




2013 Fort Bend County  
Proposed Mobility Projects  
August 13, 2013

<u>Project Name</u>	<u>Project Limits</u>
1st Street (Kendleton)	FM 2919 to Crawford Street
36-A Coalition	West Fort Bend County
A Myers Road	Berdett to Royal Lakes Blvd.
Airport Avenue	Louise St. to Graeber Rd.
Avenue E 	At FM 1092
Beechnut Boulevard	FM 1464 East (Clodine Rd.) to Lobera Dr.
Beechnut Rehab	Peek Road to FBISD
Bellaire Boulevard	San Pablo Dr to FM 1464 (Clodine Rd)
Bellaire Boulevard	Drainage Ditch (Sierra Bend) to Parkway Lakes Ln
Bellaire Boulevard	Lakemont Bend Ln to Sierra Bend Dr
Bellaire Boulevard	Lakehead Ln to S. Mason Rd
Brandt Lane	Skinner Road to Mason Road
Bryan Road	FM 2218 to Spacek Rd
Burney Road Extension	Stadium Dr to US 90A
Cane Island Boulevard	North side of Willow Fork to FM 1463
Chimney Rock Boulevard	FM 2234 to Rosa Parks Elementary
Crossover Road Segment 1	FM 1463 to Katy Flewellen (Spring Green)
Doris Road RR Overpass	At KCSRR/US 59
FM 1463 Segment 1	IH 10 to Spring Green
FM 762 Extension / 10th Street	US90A (Jackson) to Clay
Fulshear Parkway	I-10 to 2,500' south of FM 1093
Gaston Road Segment 1	Greenbush to Katy Flewellen
Gaston Road Segment 2	Katy Flewellen to Spring Green

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Proposed Mobility Projects  
August 13, 2013

<u>Project Name</u>	<u>Project Limits</u>
Glenn Lakes Boulevard Bridge	At Oyster Creek
Glenn Lakes Boulevard Bridge	At Oyster Creek Tributary
Greenbusch	Gaston to Westheimer Pkwy
Huggins Drive	FM 359 (Main St) to Katy Fulshear
IH-10 East Frontage Road	2400' East of FM 1463 to 2500' West of I-10 Pin Oak Rd Entrance Ramp
IH-10 West Frontage Road	800' West of Pin Oak Rd to 1650' East of FM 1463
Independence Boulevard Segment 1	Staffordshire Road to 1,400 feet east of Moore Road
Independence Boulevard Segment 2	Moore Road to S. Revolution Way
Katy Flewellen Road Segment 1	Gaston Rd to Roundabout (Crossover Rd)
Katy Fulshear Road	FM 1093 to Huggins Dr
Kirkwood 	UPRR to West Airport Boulevard
Knight Road Extension	Fort Bend County Tollroad to McKeever Road
Ladonia Street	Compton Street to Brisco Canal
Lake Olympia Parkway Segment 1	Hurricane Lane to Chimney Rock
Lamar Drive	FM 1640 to FM 2218
Ludwig Road	Dulles Ave to Brand Lane
Old Needville Fairchild Road	FM 361 to City limit (near SH 36)
Owens Road	FM 1464 to Harlem Rd
Powerline Road	S curve to NW of Sunrise Meadow DR.
Sansbury Boulevard	FM 762 to Canyon Lake Drive
Scenic Rivers Drive	Commonwealth to L J Parkway
SH 6	Lexington Ave to First Colony

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<u>Project Name</u>	<u>Project Limits</u>
South Post Oak Road	Hunter Green to Trammel Fresno
Spring Green Boulevard	Avalon at Katy to Hawks Prairie Blvd.
Staffordshire Road	Scanlin Street to Court Road
Staffordshire Road - Sidewalks 	Scanlin Street to Stafford City Limits (near Cravens Road)
Sugar Land-Howell Road	Bissonnet Road to Old Richmond Road
Sycamore Road	Eaglewood Trail to Rabb Rd.
Traffic Improvements	Various Locations within Precinct 3
Transportation Facility	Office, bus maintenance and storage
University Boulevard	Lexington to Telfair
US 90A Segment 1	650' West of SH 6 to 250' West of Ellis Creek Boulevard
US 90A Segment 2	250' West of Ellis Creek Boulevard to 2250' West of Grand Parkway (SH 99)
US 90A Segment 3	2250' West of Grand Parkway (SH 99) to 100' West of Harlem Rd
Watts Plantation Road	Sienna Parkway to Knight Road
West Airport Boulevard	EB W Airport to SB SH 6
West Airport Boulevard 	At FM 1092
West Fuqua Road	Bazel Brook Drive to Fondren Road
Williams Way	US 59 to FM 762
Williams Trace Boulevard	US 59 to Lexington Ave
Willie Melton Boulevard	West of FM 2919

RESOLUTION NO. 35-13

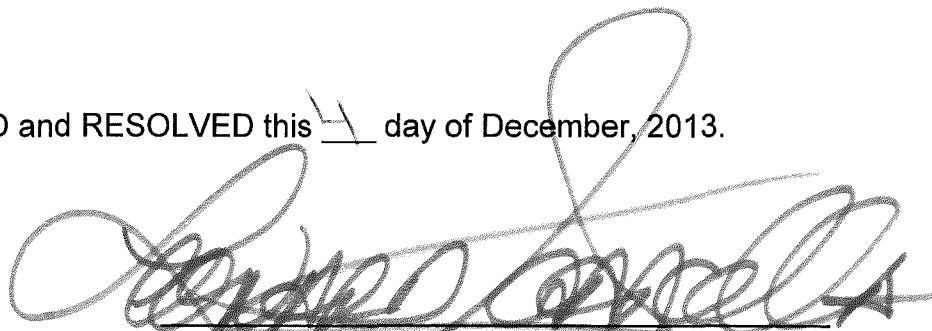
A RESOLUTION OF CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS, AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH FREESE AND NICHOLS, INC. FOR DEVELOPMENT OF A COMPREHENSIVE PLAN.

\* \* \* \* \*

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAFFORD, TEXAS:

Section 1. That the City Council hereby AUTHORIZES THE Mayor to enter into an agreement with Freese and Nichols, Inc. for development of a comprehensive plan in accordance with the terms and conditions contained in the agreement attached hereto as Exhibit "A" and incorporated herein for all purposes.

PASSED, APPROVED and RESOLVED this 4 day of December, 2013.



Leonard Scarcella, Mayor

ATTEST:



Bonnie Baiamonte, City Secretary

AGREEMENT FOR PROFESSIONAL SERVICES

STATE OF TEXAS §

COUNTY OF FORT BEND §

This AGREEMENT is entered into by the City of Stafford, Texas, hereinafter called "Owner" and Freese and Nichols, Inc., hereinafter called "FNI." In consideration of the AGREEMENTS herein, the parties agree as follows:

- I. EMPLOYMENT OF FNI: In accordance with the terms of this AGREEMENT; Owner agrees to employ FNI; FNI agrees to perform professional services in connection with the Project; Owner agrees to pay to FNI compensation. The Project is described as follows: Comprehensive Plan.
II. SCOPE OF SERVICES: FNI shall provide professional services in connection with Project as set forth in Attachment SC - Scope of Services and Responsibilities of Owner which is attached to and made a part of this AGREEMENT.
III. COMPENSATION: Owner agrees to pay FNI for all professional services rendered under this AGREEMENT in accordance with Attachment CO - Compensation which is attached hereto and made a part of this AGREEMENT. FNI shall perform professional services as outlined in the "Scope of Services" for a lump sum fee of 146,500. Details concerning the fee are included in Attachment CO.
IV. TERMS AND CONDITIONS OF AGREEMENT: The Terms and Conditions of Agreement as set forth as Attachment TC shall govern the relationship between the Owner and FNI.

If FNI's services are delayed or suspended by Owner, or if FNI's services are extended for more than 60 days through no fault of FNI, FNI shall be entitled to equitable adjustment of rates and amounts of compensation to reflect reasonable costs incurred by FNI in connection with such delay or suspension and reactivation and the fact that the time for performance under this AGREEMENT has been revised.

Nothing under this AGREEMENT shall be construed to give any rights or benefits in this AGREEMENT to anyone other than Owner and FNI, and all duties and responsibilities undertaken pursuant to this AGREEMENT will be for the sole and exclusive benefit of Owner and FNI and not for the benefit of any other party.

This AGREEMENT constitutes the entire AGREEMENT between Owner and FNI and supersedes all prior written or oral understandings.

This contract is executed in two counterparts.

IN TESTIMONY HEREOF, they have executed this AGREEMENT, the 3 day of January, 2013.

ATTEST:

[Handwritten signature]

City of Stafford, Texas (OWNER)

By:

[Handwritten signature of Leonard Scarcella]

Leonard Scarcella, Mayor
Print or Type Name and Title

ATTEST:

[Handwritten signature]

Freese and Nichols, Inc. (FNI)

By:

[Handwritten signature of Brian C. Coltharp]
Brian C. Coltharp, Vice President
Print or Type Name and Title

**SCOPE OF SERVICES AND RESPONSIBILITIES OF OWNER**

**ARTICLE I**

**Project Understanding**

The purpose of the study effort is to prepare a new Comprehensive Plan for the City of Stafford through a public input process that incorporates the needs and desires of the community. The Plan will be specific to Stafford, incorporating realistic recommendations. The Plan will document:

1. Existing conditions and community vision;
2. Plan recommendations addressing future land use, transportation and circulation, infrastructure assessment, public facilities, neighborhood and community livability, annexation and growth management strategies, and economic development; and
3. Implementation strategies and capital improvement program ranking for coordinated activities to achieve the vision of the Plan.

A Comprehensive Plan Advisory Committee (CPAC) will be utilized to guide the process. A public hearing will be held to consider the adoption of the Comprehensive Plan.

**Phase One: Community Snapshot and Visioning**

**A. Task 1: Community Outreach and Information Strategy, Public Participation**

- i. **Comprehensive Plan Advisory Committee:** We highly encourage the City to appoint a Comprehensive Plan Advisory Committee (CPAC) that will meet with FNI and City staff throughout the planning process. Members of the CPAC should come from a wide range of backgrounds and should represent a wide range of issues in order to have diverse opinions reflected in the planning process. CPAC members are intended to be ambassadors of the planning process and are therefore encouraged to gather input from neighbors, community members and civic/business groups. The CPAC, City, and Freese and Nichols, Inc. (FNI) will meet several times at key milestones throughout the course of the project (see attached schedule).
- ii. **Public Involvement Plan:** FNI will discuss with City staff a Public Involvement Plan during the Client Kickoff meeting. Based on the discussion, FNI will assist the City to develop a Public Involvement Plan to outline goals, target groups, vehicles for communications, schedule, meetings, and provide branding assistance. The City will be responsible for identifying key stakeholders and organizing committee members. If follow up discussions are needed, they will be accommodated by conference calls.
- iii. **Public Meetings:** In addition to the CPAC, FNI will help facilitate up to two (2) informative and feedback-style public meetings during the course of the project. The purpose of these meetings is to inform the public of the process and project schedule, conduct input/visioning exercises to gather community feedback, and present client findings and recommendations.
- iv. **Project Web Page and Online Survey:** FNI will prepare a simple project website to interface with the City's website. The project website will include a brief project description, allow presentations to be posted, provide a link to an online survey and provide a comment section for community feedback. FNI will develop a brief questionnaire to be included as part of the online

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5. Generalized documentation and analysis of existing floodplains, hydrology, and other natural drainage features.
- iv. **Planning Context:** An understanding of the planning context will help to set the framework for which general planning decisions can be made. The following are elements to be documented in order to establish the planning context:
1. Evaluate existing planning documents;
  2. Review past and ongoing planning efforts conducted by the City;
  3. Evaluate regional initiatives; and
  4. Coordinate with ongoing updates to other plans.

*Task Product: The Baseline Analysis will be a compilation of written information, supported with charts and tables, explaining the importance and meaning of the facts as they relate to the City of Stafford and the Comprehensive Plan. Maps graphically depicting applicable information will include the following elements: (1) Population growth and demographic snapshot, (2) existing transportation/thoroughfare routes, (3) existing land use analysis, and (4) physical limitations of the City.*

- A. **Task 3: Vision, Goals and Objectives:** During this task, FNI will secure a better understanding from the staff, Planning and Zoning Commission, City Council, CPAC and citizens what individual objectives are to be achieved. To obtain this initial understanding of the community's needs and desires, and to establish a firm direction for the planning program, FNI proposes the steps outlined below.
- i. **Issue Identification:** Issue identification is critical in creating a Comprehensive Plan that is responsive to the City's needs. Therefore, at one of the first meetings of the Comprehensive Plan Advisory Committee (CPAC), members will be solicited to identify key issues they believe are important for the Comprehensive Plan to address.
  - ii. **Visual Character Survey:** A Visual Character Survey (VCS) is a technique where respondents are asked to score a series of photographs based on their preferences with regard to what they find to be visually preferable. The photographs illustrate various aspects of the developed environment such as land use, architecture, landscaping, and building orientation. The Visual Character Survey is an effective method of receiving aesthetic-based input since the survey allows those taking it the ability to view real-world examples of the developed environment.
    1. FNI will develop a Visual Character Survey, and will use it to gather input from the CPAC.
    2. FNI will then analyze the Visual Character Survey results. These results will then be used as a basis for the Comprehensive Plan Update's goals and objectives.
  - iii. **Innovation Charrette:** FNI will conduct one (1) brainstorming session with the CPAC on innovative ideas that may, or may not, be appropriate within Stafford. The purpose of this exercise is to identify potential of life amenities or development opportunities that may be desired within the Community. Ideas and input received will be used within various elements of the Comprehensive Plan, specifically in areas pertaining to future land use, transportation, parks, public facilities, and livability.
  - iv. **Preparation of Goals and Objectives:** Based on the results of the Issue Identification Exercise, the Visual Character Survey, the Innovation Charrette, and Staff Planning and Design workshop, a listing of goals and objectives will be prepared. Goals and objectives derived are intended to not only guide the formation of plan recommendations and identify key focus areas, but they are ultimately the basis for the Implementation Plan's action items. This is intended to be a complete revision of goals and objectives developed in the preceding Comprehensive Plan. Goals and objectives will be submitted to the CPAC for review and input.



***Task Product:*** *The results of the Vision, Goals, and Objectives work effort will be: (1) A written summary of issues and the VCS, and (2) a written list of goals and objectives to guide the remainder of the comprehensive planning process.*

## **Phase Two: Plans and Recommendations**

- A. Task 4: Future Land Use Plan:** Stafford's Future Land Use Plan is a policy document which is intended to guide City staff and officials as they make decisions on where, when and how the City should grow. Development of a land use plan, which is understandable to citizens, City staff, the Planning and Zoning Commission and City Council, will ensure that a cohesive and unified vision for Stafford is presented to developers and property owners as future development and redevelopment occurs within the community. The mission is to build a land use scenario based upon the community's vision resulting in the development of a Future Land Use Plan Map that conveys the community's development and redevelopment objectives.

This portion of the Comprehensive Plan will take into account existing land use information, current zoning regulations, economic development objectives, past development patterns and infill and redevelopment opportunities and will integrate them into an understandable graphic depiction of the community's future.

- i. **Future Land Use Types Defined:** A key component of the Future Land Use Plan is the definition and discussion of future land use types, including any new types of land use that may be applicable within the City. Discussions of the types of land uses will include associated character guidelines, preferred locations, and general density guidelines.
- ii. **Land Use Projections:** Land use projections, based upon projected growth scenario, will be calculated. Land use projections will depict the acreage by land use type as reflected within the Future Land Use Plan Map.
- iii. **Ultimate Capacity and Population Projections:** The ultimate capacity of Stafford, based upon the Future Land Use Plan Map, will be calculated in order to provide a general carrying capacity. Additionally, FNI will develop a new projected growth rate for the City based upon historical growth patterns and future growth considerations. The combination of the ultimate capacity and population projections will help guide decisions pertaining to infrastructure, parks, public facilities and other Capital Improvement Program items.
- iv. **Future Land Use Plan Map:** The Future Land Use Plan will culminate with the depiction of color-coded land uses within the City's planning area. The plan will consider the following:
  1. Location of limited future residential, non-residential, open space and public land uses;
  2. Location of future public facility, if needed, in areas of potential growth in order to provide direct service to residential areas and promote service efficiency;
  3. Location of environmentally sensitive areas or barriers that should be considered when making future development decisions; and
  4. Location of future land uses along major transportation corridors.

***Task Product:*** *The results of the Future Land Use Plan section of the Comprehensive Plan will be a Future Land Use Plan map, supported and explained with text, charts and tables. Text descriptions will also describe recommendations and proposed guidelines for various types of land uses for the City to consider when making future land use decisions.*

- B. Task 5: Transportation and Circulation:** Land use and transportation decisions are interrelated. Therefore, an important part of the Plan for Stafford will be to examine the relationship between the existing thoroughfare systems and both existing and future land uses. The purpose of this section is to provide a transportation framework, which will serve as a guide for mobility decisions within Stafford.

- i. **Existing Conditions:** FNI will conduct a general overview of the existing thoroughfare system to serve as a basis for plan development. Elements included as part of this assessment will include; existing functional classification, existing traffic signal locations, existing and future major traffic generators, available TXDOT AADT volumes, recent accident history (based on data provided by the City), and observations of existing traffic congestion as identified by the P&Z members.
- ii. **Transportation Planning:** Various transportation planning concepts that may be appropriate in Stafford will be discussed providing both traditional and innovative considerations for roadway design. Examples of transportation planning principles that may be discussed include functional street classifications, roadway sizing options and roadway design standards.
- iii. **Thoroughfare Plan:** Based on plan input, the Future Land Use Plan Map and identified future needs, FNI will create a Thoroughfare Plan to address long-term needs for community development. The Thoroughfare Plan will also incorporate considerations for corridor design, access management coordination, and commuter rail opportunities. In addition to examining both existing and future vehicular considerations, the Transportation Plan may also examine non-motorized modes of transportation, such as pedestrian and/or bicycle accommodations, by identifying key areas and corridors within the City where pedestrian connections may be desired.

**Task Product:** *The Thoroughfare Plan will culminate with recommendations that define and identify short and long term needs that are coordinated with the Future Land Use Plan and which support desired development priorities.*

- C. **Task 6: Parks, Recreation and Open Space:** The purpose of this Plan Element is to examine and analyze existing recreational opportunities within Stafford and to recommend a parks system that is consistent with present and future community needs. The elements of the plan include introduction, baseline analysis, goals and objectives, park classifications and standards, park inventory, needs assessment, recommendations and prioritization. The opportunity for potential public spaces throughout Stafford will be discussed for recommended locations. FNI would meet with appropriate City staff and Parks Committee for (1) meeting for data gathering.

**Task Product:** *Parks and Open Space Plan.*

- D. **Task 7: Infrastructure Assessment:** In order to ensure the efficiency of public utilities, FNI will examine existing infrastructure to determine whether water, wastewater and drainage systems are meeting the needs of the population and whether such facilities are able to accommodate the future growth depicted in the Future Land Use Plan. It is important to understand the City's capabilities in each of these areas in order to facilitate infrastructure expansion in the most efficient and cost-effective ways possible.

FNI will meet with City Staff (and any consultants/entities who the City contacts) to discuss the City's existing infrastructure system and plans. Based on this discussion, the recommendations identified as the top issues for Stafford will be expanded upon in the Comprehensive Plan document. This topic will be discussed during the Innovation Charrette, with any necessary follow-up meetings occurring via conference call or the afternoon before a scheduled meeting.

- i. **Water Analysis:** FNI will examine the existing water system within Stafford. Based on this review and discussion with City Staff and consultants, we will identify program deficiencies and make recommendations for actions to consider during future water master planning efforts.
- ii. **Wastewater Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, we will identify program deficiencies in the existing wastewater system and recommend actions to consider during future water master planning efforts.

- iii. **Stormwater Drainage Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, FNI will also identify deficiencies to consider for future stormwater/drainage efforts. Our team will provide recommendations on key areas where updating the existing drainage plan may be optimal and beneficial.

***Task Product: Identification of the top five priorities related to infrastructure within Stafford; each will be expanded upon in the Comprehensive Plan document.***

- E. **Task 8: Neighborhood and Community Livability:** Livability refers to the many tangible and intangible characteristics of Stafford that contribute to the City's quality of life. This section is intended define and create recommendations on what the City of Stafford should consider to maintain and improve the quality of life for its residents. Input gathered from the Visual Character Survey, the CPAC and public input will be used as the basis for identifying and defining the amenities desired by residents for Stafford.

In addition to examining opportunities to maintain and enhance the overall quality of life in Stafford, specific housing recommendations will be made. The cornerstone of a livable community lies with its neighborhoods, and therefore an existing housing conditions analysis will be performed and associated recommendations will be created.

- i. **Current Planning Trends:** An examination of current, applicable planning trends will be provided. These planning trends may be used as tools for infill development or as tools for new development on remaining vacant land. Examples may include sustainable design principles such as mixed-use development, nodal centers, life-cycle housing, pedestrian design, form-based code districts and environmentally sensitive development, among others.
- ii. **Educational Partnerships:** The success of a community and its residents can be linked to the access and opportunities of local educational institutions. A large part of this success is based on the level of coordination between municipalities and educational institutions within their city boundaries and jurisdictions. FNI will meet with appropriate persons from the Stafford Municipal School District and Houston Community College's Southwest Stafford Campus in order to understand their future plans and opportunities, and how the City can partner in improving its community livability as it pertains to its resident's educational opportunities.
- iii. **Design Character:** This section will provide recommendations pertaining to physical design enhancements within Stafford and help foster a sense of identity within the community. Design recommendations would include image/nonresidential design standards, revitalization of older buildings, street design enhancements, entryway design/branding elements, pedestrian and walkability enhancements, screening and buffering techniques, optimal or desired neighborhood layouts, land use integration, signage standards, landscaping standards and parking standards and design. Many of the design enhancements included within this section are directly related to development/ordinance regulations.
- iv. **Housing Strategies:** Recommendations pertaining to limited new development, infill development, neighborhood integrity programs, available funding sources for housing rehabilitation, housing types, housing mix and generalized density strategies will be provided. The housing strategies component will address the needs of future residents and will enable City staff to prepare an organized program for addressing housing issues in Stafford, such as Code Enforcement programs.

