



Regular Session
Council Agenda Packet
August 18, 2022

CITY OF CROWLEY

CITY COUNCIL

Council Regular Session

August 18, 2022

ATTENDANCE SHEET

	<u>Worksession</u>	<u>Regular</u>
Mayor Pro Tem Johnny Shotwell, Place 1	_____	_____
Council Member Jerry Beck, Place 2	_____	_____
Council Member Jesse Johnson, Place 3	_____	_____
Council Member Jim Hirth, Place 4	_____	_____
Council Member Jimmy McDonald, Place 5	_____	_____
Council Member Scott Gilbreath, Place 6	_____	_____
Mayor Billy Davis	_____	_____
Staff:		
Robert Loftin, City Manager	_____	_____
Lori Watson, Finance Director/Asst City Mgr	_____	_____
Jack Thompson, EDC Director/Asst City Mgr	_____	_____
Rob Allibon, City Attorney	_____	_____
Carol Konhauser, City Secretary	_____	_____
Pleasant Brooks, Fire Chief	_____	_____
Kit Long, Chief of Police	_____	_____
Mike Rocamontes, Public Works Director	_____	_____
Rachel Roberts, Planning & Comm Dev Director	_____	_____
Cristina Winner, Community Services Director	_____	_____
Lisa Hansen, HR Administrator	_____	_____
Julie Hepler, Special Event Coordinator .	_____	_____
Jay Hinton, Media Relations	_____	_____

CITY OF CROWLEY
CERTIFIED AGENDA OF THE EXECUTIVE/CLOSED SESSION
August 18, 2022

I. Statement of Beginning Executive/Closed Session

Mayor Billy Davis announced at the beginning of the executive/closed session:

“The City Council on August 18, 2022, beginning at _____ p.m., convened in an executive/closed session in accordance with the Texas Open Meetings Act (Local Government Code – Chapter 551).”

II. The following were present:

Mayor Billy Davis

Member Jerry Beck, Jr.

Member Johnny Shotwell

Member Jesse Johnson

Member Jim Hirth

Member Jimmy McDonald

Member Scott Gilbreath

City Manager Robert Loftin

Assistant City Manager, Lori Watson

Assistant City Manager, Jack Thompson

City Attorney Rob Allibon

Other

III. Subjects Discussed in the Session Closed to the Public

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item to receive advice from its attorney as permitted by law, or to discuss the following:

Section 551.071 (Consultation with Attorney)

- Consultation with City Attorney regarding legal matters related to possible annexation.

Section 551.074 (Personnel Matters):

- Discuss the City Manager Position.

IV. Statement at End of Executive/Closed Session

Mayor Billy Davis announced at the end of the executive/closed session:

“The City Council ended its executive/closed session at _____ p.m., on August 18, 2022”

V. Record of Further Action Taken, if any, on Above Items in the Subsequent Open Session.

VI. Certification by Presiding Officer

I hereby certify that this agenda of closed session of the City Council of the City of Crowley is a true and correct record of the proceedings pursuant to the Texas Government Code, Chapter 551.

WITNESS MY HAND this the _____ day of _____ 2022.

CITY OF CROWLEY

Billy P. Davis, Mayor



**AGENDA
CROWLEY CITY COUNCIL
AUGUST 18, 2022
REGULAR SESSION - 7:00 p.m.**

**Crowley City Hall
201 E. Main Street
Crowley TX 76028**

Citizens may address the Council by filling out a blue "Citizen Participation" card to discuss any issue that is on the Agenda. Please turn in cards to the City Secretary. Speakers are limited to three minutes (if using a translator, the time limit will be doubled).

REGULAR SESSION - August 18, 2022 - 7:00 pm

I. CALL TO ORDER AND ROLL CALL

II. INVOCATION

III. PLEDGE TO ALLEGIANCE TO THE AMERICAN AND TEXAS FLAGS

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible, with Liberty and Justice for all."

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible."

IV. PRESENTATIONS/PROCLAMATIONS

1. None.

V. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Discuss and consider approving the minutes from the regular meeting held August 4, 2022.

