>\$ 11,947,669</b>	<b>\$ 2,160,451</b>	<b>\$ 9,787,218</b>

**Option 2**

Pending Change Order No. 8	\$ 457,870		\$ 457,870
<b>Revised Total with Overruns</b>	<b>\$ 11,813,769</b>	<b>\$ 2,160,451</b>	<b>\$ 9,653,318</b>

TSU agreed to cover university project costs of \$1.4 million, per Amendment No. 1 to the Memorandum of Understanding (MOU) executed 01/02/2022. The cost of Change Order No. 3, in the amount of \$534,397, plus \$200,000 for the original scope of work and \$50,000 in contingency, was authorized for reimbursement by TSU in MOU No. 2 executed 1/3/2023.

The addition of the approved and pending change order amounts as well as the cost overruns to the original contract amount of \$10,097,475 yields a total contract amount of \$11,947,669 comprised of TSU's obligation of \$2,160,451 and the city's obligation of \$9,787,218. Original project funding was appropriated with \$8.5 million in FY21-22 bond proceeds. Additional funding of \$1,056,707 allocated from a combination of FY21-22 and FY22-23 Annual Street Maintenance Programs with Interest Earned provides \$9.56 million to cover the project.

The \$9.56 million currently allocated for the city's portion of the project leaves a balance of approximately \$230,511. Allocating \$500,000 from the \$1,200,000 FY23-24 Annual Street Maintenance Program is proposed to cover the cost of Change Order No. 8 and provide funding for any final, contemplated, or unforeseen issues on this project. Any remaining amount would be reallocated back to the FY23-24 Annual Street Maintenance Program.

It is recommended that Change Order No. 8, in the amount of \$591,770 be approved for a revised total contact amount of \$11,947,669. Alternatively, Option 2 in the amount \$457,870 would provide a cost savings of \$133,900, with revised total contact amount of \$11,813,769.

The below table shows a summary of project costs.

<b>Table 2</b>			
<b>Change Order</b>	<b>Change Order Amount</b>	<b>Amount Applied To Existing Pay Items</b>	<b>Total</b>
No. 1 (Approved)	\$ 24,971		\$ 24,971
No. 2 (Approved)	\$ 11,620	\$ 106,265	\$ 117,885
No. 3 (Approved)	TSU \$ 534,397		\$ 534,397
No. 4 (Approved)	\$ 54,395	\$ 211,425	\$ 265,820
No. 5 (Approved)	\$ 32,187		\$ 32,187
No. 6 (Approved)	\$ 44,124		\$ 44,124
No. 7 (Approved)	\$ 41,540	\$ 7,179	\$ 48,719
<b>Approved CO Subtotal</b>	<b>\$ 743,234</b>	<b>\$ 324,869</b>	<b>\$ 1,068,103</b>
Additional Overruns		\$ 190,322	\$ 190,322
No. 8 (Pending – Option 1)	\$ 591,770		\$ 591,770
<b>Total</b>	<b>\$ 1,335,004</b>	<b>\$ 515,191</b>	<b>\$ 1,850,195</b>

#### **Option 2**

No. 8 (Pending – Option 2)	\$ 457,870		\$ 457,870
<b>Total</b>	<b>\$ 1,201,104</b>	<b>\$ 515,191</b>	<b>\$ 1,716,295</b>

#### **ATTACHMENTS:**

Options 1 and 2 are attached as exhibits a visual representation of the median improvements.