***Task Product: Documentation of the above items with any supporting illustrations.***

F. **Task 9: Annexation and Growth Management Strategies:** The Annexation & Growth Management Strategies element of the Comprehensive Plan is intended to provide annexation and growth management policies primarily based upon need, protection of environmentally sensitive areas, preservation of growth areas from incompatible land uses, infrastructure planning and expansion, and any other applicable factors influencing the logical and sound growth of Stafford. It is understood that the City of Stafford and the Municipal School District share boundaries, and there is little possibility of boundary expansion, however, an analysis of this element is important for plan documentation.

- i. **Aspects of the Annexation and Growth Management Strategies:** Following are an example of elements that could be included within this section of the Comprehensive Plan. Other elements may be added as issues and concerns regarding growth become apparent during the planning process. These include:
1. Evaluation and analysis of areas outside of Stafford City limits, within and beyond the City's ETJ, that may be served by City utilities,
  2. Development of growth management strategies correlated with projected population increases and anticipated growth areas,
  3. Identification of possible areas in which infill development should be encouraged,
  4. Summary of recent interpretations of State requirements for annexation,
  5. Annexation criteria,
  6. Identification of positive growth areas in which Stafford should encourage growth,
  7. Recommendations related to annexation policies,
  8. Recommendations for the funding of facilities and the potential use (or continued use) of capital recovery fees (i.e., roadway impact fees) to help alleviate costs that may be incurred by the City that are associated with growth.

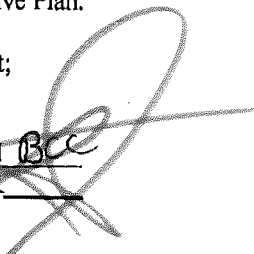
**Task Product:** *The results of the Annexation & Growth Management Strategies element will be a compilation of written information, supported with charts and tables. Maps graphically depicting applicable elements will be included, as appropriate. Explanation will be given as to how the Annexation & Growth Management Strategies element relates to the City's other implementation tools including its Capital Improvements Program (CIP), as well as its Zoning and Subdivision Regulations.*

**Task 10: Economic Development Summary:** FNI will work with the Stafford Economic Development Corporation (SEDC) to incorporate the SEDC's Economic Development analysis and projections into the Stafford Comprehensive Plan

### Phase Three: Report, Implementation and Adoption

#### A. Task 11: Report and Implementation

- ii. **Draft Report:** FNI will prepare one (1) draft Comprehensive Report that will document the planning process and Tasks 1-10. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the community. The draft will be provided to the City, CPAC and other parties the City wishes to include for review and comments. FNI will incorporate comments and proceed to prepare implementation items.
- iii. **Implementation Plan:** The Implementation Plan will be structured into a coordinated action program so that City leaders, staff, and other decision-makers can easily identify the steps that are necessary to achieve the vision for the City that is described within the Comprehensive Plan. The Implementation Plan will outline priorities primarily by:
1. Reviewing the various policies and related recommendations from each Plan element;

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2. Dividing the policies and related recommendations into applicable implementation techniques/actions – an overall Action Plan – such as regulatory actions (e.g., possible zoning or subdivision ordinance updates), programs, and intergovernmental partnerships; and
3. Prioritizing the implementation techniques/actions into appropriate timeframes.

***Task Product:*** *The Implementation Plan will represent the initial action plan to take Plan policies and related recommendations from vision to reality, and will include practical and specific steps for implementing the Comprehensive Plan within the near-term (i.e., 2013-2023) and within a longer-term planning horizon (2023 – 2033).*

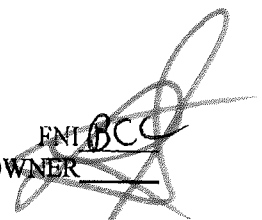
- iv. **Capital Improvement Program Ranking and Prioritization:** The City of Stafford already has a good Capital Improvements Plan (CIP), therefore, general recommendations on what projects should be incorporated into the City's overall CIP will be prepared based upon the recommendations of each major element of the Comprehensive Plan. The Capital Improvements Programming element of the Comprehensive Plan will outline a generalized and prioritized five-year (or other such timeline specified by the City) construction program for projects that will be needed to implement Plan recommendations that includes the following information:
1. A general priority listing of projects,
  2. Generalized estimates of construction costs,
  3. Project descriptions, and
  4. Potential funding sources.

It is anticipated that the CPAC will serve an important role in establishing the final draft Capital Improvements Programming element that is forwarded for consideration by the Planning and Zoning Commission and City Council. It is imperative that a body that is representative of each segment of the community helps create this element to make sure that the needs of each sector of the City are voiced and are given due consideration. Funding will be limited to the City's ability to issue the bonds necessary to complete the projects included in the construction program, and it is extremely important that those projects that are most important to the community as a whole are given highest priority.

***Task Product:*** *The Capital Improvements Programming element will be included as an element of the Implementation Section of the Comprehensive Plan. It will include written text and supporting tables that will outline the methodology used to establish the five-year (or other timeline) construction program as well as project prioritization, estimated costs, project descriptions, and potential funding sources.*

- v. **Final Report and Deliverables:** This document will be created in digital format, including both text and mapping, such that it will be easily reproducible. It will also have the ability to be integrated into Stafford's website, if desired. Integration of document maps or files to the City's website will be conducted by the City. Electronic files of the final Comprehensive Plan will be provided to the City. All document text will be produced in Microsoft Word and Adobe Acrobat PDF format.
- vi. **Plan Chapters:** The culmination of the planning process will result in a Comprehensive Plan document containing the following elements:
1. Executive Summary
  2. Chapter 1: Community Snapshot
  3. Chapter 2: Vision, Goals and Objectives
  4. Chapter 3: Future Land Use
  5. Chapter 4: Transportation and Circulation Plan
  6. Chapter 5: Parks, Recreation and Open Space

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7. Chapter 6: Infrastructure Assessment
8. Chapter 7: Neighborhood and Community Livability
9. Chapter 8: Annexation and Growth Management Strategies
10. Chapter 9: Economic Development Summary
11. Chapter 10: Implementation

- vii. **Plan Mapping:** Project mapping is vital to both dissemination of information at meetings as well as to the Comprehensive Plan document. All mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will provide all necessary base mapping data in compatible electronic format in order to generate necessary mapping. If there is the need to create base map information or rectify other existing data, such effort will be billed separately on an hourly basis.

**Task Product:** *The results of the Comprehensive Plan documentation will be: (1) Five (5) color copies of the final Comprehensive Plan, and (2) One (1) CD with digital files of the final Comprehensive Plan, including mapping data.*

- B. **Task 12: Adoption:** FNI team members will present the project scope, process, findings and recommendations at a necessary City Council and Planning and Zoning Commission meetings as part of the adoption process.

**Meetings:** FNI will facilitate or assist with meetings throughout the course of the project. These meetings will pursue and utilize various techniques, as well as rely on traditional meeting formats, in gathering vision data. The Consultant will lead the involvement effort. The Consultant will be consistently present and visible through the comprehensive planning process. Thus, incorporated within this Scope of Services are twenty-five (25) meetings that the Consultant will attend and conduct throughout this project. Meetings will be generally allocated as follows:

- o Meeting #1: Client Kickoff Meeting
- o Meeting #2: Comprehensive Plan Advisory Committee (CPAC) - Introductory meeting; Comprehensive Planning 101, Community Snapshot presentation, Issue Identification
- o Meeting #3: CPAC - Visual Character Survey and Draft Goals and Objectives
- o Meeting #4: P&Z Comp. Plan Update
- o Meeting #5: City Council Comp. Plan Update
- o Meeting #6: CPAC - Innovation Charrette
- o Meeting #7: Public Meeting to kick-off project and solicit input
- o Meeting #8: CPAC - Review survey results and finalize project goals and objectives
- o Meeting #9: P&Z Comp. Plan Update
- o Meeting #10: City Council Comp. Plan Update
- o Meeting #11: CPAC - Future Land Use Exercise and Transportation and Circulation
- o Meeting #12: CPAC – Parks, Recreation and Open Space
- o Meeting #13: CPAC - Infrastructure
- o Meeting #14: P&Z Comp. Plan Update
- o Meeting #15: CPAC - Neighborhood and Community Livability
- o Meeting #16: City Council Comp. Plan Update

- o Meeting #17: Stafford Municipal School District and HCC
- o Meeting #18: CPAC - Annexation and Growth Management Strategies and Economic Development
- o Meeting #19: Public Meeting to solicit feedback on draft recommendations
- o Meeting #20: CPAC - Implementation and final review
- o Meeting #21: P&Z Comp. Plan Update
- o Meeting #22: City Council Comp. Plan Update
- o Meeting #23: P&Z Public Hearing (Plan Adoption)
- o Meeting #24: P&Z Public Hearing (Plan Adoption)
- o Meeting #25: City Council Public Hearing (Plan Adoption)

It is expected that the Consultant will have advance notice (i.e., at least two weeks) from the City of expected meeting dates and times, and that the Consultant will be consulted on the scheduling of such meetings and times prior to any public notification. It is also anticipated that if some scheduling conflict arises from the Consultant not being notified in advance of a meeting date and/or time by the City, the Consultant would not be expected to attend any such meeting. The City shall arrange and coordinate meeting times, locations, and appropriate notifications.

Any meeting that the Consultant is required to attend above and beyond the twenty-five (25) meetings included within this Scope of Services will be billed to the City of Stafford at the applicable hourly rates as outlined in Attachment CO.

ARTICLE II

**ADDITIONAL SERVICES:** Additional Services to be performed by FNI, if authorized by Owner, which are not included in the above described basic services, are described as follows:

- A. Making revisions to drawings, specifications or other documents when such revisions are 1) not consistent with approvals or instructions previously given by Owner or 2) due to other causes not solely within the control of FNI.
- B. Visits to the site in excess of the number of trips included in Article I for periodic site visits, coordination meetings, or contract completion activities.

ARTICLE III

**TIME OF COMPLETION:** FNI is authorized to commence work on the Project upon execution of this AGREEMENT and agrees to complete services in accordance with the attached schedule:

**Extensions/Delays:** FNI will complete basic services according to the above schedule. If there are any project extensions, time delays or additional edits/revisions beyond the seventeen (17) month deadline that is not the cause of FNI, additional compensation will be required.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in Owner or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this AGREEMENT and in Attachment CO.

FNI *BCC*  
 OWNER *[Signature]*

ARTICLE IV

**RESPONSIBILITIES OF OWNER:** Owner shall perform the following in a timely manner so as not to delay the services of FNI:

- A. Designate in writing a person to act as Owner's representative with respect to the services to be rendered under this AGREEMENT. Such person shall have contract authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to FNI's services for the Project.
- B. Provide all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations.
- C. Assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to the Project.
- D. Arrange for access to and make all provisions for FNI to enter upon public property as required for FNI to perform services under this AGREEMENT.
- E. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by FNI, obtain advice of an attorney, insurance counselor and other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of FNI.
- F. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
- G. Furnish, or direct FNI to provide, Additional Services as stipulated in Attachment SC, Article II of this AGREEMENT or other services as required.
- H. Bear all costs incident to compliance with the requirements of this Article IV.

ARTICLE V

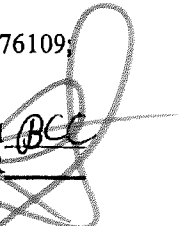
**DESIGNATED REPRESENTATIVES:** FNI and Owner designate the following representatives:

Owner's Designated Representative – Charles W. Russell, P.E., City Engineer, 2610 South Main, Stafford, Texas 77477; Phone: 281-261-3920; Fax: 281-261-3928; email: crussell@cityofstafford.com

Owner's Accounting Representative –

FNI's Designated Representative – Shad Comeaux, AICP, 11200 Broadway St., Suite 2332, Pearland, Texas 77584; Phone: 832-456-4766; Fax: 832-456-4701; email sec@freese.com

FNI's Accounting Representative – Patti Allen, 4055 International Plaza, Ste. 200, Fort Worth, Texas 76109; Phone: 817-735-7466; Fax: 817-735-7491; email pla@freese.com

FNI   
OWNER



**COMPENSATION**

Lump Sum: Compensation to FNI shall be the lump sum of One Hundred Forty Six Thousand and Five Hundred Dollars (\$146,500). If FNI sees the Scope of Services changing so that additional services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges.

**Schedule of Charges:**

<b><u>Position</u></b>	<b><u>Min</u></b>	<b><u>Max</u></b>
Professional - 1	61	113
Professional - 2	82	128
Professional - 3	104	164
Professional - 4	112	170
Professional - 5	148	211
Professional - 6	145	369
Construction Manager - 1	71	84
Construction Manager - 2	82	133
Construction Manager - 3	113	126
Construction Manager - 4	142	197
CAD Technician/Designer - 1	51	87
CAD Technician/Designer - 2	80	116
CAD Technician/Designer - 3	93	142
Corporate Project Support - 1	34	91
Corporate Project Support - 2	55	140
Corporate Project Support - 3	63	278
Intern/ Coop	28	56

**Rates for In-House Services****Technology Charge**

\$8.50 per hour

**Bulk Printing and Reproduction**

Black and White	\$0.10 per copy
Color	\$0.50 per copy
Plot - Bond	\$2.50 per plot
Plot - Color	\$5.75 per plot
Plot - Other	\$5.00 per plot
Binding	\$5.75 per book

**These ranges and rates will be adjusted annually.**

310-22013

**TERMS AND CONDITIONS OF AGREEMENT**

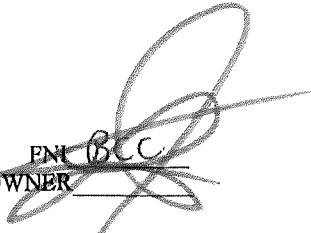
1. **DEFINITIONS:** The term Owner as used herein refers to the City of Stafford, Texas. The term FNI as used herein refers to Freese and Nichols, Inc., its employees and agents; also its subcontractors and their employees and agents. As used herein, Services refers to the professional services performed by Freese and Nichols pursuant to the AGREEMENT.
2. **CHANGES:** Owner, without invalidating the AGREEMENT, may order changes within the general scope of the WORK required by the AGREEMENT by altering, adding to and/or deducting from the WORK to be performed. If any change under this clause causes an increase or decrease in FNI's cost of, or the time required for, the performance of any part of the Services under the AGREEMENT, an equitable adjustment will be made by mutual agreement and the AGREEMENT modified in writing accordingly.
3. **TERMINATION:** The obligation to provide services under this AGREEMENT may be terminated by either party upon ten days' written notice. In the event of termination, FNI will be paid for all services rendered and reimbursable expenses incurred to the date of termination and, in addition, all reimbursable expenses directly attributable to termination.
4. **CONSEQUENTIAL DAMAGES:** In no event shall FNI or its subcontractors be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental or consequential damages, such as loss of product, loss of use of the equipment or system, loss of anticipated profits or revenue, non-operation or increased expense of operation or other equipment or systems.

In no event shall The City of Stafford be liable in contract, tort, strict liability, warranty, or otherwise for any special, indirect, incidental or consequential damages, such as loss of product, loss of use of the equipment or system, loss of anticipated profits or revenue, non-operation or increased expense of operation or other equipment or systems.

5. **INFORMATION FURNISHED BY OWNER:** Owner will assist FNI by placing at FNI's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project. FNI shall have no liability for defects or negligence in the Services attributable to FNI's reliance upon or use of data, design criteria, drawings, specifications or other information furnished by Owner. FNI shall disclose to Owner, prior to use thereof, defects or omissions in the data, design criteria, drawings, specifications or other information furnished by Owner to FNI that FNI may reasonably discover in its review and inspection thereof.
6. **INSURANCE:** FNI shall provide to Owner certificates of insurance which shall contain the following minimum coverage (All limits in thousands):

<b>Commercial General Liability</b>		<b>Workers' Compensation</b>
General Aggregate	\$2,000	Each Accident
		\$500
<b>Automobile Liability (Any Auto)</b>		<b>Professional Liability</b>
CSL	\$1,000	\$3,000 Annual Aggregate

7. **SUBCONTRACTS:** If, for any reason, at any time during the progress of providing Services, Owner determines that any subcontractor for FNI is incompetent or undesirable, Owner will notify FNI accordingly and FNI shall take immediate steps for cancellation of such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in the AGREEMENT shall create any contractual relation between any subcontractor and Owner.
8. **OWNERSHIP OF DOCUMENTS:** All drawings, reports data and other project information developed in the execution of the Services provided under this AGREEMENT shall be the property of the Owner upon payment of FNI's fees for services. FNI may retain copies for record purposes. Owner agrees such documents are not intended or represented to be suitable for reuse by Owner or others. Any reuse by Owner or by those who obtained said documents from Owner without written verification or adaptation by FNI will be at Owner's sole risk and without liability or legal exposure to FNI, or to FNI's independent associates or consultants. Any such verification or adaptation will entitle FNI to further reasonable compensation. FNI may reuse all drawings, report data and other project information in the execution of the Services provided under this AGREEMENT in FNI's other activities. Any reuse by FNI will be at FNI's sole risk and without liability or legal exposure to Owner, and FNI shall indemnify and hold harmless Owner from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

  
 FNI BCC  
 OWNER

9. **POLLUTANTS AND HAZARDOUS WASTES:** It is understood and agreed that FNI has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at the site, if any, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposures to such substances or conditions. The parties agree that in performing the Services required by this AGREEMENT, FNI does not take possession or control of the subject site, but acts as an invitee in performing the services, and is not therefore responsible for the existence of any pollutant present on or migrating from the site. Further, FNI shall have no responsibility for any pollutant during clean-up, transportation, storage or disposal activities.

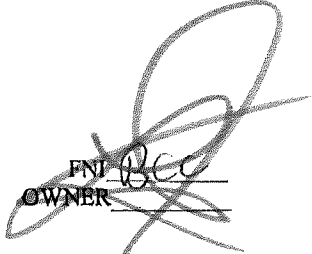
10. **PAYMENT:** Progress payments may be requested by FNI based on the amount of services completed. Payment for the services of FNI shall be due and payable upon submission of a statement for services to OWNER and in acceptance of the services as satisfactory by the OWNER. Statements for services shall not be submitted more frequently than monthly. Any applicable new taxes imposed upon services, expenses, and charges by any governmental body after the execution of this AGREEMENT will be added to FNI's compensation.

OWNER will pay FNI in accordance with Chapter 2251 of the Texas ~~Court~~ <sup>Government</sup> Code.

11. **ARBITRATION:** No arbitration arising out of, or relating to, this AGREEMENT involving one party to this AGREEMENT may include the other party to this AGREEMENT without their approval.

12. **SUCCESSORS AND ASSIGNMENTS:** OWNER and FNI each are hereby bound and the partners, successors, executors, administrators and legal representatives of OWNER and FNI are hereby bound to the other party to this AGREEMENT and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this AGREEMENT.

Neither OWNER nor FNI shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this AGREEMENT without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this AGREEMENT. Nothing contained in this paragraph shall prevent FNI from employing such independent associates and consultants as FNI may deem appropriate to assist in the performance of services hereunder.