VI. PUBLIC HEARINGS

1. None

VII. CITY BUSINESS

1. Discuss and consider approval of Ordinance No. 08-2022-468 adding a new section to Chapter 82, Article V "Parking, Stopping and Standing" of the Crowley Code of Ordinance prohibiting overnight parking in designated City owned parking lots.
2. Discuss and consider Special Event Permit Application for an Art and Science Fair/Competition to be held in the Crouch Event Center on October 8, 2022.

VIII. ADVISORY BOARDS AND COMMISSIONS

1. Reports

None

2. Appointments/Reappointments

None

IX. PUBLIC COMMENT

If you wish to make a public comment or discuss subjects not listed on the agenda, please fill out a (yellow) Visitor's Participation card and submit to the City Secretary. There will be no formal actions taken on subjects presented during public comments. Please NOTE council may NOT address or converse with you regarding a NON-AGENDA ITEM. The public comment period will only allow members of the public to present ideas and information to the City Officials and Staff.

X. ITEMS OF COMMUNITY INTEREST

Items of community interest include expressions of thanks, congratulations, or condolence; information regarding holiday schedules; honorary recognitions of city officials, employees or citizens; reminders about upcoming

****An agenda information packet is available for public inspection in the Crowley Library and on the City website, under Agenda Packets****

events sponsored by the city or other entity that is scheduled to be attended by a city official or employee; and announcements involving imminent threats to the public health and safety

XI. EXECUTIVE SESSION

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item to receive advice from its attorney as permitted by law, or to discuss the following as permitted by Government Code:

- 1. Section 551.071 (Consultation with Attorney)**
 - a. Consultation with City Attorney regarding legal matters related to possible annexation.**
- 2. Section 551.072 (Deliberations about Real Property)**
- 3. Section 551.074 (Personnel Matters)**
 - a. Discuss the City Manager Position.**
- 4. Section 551.087 (Business Prospect/Economic Development)**

XII. RECONVENE AND TAKE ACTION FROM EXECUTIVE SESSION

Reconvene into open session and take any necessary action resulting from items posted and legally discussed in Closed Session.

XIII. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Agenda of the City Council Meeting to be held on Thursday, August 18, 2022, of the governing body of the City of Crowley is a true and correct copy posted on _____, 20____ at _____ am/ pm to the City Website and at Crowley City Hall, a place convenient and readily accessible to the public at all times.

City of Crowley

Carol C. Konhauser, City Secretary

THE CITY COUNCIL RESERVES THE RIGHT OF THE FOLLOWING:

1. ITEMS DO NOT HAVE TO BE CONSIDERED IN THE SAME ORDER AS SHOWN ON THIS AGENDA;

2. THE COUNCIL MAY CONTINUE OR RECESS ITS DELIBERATIONS TO THE NEXT CALENDAR DAY IF IT DEEMS IT NECESSARY.

The Crowley City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 297-2201 ext. 4000, or email ckonhauser@ci.crowley.tx.us for further information.

NOTICE: A quorum of the Crime Control and Prevention District Board of Directors and the Economic Development Board of Directors will be present at this meeting; however, neither Board will take action on any items on this posted agenda.



Crowley City Council

AGENDA REPORT

Meeting Date: August 18, 2022

Agenda Item: V-1

Staff Contact: Carol C. Konhauser
City Secretary

E-mail: ckonhauser@ci.crowley.tx.us

Phone: 817-297-2201-X 4000

SUBJECT: Discuss and consider approving the minutes from the regular meeting held August 4, 2022.

BACKGROUND/DISCUSSION

Consider approval of minutes as presented.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends approval of the minutes as presented; council consideration is respectfully requested.

ATTACHMENTS

- Minutes

MINUTES OF THE CITY COUNCIL WORK SESSION HELD AUGUST 4, 2022. The City Council of the City of Crowley, Texas met in Work Session on Thursday, August 4, 2022, at 6:30 pm in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

Present were Mayor Billy P. Davis
Mayor Pro-Tem Johnny Shotwell, City Council Place 1
Council Member Jesse Johnson, City Council Place 3
Council Member Jim Hirth, City Council Place 4
Council Member Jimmy McDonald, City Council Place 5
Council Member Scott Gilbreath, City Council Place 6

City staff included: City Manager Robert Loftin
Asst City Mngr/Finance Director, Lori Watson
Asst City Mngr/EDC Director, Jack Thompson
City Attorney, Rob Allibon
City Secretary, Carol Konhauser
Fire Chief, Pleasant Brooks
Police Chief, Kit Long
Planning and Comm Devel Director, Rachel Roberts
HR Administrator, Lisa Hansen
Media Relations Coordinator, Jay Hinton

Absent: Council Member Jerry Beck, City Council Place 2

CALL TO ORDER/ ROLL CALL

Mayor Billy Davis called the Work Session to order at 6:30 p.m. City Secretary Carol Konhauser called roll and noted a quorum was present.