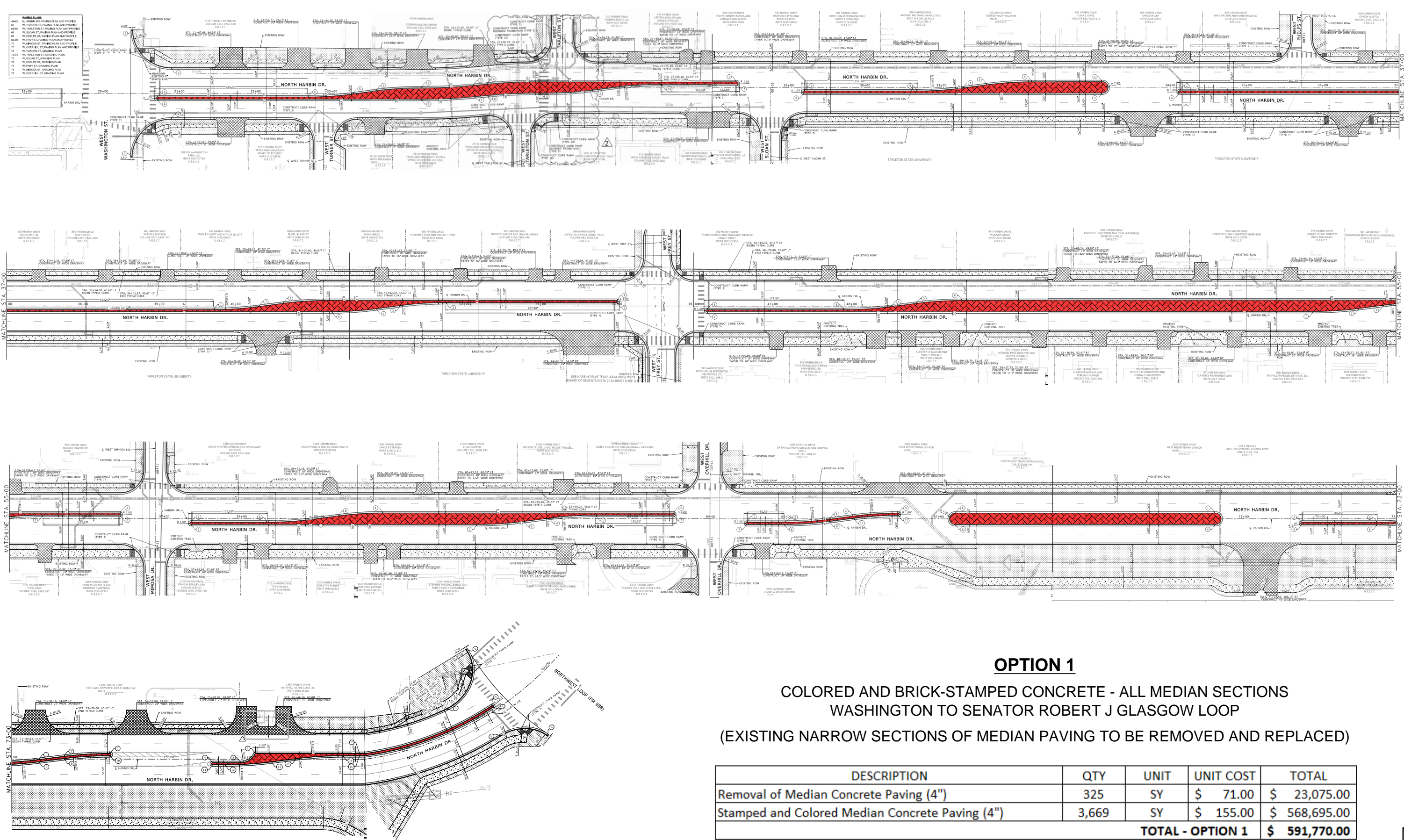
[Option 1 – \\$591,770.00 – Colored and Brick-Stamped Concrete on all median sections.](#)

[Option 2 – \\$457,870.00 – Colored and Brick-Stamped concrete on median sections 5-feet or greater in width.](#)

# HARBIN DRIVE IMPROVEMENTS PROJECT

## CHANGE ORDER NO. 8 MEDIAN IMPROVEMENTS

Item 5.



### OPTION 1

COLORED AND BRICK-STAMPED CONCRETE - ALL MEDIAN SECTIONS  
WASHINGTON TO SENATOR ROBERT J GLASGOW LOOP  
(EXISTING NARROW SECTIONS OF MEDIAN PAVING TO BE REMOVED AND REPLACED)

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
Removal of Median Concrete Paving (4")	325	SY	\$ 71.00	\$ 23,075.00
Stamped and Colored Median Concrete Paving (4")	3,669	SY	\$ 155.00	\$ 568,695.00
<b>TOTAL - OPTION 1</b>				<b>\$ 591,770.00</b>