FNI   
OWNER

**Proposed Meeting Dates – Stafford Comprehensive Plan**

<b>Meeting</b>	<b>Meeting Description</b>	<b>Date</b>
#1	Client Kickoff Meeting	Jan. '14 (TBD)
#2	Comprehensive Plan Advisory Committee (CPAC) - Introductory meeting; Comprehensive Planning 101, Community Snapshot presentation, Issue Identification	2/11/14
#3	CPAC - Visual Character Survey and Draft Goals and Objectives	3/11/14
#4	<b>P&amp;Z Comp. Plan Update</b>	<b>3/11/14</b>
#5	<b>City Council Comp. Plan Update</b>	<b>3/19/14</b>
#6	CPAC - Innovation Charrette	4/8/14
#7	Public Meeting to kick-off project and solicit input	4/8/14
#8	CPAC - Review survey results and finalize project goals and objectives	6/10/14
#9	<b>P&amp;Z Comp. Plan Update</b>	<b>6/10/14</b>
#10	<b>City Council Comp. Plan Update</b>	<b>6/18/13</b>
#11	CPAC - Future Land Use Exercise and Transportation and Circulation	7/8/14
#12	CPAC – Parks, Recreation and Open Space	8/12/14
#13	CPAC - Infrastructure	10/7/14
#14	<b>P&amp;Z Comp. Plan Update</b>	<b>10/7/14</b>
#15	CPAC - Neighborhood and Community Livability	11/11/14
#16	<b>City Council Comp. Plan Update</b>	<b>11/19/14</b>
#17	Stafford Municipal School District and HCC	Nov. '14 (TBD)
#18	CPAC - Annexation and Growth Management Strategies and Economic Development	12/9/14
#19	Public Meeting to solicit feedback on draft recommendations	Jan. '15 (TBD)
#20	CPAC - Implementation and final review	Jan. '15 (TBD)
#21	<b>P&amp;Z Comp. Plan Update</b>	<b>Feb. '15 (TBD)</b>
#22	<b>City Council Comp. Plan Update</b>	<b>Feb. '15 (TBD)</b>
#23	<b>P&amp;Z Public Hearing (Plan Adoption)</b>	<b>Mar. '15 (TBD)</b>
#24	<b>P&amp;Z Public Hearing (Plan Adoption)</b>	<b>Apr. '15 (TBD)</b>
#25	<b>City Council Public Hearing (Plan Adoption)</b>	<b>Apr. '15 (TBD)</b>

# PROPOSED SCHEDULE TAFFORD COMPREHENSIVE PLAN

	2013				2014								2015					
	PROJECT PHASES	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR
<b>1</b>	COMMUNITY SNAPSHOT AND VISIONING	CONTRACT APPROVAL	MEETING #1	MEETING #2	MEETINGS #3, #4 & #5	MEETINGS #6 & #7		MEETINGS #8, #9 & #10										
<b>2</b>	PLANS AND RECOMMENDATIONS							MEETING #11	MEETING #12			MEETINGS #13 & #14	MEETINGS #15, #16 & #17	MEETING #18				
<b>3</b>	REPORT, IMPLEMENTATION AND ADOPTION													MEETINGS #19 & #20	MEETINGS #21 & #22	PLAN ADOPTION MEETING #23	PLAN ADOPTION MEETINGS #24 & #25	

**1**

## COMMUNITY SNAPSHOT AND VISIONING

### PHASE TO PROVIDE

- » Community outreach and information strategy
- » Project schedule
- » Review, evaluation and documentation of existing ordinances, plans, documents and previous studies
- » Baseline information gathering and evaluation for trends, demographics, population, land uses, physical constraints and planning context
- » Input from key stakeholders, residents, business owners, elected officials, community leaders and other groups
- » Education to community about process
- » Identification of issues and opportunities
- » Vision statement and description based on community outreach
- » Goals and objectives based on community outreach
- » Identification of key topic areas
- » Identification of special areas of the City such as downtown or corridors

### COMMUNITY OUTREACH ACTIVITIES AND MEETINGS

- » Kickoff meeting
- » City tour
- » Staff meetings
- » Setup project website
- » Initiate online survey
- » Comprehensive Plan Advisory Committee meetings
- » Visual character survey
- » City Council presentations
- » Planning and Zoning Commission presentations
- » Innovative visioning and data gathering exercises
- » City workshops or innovative charrette
- » Public meeting and or town hall meeting
- » Stakeholder interviews

**2**

## PLANS AND RECOMMENDATIONS

### PHASE TO PROVIDE

- » Future Land Use Plan
- » Recommendations for special areas such as downtown or corridors
- » Recommendations for areas such as watersheds, sensitive areas, floodplain and floodways
- » Neighborhoods and livability recommendations
- » Annexation and Growth management recommendations
- » Input from key stakeholders, residents, business owners, elected officials, community leaders and other groups
- » Education to community about the planning process and recommendations
- » Assessment for infrastructure and public facilities
- » Preliminary strategies for economic development from the Stafford Economic Development Corporation
- » Transportation and Circulation Plan
- » Text, maps and supporting graphics

### COMMUNITY OUTREACH, ACTIVITIES AND MEETINGS

- » Site visits
- » Staff meetings
- » Parks Committee meeting
- » Project website updates
- » Review online survey results
- » Comprehensive Plan Advisory Committee meetings
- » City Council presentations
- » Planning and Zoning Commission presentations
- » Public meeting and or town hall meeting
- » Stakeholder interviews

**3**

## REPORT, IMPLEMENTATION AND ADOPTION

### PHASE TO PROVIDE

- » Draft Comprehensive Plan based on previous phases and task
- » Education to community about the planning process and recommendations
- » Input from key stakeholders, residents, business owners, elected officials, community leaders and other groups about their perspective on the proposed plan
- » Review, comments and revisions to Draft Comprehensive Plan
- » Implementation plan
- » Final Comprehensive Plan
- » Text, maps and supporting graphics

### COMMUNITY OUTREACH, ACTIVITIES AND MEETINGS

- » Staff meetings
- » Project website updates
- » Comprehensive Plan Advisory Committee meetings
- » City Council presentations
- » Planning and Zoning Commission presentations
- » Public meeting and or open house meeting
- » Adoption process and meetings

## City of Stafford Comprehensive Plan Scope of Services

### Project Understanding

The purpose of the study effort is to prepare a new Comprehensive Plan for the City of Stafford through a public input process that incorporates the needs and desires of the community. The Plan will be specific to Stafford, incorporating realistic recommendations. The Plan will document:

1. Existing conditions and community vision;
2. Plan recommendations addressing future land use, transportation and circulation, infrastructure assessment, public facilities, neighborhood and community livability, annexation and growth management strategies, and economic development; and
3. Implementation strategies and capital improvement program ranking for coordinated activities to achieve the vision of the Plan.

A Comprehensive Plan Advisory Committee (CPAC) will be utilized to guide the process. A public hearing will be held to consider the adoption of the Comprehensive Plan.

### Phase One: Community Snapshot and Visioning

#### A. Task 1: Community Outreach and Information Strategy, Public Participation

- i. **Comprehensive Plan Advisory Committee:** We highly encourage the City to appoint a Comprehensive Plan Advisory Committee (CPAC) that will meet with FNI and City staff throughout the planning process. Members of the CPAC should come from a wide range of backgrounds and should represent a wide range of issues in order to have diverse opinions reflected in the planning process. CPAC members are intended to be ambassadors of the planning process and are therefore encouraged to gather input from neighbors, community members and civic/business groups. The CPAC, City, and Freese and Nichols, Inc. (FNI) will meet several times at key milestones throughout the course of the project (see attached schedule).
- ii. **Public Involvement Plan:** FNI will discuss with City staff a Public Involvement Plan during the Client Kickoff meeting. Based on the discussion, FNI will assist the City to develop a Public Involvement Plan to outline goals, target groups, vehicles for communications, schedule, meetings, and provide branding assistance. The City will be responsible for identifying key stakeholders and organizing committee members. If follow up discussions are needed, they will be accommodated by conference calls.
- iii. **Public Meetings:** In addition to the CPAC, FNI will help facilitate up to two (2) informative and feedback-style public meetings during the course of the project. The purpose of these meetings is to inform the public of the process and project schedule, conduct input/visioning exercises to gather community feedback, and present client findings and recommendations.
- iv. **Project Web Page and Online Survey:** FNI will prepare a simple project website to interface with the City's website. The project website will include a brief project description, allow presentations to be posted, provide a link to an online survey and provide a comment section

for community feedback. FNI will develop a brief questionnaire to be included as part of the online survey. Upon completion of the project, the City will be responsible for hosting any additional information.

## B. Task 2: Community Snapshot

- i. **Baseline Analysis:** The Baseline Analysis is intended to provide background information about the City of Stafford. This is vital to the planning process because without the knowledge of where the City is today, assessing what it can be in the future becomes increasingly difficult. The components that are included within the *Baseline Analysis* will enable the people involved in the planning process, including the Consultant, City officials, and citizens, to have a clear understanding of the City and its existing social, economic, land use, and neighborhood characteristics.
  1. Historic Trends, Population Growth and Demographic Profile
    - a. Historical population and related growth trends will be analyzed.
    - b. Demographic profile will consist of age, gender, ethnicity, income, and household type.

The population projections utilized within the Future Land Use Plan and the other components of the Comprehensive Plan will be derived from this information. A summary of all past City planning efforts will also be incorporated into this element.

- ii. **Existing Land Use Analysis:** The relationships of existing and future land uses will shape the character and quality of life of the community for many years to come. In order to assess the City's future land use needs, an analysis of past land use trends and present land use patterns are of primary importance. The following are the specific elements to be documented in order to describe land use characteristics. Assessment of the land use characteristics will be undertaken once data gathering have been completed. The existing land use inventories (conducted using a base map of the City provided by Stafford, the county, or similar entity) will include:
  1. Analysis of types of land use (color-coded by category) quantified by acres;
  2. Analysis of types of land use correlated to Stafford's population (for future projection purposes);
  3. Discussion of existing development patterns;
  4. Discussion of existing land use relationships, both positive and negative.
- iii. **Physical Constraints:** Stafford's man-made and physical environment will greatly influence its future land use pattern and rate of growth. It is important to document and analyze the physical factors that will ultimately contribute to the City's form and content. Some of the primary issues that will ultimately influence the community include the political boundaries of the City and its neighbors (including extraterritorial jurisdiction or "ETJ"), topography, floodplain and major drainage ways, major roadway systems, existing development pattern, existing utility systems, historic sites, and the size and location of unique physical characteristics like major tree stands or scenic vistas.

The following are the specific elements to be documented in order to describe the existing physical environment. Information from each of these elements will come from a variety of

sources like any existing data or reports as provided by the City, the U.S. Census Bureau, the Federal Emergency Management Agency (FEMA), etc.

1. Analysis of the City's major topographic features, including any ridge lines or any areas of unusual topography, and major tree stands;
2. Analysis of the municipal boundaries and ETJs of the neighboring cities;
3. Analysis of the City's existing transportation system and plans, identifying major traffic generators and deficiencies;
4. Analysis of the City's natural environment and the identification of any environmentally sensitive areas, including the documentation of the existence of any protected species of plants or wildlife; and
5. Generalized documentation and analysis of existing floodplains, hydrology, and other natural drainage features.

iv. **Planning Context:** An understanding of the planning context will help to set the framework for which general planning decisions can be made. The following are elements to be documented in order to establish the planning context:

1. Evaluate existing planning documents;
2. Review past and ongoing planning efforts conducted by the City;
3. Evaluate regional initiatives; and
4. Coordinate with ongoing updates to other plans.

***Task Product: The Baseline Analysis will be a compilation of written information, supported with charts and tables, explaining the importance and meaning of the facts as they relate to the City of Stafford and the Comprehensive Plan. Maps graphically depicting applicable information will include the following elements: (1) Population growth and demographic snapshot, (2) existing transportation/thoroughfare routes, (3) existing land use analysis, and (4) physical limitations of the City.***

C. **Task 3: Vision, Goals and Objectives:** During this task, FNI will secure a better understanding from the staff, Planning and Zoning Commission, City Council, CPAC and citizens what individual objectives are to be achieved. To obtain this initial understanding of the community's needs and desires, and to establish a firm direction for the planning program, FNI proposes the steps outlined below.

- i. **Issue Identification:** Issue identification is critical in creating a Comprehensive Plan that is responsive to the City's needs. Therefore, at one of the first meetings of the Comprehensive Plan Advisory Committee (CPAC), members will be solicited to identify key issues they believe are important for the Comprehensive Plan to address.
- ii. **Visual Character Survey:** A Visual Character Survey (VCS) is a technique where respondents are asked to score a series of photographs based on their preferences with regard to what they find to be visually preferable. The photographs illustrate various aspects of the developed environment such as land use, architecture, landscaping, and building orientation. The Visual Character Survey is an effective method of receiving aesthetic-based input since the survey allows those taking it the ability to view real-world examples of the developed environment.
  1. FNI will develop a Visual Character Survey, and will use it to gather input from the CPAC.



2. FNI will then analyze the Visual Character Survey results. These results will then be used as a basis for the Comprehensive Plan Update's goals and objectives.

- iii. **Innovation Charrette:** FNI will conduct one (1) brainstorming session with the CPAC on innovative ideas that may, or may not, be appropriate within Stafford. The purpose of this exercise is to identify potential of life amenities or development opportunities that may be desired within the Community. Ideas and input received will be used within various elements of the Comprehensive Plan, specifically in areas pertaining to future land use, transportation, parks, public facilities, and livability.
- iv. **Preparation of Goals and Objectives:** Based on the results of the Issue Identification Exercise, the Visual Character Survey, the Innovation Charrette, and Staff Planning and Design workshop, a listing of goals and objectives will be prepared. Goals and objectives derived are intended to not only guide the formation of plan recommendations and identify key focus areas, but they are ultimately the basis for the Implementation Plan's action items. This is intended to be a complete revision of goals and objectives developed in the preceding Comprehensive Plan. Goals and objectives will be submitted to the CPAC for review and input.

***Task Product: The results of the Vision, Goals, and Objectives work effort will be: (1) A written summary of issues and the VCS, and (2) a written list of goals and objectives to guide the remainder of the comprehensive planning process.***

## **Phase Two: Plans and Recommendations**

- A. **Task 4: Future Land Use Plan:** Stafford's Future Land Use Plan is a policy document which is intended to guide City staff and officials as they make decisions on where, when and how the City should grow. Development of a land use plan, which is understandable to citizens, City staff, the Planning and Zoning Commission and City Council, will ensure that a cohesive and unified vision for Stafford is presented to developers and property owners as future development and redevelopment occurs within the community. The mission is to build a land use scenario based upon the community's vision resulting in the development of a Future Land Use Plan Map that conveys the community's development and redevelopment objectives.

This portion of the Comprehensive Plan will take into account existing land use information, current zoning regulations, economic development objectives, past development patterns and infill and redevelopment opportunities and will integrate them into an understandable graphic depiction of the community's future.

- i. **Future Land Use Types Defined:** A key component of the Future Land Use Plan is the definition and discussion of future land use types, including any new types of land use that may be applicable within the City. Discussions of the types of land uses will include associated character guidelines, preferred locations, and general density guidelines.
- ii. **Land Use Projections:** Land use projections, based upon projected growth scenario, will be calculated. Land use projections will depict the acreage by land use type as reflected within the Future Land Use Plan Map.

- iii. **Ultimate Capacity and Population Projections:** The ultimate capacity of Stafford, based upon the Future Land Use Plan Map, will be calculated in order to provide a general carrying capacity. Additionally, FNI will develop a new projected growth rate for the City based upon historical growth patterns and future growth considerations. The combination of the ultimate capacity and population projections will help guide decisions pertaining to infrastructure, parks, public facilities and other Capital Improvement Program items.
  
- iv. **Future Land Use Plan Map:** The Future Land Use Plan will culminate with the depiction of color-coded land uses within the City's planning area. The plan will consider the following:
  - 1. Location of limited future residential, non-residential, open space and public land uses;
  - 2. Location of future public facility, if needed, in areas of potential growth in order to provide direct service to residential areas and promote service efficiency;
  - 3. Location of environmentally sensitive areas or barriers that should be considered when making future development decisions; and
  - 4. Location of future land uses along major transportation corridors.

***Task Product:*** *The results of the Future Land Use Plan section of the Comprehensive Plan will be a Future Land Use Plan map, supported and explained with text, charts and tables. Text descriptions will also describe recommendations and proposed guidelines for various types of land uses for the City to consider when making future land use decisions.*

- B. Task 5: Transportation and Circulation:** Land use and transportation decisions are interrelated. Therefore, an important part of the Plan for Stafford will be to examine the relationship between the existing thoroughfare systems and both existing and future land uses. The purpose of this section is to provide a transportation framework, which will serve as a guide for mobility decisions within Stafford.
- i. **Existing Conditions:** FNI will conduct a general overview of the existing thoroughfare system to serve as a basis for plan development. Elements included as part of this assessment will include; existing functional classification, existing traffic signal locations, existing and future major traffic generators, available TXDOT AADT volumes, recent accident history (based on data provided by the City), and observations of existing traffic congestion as identified by the P&Z members.
  
  - ii. **Transportation Planning:** Various transportation planning concepts that may be appropriate in Stafford will be discussed providing both traditional and innovative considerations for roadway design. Examples of transportation planning principles that may be discussed include functional street classifications, roadway sizing options and roadway design standards.
  
  - iii. **Thoroughfare Plan:** Based on plan input, the Future Land Use Plan Map and identified future needs, FNI will create a Thoroughfare Plan to address long-term needs for community development. The Thoroughfare Plan will also incorporate considerations for corridor design, access management coordination, and commuter rail opportunities. In addition to examining both existing and future vehicular considerations, the Transportation Plan may also examine non-motorized modes of transportation, such as pedestrian and/or bicycle accommodations, by identifying key areas and corridors within the City where pedestrian connections may be desired.

***Task Product: The Thoroughfare Plan will culminate with recommendations that define and identify short and long term needs that are coordinated with the Future Land Use Plan and which support desired development priorities.***

- C. **Task 6: Parks, Recreation and Open Space:** The purpose of this Plan Element is to examine and analyze existing recreational opportunities within Stafford and to recommend a parks system that is consistent with present and future community needs. The elements of the plan include introduction, baseline analysis, goals and objectives, park classifications and standards, park inventory, needs assessment, recommendations and prioritization. The opportunity for potential public spaces throughout Stafford will be discussed for recommended locations. FNI would meet with appropriate City staff and Parks Committee for (1) meeting for data gathering.

***Task Product: Parks and Open Space Plan.***

- D. **Task 7: Infrastructure Assessment:** In order to ensure the efficiency of public utilities, FNI will examine existing infrastructure to determine whether water, wastewater and drainage systems are meeting the needs of the population and whether such facilities are able to accommodate the future growth depicted in the Future Land Use Plan. It is important to understand the City's capabilities in each of these areas in order to facilitate infrastructure expansion in the most efficient and cost-effective ways possible.

FNI will meet with City Staff (and any consultants/entities who the City contacts) to discuss the City's existing infrastructure system and plans. Based on this discussion, the recommendations identified as the top issues for Stafford will be expanded upon in the Comprehensive Plan document. This topic will be discussed during the Innovation Charrette, with any necessary follow-up meetings occurring via conference call or the afternoon before a scheduled meeting.

- i. **Water Analysis:** FNI will examine the existing water system within Stafford. Based on this review and discussion with City Staff and consultants, we will identify program deficiencies and make recommendations for actions to consider during future water master planning efforts.
- ii. **Wastewater Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, we will identify program deficiencies in the existing wastewater system and recommend actions to consider during future water master planning efforts.
- iii. **Stormwater Drainage Analysis:** Based on a review of existing data/plans and discussion with City Staff and consultants, FNI will also identify deficiencies to consider for future stormwater/drainage efforts. Our team will provide recommendations on key areas where updating the existing drainage plan may be optimal and beneficial.

***Task Product: Identification of the top five priorities related to infrastructure within Stafford; each will be expanded upon in the Comprehensive Plan document.***

- E. **Task 8: Neighborhood and Community Livability:** Livability refers to the many tangible and intangible characteristics of Stafford that contribute to the City's quality of life. This section is intended define and create recommendations on what the City of Stafford should consider to maintain and improve the quality of life for its residents. Input gathered from the Visual Character Survey, the CPAC and public

input will be used as the basis for identifying and defining the amenities desired by residents for Stafford.

In addition to examining opportunities to maintain and enhance the overall quality of life in Stafford, specific housing recommendations will be made. The cornerstone of a livable community lies with its neighborhoods, and therefore an existing housing conditions analysis will be performed and associated recommendations will be created.

- i. **Current Planning Trends:** An examination of current, applicable planning trends will be provided. These planning trends may be used as tools for infill development or as tools for new development on remaining vacant land. Examples may include sustainable design principles such as mixed-use development, nodal centers, life-cycle housing, pedestrian design, form-based code districts and environmentally sensitive development, among others.
- ii. **Educational Partnerships:** The success of a community and its residents can be linked to the access and opportunities of local educational institutions. A large part of this success is based on the level of coordination between municipalities and educational institutions within their city boundaries and jurisdictions. FNI will meet with appropriate persons from the Stafford Municipal School District and Houston Community College's Southwest Stafford Campus in order to understand their future plans and opportunities, and how the City can partner in improving its community livability as it pertains to its resident's educational opportunities.
- iii. **Design Character:** This section will provide recommendations pertaining to physical design enhancements within Stafford and help foster a sense of identity within the community. Design recommendations would include image/nonresidential design standards, revitalization of older buildings, street design enhancements, entryway design/branding elements, pedestrian and walkability enhancements, screening and buffering techniques, optimal or desired neighborhood layouts, land use integration, signage standards, landscaping standards and parking standards and design. Many of the design enhancements included within this section are directly related to development/ordinance regulations.
- iv. **Housing Strategies:** Recommendations pertaining to limited new development, infill development, neighborhood integrity programs, available funding sources for housing rehabilitation, housing types, housing mix and generalized density strategies will be provided. The housing strategies component will address the needs of future residents and will enable City staff to prepare an organized program for addressing housing issues in Stafford, such as Code Enforcement programs.

**Task Product: Documentation of the above items with any supporting illustrations.**

- F. **Task 9: Annexation and Growth Management Strategies:** The Annexation & Growth Management Strategies element of the Comprehensive Plan is intended to provide annexation and growth management policies primarily based upon need, protection of environmentally sensitive areas, preservation of growth areas from incompatible land uses, infrastructure planning and expansion, and any other applicable factors influencing the logical and sound growth of Stafford. It is understood that the City of Stafford and the Municipal School District share boundaries, and there is little possibility of boundary expansion, however, an analysis of this element is important for plan documentation.

- i. **Aspects of the Annexation and Growth Management Strategies:** Following are an example of elements that could be included within this section of the Comprehensive Plan. Other elements may be added as issues and concerns regarding growth become apparent during the planning process. These include:
  - 1. Evaluation and analysis of areas outside of Stafford City limits, within and beyond the City's ETJ, that may be served by City utilities,
  - 2. Development of growth management strategies correlated with projected population increases and anticipated growth areas,
  - 3. Identification of possible areas in which infill development should be encouraged,
  - 4. Summary of recent interpretations of State requirements for annexation,
  - 5. Annexation criteria,
  - 6. Identification of positive growth areas in which Stafford should encourage growth,
  - 7. Recommendations related to annexation policies,
  - 8. Recommendations for the funding of facilities and the potential use (or continued use) of capital recovery fees (i.e., roadway impact fees) to help alleviate costs that may be incurred by the City that are associated with growth.

***Task Product:*** *The results of the Annexation & Growth Management Strategies element will be a compilation of written information, supported with charts and tables. Maps graphically depicting applicable elements will be included, as appropriate. Explanation will be given as to how the Annexation & Growth Management Strategies element relates to the City's other implementation tools including its Capital Improvements Program (CIP), as well as its Zoning and Subdivision Regulations.*

- G. **Task 10: Economic Development Summary:** FNI will work with the Stafford Economic Development Corporation (SEDC) to incorporate the SEDC's Economic Development analysis and projections into the Stafford Comprehensive Plan.

## **Phase Three: Report, Implementation and Adoption**

### **A. Task 11: Report and Implementation**

- i. **Draft Report:** FNI will prepare one (1) draft Comprehensive Report that will document the planning process and Tasks 1-10. It will present a clear narrative with accompanying graphics and figures, as necessary, to describe the intentions of the community. The draft will be provided to the City, CPAC and other parties the City wishes to include for review and comments. FNI will incorporate comments and proceed to prepare implementation items.
- ii. **Implementation Plan:** The Implementation Plan will be structured into a coordinated action program so that City leaders, staff, and other decision-makers can easily identify the steps that are necessary to achieve the vision for the City that is described within the Comprehensive Plan. The Implementation Plan will outline priorities primarily by:
  - 1. Reviewing the various policies and related recommendations from each Plan element;
  - 2. Dividing the policies and related recommendations into applicable implementation techniques/actions – an overall Action Plan – such as regulatory

- actions (e.g., possible zoning or subdivision ordinance updates), programs, and intergovernmental partnerships; and
3. Prioritizing the implementation techniques/actions into appropriate timeframes.