DISCUSSION OF NON-ACTION ITEMS

1. None.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Discuss and consider approving the minutes from the regular meeting held July 21, 2022.
2. Discuss and consider approval of Resolution No. R08-2022-374 designating the ACM/Finance Director as the officer/employee responsible for complying with Section 26.04 of the Texas Tax Code for the city and providing an effective date.

No discussion.

PUBLIC HEARING

1. None.

No discussion

CITY BUSINESS

1. Discuss tax rate calculations, establish the proposed tax rate (take a record vote)..

No discussion

2. Discuss and consider approving Resolution R08-2022-373, a resolution of the City Council of the City of Crowley, Texas, approving a settlement between the ATMOS Cities Steering Committee and ATMOS Energy Corp, Mid Tex Division, regarding the company's 2022 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving

an attached exhibit establishing a benchmark for pensions and retiree medical benefits; approving an attached exhibit regarding amortization of regulatory liability; requiring the company to reimburse ACSC's reasonable ratemaking expenses; determining that this resolution was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this resolution to the Company and Legal Counsel for the Steering Committee.

No discussion

- 3. Discuss and consider Special Event Permit Application for Crowley Youth Association Midnight Madness Softball Tournament to be held on August 6, 2022 from 6:00pm to August 7, 2022 at 8:00am.**

No discussion

- 4. Discuss and consider authorizing the Animal Control Supervisor to reduce and/or waive fees for the upcoming "Clear the Shelter" event, to be held Aug 1, 2022 thru Aug 31, 2022.**

Animal Control Supervisor Rachel Flores stepped up and stated they have been conducting adoptions as normal, and that they are enrolled in the "Clear the shelter" program. It was her recommendation to waive fees for August 27 because that is the date the program is being heavily promoted. She also suggested waiving fees for the long-term residents of the shelter.

ADJOURNMENT

As there was no further business to discuss, the work session was adjourned at 6:41 pm.

MINUTES OF THE CITY COUNCIL REGULAR SESSION HELD AUGUST 4, 2022. The City Council of the City of Crowley, Texas met in Regular Session on Thursday, August 4, 2022, at 7:00 pm in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

Present were Mayor Billy P. Davis
Mayor Pro-Tem Johnny Shotwell, City Council Place 1
Council Member Jesse Johnson, City Council Place 3
Council Member Jim Hirth, City Council Place 4
Council Member Jimmy McDonald, City Council Place 5
Council Member Scott Gilbreath, City Council Place 6

City staff included: City Manager Robert Loftin
Asst City Mngr/Finance Director, Lori Watson
Asst City Mngr/EDC Director, Jack Thompson
City Attorney, Rob Allibon
City Secretary, Carol Konhauser
Fire Chief, Pleasant Brooks
Police Chief, Kit Long
Planning and Comm Devel Director, Rachel Roberts
HR Administrator, Lisa Hansen
Media Relations Coordinator, Jay Hinton

Absent: Council Member Jerry Beck, City Council Place 2

CALL TO ORDER/ ROLL CALL

Mayor Billy Davis called the Regular Session to order at 7:00 p.m. City Secretary Carol Konhauser called roll and noted a quorum was present.

INVOCATION/PLEDGE OF ALLEGIANCE

Invocation was given by Media Relations Coordinator Jay Hinton followed by the Pledge of Allegiance to the American and Texas Flags.

PRESENTATIONS/PROCLAMATIONS

1. **None**

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. **Discuss and consider approving the minutes from the regular meeting held July 21, 2022.**
2. **Discuss and consider approval of Resolution No. R08-2022-374 designating the ACM/Finance Director as the officer/employee responsible for complying with Section 26.04 of the Texas Tax Code for the city and providing an effective date.**

Council Member Jim Hirth made the motion to approve the Consent Agenda item(s), second by Council Member Jimmy McDonald; council voted unanimously to approve the motion as presented. Motion carried 6-0.