***Task Product: The Implementation Plan will represent the initial action plan to take Plan policies and related recommendations from vision to reality, and will include practical and specific steps for implementing the Comprehensive Plan within the near-term (i.e., 2013-2023) and within a longer-term planning horizon (2023 – 2033).***

- iii. **Capital Improvement Program Ranking and Prioritization:** The City of Stafford already has a good Capital Improvements Plan (CIP), therefore, general recommendations on what projects should be incorporated into the City's overall CIP will be prepared based upon the recommendations of each major element of the Comprehensive Plan. The Capital Improvements Programming element of the Comprehensive Plan will outline a generalized and prioritized five-year (or other such timeline specified by the City) construction program for projects that will be needed to implement Plan recommendations that includes the following information:
  1. A general priority listing of projects,
  2. Generalized estimates of construction costs,
  3. Project descriptions, and
  4. Potential funding sources.

It is anticipated that the CPAC will serve an important role in establishing the final draft Capital Improvements Programming element that is forwarded for consideration by the Planning and Zoning Commission and City Council. It is imperative that a body that is representative of each segment of the community helps create this element to make sure that the needs of each sector of the City are voiced and are given due consideration. Funding will be limited to the City's ability to issue the bonds necessary to complete the projects included in the construction program, and it is extremely important that those projects that are most important to the community as a whole are given highest priority.

***Task Product: The Capital Improvements Programming element will be included as an element of the Implementation Section of the Comprehensive Plan. It will include written text and supporting tables that will outline the methodology used to establish the five-year (or other timeline) construction program as well as project prioritization, estimated costs, project descriptions, and potential funding sources.***

- iv. **Final Report and Deliverables:** This document will be created in digital format, including both text and mapping, such that it will be easily reproducible. It will also have the ability to be integrated into Stafford's website, if desired. Integration of document maps or files to the City's website will be conducted by the City. Electronic files of the final Comprehensive Plan will be provided to the City. All document text will be produced in Microsoft Word and Adobe Acrobat PDF format.
- v. **Plan Chapters:** The culmination of the planning process will result in a Comprehensive Plan document containing the following elements:
  1. Executive Summary
  2. Chapter 1: Community Snapshot

3. Chapter 2: Vision, Goals and Objectives
4. Chapter 3: Future Land Use
5. Chapter 4: Transportation and Circulation Plan
6. Chapter 5: Parks, Recreation and Open Space
7. Chapter 6: Infrastructure Assessment
8. Chapter 7: Neighborhood and Community Livability
9. Chapter 8: Annexation and Growth Management Strategies
10. Chapter 9: Economic Development Summary
11. Chapter 10: Implementation

- vi. **Plan Mapping:** Project mapping is vital to both dissemination of information at meetings as well as to the Comprehensive Plan document. All mapping will be prepared using ESRI's ArcGIS software. It is assumed that the City will provide all necessary base mapping data in compatible electronic format in order to generate necessary mapping. If there is the need to create base map information or rectify other existing data, such effort will be billed separately on an hourly basis.

***Task Product: The results of the Comprehensive Plan documentation will be: (1) Five (5) color copies of the final Comprehensive Plan, and (2) One (1) CD with digital files of the final Comprehensive Plan, including mapping data.***

- B. **Task 12: Adoption:** FNI team members will present the project scope, process, findings and recommendations at a necessary City Council and Planning and Zoning Commission meetings as part of the adoption process.

**Meetings:** FNI will facilitate or assist with meetings throughout the course of the project. These meetings will pursue and utilize various techniques, as well as rely on traditional meeting formats, in gathering vision data. The Consultant will lead the involvement effort. The Consultant will be consistently present and visible through the comprehensive planning process. Thus, incorporated within this Scope of Services are eighteen (18) meetings that the Consultant will attend and conduct throughout this project. Meetings will be generally allocated as follows:

- o Meeting #1: Client Kickoff Meeting
- o Meeting #2: Comprehensive Plan Advisory Committee (CPAC) - Introductory meeting; Comprehensive Planning 101, Community Snapshot presentation, Issue Identification
- o Meeting #3: CPAC - Visual Character Survey and Draft Goals and Objectives
- o Meeting #4: P&Z Comp. Plan Update
- o Meeting #5: City Council Comp. Plan Update
- o Meeting #6: CPAC - Innovation Charrette
- o Meeting #7: Public Meeting to kick-off project and solicit input
- o Meeting #8: CPAC - Review survey results and finalize project goals and objectives
- o Meeting #9: P&Z Comp. Plan Update

- Meeting #10: City Council Comp. Plan Update
- Meeting #11: CPAC - Future Land Use Exercise and Transportation and Circulation
- Meeting #12: CPAC – Parks, Recreation and Open Space
- Meeting #13: CPAC - Infrastructure
- Meeting #14: P&Z Comp. Plan Update
- Meeting #15: CPAC - Neighborhood and Community Livability
- Meeting #16: City Council Comp. Plan Update
- Meeting #17: Stafford Municipal School District and HCC
- Meeting #18: CPAC - Annexation and Growth Management Strategies and Economic Development
- Meeting #19: Public Meeting to solicit feedback on draft recommendations
- Meeting #20: CPAC - Implementation and final review
- Meeting #21: P&Z Comp. Plan Update
- Meeting #22: City Council Comp. Plan Update
- Meeting #23: P&Z Public Hearing (Plan Adoption)
- Meeting #24: P&Z Public Hearing (Plan Adoption)
- Meeting #25: City Council Public Hearing (Plan Adoption)

It is expected that the Consultant will have advance notice (i.e., at least two weeks) from the City of expected meeting dates and times, and that the Consultant will be consulted on the scheduling of such meetings and times prior to any public notification. It is also anticipated that if some scheduling conflict arises from the Consultant not being notified in advance of a meeting date and/or time by the City, the Consultant would not be expected to attend any such meeting. The City shall arrange and coordinate meeting times, locations, and appropriate notifications.

Any meeting that the Consultant is required to attend above and beyond the twenty-five (25) meetings included within this Scope of Services will be billed to the City of Stafford at the applicable hourly rates as outlined in Attachment CO.

**Time of Completion:** FNI agrees to complete the work outlined above within seventeen (17) months following the execution of a contract.

If FNI's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay.

**Estimated Compensation:**

**Basic Services: City of Stafford Comprehensive Plan**  
 (Fee includes HGAC two percent (2%) administration fee)

**\$146,500**



**From:** [Charles Russell](#)  
**To:** "[Cristin Emshoff](#)"  
**Subject:** FW: Stafford Projects  
**Date:** Monday, January 20, 2014 6:33:29 PM

---

Charles W. Russell, P.E.  
City Engineer  
City of Stafford, Texas  
2610 S. Main  
Stafford, Texas 77477  
Office - 281-261-3920  
[crussell@cityofstafford.com](mailto:crussell@cityofstafford.com)

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**From:** Evans-Smith, Felecia [mailto:[Felecia.Evans-Smith@fortbendcountytexas.gov](mailto:Felecia.Evans-Smith@fortbendcountytexas.gov)]  
**Sent:** Monday, August 12, 2013 11:32 AM  
**To:** Charles Russell ([crussell@cityofstafford.com](mailto:crussell@cityofstafford.com))  
**Subject:** FW: Stafford Projects

FYI

*Felecia Evans-Smith*  
**Project Manager**  
**Office of the Commissioner, Precinct 2**  
**281-403-8002 office**  
**281-403-8009 fax**  
**281-914-2025 cell**

---

**From:** Prestage, James  
**Sent:** Monday, August 12, 2013 11:31 AM  
**To:** Stolleis, Richard  
**Cc:** Prestage, James; Evans-Smith, Felecia; Justin Ring; Herrington, Katie  
**Subject:** Re: Stafford Projects

Mr Stolleis,

Revise the Bond Referendum project budget for City of Stafford/Fort Bend County joint projects to the following:

1. Staffordshire sidewalks – \$400,000  
(Based on recent cost information from the Stafford City Engineer, we will adjust the scope of the sidewalk project to meet the overall \$800,000 project budget)
2. Avenue E intersection improvements – \$600,000

3. West Airport intersection improvements – \$600,000

4. Kirkwood improvements – \$200,000

Total – \$1,800,000

Note#1. Remove the Jebbia Road project.

Note#2. Reduce the budget for Watts Plantation Road joint project with Missouri City from \$3,700,000 County participation to \$1,900,000 County participation.

The Watts Plantation Road project will be for safety improvements. Justin Ring will revise the program estimate to provide for Fort Bend County funding of the construction costs for safety improvements only.

All other project amounts for the Precinct 2, \$47.5 million list should remain the same. Please send me a revised list once you have it completed.

Grady Prestage  
Sent from my iPad

On Aug 12, 2013, at 9:28 AM, "Stolleis, Richard" <[Richard.Stolleis@fortbendcountytexas.gov](mailto:Richard.Stolleis@fortbendcountytexas.gov)> wrote:

**Correction: Staffordshire Sidewalks is \$700,000, County share. (This is after Justin discussed the project with Charles.)**

Regards,

**Richard**

Richard W. Stolleis, PE  
[Fort Bend County Engineer](mailto:Richard.Stolleis@fortbendcountytexas.gov)  
office.281.633.7506

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**From:** Justin Ring, P.E. [<mailto:JRing@ehrainc.com>]

**Sent:** Monday, August 12, 2013 9:20 AM

**To:** Stolleis, Richard

**Subject:** RE: Stafford Projects

Richard –

Talked to Charles Russell. All is fine EXCEPT the sidewalks. Stafford currently revising the roadway cross-section and building storm sewer along the entire reach. He said that no storm sewer will be required of the sidewalk project...already going.

So.

Attached is the revised Staffordshire project. The county participation is now:  
\$700,000.

<image003.jpg>**Justin R. Ring, P.E.**

*Associate Principal*

*Senior Project Manager*

Edminster Hinshaw Russ & Associates TBPE No. F-726

10555 Westoffice Drive

Houston, TX 77042

p.713-784-4500 ext. 2262

c. 713-252-6421

[jring@ehrainc.com](mailto:jring@ehrainc.com)

[www.ehrainc.com](http://www.ehrainc.com)

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**From:** Stolleis, Richard [<mailto:Richard.Stolleis@fortbendcountytexas.gov>]

**Sent:** Monday, August 12, 2013 8:57 AM

**To:** Prestage, James

**Cc:** Evans-Smith, Felecia

**Subject:** Stafford Projects

Commissioner,

Here is the latest estimate for County participation at 50% of construction.

Staffordshire Sidewalks - \$3,800,000

Avenue E - \$600,000

W. Airport - \$600,000

Jebbia \$3,600,000

Kirkwood - \$200,000

Total - \$8,800,000

I cannot add this amount into the Program without making changes otherwise.

Which projects do you want to remove or reduce?

Regards,

**Richard**

Richard W. Stolleis, PE

Fort Bend County Engineer

Office.1124 Blume Road, Rosenberg, Texas 77471

Mail.301 Jackson Street, Richmond, Texas 77469  
[Richard.Stolleis@FortBendCountyTX.gov](mailto:Richard.Stolleis@FortBendCountyTX.gov)  
office.281.633.7506

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# CITY OF STAFFORD

2610 SOUTH MAIN • STAFFORD, TEXAS 77477  
281-261-3900 • FAX: 281-261-3994  
WWW.CITYOFSTAFFORD.COM

February 10, 2014

Mr. Alan Clark  
MPO Director  
Houston-Galveston Area Council  
3555 Timmons Lane, Suite 120  
Houston, TX 77027

Dear Mr. Clark:

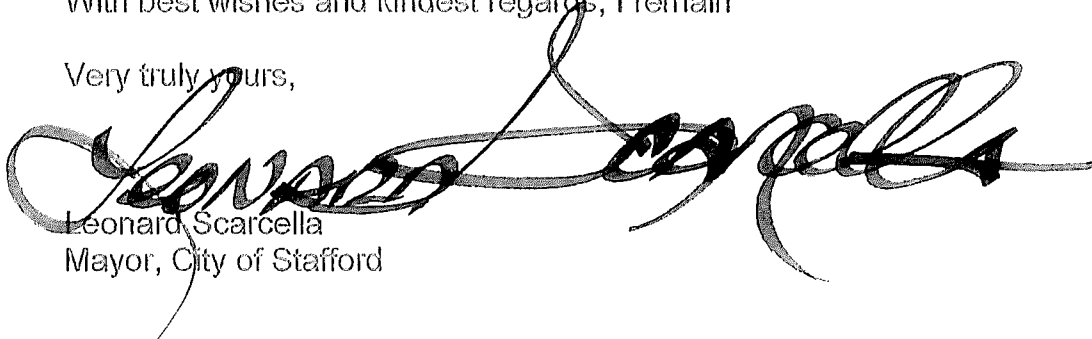
The City Council of the City of Stafford approved the recently completed Houston-Galveston Area Council Access Management Study for FM 1092, from US 59 to Dove Country Road. Council was most impressed with the report. We look forward to working with you to determine the best manner of effectuating the recommendations in the report within the available resources of the City, as well as the political ramifications which are prevalent in any such study.

The H-GAC has been exemplary in its efforts to fashion a study which has the potential for significant implementation. Obviously, there are going to be aspects which not only involve the City, the City of Houston, and Harris and Fort Bend Counties but will make it necessary to have significant assistance both politically and financially from resources available to H-GAC and TxDOT.

We welcome the opportunity to begin the initial steps in the implementation process. We want to personally express our deepest appreciation to you for all you contributed in this effort, as well as to your staff and consultants who were so conscientious in working with the City of Stafford.

With best wishes and kindest regards, I remain

Very truly yours,



Leonard Scarcella  
Mayor, City of Stafford

#### COUNCILMEMBERS

WEN GUERRA  
KEN MATHEW  
FELECIA EVANS-SMITH  
ROBERT SORBET  
CECIL WILLIS, JR.  
FRED WOOLRIDGE

#### LEONARD SCARCELLA

MAYOR

CITY SECRETARY  
BONNIE BAIAMONTE

CITY ENGINEER  
CHARLES RUSSELL

DIRECTOR OF FINANCE  
KAREN AUSTIN



# MEETING AGENDA

## Access Management Study Projects and Funding

April 24, 2014

A. Introduction

B. Findings

C. Projects

- West Airport Blvd at FM 1092:

Identified as project 5A and 5B in the Access Management Study

Intersection operates poorly when US 59 is backed up

Most vehicles turn onto FM 1092

Programmed for \$600,000 in 2013 Fort Bend County Bond

Estimated Project Cost \$1,258,900

- Avenue E at FM 1092:

Identified as project 10 in the Access Management Study

Cut through road to access US 90A in AM

Skewed intersection has poor traffic circulation, worst LOS for corridor

Programmed for \$600,000 in 2013 Fort Bend County Bond

Estimated Project Cost \$1,774,000

D. Adjourn



# MEETING NOTES

## Access Management Study Projects and Funding

April 24, 2014

- A. TxDOT will apply for Projects 1-11B in the TIP Call for Projects. TxDOT really wants to see medians down the corridor since it is a safety issue. If projects 1-11B do happen, the City will be interested to install landscaping, irrigation sleeves and possibly intersection pole updates.
- B. City intends to apply for W Airport and Ave E in the TIP Call for Projects. Must see the priority of these projects if the Texas Instruments property develops. FM 1092 at W Airport is the first priority.
- C. City will write letter of support for TxDOT and they will for us.
- D. Environmental. Deborah Lively will be sending me the new CE list that was just approved. TxDOT mentioned these intersections will be C-23s. The medians are C-22s (within ROW)



# MEETING AGENDA

## Access Management Study Projects and Funding

February 26, 2014

A. Introduction

B. Findings



C. Projects

- West Airport Blvd at FM 1092: *C-23*  
Identified as project 5A and 5B in the Access Management Study  
Intersection operates poorly when US 59 is backed up  
Most vehicles turn onto FM 1092  
Programmed for \$600,000 in 2013 Fort Bend County Bond  
Estimated Project Cost \$1,258,900
- Avenue E at FM 1092: *C-23*  
Identified as project 10 in the Access Management Study  
Cut through road to access US 90A in AM  
Skewed intersection has poor traffic circulation, worst LOS for corridor  
Programmed for \$600,000 in 2013 Fort Bend County Bond  
Estimated Project Cost \$1,774,000

D. Adjourn

- *Vegetation, pavers ~~and~~ irrigation in medians*
- *Support TXDOT FM 1092 improvements that are applied for in the TIF. Projects I-11B*
  - *start design and environmental on both interections*
- Medians - C-22, still in ROW*
- *Deborah will send me an environmental list*
- *environmental conference in September*





Table 6.1 Summary of Roadway Corridor, Intersection and Streetscape Recommendations

PROJECT NUMBER	PROJECT TITLE	TYPE	TxDOT COST	CITY OF STAFFORD COST <sup>1</sup>	OTHER ENTITIES <sup>2</sup>	COST
<b>SHORT</b>						
1	Install Signal Interconnect	Corridor	\$ 510,400	\$ 0	\$ 0	\$ 510,400
2A	FM 1092 at US 59 West Frontage Rd - Short	Intersection	\$ 46,200	\$ 0	\$ 0	\$ 46,200
* 5A	FM 1092 at West Airport Blvd - Short	Intersection	\$ 33,400	\$ 0	\$ 0	\$ 33,400
7	FM 1092 at Greenbriar Dr/Mula Rd	Intersection	\$ 22,920	\$ 34,380	\$ 0	\$ 57,300
8	FM 1092 at Cash Rd	Intersection	\$ 48,800	\$ 12,200	\$ 0	\$ 61,000
9	FM 1092 at US 90A Underpass	Intersection	\$ 30,500	\$ 0	\$ 0	\$ 30,500
11A	FM 1092 at Dove Country Dr - Short	Intersection	\$ 28,800	\$ 0	\$ 0	\$ 28,800
12	US 90A at Promenade Blvd	Intersection	\$ 33,800	\$ 0	\$ 0	\$ 33,800
13	Restripe Corridor	Corridor	\$ 471,100	\$ 0	\$ 0	\$ 471,100
14	Construct 13' Median	Corridor	\$ 485,400	\$ 0	\$ 0	\$ 485,400
<b>MEDIUM</b>						
4	Mid-block Crossing	Intersection	\$ 147,500	\$ 0	\$ 0	\$ 147,500
11B	FM 1092 at Dove Country Dr - Medium	Intersection	\$ 186,000	\$ 0	\$ 0	\$ 186,000
16	Landscape Medians	Landscape	\$ 0	\$ 425,000 - \$ 595,000 <sup>3</sup>	\$ 75,000 - \$ 105,000 <sup>3</sup>	\$ 500,000 - \$ 700,000 <sup>3</sup>
17	Driveway Consolidation	Corridor	\$ 120,800	\$ 0	\$ 0	\$ 120,800
18A	Construct Sidewalks	Corridor	\$ 1,444,700	\$ 0	\$ 0	\$ 1,444,700
18B	Construct Side Paths	Corridor	\$ 321,900	\$ 0	\$ 0	\$ 321,900
19	Plants Street Trees	Landscape	\$ 0	\$ 127,500 - \$ 255,000 <sup>4</sup>	\$ 22,500 - \$ 45,000 <sup>4</sup>	\$ 150,000 - \$ 300,000 <sup>4</sup>
20	Pedestrian Lighting	Streetscape	\$ 0	\$ 850,000 - \$ 2,550,000 <sup>5</sup>	\$ 150,000 - \$ 450,000 <sup>5</sup>	\$ 1,000,000 - \$ 3,000,000 <sup>5</sup>
21	Roadway Lighting	Corridor	\$ 400,000 - \$ 500,000 <sup>4</sup>	\$ 0	\$ 0	\$ 400,000 - \$ 500,000 <sup>6</sup>
22	City of Stafford Monuments	Streetscape	\$ 0	Cost similar to existing monuments	\$ 0	Cost similar to existing monuments
<b>LONG</b>						
2B	FM 1092 at US 59 West Frontage Rd - Long	Intersection	\$ 297,600	\$ 0	\$ 0	\$ 297,600
3	FM 1092 at Roark Rd	Intersection	\$ 0	Future Cost <sup>7</sup>	\$ 0	\$ 0
* 5B	FM 1092 at West Airport Blvd - Long	Intersection	\$ 1,225,500	\$ 0	\$ 0	\$ 1,225,500
6	FM 1092 at Fountaingate Dr	Intersection	\$ 1,006,160	\$ 251,540	\$ 0	\$ 1,257,700
* 10	FM 1092 at Avenue E	Intersection	\$ 1,774,000	\$ 0	\$ 0	\$ 1,774,000
15	RTP Project 13641	Corridor	\$ 0	City of Missouri City listed as lead agency in the 2035 RTP Update	\$ 0	\$ 10,100,000
23	Stafford Centre Park	Streetscape	\$ 0	\$ 145,000 <sup>8</sup>	\$ 0	\$ 145,000 <sup>8</sup>
24	Pedestrian and Bicycle Trail	Streetscape	\$ 0	\$ 135,000 <sup>9</sup>	\$ 0	\$ 135,000 <sup>9</sup>
<b>TOTAL COST</b>						
		LOW	\$ 8,635,480	\$ 1,980,620	\$ 357,500	\$ 10,863,600 <sup>10</sup>
		HIGH	\$ 8,735,480	\$ 3,978,120	\$ 600,000	\$ 13,313,600 <sup>10</sup>

<sup>1</sup> Includes other entities within the City of Stafford not yet determined, e.g.: improvement districts, local businesses, other management entities

<sup>2</sup> Other entities outside the City of Stafford, e.g.: Brays Oaks Management District, International Management District

<sup>3</sup> For trees, depending on size, at a 25 to 100 foot spacing. Special pavers are an alternative to vegetation landscaping that can reduce maintenance costs.

<sup>4</sup> For trees, depending on size, at a spacing of 25 to 100 feet

<sup>5</sup> Dependent on phasing of implementation prioritized by activity centers and fixture type and spacing

<sup>6</sup> Dependent on fixture type and a spacing of 120 to 150 feet

<sup>7</sup> Cost to be based on final design of future long term project

<sup>8</sup> Cost is estimated based on a 9,000 square foot plaza on the southeast corner of FM 1092 at Cash Rd

<sup>9</sup> Cost estimate considers the addition of a trail, irrigation and street trees along the drainage corridor at the Texas Instruments Site

<sup>10</sup> Does not include Project 15 - 2035 RTP Updated Project 13641

FM 1092 Meeting

ENV meeting - Pat Henry, invite Andy Mao and Catherine to determine type

290, I-10, Grand Parkway

LJA Chris Cotter. Federal doc experience.

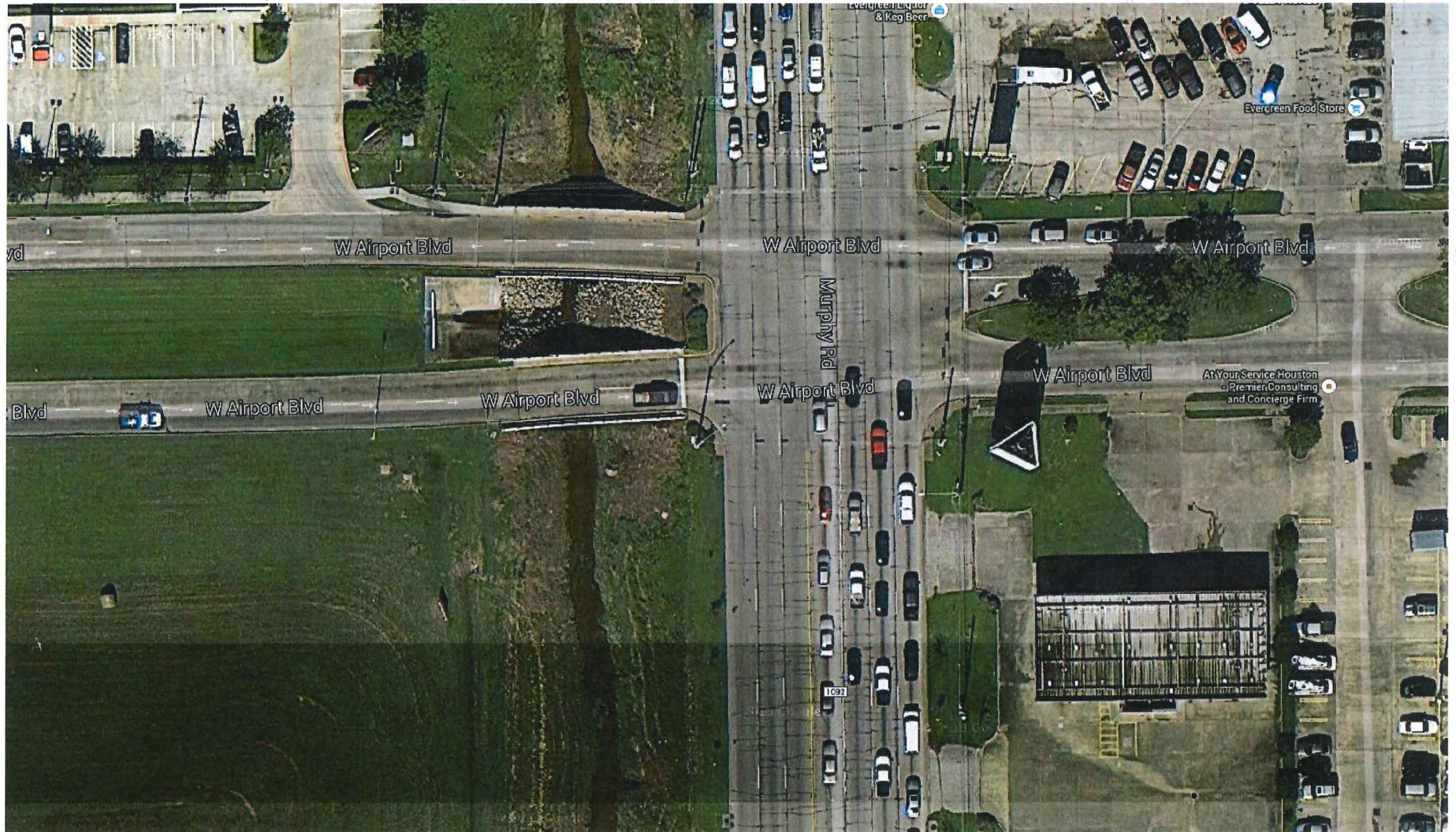
Avenue E

Dedicate ROW to TRDOT

TRDOT design + construction

Get w/ consultant to get another opinion

absolute maximum 20/80%



**FM 1092 AT WEST AIRPORT BOULEVARD**

**Case for Action**

*Operations*

The intersection of FM 1092 at West Airport Boulevard operates at a LOS of C during the AM Peak and LOS D during the PM peak period. While the LOS values are classified as acceptable, the intersection could operate more efficiently if the existing split phase operations on West Airport Boulevard were removed. Currently, the West Airport Boulevard approaches operate as a split phase as the approach lane geometry is limited by the bridge over the drainage canal.

The existing bridges on the eastbound approach also limit the turning radius for large trucks with a long wheel base wishing to turn from southbound FM 1092 to westbound West Airport Boulevard. Widening the intersection will help reduce issues with large trucks turning at the intersection.

*Safety*

The intersection of FM 1092 at West Airport Boulevard has the highest crash rate along the study corridor with 63 crashes occurring at or near the intersection between 2009 and 2011. The addition of turn lanes can reduce the read-end crashes at the intersection.

The intersection has no pedestrian infrastructure, making the intersection difficult to traverse for pedestrians.

Top Manner of Crash classifications:

- Rear-End - 54%
- Other - 18%

Top contributing factors for collisions:

- Failed to Control Speed - 57%
- Driver Inattention - 11%
- Disregard stop sign or light - 11%

**Recommended Improvements**

*Short Term*

**PROJECT #5A** - Install crosswalks on all four approaches as well as wheelchair ramps and pedestrian signals.

Estimated Cost: \$33,400

*Long Term*

**PROJECT #5B** - Intersection upgrades including the installation of eastbound left-turn lane and right-turn lane, additional downstream lane from the westbound approach, extension of westbound left-turn lane, and signal timings to remove split phasing for West Airport Boulevard approaches. Includes the widening of West Airport Boulevard bridge with bridge culverts.

Estimated Cost: \$1,225,500

	A.M. Peak Hour			P.M. Peak Hour		
	LOS	Delay (seconds/vehicle)	v/c	LOS	Delay (seconds/vehicle)	v/c
Before	C	31.6	0.82	D	51.5	0.95
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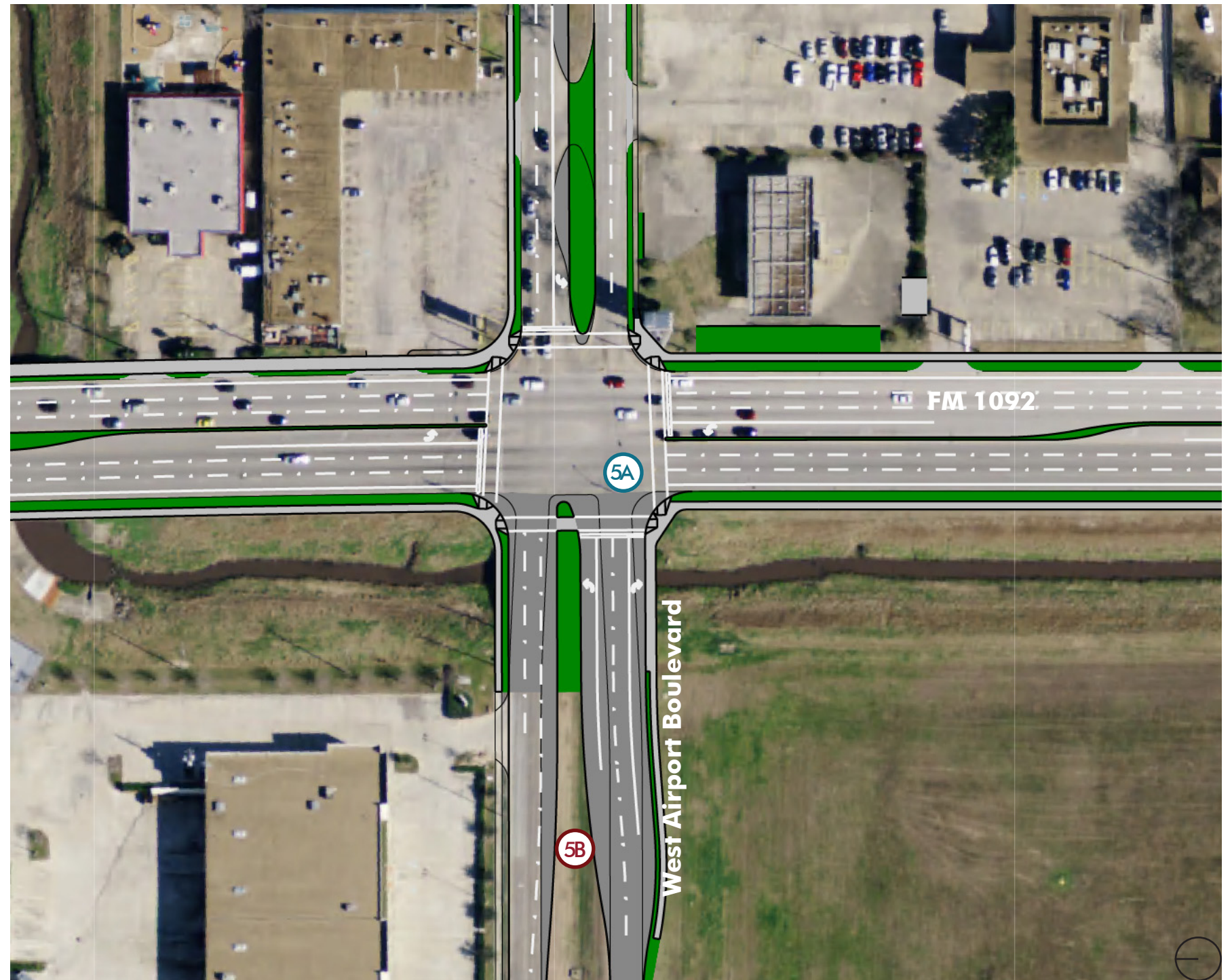
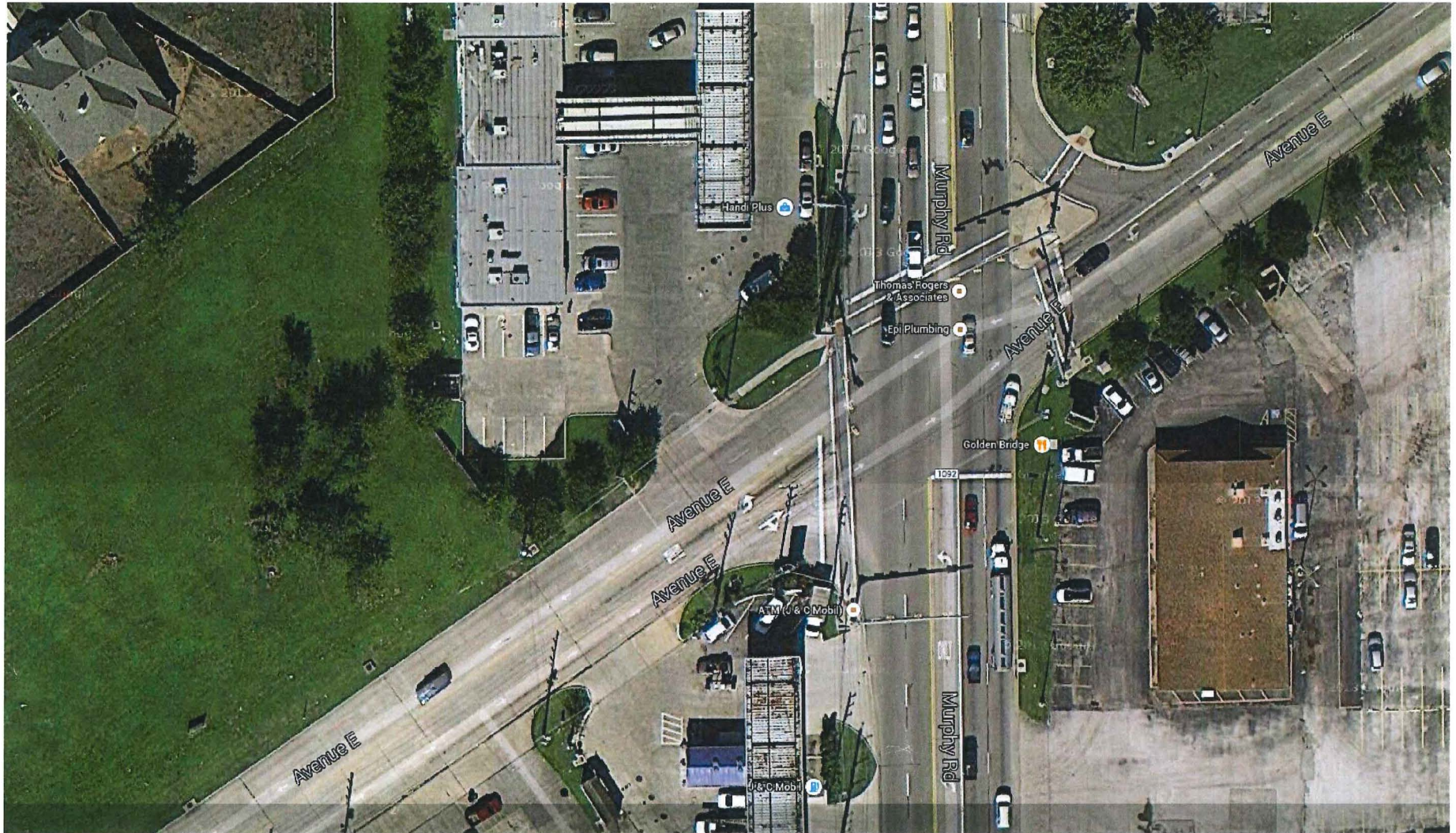


Figure 5.6: Recommendations for FM 1092 at West Airport Boulevard



Map data ©2014 Google 20 ft

**FM 1092 AT AVENUE E**

**Case for Action**

*Operations*

The intersection of FM 1092 at Avenue E is currently running with a LOS E during both the AM and PM peak periods. Due to a heavy number of turning movements, the intersection is at capacity during the peak periods. Due to the over saturation of the intersection during the peak period, the intersection currently runs free and out of coordination with other signals. This reduces the operations of not only the intersection but the corridor as well. Significant travel time delays along the corridor affect drivers traveling southbound during the PM peak as shown in Figure 3.11. The high number of turning vehicles is a result of the surrounding roadway network as well as the surrounding roadway alignment; many drivers use Avenue E as their primary connection between FM 1092 and US 90A, bypassing the split diamond intersection of FM 1092 and US 90A.

*Safety*

Between 2009 and 2011, 45 intersection related crashes occurred at the intersection of FM 1092 at Avenue E. Rear-end collisions appear to be driven by the stop-and-go traffic that results from the poor operations of the traffic signal as well as the proximity of the US 90A underpass just north of the intersection, which can obstruct sight-distance for drivers .

Another cause of collisions at the intersection is the lane reduction on the southbound approach, from 3 to 2 lanes at the intersection with Avenue E. The right most lane becomes a right-turn only that acts as an entrapment lane and results in many unsafe last minute lane changing or difficult weaving maneuvers by drivers.

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- Other - 24%
- Left-Turn - 19%

Top contributing factors for collisions:

- Failed to Control Speed - 31%
- Failed to Yield ROW – Private Drive - 27%
- Changed Lane When Unsafe - 19%

**Recommended Improvements**

*Long Term*

**PROJECT #10** - Realign and reconstruct Avenue E to remove intersection skew and to include dual westbound left-turn lanes. Revise signal operations and timings to support lane geometry and protected left-turn movements (remove split phase).

Estimated Cost: \$1,774,000

	A.M. Peak Hour			P.M. Peak Hour		
	LOS	Delay (seconds/vehicle)	v/c	LOS	Delay (seconds/vehicle)	v/c
Before	E	58.8	1.01	E	62.6	1.04
After	C	28.2	0.79	C	30.3	0.83

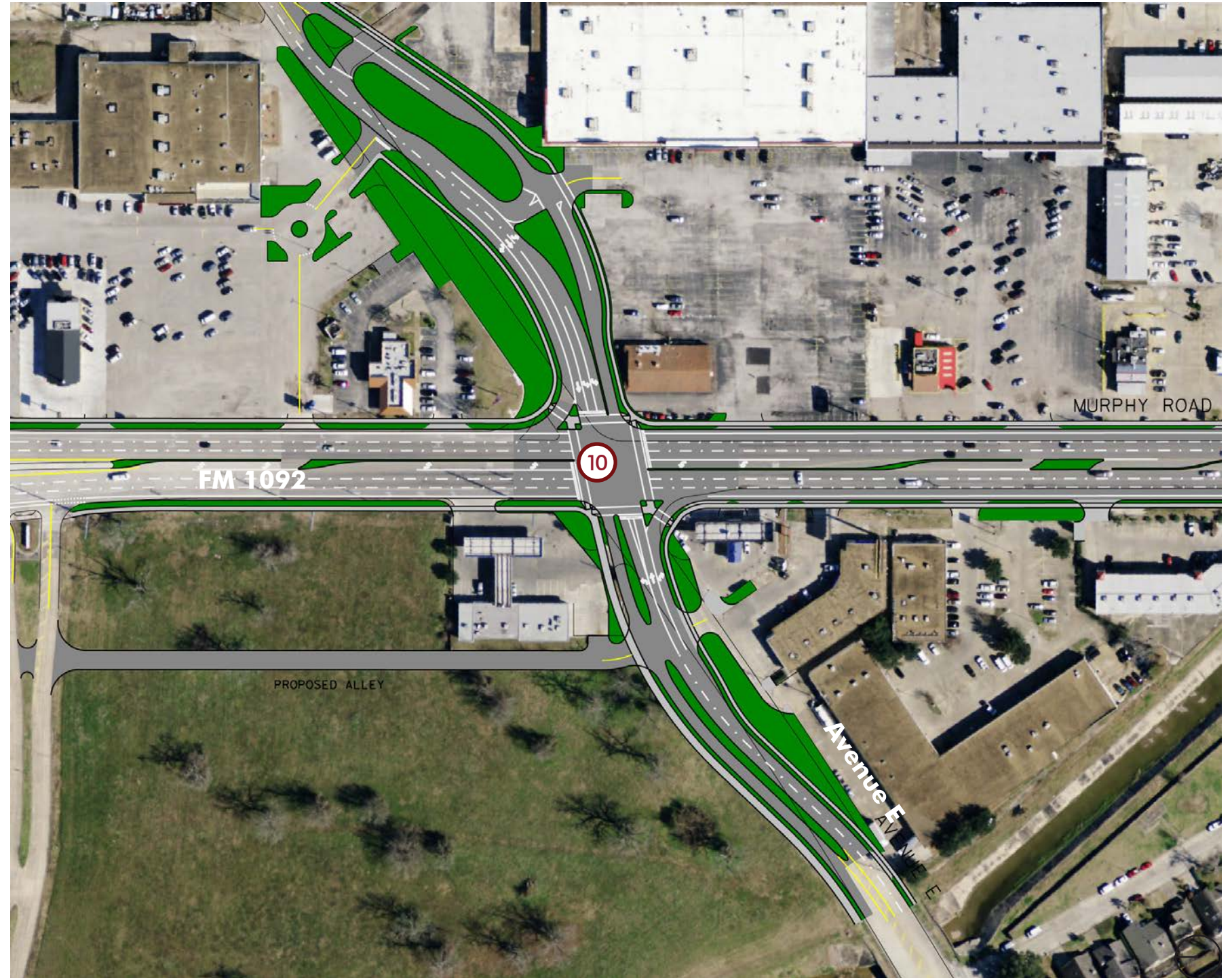


Figure 5.10: Recommendations for FM 1092 at Avenue E

# §771.117 FHWA Categorical Exclusions

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## Definition

(a) Categorical exclusions (CEs) are actions which meet the definition contained in 40 CFR 1508.4, and, based on past experience with similar actions, do not involve significant environmental impacts. They are actions which: do not induce significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic or other resource; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; or do not otherwise, either individually or cumulatively, have any significant environmental impacts.

## Criteria

(b) Any action which normally would be classified as a CE but could involve unusual circumstances will require the FHWA, in cooperation with the applicant, to conduct appropriate environmental studies to determine if the CE classification is proper. Such unusual circumstances include:

1. Significant environmental impacts;
2. Substantial controversy on environmental grounds;
3. Significant impact on properties protected by section 4(f) of the DOT Act or section 106 of the National Historic Preservation Act; or
4. Inconsistencies with any Federal, State, or local law, requirement or administrative determination relating to the environmental aspects of the action.