PUBLIC HEARING

1. **None.**

CITY BUSINESS

1. **Discuss tax rate calculations, establish the proposed tax rate (take a record vote).**

Assistant City Manager/Finance Director Lori Watson gave a presentation to council on the calculations for the proposed 2022 Tax Rate. She stated the taxable values for this year have increased over \$200

million, and its her belief that last years values were miscalculated/reported. Based on these new values, the tax rate will be lower.

Council Member Jesse Johnson made the motion to set the maximum proposed tax rate at 0.645203/\$100, which is greater than the voter approval rate but not greater than the de minimis rate, and set the public hearing on the tax rate for Thursday, September 15, 2022 at 7:00 pm to be held in the Council Chambers located at 201 E Main Street, second by Council Member Jim Hirth, council voted unanimously to approve the motion as presented. Motion carried 6-0. The Roll Call vote as follows:

Mayor Pro-Tem Jesse Johnson, City Council Place 3 - in favor
Council Member Jim Hirth, City Council Place 4 - in favor
Council Member Jimmy McDonald, City Council Place 5 - in favor
Council Member Scott Gilbreath, City Council Place 6 - in favor
Mayor Billy P. Davis - in favor
Motion carried 7-0

2. **Discuss and consider approving Resolution R08-2022-373, a resolution of the City Council of the City of Crowley, Texas, approving a settlement between the ATMOS Cities Steering Committee and ATMOS Energy Corp, Mid Tex Division, regarding the company's 2022 Rate Review Mechanism Filing; declaring existing rates to be unreasonable; adopting tariffs that reflect rate adjustments consistent with negotiated settlement; finding the rates to be set by the attached settlement tariffs to be just and reasonable and in the public interest; approving an attached exhibit establishing a benchmark for pensions and retiree medical benefits; approving an attached exhibit regarding amortization of regulatory liability; requiring the company to reimburse ACSC's reasonable ratemaking expenses; determining that this resolution was passed in accordance with the requirements of the Texas Open Meetings Act; adopting a savings clause; declaring an effective date; and requiring delivery of this resolution to the Company and Legal Counsel for the Steering Committee.**

Council Member Jimmy McDonald made the motion to approve Resolution R08-2022-373; second by Council Member Scott Gilbreath, council voted unanimously to approve the motion as presented. Motion carried 6-0.

3. **Discuss and consider Special Event Permit Application for Crowley Youth Association Midnight Madness Softball Tournament to be held on August 6, 2022 from 6:00pm to August 7, 2022 at 8:00am.**

Council Member Jim Hirth made the motion to approve the special event permit for the CYA Midnight Madness; second by Council Member Jimmy McDonald, council voted unanimously to approve the motion as presented. Motion carried 6-0.

4. **Discuss and consider authorizing the Animal Control Supervisor to reduce and/or waive fees for the upcoming "Clear the Shelter" event, to be held Aug 1, 2022 thru Aug 31, 2022.**

Council Member Jesse Johnson made the motion to authorize the Animal Control Supervisor to reduce or waive fees for the "Clear the Shelter" event; second by Council Member Jimmy McDonald, council voted unanimously to approve the motion as presented. Motion carried 6-0.

ADVISORY BOARDS AND COMMISSIONS

Reports/appointments or reappointments.

1. Reports:
None
2. Appointments/Reappointments:
None.

PUBLIC COMMENT

Mayor Davis asked if there were any citizens or visitors wishing to speak.

ITEMS OF COMMUNITY INTEREST

Mayor Davis then asked if there were any community interest items.

EXECUTIVE SESSION

Mayor Billy Davis announced that City Council would convene into Executive Session at 7:20 pm to conduct personnel interviews for the City Manager position, under Personnel Matters, pursuant to Section 551.074 of the Texas Government Code.

RECONVENE AND TAKE ACTION FROM EXECUTIVE SESSION

At 8:46 pm Mayor Davis announced council would reconvene into open session.

There was no action from Executive Session.

As there was no further business, Mayor Billy Davis adjourned the meeting at 8:46 p.m.