## "C list" Categorical Exclusions

(c) The following actions meet the criteria for CEs in the CEQ regulations (40 CFR 1508.4) and §771.117(a) and normally do not require any further NEPA approvals by the FHWA:

1. Activities which do not involve or lead directly to construction, such as planning and research activities; grants for training; engineering to define the elements of a proposed action or alternatives so that social, economic, and environmental effects can be assessed; and Federal-aid system revisions which establish classes of highways on the Federal-aid highway system.
2. Approval of utility installations along or across a transportation facility.
3. Construction of bicycle and pedestrian lanes, paths, and facilities.
4. Activities included in the State's highway safety plan under 23 U.S.C. 402.
5. Transfer of Federal lands pursuant to 23 U.S.C. 107(d) and/or 23 U.S.C. 317 when the land transfer is in support of an action that is not otherwise subject to FHWA review under NEPA.
6. The installation of noise barriers or alterations to existing publicly owned buildings to provide for noise reduction.
7. Landscaping.
8. Installation of fencing, signs, pavement markings, small passenger shelters, traffic signals, and railroad warning devices where no substantial land acquisition or traffic disruption will occur.
9. The following actions for transportation facilities damaged by an incident resulting in an emergency declared by the Governor of the State and concurred in by the Secretary, or a disaster or emergency declared by the President pursuant to the Robert T. Stafford Act (42 U.S.C. 5121):
  - i. Emergency repairs under 23 U.S.C. 125; and
  - ii. The repair, reconstruction, restoration, retrofitting, or replacement of any road, highway, bridge, tunnel, or transit facility (such as a ferry dock or bus transfer station), including ancillary transportation facilities (such as pedestrian/bicycle paths and bike lanes), that is in operation or under construction when damaged and the action:

- A. Occurs within the existing right-of-way and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and
- B. Is commenced within a 2-year period beginning on the date of the declaration.

10. Acquisition of scenic easements.
11. Determination of payback under 23 U.S.C. 156 for property previously acquired with Federal-aid participation.
12. Improvements to existing rest areas and truck weigh stations.
13. Ridesharing activities.
14. Bus and rail car rehabilitation.
15. Alterations to facilities or vehicles in order to make them accessible for elderly and handicapped persons.
16. Program administration, technical assistance activities, and operating assistance to transit authorities to continue existing service or increase service to meet routine changes in demand.
17. The purchase of vehicles by the applicant where the use of these vehicles can be accommodated by existing facilities or by new facilities which themselves are within a CE.
18. Track and railbed maintenance and improvements when carried out within the existing right-of-way.
19. Purchase and installation of operating or maintenance equipment to be located within the transit facility and with no significant impacts off the site.
20. Promulgation of rules, regulations, and directives.
21. Deployment of electronics, photonics, communications, or information processing used singly or in combination, or as components of a fully integrated system, to improve the efficiency or safety of a surface transportation system or to enhance security or passenger convenience. Examples include, but are not limited to, traffic control and detector devices, lane management systems, electronic payment equipment, automatic vehicle locaters, automated passenger counters, computer-aided dispatching systems, radio communications systems, dynamic message signs, and security equipment including surveillance and detection cameras on roadways and in transit facilities and on buses.
22. Projects, as defined in 23 U.S.C. 101, that would take place entirely within the existing operational right-of-way. Existing operational right-of-way refers to right-of-way that has been disturbed for an existing transportation facility or is maintained for a transportation purpose. This area includes the features associated with the physical footprint of the transportation facility (including the roadway, bridges, interchanges, culverts, drainage, fixed guideways, mitigation areas, etc.) and other areas maintained for transportation purposes such as clear zone, traffic control signage, landscaping, any rest areas with direct access to a controlled access highway, areas maintained for safety and security of a transportation facility, parking facilities with direct access to an existing transportation facility, transit power substations, transit venting structures, and transit maintenance facilities. Portions of the right-of-way that have not been disturbed or that are not maintained for transportation purposes are not in the existing operational right-of-way.
23. Federally-funded projects:
  - i. That receive less than \$5,000,000 of Federal funds; or
  - ii. With a total estimated cost of not more than \$30,000,000 and Federal funds comprising less than 15 percent of the total estimated project cost.

Examples in gray are those not likely to be used in Texas under the MOU.



"D list" Categorical Exclusions\*

(d) Additional actions which meet the criteria for a CE in the CEQ regulations (40 CFR 1508.4) and paragraph (a) of this section may be designated as CEs only after the FHWA approval. The applicant shall submit documentation which demonstrates that the specific conditions or criteria for these CEs are satisfied and that significant environmental effects will not result. Examples of such actions include but are not limited to:

1. Modernization of a highway by resurfacing, restoration, rehabilitation, reconstruction, adding shoulders, or adding auxiliary lanes (e.g., parking, weaving, turning, climbing).
2. Highway safety or traffic operations improvement projects including the installation of ramp metering control devices and lighting.
3. Bridge rehabilitation, reconstruction or replacement or the construction of grade separation to replace existing at-grade railroad crossings.
4. Transportation corridor fringe parking facilities.
5. Construction of new truck weigh stations or rest areas.
6. Approvals for disposal of excess right-of-way or for joint or limited use of right-of-way, where the proposed use does not have significant adverse impacts.
7. Approvals for changes in access control.
8. Construction of new bus storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and located on or near a street with adequate capacity to handle anticipated bus and support vehicle traffic.
9. Rehabilitation or reconstruction of existing rail and bus buildings and ancillary facilities where only minor amounts of additional land are required and there is not a substantial increase in the number of users.
10. Construction of bus transfer facilities (an open area consisting of passenger shelters, boarding areas, kiosks and related street improvements) when located in a commercial area or other high activity center in which there is adequate street capacity for projected bus traffic.
11. Construction of rail storage and maintenance facilities in areas used predominantly for industrial or transportation purposes where such construction is not inconsistent with existing zoning and where there is no significant noise impact on the surrounding community.
12. Acquisition of land for hardship or protective purposes. Hardship and protective buying will be permitted only for a particular parcel or a limited number of parcels. These types of land acquisition qualify for a CE only where the acquisition will not limit the evaluation of alternatives, including shifts in alignment for planned construction projects, which may be required in the NEPA process. No project development on such land may proceed until the NEPA process has been completed.
  - i. Hardship acquisition is early acquisition of property by the applicant at the property owner's request to alleviate particular hardship to the owner, in contrast to others, because of an inability to sell his property. This is justified when the property owner can document on the basis of health, safety or financial reasons that remaining in the property poses an undue hardship compared to others.
  - ii. Protective acquisition is done to prevent imminent development of a parcel which may be needed for a proposed transportation corridor or site. Documentation must clearly demonstrate that development of the land would preclude future transportation use and that such development is imminent. Advance acquisition is not permitted for the sole purpose of reducing the cost of property for a proposed project.

*\*\*D List" projects must have a second-party review prior to approval.*

**Subject:** FM 1092 Improvements  
**Location:** HOU\_R\_7600\_Conference\_Rm\_424

**Start:** Thu 3/13/2014 1:30 PM  
**End:** Thu 3/13/2014 2:30 PM

**Recurrence:** (none)

**Meeting Status:** Accepted

**Organizer:** Sanjay Upadhyay

**Categories:** Out of Office

All:

In follow up to Access Management Study recently completed by H-GAC, please attend this meeting to discuss intersection improvements along FM 1092 corridor in City of Stafford.

Please contact me for any further assistance.

Thanks,

Sanjay G. Upadhyay, P.E.  
Transportation Engineer  
Advanced Transportation Planning  
Houston District-TxDOT  
(713) 802-5302

**Cristin's Notes:**

1. \$600,000 Fort Bend County bond funds for Ave E and/or W Airport can be spent on any aspect of the project.
2. W. Airport improvements are mostly off-system improvements that requires ROW from TI and the City. With a LT and RT on the WB approach, the bridge must be widened. Stacking for LT on EB approach is also needed. Need approval from Fort Bend County Drainage group; they own the ditch. Will be an 80%/20 match w City to provide all ROW and design costs.
3. Avenue E will require a dedication of ROW to TxDOT. TxDOT has agreed to pay for at least 80%/20% match for this intersection since it is their facility. See if design can be handled at TxDOT. TxDOT requested the City to conduct a separate engineering study to determine how much of the FM 1092 Access Mgmt Study is needed; Recommendations in AM Study should be cut back.
4. TxDOT and HGAC are supportive of both intersections for the TIP Call for Projects this summer. Will give support letters. They need to be entered as separate projects in call.
5. NEXT ACTION: Meet with TxDOT ENV and Contract Team for recommendations. Charles to meet with Mayor to discuss findings thus far. Contact LJA for recommendation on Ave E?

**From:** [Cristin Emshoff](#)  
**To:** [Sanjay.Upadhyay@txdot.gov](mailto:Sanjay.Upadhyay@txdot.gov)  
**Subject:** FW: FM 1092 AM Meeting with TxDOT  
**Date:** Tuesday, March 04, 2014 11:38:00 AM  
**Attachments:** [Funding Meeting with H-GAC 2014.02.26.pdf](#)

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Sanjay,

As discussed on the phone this morning, here is the materials the City wishes to discuss at the March 13<sup>th</sup> meeting of which all are available in the FM 1092 Access Management Study. These are the same materials discussed at the meeting with H-GAC last week.

Have a good week! See you soon.

**Cristin Emshoff**

Direct: 281-261-3921

[cemshoff@cityofstafford.com](mailto:cemshoff@cityofstafford.com)

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**From:** Cristin Emshoff [mailto:[cemshoff@cityofstafford.com](mailto:cemshoff@cityofstafford.com)]

**Sent:** Friday, February 28, 2014 10:53 AM

**To:** [Sanjay.Upadhyay@txdot.gov](mailto:Sanjay.Upadhyay@txdot.gov)

**Cc:** Charles Russell; 'Gage, Stephan'

**Subject:** FM 1092 AM Meeting with TxDOT

Sanjay,

It was so good to catch up with you yesterday. As a follow up to the Access Management Study Projects Meeting the City hosted this past Wednesday with H-GAC and our Mayor, Alan Clark and David Wurdlow advised the City to start with the TxDOT Design Division to determine whether or not TxDOT has any planned projects for the FM 1092 corridor, partnership opportunities, and H-GAC's Call for Projects this summer. The City is interested in submitting the intersections of Ave E at FM 1092 and West Airport at FM 1092 to the Call for Projects. Alan is supportive of these projects and would like to attend the meeting but to coordinate the details through Stephan.

Here is the City's (Charles Russell and my) availability:

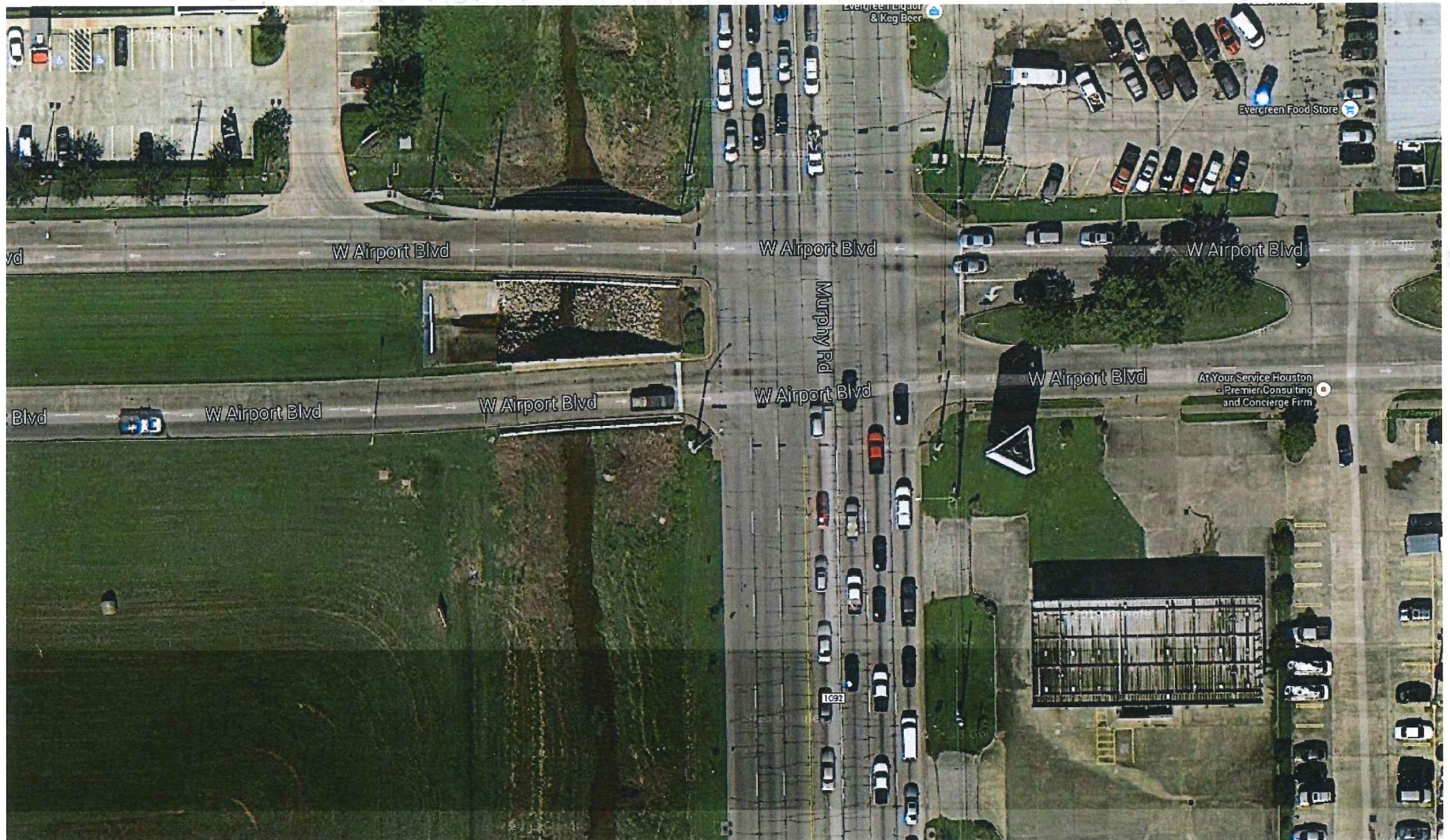
- Next week: All day Wednesday, Thursday and Friday (Mar 5-7), and
- The following week: All day the following Monday through Thursday (Mar 10-13).

It is my understanding you will coordinate with Stephan. Thank you for your help. We look forward to working with TxDOT on these projects.

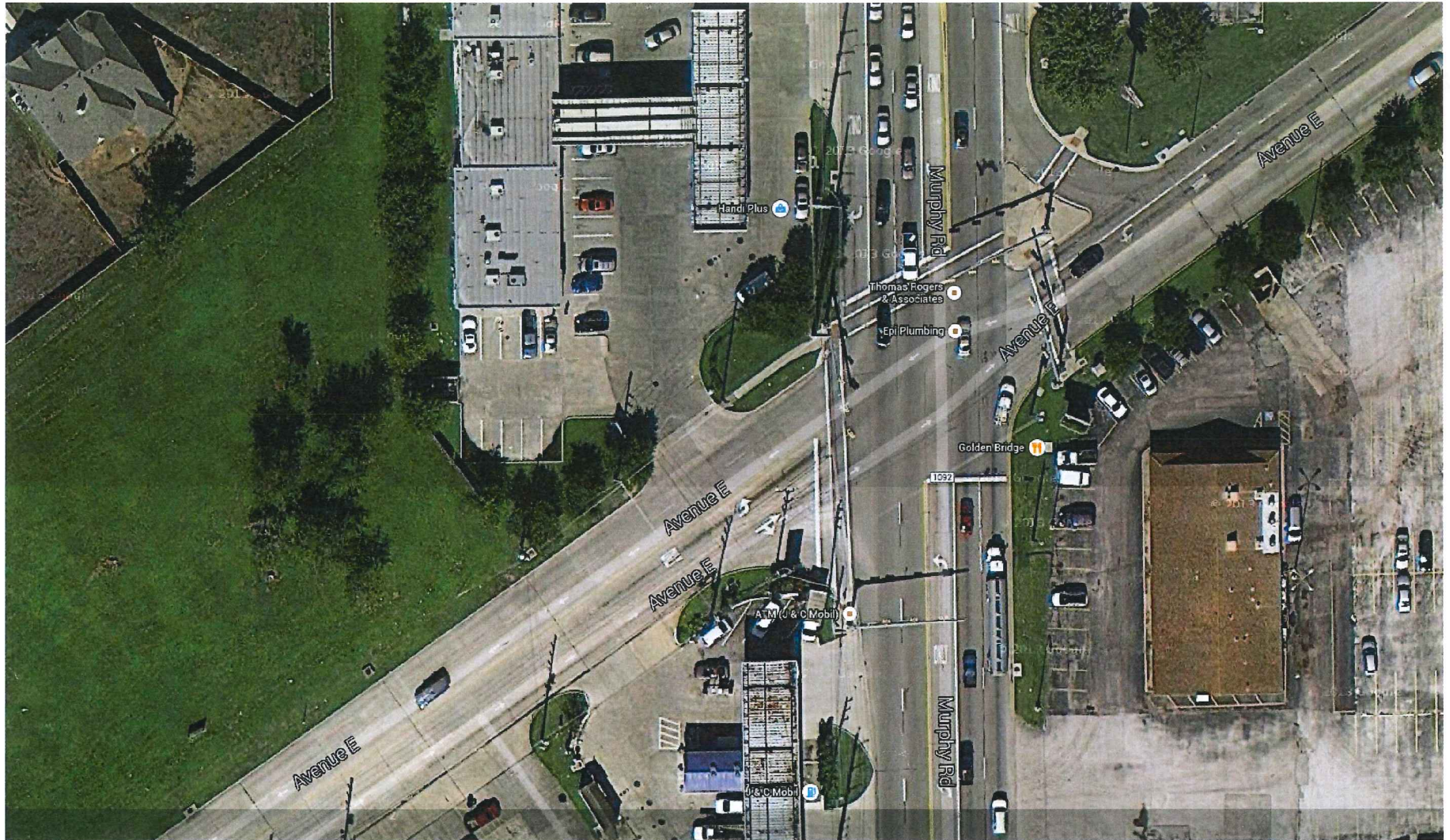
**Cristin Emshoff**

Direct: 281-261-3921

[cemshoff@cityofstafford.com](mailto:cemshoff@cityofstafford.com)



Map data ©2014 Google 20 ft



Map data ©2014 Google 20 ft

**Table 6.1** Summary of Roadway Corridor, Intersection and Streetscape Recommendations

PROJECT NUMBER	PROJECT TITLE	TYPE	TxDOT COST	CITY OF STAFFORD COST <sup>1</sup>	OTHER ENTITIES <sup>2</sup>	COST
<b>SHORT</b>						
1	Install Signal Interconnect	Corridor	\$ 510,400	\$0	\$0	\$ 510,400
2A	FM 1092 at US 59 West Frontage Rd - Short	Intersection	\$ 46,200	\$0	\$0	\$ 46,200
5A	FM 1092 at West Airport Blvd - Short	Intersection	\$ 33,400	\$0	\$0	\$ 33,400
7	FM 1092 at Greenbriar Dr/Mula Rd	Intersection	\$ 22,920	\$ 34,380	\$0	\$ 57,300
8	FM 1092 at Cash Rd	Intersection	\$ 48,800	\$ 12,200	\$0	\$ 61,000
9	FM 1092 at US 90A Underpass	Intersection	\$ 30,500	\$0	\$0	\$ 30,500
11A	FM 1092 at Dove Country Dr - Short	Intersection	\$ 28,800	\$0	\$0	\$ 28,800
12	US 90A at Promenade Blvd	Intersection	\$ 33,800	\$0	\$0	\$ 33,800
13	Restripe Corridor	Corridor	\$ 471,100	\$0	\$0	\$ 471,100
14	Construct 13' Median	Corridor	\$ 485,400	\$0	\$0	\$ 485,400
<b>MEDIUM</b>						
4	Mid-block Crossing	Intersection	\$ 147,500	\$0	\$0	\$ 147,500
11B	FM 1092 at Dove Country Dr - Medium	Intersection	\$ 186,000	\$0	\$0	\$ 186,000
16	Landscape Medians	Landscape	\$0	\$ 425,000 - \$ 595,000 <sup>3</sup>	\$ 75,000 - \$ 105,000 <sup>3</sup>	\$ 500,000 - \$ 700,000 <sup>3</sup>
17	Driveway Consolidation	Corridor	\$ 120,800	\$0	\$0	\$ 120,800
18A	Construct Sidewalks	Corridor	\$ 1,444,700	\$0	\$0	\$ 1,444,700
18B	Construct Side Paths	Corridor	\$ 321,900	\$0	\$0	\$ 321,900
19	Plants Street Trees	Landscape	\$0	\$127,500 - \$ 255,000 <sup>4</sup>	\$ 22,500 - \$ 45,000 <sup>4</sup>	\$ 150,000 - \$ 300,000 <sup>4</sup>
20	Pedestrian Lighting	Streetscape	\$0	\$ 850,000 - \$ 2,550,000 <sup>5</sup>	\$ 150,000 - \$ 450,000 <sup>5</sup>	\$ 1,000,000 - \$ 3,000,000 <sup>5</sup>
21	Roadway Lighting	Corridor	\$ 400,000 - \$ 500,000 <sup>4</sup>	\$0	\$0	\$ 400,000 - \$ 500,000 <sup>6</sup>
22	City of Stafford Monuments	Streetscape	\$0	Cost similar to existing monuments	\$0	Cost similar to existing monuments
<b>LONG</b>						
2B	FM 1092 at US 59 West Frontage Rd - Long	Intersection	\$ 297,600	\$0	\$0	\$ 297,600
3	FM 1092 at Roark Rd	Intersection			Future Cost <sup>7</sup>	
5B	FM 1092 at West Airport Blvd - Long	Intersection	\$ 1,225,500	\$0	\$0	\$ 1,225,500
6	FM 1092 at Fountaingate Dr	Intersection	\$1,006,160	\$ 251,540	\$0	\$ 1,257,700
10	FM 1092 at Avenue E	Intersection	\$ 1,774,000	\$0	\$0	\$ 1,774,000
15	RTP Project 13641	Corridor		City of Missouri City listed as lead agency in the 2035 RTP Update		\$ 10,100,000
23	Stafford Centre Park	Streetscape	\$0	\$ 145,000 <sup>8</sup>	\$0	\$ 145,000 <sup>8</sup>
24	Pedestrian and Bicycle Trail	Streetscape	\$0	\$ 135,000 <sup>9</sup>	\$0	\$ 135,000 <sup>9</sup>
<b>TOTAL COST</b>						
		LOW	\$ 8,635,480	\$ 1,980,620	\$ 357,500	\$ 10,863,600 <sup>10</sup>
		HIGH	\$ 8,735,480	\$ 3,978,120	\$ 600,000	\$ 13,313,600 <sup>10</sup>

<sup>1</sup> Includes other entities within the City of Stafford not yet determined, e.g.: improvement districts, local businesses, other management entities

<sup>2</sup> Other entities outside the City of Stafford, e.g.: Brays Oaks Management District, International Management District

<sup>3</sup> For trees, depending on size, at a 25 to 100 foot spacing. Special pavers are an alternative to vegetation landscaping that can reduce maintenance costs.