ATTEST:

Billy Davis, Mayor

Carol C. Konhauser, City Secretary



Crowley City Council

AGENDA REPORT

Meeting Date: August 18, 2022

Agenda Item: VII-1

Staff Contact: Jack Thompson

E-mail: jthompson@ci.crowley.tx.us

Phone: 817-297-2201

SUBJECT: Discuss and consider approval of Ordinance No. 08-2022-468 adding a new section to Chapter 82, Article V “Parking, Stopping and Standing” of the Crowley Code of Ordinance prohibiting overnight parking in designated City owned parking lots.

BACKGROUND/DISCUSSION

People have been leaving trailers or cars parked in the City-owned downtown parking lots. An ordinance drafted for the City Council’s consideration prohibiting overnight parking of any vehicles in designated City owned parking lots. The City currently has the right to post the parking lots for no overnight parking, subject to towing, the same as any private parking lot owner. Adopting this ordinance provides the City the additional option of citing or ticketing violators as an alternative or in addition to towing.

The lots included in this ordinance are:

- The E. Mission St and N. Hampton lot behind City Hall
- The Main St. lot between Boo Ray’s and the pawnshop
- The Harris St. parking lot that was the former car wash site

There are exclusions from the overnight parking prohibition for utility companies doing repair work and for any City or other government vehicles. The Council can add any other exemptions they may deem appropriate.

If the Council adopts this ordinance, the City will place signage at these parking lots for no overnight parking subject to towing. The City does have the discretion of enforcement. There may be occasions when a person may not be able to drive home and must leave their car overnight. The police can investigate those instances and determine if the situation warrants a citation or towing enforcement.

FINANCIAL IMPACT

The cost of preparing the signs and installing signs would cost approximately \$150 per sign. This includes the sign, pole, and brackets.

RECOMMENDATION

Staff is seeking Council direction.

ATTACHMENTS

- Ordinance

ORDINANCE NO. 08-2022-468

AN ORDINANCE AMENDING CHAPTER 82, ARTICLE V “PARKING, STOPPING AND STANDING” OF THE CROWLEY CODE OF ORDINANCES TO ADD A NEW SECTION 82-172 PROHIBITING OVERNIGHT PARKING IN DESIGNATED CITY OWNED PARKING LOTS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS HEREOF; PROVIDING FOR PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Crowley is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5, of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City owns and has constructed several parking lots in and around the Downtown Overlay District; and

WHEREAS, the City Council finds that it is in the best interests of the citizens of the City to implement a prohibition on the overnight parking of all vehicles on the designated City-owned parking lots as set forth herein; and

WHEREAS, the City Council directs City staff to erect approximate signage designating the overnight parking prohibitions adopted herein.

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

SECTION 1.

That Chapter 82 "Traffic and Vehicles", Article V “Parking, Stopping and Standing” of the Code of Ordinances is hereby amended to add a new Section 82-172 “City Owned Parking Lot Restrictions” to read as follows:

“Sec. 82-172. – City owned parking lot restrictions.

- (a) *Definitions.* The following terms, when used in this section, shall have the meanings respectively ascribed to them:

City owned parking lot means:

- (1) The City parking lot located at the northwest corner of the intersection of North Hampton Road and Mission Street;
- (2) The City parking lot located at 128 Harris Street, approximately one block south of Main Street on the westside of Harris Street; and

- (3) The City parking lot located at 230 E. Main Street, on the southside of Main Street and east of Harris Street.

Vehicle means any private or commercial automobile, truck, tractor trailer, road tractor, semi-trailer, tractor-trailer or similar vehicle, van, wrecker, motorbus, recreational vehicle including travel trailers, campers or motorhomes, boats, boat trailer, horse trailer, or trailer of any kind, mobile or manufactured home.

- (b) *Prohibited parking.* It shall be unlawful for a person to park, stand, or stop any vehicle overnight in the designated City owned parking lots. This prohibition shall not be applicable to any vehicle which is being used for emergency purposes, to any vehicle being used by a utility company for repair purposes, or to any City or other governmental vehicle.
- (c) *Signage.* The City Manager, or his designee, shall erect signs at the entrances to the City owned parking lots to which the overnight parking restrictions of this section apply. Such signs will inform ordinarily observant persons that overnight parking is prohibited in such parking lots.
- (d) *Penalty and Presumption.*
- (1) Any person who violates or causes, permits, or allows to be violated subsection (b) shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined in any sum in accordance with the general penalty provided in Section 1-15 "General penalty; continuing violatinss" of this code per day or offense during or on which a violation occurs or continues.
- (2) In a prosecution under subsection (b), it is presumed that the registered owner of the motor vehicle is the person who left the vehicle standing at the time and place the offense occurred.
- (e) *Towing of illegally parked vehicles.* Any vehicle that is parking in violation of this section may be towed by the City and stored until claimed by the rightful owner or person who has the immediate right to such property, or until disposed of under the provisions of state law.
- (f) *Towing charges.*
- (1) When a vehicle is towed pursuant to the authority provided in this section, the owner or operator of such vehicle may be charged a fee that is not greater than the fee for a non-consent tow established by state law.
- (2) Any such vehicle so removed, impounded and stored in an automobile pound or other storage area that has been provided for the storage of such vehicle shall be retained and held there until all charges for towing and storage of such vehicle have been paid to the duly authorized person in charge of the pound or storage area."

SECTION 2.

This ordinance shall be cumulative of all provisions of ordinances and of the Code of Ordinances of the City of Crowley, Texas, as amended, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances and such Code, in which event the conflicting provisions of such ordinances and such Code are hereby repealed.

SECTION 3.

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

SECTION 4.

Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be fined not more than Five Hundred Dollars (\$500.00) for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

SECTION 5.

The City Secretary of the City of Crowley is hereby directed to publish in the official newspaper of the City of Crowley, the caption, penalty clause, and effective date clause of this ordinance as authorized by the City Charter and Section 52.013 of the Local Government Code.

SECTION 6.

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON THIS ____ DAY OF _____, 2022.

Billy P. Davis, Mayor

ATTEST:

Carol C. Konhauser, City Secretary

APPROVED AS TO LEGAL FORM

Rob Allibon, City Attorney



Crowley City Council

AGENDA REPORT

Meeting Date: August 18, 2022

Agenda Item: VII-2

Staff Carol Konhauser

Contact: City Secretary

E-mail: ckonhauser@ci.crowley.tx.us

Phone: 817-297-2201 ext. 4000

SUBJECT: Discuss and consider Special Event Permit Application for an Art and Science Fair/Competition to be held in the Crouch Event Center on October 8, 2022.

BACKGROUND/DISCUSSION

The requestor, Tiffany Delillo, is request to hold an Art and Science Fair/Competition in the Crouch Event Center. The requestor does have the center reserved. There will not be a charge for admission, but they are charging a registration fee for competition entries/displays. Requestor is aware of the insurance requirement and will submit insurance upon approval of the special event permit.

FINANCIAL IMPACT

None.

RECOMMENDATION

Recommend approval of the Special Event Permit contingent on receiving proof of insurance.

ATTACHMENTS

- Special Event Application



Special Events Permit Application

City Secretary's Office
201 E Main Street
Crowley TX 76036
(817) 297-2201 ext 4000

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis **not less than 21 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance. Due to the state department of transportation requirements, closure of any state highway for more than six (6) hours will require 90 days' advance notice to the city.** The application will either be approved, approved with conditions, denied, or more information will be requested within five business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. A deposit will be required for certain types of events. The deposits shall be set forth in the city fee schedule listed as Appendix A to the City of Crowley Code of Ordinances.

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Beer and Wine, Tent, Fireworks, Carnival, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees will be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice.

Section 1 – Applicant Information			
Name of Applicant (must be on site during the event) Tiffany DeLillo		Today's Date 08/02/2022	
Address 313 North Trail Street	City Crowley	State TX	Zip 76036
Phone Number 682-287-6076	Cell Phone Number 682-287-6076		
Email athwyn@gmail.com			
Section 2 – Sponsoring Organization Information			
Corporation/Organization Name of D.B.A. SCA-Kingdom of Ansteorra		Type of Organization <input type="checkbox"/> For Profit <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> Other:	
Name of Contact Tiffany DeLillo		Email: athwyn@gmail.com	
Address 313 North Trail Street	City Crowley	State TX	Zip 76036
Phone Number 682-287-6076	Cell Phone Number 682-287-6076		