<sup>4</sup> For trees, depending on size, at a spacing of 25 to 100 feet

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<sup>6</sup> Dependent on fixture type and a spacing of 120 to 150 feet

<sup>7</sup> Cost to be based on final design of future long term project

<sup>8</sup> Cost is estimated based on a 9,000 square foot plaza on the southeast corner of FM 1092 at Cash Rd

<sup>9</sup> Cost estimate considers the addition of a trail, irrigation and street trees along the drainage corridor at the Texas Instruments Site

<sup>10</sup> Does not include Project 15 - 2035 RTP Updated Project 13641

**FM 1092 AT WEST AIRPORT BOULEVARD**

**Case for Action**

*Operations*

The intersection of FM 1092 at West Airport Boulevard operates at a LOS of C during the AM Peak and LOS D during the PM peak period. While the LOS values are classified as acceptable, the intersection could operate more efficiently if the existing split phase operations on West Airport Boulevard were removed. Currently, the West Airport Boulevard approaches operate as a split phase as the approach lane geometry is limited by the bridge over the drainage canal.

The existing bridges on the eastbound approach also limit the turning radius for large trucks with a long wheel base wishing to turn from southbound FM 1092 to westbound West Airport Boulevard. Widening the intersection will help reduce issues with large trucks turning at the intersection.

*Safety*

The intersection of FM 1092 at West Airport Boulevard has the highest crash rate along the study corridor with 63 crashes occurring at or near the intersection between 2009 and 2011. The addition of turn lanes can reduce the read-end crashes at the intersection.

The intersection has no pedestrian infrastructure, making the intersection difficult to traverse for pedestrians.

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- Other - 18%

Top contributing factors for collisions:

- Failed to Control Speed - 57%
- Driver Inattention - 11%
- Disregard stop sign or light - 11%

**Recommended Improvements**

*Short Term*

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Estimated Cost: \$33,400

*Long Term*

**PROJECT #5B** - Intersection upgrades including the installation of eastbound left-turn lane and right-turn lane, additional downstream lane from the westbound approach, extension of westbound left-turn lane, and signal timings to remove split phasing for West Airport Boulevard approaches. Includes the widening of West Airport Boulevard bridge with bridge culverts.

Estimated Cost: \$1,225,500

	A.M. Peak Hour			P.M. Peak Hour		
	LOS	Delay (seconds/vehicle)	v/c	LOS	Delay (seconds/vehicle)	v/c
Before	C	31.6	0.82	D	51.5	0.95
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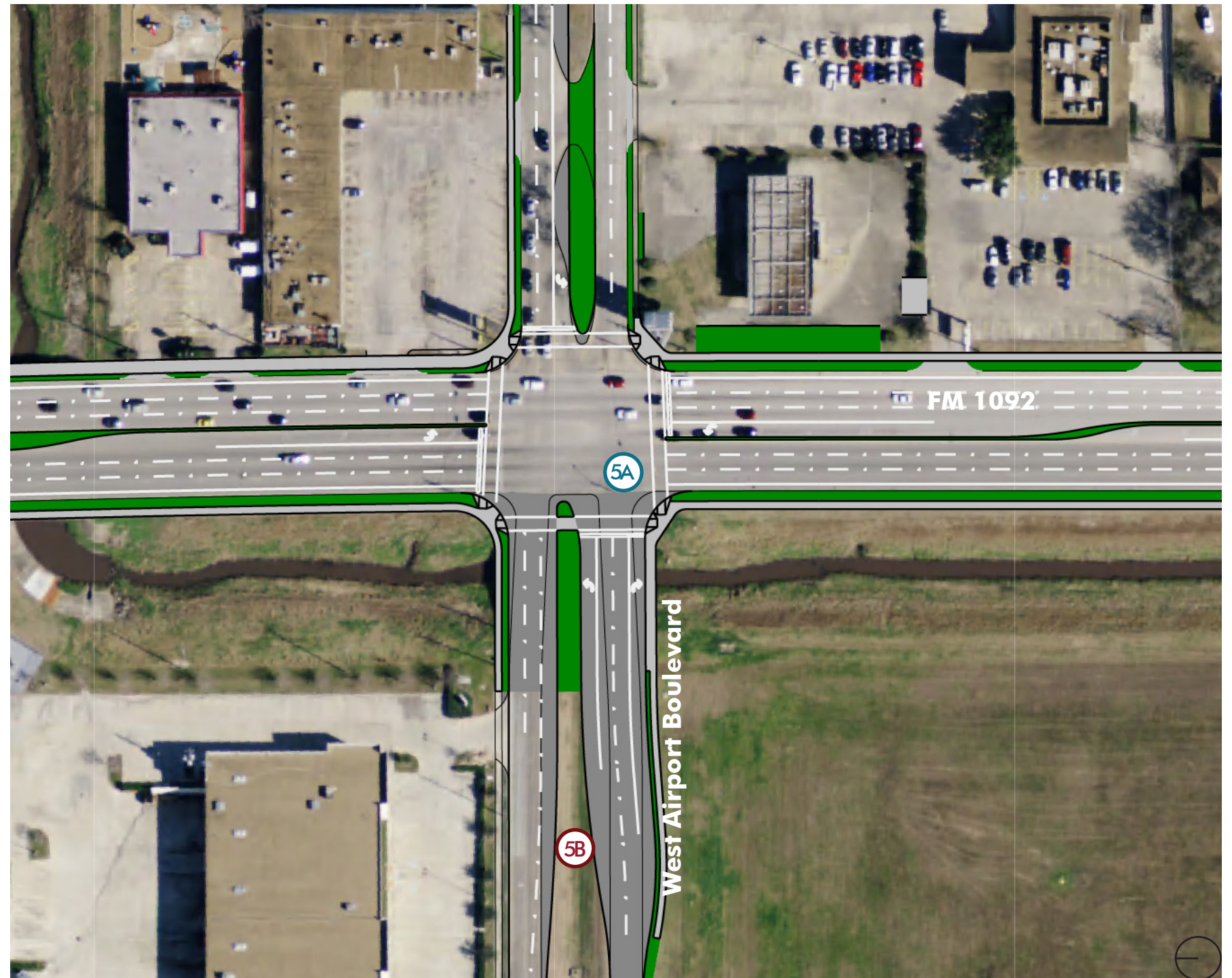


Figure 5.6: Recommendations for FM 1092 at West Airport Boulevard

**FM 1092 AT AVENUE E**

**Case for Action**

*Operations*

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Between 2009 and 2011, 45 intersection related crashes occurred at the intersection of FM 1092 at Avenue E. Rear-end collisions appear to be driven by the stop-and-go traffic that results from the poor operations of the traffic signal as well as the proximity of the US 90A underpass just north of the intersection, which can obstruct sight-distance for drivers .

Another cause of collisions at the intersection is the lane reduction on the southbound approach, from 3 to 2 lanes at the intersection with Avenue E. The right most lane becomes a right-turn only that acts as an entrapment lane and results in many unsafe last minute lane changing or difficult weaving maneuvers by drivers.

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- Other - 24%
- Left-Turn - 19%

Top contributing factors for collisions:

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- Failed to Yield ROW – Private Drive - 27%
- Changed Lane When Unsafe - 19%

**Recommended Improvements**

*Long Term*

**PROJECT #10** - Realign and reconstruct Avenue E to remove intersection skew and to include dual westbound left-turn lanes. Revise signal operations and timings to support lane geometry and protected left-turn movements (remove split phase).

Estimated Cost: \$1,774,000

	A.M. Peak Hour			P.M. Peak Hour		
	LOS	Delay (seconds/vehicle)	v/c	LOS	Delay (seconds/vehicle)	v/c
Before	E	58.8	1.01	E	62.6	1.04
After	C	28.2	0.79	C	30.3	0.83

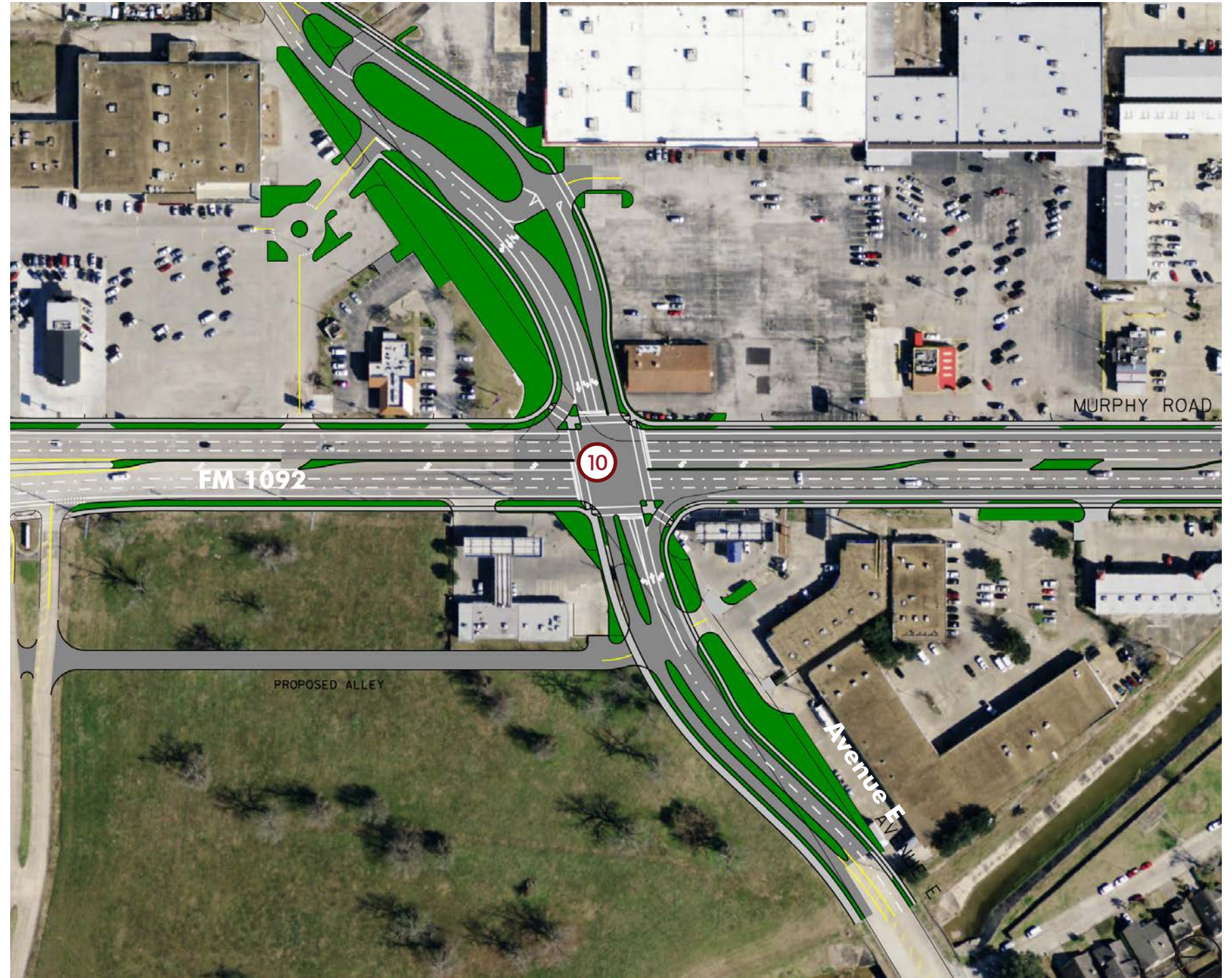


Figure 5.10: Recommendations for FM 1092 at Avenue E





# MEETING AGENDA

## Access Management Study Projects and Funding

February 26, 2014

A. Introduction

B. Findings

C. Projects

- West Airport Blvd at FM 1092:
  - Identified as project 5A and 5B in the Access Management Study
  - Intersection operates poorly when US 59 is backed up
  - Most vehicles turn onto FM 1092
  - Programmed for \$600,000 in 2013 Fort Bend County Bond
  - Estimated Project Cost \$1,774,000
- Avenue E at FM 1092:
  - Identified as project 10 in the Access Management Study
  - Cut through road to access US 90A in AM
  - Skewed intersection has poor traffic circulation, worst LOS for corridor
  - Programmed for \$600,000 in 2013 Fort Bend County Bond
  - Estimated Project Cost \$1,774,000

D. Adjourn

H-GAC meeting. H-GAC recommends the City to speak with TxDOT. See details in Mar 13th meeting w TxDOT and H-GAC.

**Table 6.1** Summary of Roadway Corridor, Intersection and Streetscape Recommendations

PROJECT NUMBER	PROJECT TITLE	TYPE	TxDOT COST	CITY OF STAFFORD COST <sup>1</sup>	OTHER ENTITIES <sup>2</sup>	COST
<b>SHORT</b>						
1	Install Signal Interconnect	Corridor	\$ 510,400	\$0	\$0	\$ 510,400
2A	FM 1092 at US 59 West Frontage Rd - Short	Intersection	\$ 46,200	\$0	\$0	\$ 46,200
5A	FM 1092 at West Airport Blvd - Short	Intersection	\$ 33,400	\$0	\$0	\$ 33,400
7	FM 1092 at Greenbriar Dr/Mula Rd	Intersection	\$ 22,920	\$ 34,380	\$0	\$ 57,300
8	FM 1092 at Cash Rd	Intersection	\$ 48,800	\$ 12,200	\$0	\$ 61,000
9	FM 1092 at US 90A Underpass	Intersection	\$ 30,500	\$0	\$0	\$ 30,500
11A	FM 1092 at Dove Country Dr - Short	Intersection	\$ 28,800	\$0	\$0	\$ 28,800
12	US 90A at Promenade Blvd	Intersection	\$ 33,800	\$0	\$0	\$ 33,800
13	Restripe Corridor	Corridor	\$ 471,100	\$0	\$0	\$ 471,100
14	Construct 13' Median	Corridor	\$ 485,400	\$0	\$0	\$ 485,400
<b>MEDIUM</b>						
4	Mid-block Crossing	Intersection	\$ 147,500	\$0	\$0	\$ 147,500
11B	FM 1092 at Dove Country Dr - Medium	Intersection	\$ 186,000	\$0	\$0	\$ 186,000
16	Landscape Medians	Landscape	\$0	\$ 425,000 - \$ 595,000 <sup>3</sup>	\$ 75,000 - \$ 105,000 <sup>3</sup>	\$ 500,000 - \$ 700,000 <sup>3</sup>
17	Driveway Consolidation	Corridor	\$ 120,800	\$0	\$0	\$ 120,800
18A	Construct Sidewalks	Corridor	\$ 1,444,700	\$0	\$0	\$ 1,444,700
18B	Construct Side Paths	Corridor	\$ 321,900	\$0	\$0	\$ 321,900
19	Plants Street Trees	Landscape	\$0	\$127,500 - \$ 255,000 <sup>4</sup>	\$ 22,500 - \$ 45,000 <sup>4</sup>	\$ 150,000 - \$ 300,000 <sup>4</sup>
20	Pedestrian Lighting	Streetscape	\$0	\$ 850,000 - \$ 2,550,000 <sup>5</sup>	\$ 150,000 - \$ 450,000 <sup>5</sup>	\$ 1,000,000 - \$ 3,000,000 <sup>5</sup>
21	Roadway Lighting	Corridor	\$ 400,000 - \$ 500,000 <sup>4</sup>	\$0	\$0	\$ 400,000 - \$ 500,000 <sup>6</sup>
22	City of Stafford Monuments	Streetscape	\$0	Cost similar to existing monuments	\$0	Cost similar to existing monuments
<b>LONG</b>						
2B	FM 1092 at US 59 West Frontage Rd - Long	Intersection	\$ 297,600	\$0	\$0	\$ 297,600
3	FM 1092 at Roark Rd	Intersection			Future Cost <sup>7</sup>	
5B	FM 1092 at West Airport Blvd - Long	Intersection	\$ 1,225,500	\$0	\$0	\$ 1,225,500
6	FM 1092 at Fountaingate Dr	Intersection	\$1,006,160	\$ 251,540	\$0	\$ 1,257,700
10	FM 1092 at Avenue E	Intersection	\$ 1,774,000	\$0	\$0	\$ 1,774,000
15	RTP Project 13641	Corridor		City of Missouri City listed as lead agency in the 2035 RTP Update		\$ 10,100,000
23	Stafford Centre Park	Streetscape	\$0	\$ 145,000 <sup>8</sup>	\$0	\$ 145,000 <sup>8</sup>
24	Pedestrian and Bicycle Trail	Streetscape	\$0	\$ 135,000 <sup>9</sup>	\$0	\$ 135,000 <sup>9</sup>
<b>TOTAL COST</b>						
		LOW	\$ 8,635,480	\$ 1,980,620	\$ 357,500	\$ 10,863,600 <sup>10</sup>
		HIGH	\$ 8,735,480	\$ 3,978,120	\$ 600,000	\$ 13,313,600 <sup>10</sup>

<sup>1</sup> Includes other entities within the City of Stafford not yet determined, e.g.: improvement districts, local businesses, other management entities

<sup>2</sup> Other entities outside the City of Stafford, e.g.: Brays Oaks Management District, International Management District

<sup>3</sup> For trees, depending on size, at a 25 to 100 foot spacing. Special pavers are an alternative to vegetation landscaping that can reduce maintenance costs.

<sup>4</sup> For trees, depending on size, at a spacing of 25 to 100 feet

<sup>5</sup> Dependent on phasing of implementation prioritized by activity centers and fixture type and spacing

<sup>6</sup> Dependent on fixture type and a spacing of 120 to 150 feet

<sup>7</sup> Cost to be based on final design of future long term project

<sup>8</sup> Cost is estimated based on a 9,000 square foot plaza on the southeast corner of FM 1092 at Cash Rd

<sup>9</sup> Cost estimate considers the addition of a trail, irrigation and street trees along the drainage corridor at the Texas Instruments Site

<sup>10</sup> Does not include Project 15 - 2035 RTP Updated Project 13641

**FM 1092 AT WEST AIRPORT BOULEVARD**

**Case for Action**

*Operations*

The intersection of FM 1092 at West Airport Boulevard operates at a LOS of C during the AM Peak and LOS D during the PM peak period. While the LOS values are classified as acceptable, the intersection could operate more efficiently if the existing split phase operations on West Airport Boulevard were removed. Currently, the West Airport Boulevard approaches operate as a split phase as the approach lane geometry is limited by the bridge over the drainage canal.

The existing bridges on the eastbound approach also limit the turning radius for large trucks with a long wheel base wishing to turn from southbound FM 1092 to westbound West Airport Boulevard. Widening the intersection will help reduce issues with large trucks turning at the intersection.

*Safety*

The intersection of FM 1092 at West Airport Boulevard has the highest crash rate along the study corridor with 63 crashes occurring at or near the intersection between 2009 and 2011. The addition of turn lanes can reduce the read-end crashes at the intersection.

The intersection has no pedestrian infrastructure, making the intersection difficult to traverse for pedestrians.

Top Manner of Crash classifications:

- Rear-End - 54%
- Other - 18%

Top contributing factors for collisions:

- Failed to Control Speed - 57%
- Driver Inattention - 11%
- Disregard stop sign or light - 11%

**Recommended Improvements**

*Short Term*

**PROJECT #5A** - Install crosswalks on all four approaches as well as wheelchair ramps and pedestrian signals.

Estimated Cost: \$33,400

*Long Term*

**PROJECT #5B** - Intersection upgrades including the installation of eastbound left-turn lane and right-turn lane, additional downstream lane from the westbound approach, extension of westbound left-turn lane, and signal timings to remove split phasing for West Airport Boulevard approaches. Includes the widening of West Airport Boulevard bridge with bridge culverts.