Section 2 – Event Information			
Name of Event Kingdom Arts & Sciences Competition		Anticipated Daily Attendance 200	
Location of Event/physical address Crouch Event Center, 900 E. Glendale, Crowley, Texas			
Property Owner City of Crowley		Owner Phone	
Owner Email:		Has the property owner given authorization to use property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Detailed Description of Event State arts & science display and competition			
	Date	Time	Day of Week
Setup	10/8/2022	08:00 AM	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun
Event Start	10/8/2022	09:00 AM	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun
Event End	10/8/2022	7:00 PM	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun
Teardown	10/8/2022	08:00 PM	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input checked="" type="checkbox"/> Sat <input type="checkbox"/> Sun
Additional Information: We are a non profit organization that teaches the arts and sciences of the pre 15th Century. This is our state competition where our champion will be chosen. Displays such as weaving, embroidery, clothing reproductions etc will be on display along with the creator to answer questions about the items and techniques used.			

Section 3 – Event Features		
Will there be an admission charge?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list all price categories below.
Will there be entertainment? <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please attach a complete list of entertainment.
Will sound amplification be used at the event? Sound amplification:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, explain below
Will merchandise and/or food items be sold? <i>Booths will need to be inspected and have proper food handling permits</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please attach a complete list of vendors.
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? <i>(Fee may be charged for Emergency Service personnel)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes please list below.
Medical Service Provider	Phone	
Will the event include any of the following? (Indicate on site plan and/or vendor list)		
Tents or Canopies <i>Tents require temporary use permits issued by the city upon Fire Department review (additional fees may be applicable). Temporary tents must adhere to the International Fire Code</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Complete Tent Worksheet and attach with site plan
Inflatables <i>If inflatable exceeds 400 sq ft, additional permit is required</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total Sq Ft:
Company	Contact name and phone	
Fireworks/Pyrotechnics <i>Fireworks/Pyrotechnics require permits from the City Fire Department (additional fees may be applicable)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Temporary Fencing <i>Provide accurate dimensions of fenced area on site plan. Temporary fencing requires temporary use permits issued by the city (additional fees may be applicable).</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Temporary restrooms or refuse collection provided? <i>(All trash and debris must be removed)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Company	Contact name and phone	
Carnival/Amusement Rides <i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Company	Contact name and phone	
Signs / Banners <i>A separate Sign Permit may be required. (additional fees may be applicable)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Company	Contact name and phone	
Will animals be used in conjunction with event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, describe below.
Description:		
Is this a run, walk or parade? If yes, attach a map identifying assembly location and route on site plan. Must be submitted 21-days prior to event. <i>(Fee may be charged for Public Service Personnel)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Section 4 – Roadways and Sidewalks			
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. <i>(Fee may be charged for Public Service personnel)</i>			
City Streets	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	City Sidewalks	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
City Right-of-Ways	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Public Parking Lots	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)			
Will any City electric hookups be used?	Yes	No	Electric Location including amperage
Will any City water hookups be used?	Yes	No	Water Location(s)
Will waste water/gray water be generated?	Yes	No	Is so, how will it be disposed?

Section 6 – Alcohol

Will there be alcohol at the event?

☐ Yes ☒ No

At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 3 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge?

☐ Yes ☒ No

To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcoholic Beverage Commission and City Permit.

Will you be charging an entrance or registration fee?

☒ Yes ☐ No

*\$25 non member / \$20 member
Age 18+ / Age 18+*

Will the alcohol be sold?

☐ Yes ☒ No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # _____ Expiration _____

Section 11 – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an "Additional Insured" on all policies, and shall reflect this on a Certificate of Liability Insurance. A pplicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as "Additional Insured."
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Organized League Play

Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:

1. Certificate of Liability Insurance. The city and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000.00 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of event/reservation;
2. Health permit (if renting concession stand);
3. Player insurance;
4. State Charter;
5. Bylaws;
6. Schedule; and
7. Emergency contact information.

Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Off duty officers are available by calling 817-297-2276.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. If necessary, the applicant will furnish a map showing the area where the special event is to be conducted.

Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be approved by the City of Crowley prior to the occurrence of this Event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:

Siffany Dedillo

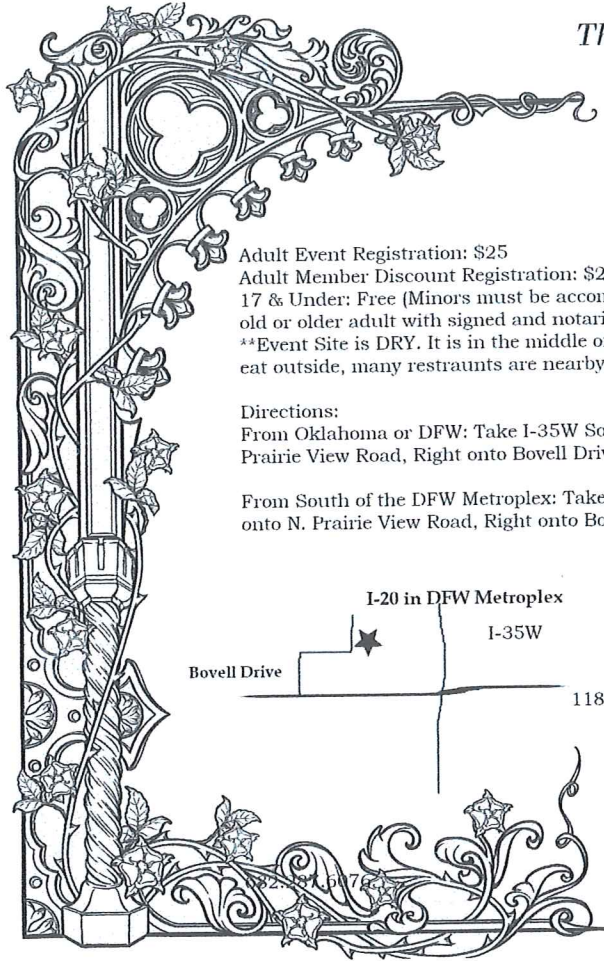
Date:

08/02/2022

Section 13 – Acknowledgement and Signature

Included	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Liability Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Site Plan
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Route Map
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Ride Certification of Inspection
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tent Permit Application

Public Works <input type="checkbox"/> Approved <input type="checkbox"/> Denied Initials	Remarks
Fire Department <input type="checkbox"/> Approved <input type="checkbox"/> Denied Initials	Remarks
Police Department <input type="checkbox"/> Approved <input type="checkbox"/> Denied Initials	Remarks
Recreation Center <input type="checkbox"/> Approved <input type="checkbox"/> Denied Initials	Remarks
City Council <input type="checkbox"/> Approved <input type="checkbox"/> Denied Initials	Remarks



*The Kingdom of Ansteorra Cordially Invites You to....
the Kingdom Arts & Sciences Tournament*

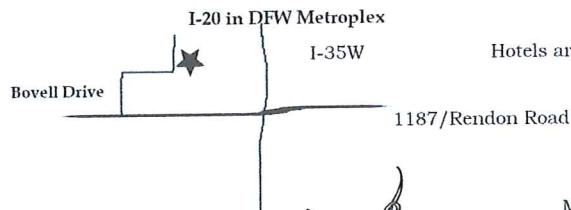
When: October 8th, 2022
Site opens at 8AM & Closes at 8PM
Where: Crouch Event Center
900 E. Glendale, Crowley, TX 76036

Adult Event Registration: \$25
Adult Member Discount Registration: \$20 (Make checks payable to 'SCA, Inc. - Kingdom of Ansteorra')
17 & Under: Free (Minors must be accompanied by a parent or legal guardian. They may also attend with a 21 year old or older adult with signed and notarized Minor Event Waiver form from the parents.)
Event Site is DRY. It is in the middle of a park with picnic tables. Feel free to bring your own tables and chairs to eat outside, many restaurants are nearby as well

Directions:

From Oklahoma or DFW: Take I-35W South to Exit 39 & Turn Right onto 1187/W. Rendon Road Turn Right onto N. Prairie View Road, Right onto Bovell Drive. Event Center is located inside Bicentennial Park.

From South of the DFW Metroplex: Take I-35W North to Exit 39 & Turn Left onto 1187/W. Rendon Road Turn Right onto N. Prairie View Road, Right onto Bovell Drive. Event Center is located inside Bicentennial Park.



Hotels are conveniently located right off of I-35, 5 miles from location.

For Questions about the competition Please contact:
Mistress Czina Angielczyk, OL: Kingdom@moas.ansteorra.org

Your Autocrats:
Lady Stefania Pane (Tiffany DeLillo): Athwyn@gmail.com
Lord Gilli Refsson (Evan Vaughn): gilli.refsson@gmail.com