Estimated Cost: \$1,225,500

	A.M. Peak Hour			P.M. Peak Hour		
	LOS	Delay (seconds/vehicle)	v/c	LOS	Delay (seconds/vehicle)	v/c
Before	C	31.6	0.82	D	51.5	0.95
After	C	25.3	0.67	C	31.4	0.77

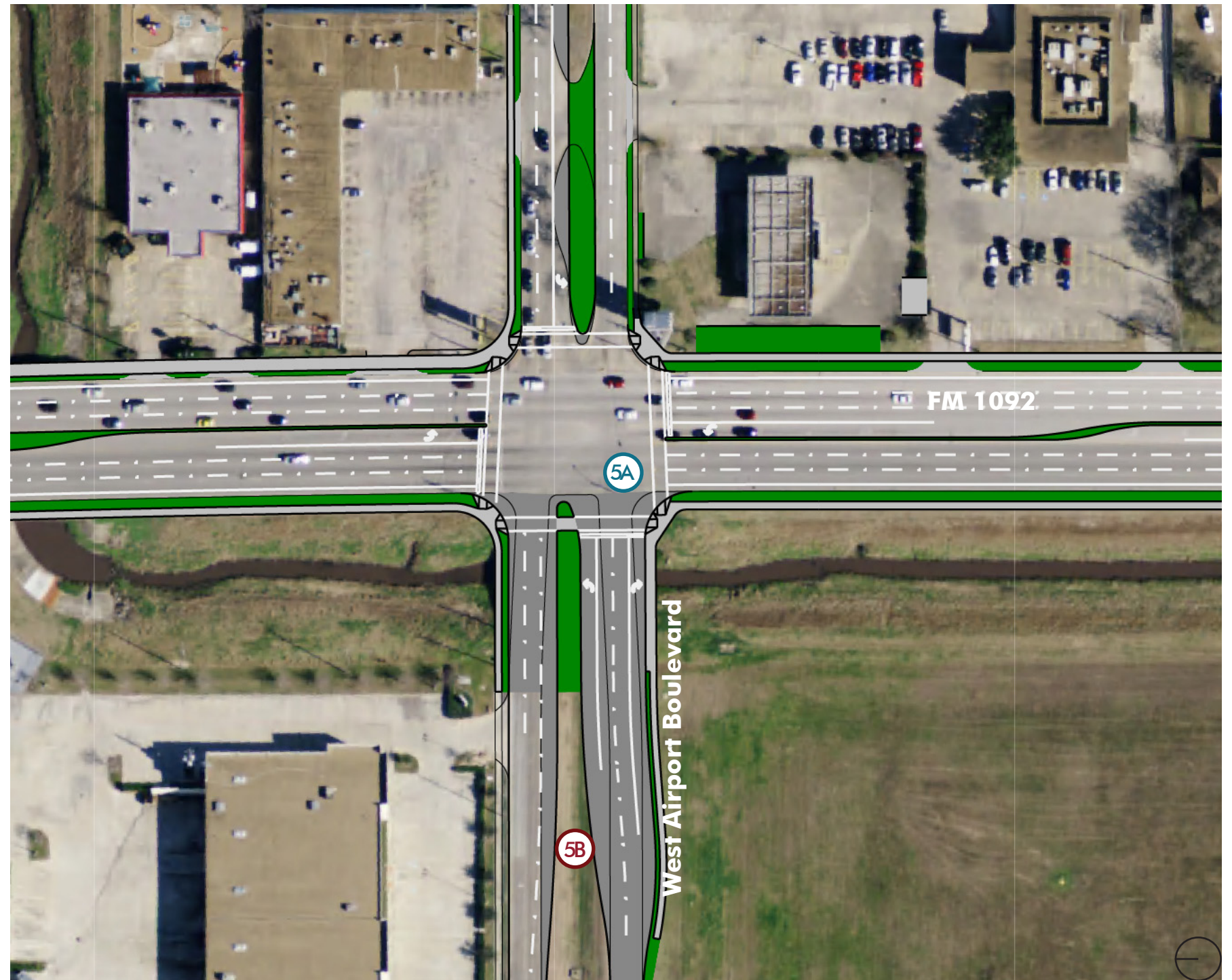


Figure 5.6: Recommendations for FM 1092 at West Airport Boulevard

**FM 1092 AT AVENUE E**

**Case for Action**

*Operations*

The intersection of FM 1092 at Avenue E is currently running with a LOS E during both the AM and PM peak periods. Due to a heavy number of turning movements, the intersection is at capacity during the peak periods. Due to the over saturation of the intersection during the peak period, the intersection currently runs free and out of coordination with other signals. This reduces the operations of not only the intersection but the corridor as well. Significant travel time delays along the corridor affect drivers traveling southbound during the PM peak as shown in Figure 3.11. The high number of turning vehicles is a result of the surrounding roadway network as well as the surrounding roadway alignment; many drivers use Avenue E as their primary connection between FM 1092 and US 90A, bypassing the split diamond intersection of FM 1092 and US 90A.

*Safety*

Between 2009 and 2011, 45 intersection related crashes occurred at the intersection of FM 1092 at Avenue E. Rear-end collisions appear to be driven by the stop-and-go traffic that results from the poor operations of the traffic signal as well as the proximity of the US 90A underpass just north of the intersection, which can obstruct sight-distance for drivers .

Another cause of collisions at the intersection is the lane reduction on the southbound approach, from 3 to 2 lanes at the intersection with Avenue E. The right most lane becomes a right-turn only that acts as an entrapment lane and results in many unsafe last minute lane changing or difficult weaving maneuvers by drivers.

Top Manner of Crash classifications:

- Rear End - 38%
- Other - 24%
- Left-Turn - 19%

Top contributing factors for collisions:

- Failed to Control Speed - 31%
- Failed to Yield ROW – Private Drive - 27%
- Changed Lane When Unsafe - 19%

**Recommended Improvements**

*Long Term*

**PROJECT #10** - Realign and reconstruct Avenue E to remove intersection skew and to include dual westbound left-turn lanes. Revise signal operations and timings to support lane geometry and protected left-turn movements (remove split phase).

Estimated Cost: \$1,774,000

	A.M. Peak Hour			P.M. Peak Hour		
	LOS	Delay (seconds/vehicle)	v/c	LOS	Delay (seconds/vehicle)	v/c
Before	E	58.8	1.01	E	62.6	1.04
After	C	28.2	0.79	C	30.3	0.83

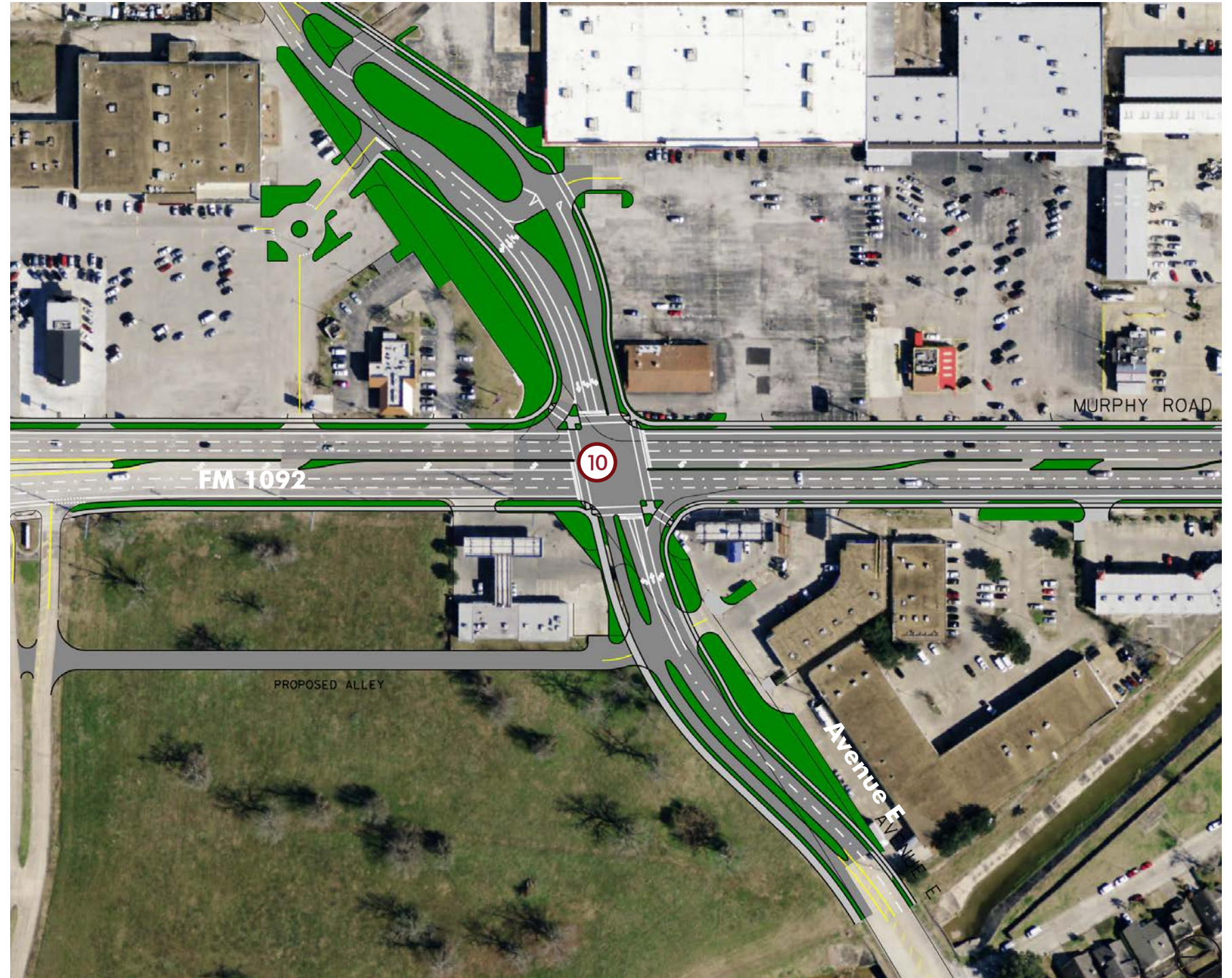


Figure 5.10: Recommendations for FM 1092 at Avenue E

**SPECIAL CITY COUNCIL MEETING  
MONDAY, SEPTEMBER 29, 2014**

The Stafford City Council met in special session on Monday, September 29, 2014, in Council Chambers at Stafford City Hall with the following in attendance:

**City Council:**

Leonard Scarcella, Mayor  
Wen Guerra, Mayor Pro Tem  
A.J. Honore, Councilmember  
Ken Mathew, Councilmember  
Cecil Willis, Councilmember  
Fred Woolridge, Councilmember

**Absent:**

Robert Sorbet, Councilmember

**City Staff:**

Marian Rocha, Assistant City Secretary  
Karen Austin, Finance Director  
Susan Ricks, Recreation Director  
Chris Riggs, Building Director & Zoning Administrator  
Nicole Nguyen, Court Director  
Charles Russell, City Engineer  
Carolyn Entricht, Television & IT Director  
Bonny Krahn, Police Chief  
Richard Ramirez, Assistant Police Chief  
Charles Williams, Olson & Olson  
Art Pertile, City Attorney (arrived at 8:10 p.m.)

1. Call meeting to order and Pledge of Allegiance.

Mayor Scarcella called the special meeting for the consideration and adoption of the budget for the fiscal year 2014-2015 to order at 7:00 p.m. The Pledge of Allegiance followed.

2. (a) General review by Mayor of proposed 2014-2015 City budget based on zero property tax rate.

Mayor Scarcella commented on items in his budget message. This City takes great pride in having a fiscally responsible government. As pointed out in the budget message, there are three basic principles this City has tried to live by - (1) Living within our means which is difficult at times but necessary; (2) Maintaining the zero property tax rate which was put into effect in 1995, has been in effect for 19 years and is continued in this budget and (3) Elevating the Stafford Municipal School District which this City created in 1977 and is the only school district in the United States to receive the sanction of the Federal Appellate Courts (Fifth Circuit Court of Appeals) to implement a breakaway school district. The Mayor said the City takes significant pride in a lean, conscientious and efficient staff and has many dedicated employees. The City just achieved a milestone with the elimination of all general obligation debt making it one of the few cities in the State of Texas and the United States which does not have a property tax or general obligation debt. Mayor Scarcella pointed out that there are many demands on this City which continue to grow. The City has strong resources but will be looking in the coming year for ways to enhance those resources. He emphasized that it

takes money to run a city and the City has to meet the needs of the people and provide the services and facilities they want.

Mayor Scarcella said the proposed budget is a \$26 million budget which is a little bit more than last year. The main source of income is the sales tax and \$15 million is anticipated as well as major contributions from the franchise tax in the amount of \$1.8 million. Other major sources of revenue include the hotel/motel tax and fines and violations. Mayor Scarcella emphasized that one of the most costly aspects but one of the most critical aspects of the budget is the City's personnel. This budget includes \$11.5 million for personnel. Each full time employee will receive at least a 3% salary increase. There are two part-time positions that have been converted into full time in the Municipal Court Department and the Fire Department. The Police Department with a budget of \$6.2 million does an outstanding job under the leadership of Chief Krahn who has been with the City for 44 years. The Fire Department with a budget of \$1.8 million has maintained an ISO rating of 1, one of the few in the nation out of some 47,000 firefighting units. Mayor Scarcella said that Emergency Services, Emergency Management, Fire Marshal and Humane Officer expenses are approximately \$400,000. The Public Works Department includes the Street Department, Parks Department, and Maintenance Department. Projects for the Public Works Department include the Stafford/Staffordshire Road at a cost of \$250,000; Brand Lane at a cost of \$750,000; and seed money for the West Airport/FM 1092 intersection at a cost of approximately \$250,000. The budget for the General Administration is \$1.4 million which includes lobbying expenses for the coming year during the legislative session for the City as well as SMSD. The Finance Department, who does an outstanding job, has a budget of \$325,000. Another very important department is the Building and Zoning Department which will require just over \$600,000. There has been quite a bit of discussion this past year related to zoning and the coming year will include discussion of rezoning the 192 acre Texas Instruments' property. The City is very proud of the Stafford Municipal Educational Television Station (SMETV) which works in conjunction with Houston Community College and virtually televises live all City Council, SMSD, SEDC and Planning and Zoning Commission meetings which are not only presented live with rebroadcasts on cable but are also video streamed on the internet. The cost associated with SMETV's operation is approximately \$300,000 as well as additional monies Council added last week. Budgeted for the Information Technology Department is \$600,000 with an additional \$86,000 seed money added to begin the implementation of some 62 projects which will run into millions. The Court Department which has been often cited by the auditors as being exceedingly competent will cost almost \$700,000 to operate in the coming year. The Civic Center which is now approaching 30 years is one of the finest facilities in Fort Bend County and not only is rented for events to the general public but serves as the auditorium for SMSD. The cost of its operation is nearly \$500,000. The City's Swimming Pool is utilized by the citizens of Stafford and is also rented by many living outside the City. Approximately \$240,000 will be expended to operate and maintain the pool. The City has some rights under State law with regard to SMSD. In view of that the City will be spending about \$700,000 to provide services and benefits to SMSD including providing school resource officers. Another facility the City is exceedingly proud of is the Stafford Centre which is now in its tenth year. It opened its doors in 2004 with over three million patrons passing through. There are several events scheduled beginning next month to celebrate the ten year anniversary of the Stafford Centre. The Stafford Centre has become recognized as one of the truly outstanding commercial entertainment venues in the Houston area and the City is proud of its achievements. The City will be spending

approximately \$1.4 million from the General Fund, \$500,000 from the Hotel Occupancy Tax and over \$220,000 for maintenance and additional amenities for this facility.

Mayor Scarcella pointed out that the Stafford Economic Development Corporation under the direction of seven board members provide a considerable amount of resources for this City and in the year 2014-2015 the SEDC will provide emphasis on economic development and bringing businesses into the City as well as invest in the Stafford Centre and City. The Planning and Zoning Commission considers all zoning matters and makes recommendations to City Council and currently its members along with City Council and other committee members are in the process of crafting a Comprehensive Development Plan. Mayor Scarcella pointed out that this City has been able to accumulate cash balances both in the City accounts and SEDC account that equal over \$32 million. However, there are very specific and special restrictions on a great deal of that money. Having the ready cash available to assist the City in difficult circumstances such as Hurricane Ike in 2008 is important.

Mayor Scarcella said the emphasis of this budget is focused on living within our means; maintaining the zero property tax; elevating SMSD; cultivating a lean, conscientious and efficient staff; and continuing the elimination of general obligation debt. He feels this City is in a strong financial position and will remain so during the coming year. In conclusion, the Mayor said this budget, with the clear recognition of addressing those issues specifically emphasized, will provide for a solid 2014-2015 fiscal year.

Mayor Scarcella next gave an illustration and explanation of what is included in the budget and action that Council took last week with regard to the budget.

The first exhibit was City Council's Revisions to Major Funds in the Mayor's 2014-2015 Budget. In the General Fund there was an additional \$203,560 in expenditures over revenues that were approved by Council and part of the budget that will be considered tonight. In the MST Fund, which provides for infrastructure, equipment and special items that the City is able to fund without incurring debt, there was an additional \$100,000 added in revenues and \$520,588 added in expenditures meaning the fund balance in that account came down by \$420,588. In the Hotel Occupancy Tax Fund there was \$215,427 of additional expenditures. So there was \$839,575 that Council added to net expenditures into the budget for this coming fiscal year. The next exhibit listed the Stafford IT projects now in progress which includes 26 items and upcoming projects which includes 16 items. This is 42 projects that the IT Committee is going to be looking at and consider recommending. This will include \$60,000 for a consultant which will be hired and in addition to that there will be \$25,000 additional funding. If Council were to adopt all 42 of the items on this list, it would be expenditures of millions of dollars. Mayor Scarcella said Information Technology has tremendous benefits but cautioned that a cost benefit analysis be done before expending the funds.

Ms. Austin referred to a list of detailed changes (48 changes) to the Mayor's budget that City Council approved in the City's budget and the SEDC budget. In the General Fund there is a request to reduce the revenue by \$28,000 and increase the expenditures by \$175,560. Some of those expenditures include the reallocation for health insurance after receiving the reenrollment for health insurance which was across all departments and for \$21,113; a

\$77,000 increase to add funding for a Salary Classification System; a \$25,000 increase for an IT Assessment; and \$60,000 for an IT Consultant which are the major items in the General Fund. The MST Fund revenue is increased by \$100,000 with an offsetting expenditure of \$100,000 with regard to anticipated funds to be received from WC&ID #2 for a road project. In addition there was a request to increase the expenditures in the general street repairs by \$150,000 and increase the FM 1092 Road Project by \$200,000, bringing the total change in expenditures to \$520,588 with a total decrease to the MST ending fund balance of \$420,558. The major changes requested by Council in the Hotel Occupancy Tax Fund include \$164,500 to provide for the 10<sup>th</sup> Anniversary Celebration of the Stafford Centre and also to include an item for a Nationwide Athletic Tournament in the amount of \$25,000. The total changes in expenditures reducing the HOT ending fund balance are \$215,427. With regard to the Restricted Revenue, those funds have been spent in the 2013-2014 fiscal year so it was requested to remove those funds from the 2014-2015 budget. In the Special Revenue Fund, there was a request to increase the fund balance by \$49,000 for what is currently in the bank and is not expected to be spent in the 2013-2014 budget year. Ms. Austin said the first budget amendment to the 2014-2015 budget will restate all beginning fund balances. There was also a request to increase the Narcotic Seizure Revenue by \$43,000 and increase the Narcotic Seizure Expenditure by \$92,900.

Councilman Willis said from the budget that the Mayor posted on August 29 and with all the additions, deletions and changes come to \$840,000 (rounded off). Ms. Austin said that is correct in the major funds and just includes the General Fund, MST Fund and Hotel Occupancy Tax Fund but does not include the Special Revenue Funds or Narcotic Seizure Fund nor does it take into effect the changes that Council made and the Board approved to the SEDC budget.

(b) Discussion of the Stafford Centre proposed 2014-2015 budget.

Ms. Austin went over the highlights of the Stafford Centre 2014-2015 Budget that was prepared by FM Squared. City Council went over this budget in detail and made no changes. The total revenues going into the 2014-2015 fiscal year is anticipated to be \$1,420,473. The total expenditures for the Stafford Centre are expected to be \$1,932,147 resulting in a net deficit of \$511,674 which is 100% funded for by the Hotel Occupancy Tax Fund. Before Council is a summary page of the Stafford Centre budget with several pages of details. Mayor Scarcella said when you have bonds that are put into effect, which the SEDC did, the federal government has some strong restrictions related to showing a profit. Virtually as our City Attorney has noted these type of venues do not show a profit for the bond holders to receive tax free status on the income they receive. That is why \$511,674 will be coming out of the Hotel Occupancy Tax Fund to supplement the amount of revenues that are anticipated to be generated by the Stafford Centre. This is one of the prescribed utilizations of the Hotel Occupancy Tax. Ms. Austin pointed out that this is the Stafford Centre operating budget and does not include any depreciation or capital improvements. Capital improvements will be discussed later in the Stafford Economic Development Corporation's budget in the amount of \$603,500. Mayor Scarcella said the approximate expenditure on the Stafford Centre in the coming year will be \$2.5 million. Councilman Guerra asked about the incentive fee in the Stafford Centre budget. Ms. Austin explained there is a base management fee and an incentive fee which is in the current contract which goes through September 30, 2016.



(c) Public Hearing on proposed 2014-2015 City budget.

Mayor Scarcella formally opened the Public Hearing on the 2014-2015 City budget at 7:43 p.m. and invited anyone from the public to come forward with comments or questions about the budget. There being nobody coming forward to address Council, the Mayor formally closed the Public Hearing at 7:44 p.m.

(d) Discussion of proposed 2014-2015 City budget, including the comments made during the public hearing.

There was no discussion under this item.

(e) Discussion of salary increases for full time employees as provided in the proposed 2014-2015 fiscal year budget effective October 1, 2014.

Ms. Austin referred to information in Council's packet with regard to salary increases for all full time employees. It is recommended that all full time employees receive a salary increase on October 1, 2014 with the exception of those that have been in their position or hired less than one year. There are a few noted with an asterisk next to their name which indicates their salary will change between today and the time their pay increase will go into effect. She further explained.

(f) Discussion of City of Stafford Police Department Classification and Salary System for Non-Sworn Personnel.

Mayor Scarcella said that City Council directed that he along with Chief Krahn and Chief Ramirez meet and address this particular matter. Chief Krahn had a proposal which they discussed. Mayor Scarcella did not impose any objections to what he was suggesting. Chief Krahn addressed Council and referred to information in Council's packets with regard to the current salary system for non-sworn Police Department personnel (dispatchers). A Telecommunications Officer starts out at \$33,000 with no experience and \$37,000 with five years' experience or more. He said this is considerably behind what surrounding cities are doing, Stafford is losing staff and this needs to be addressed. A new salary system is being proposed. A Telecommunications Officer with no experience would have a starting salary of \$38,000. All dispatchers have to be certified – they did not have to be certified in the past. The new salary system would have a salary of \$39,000 after receiving certification. And after two years of service the salary would go to \$42,000. If a Telecommunications Officer comes to the City with two years or more of experience the minimum starting salary would be \$42,000 and their salary range would be \$42,000 to \$53,000 depending on their experience. The proposed salary system would also have a salary of \$53,000-\$64,000 for the Assistant Director of Communications and \$64,000-\$74,000 for the Director of Communications/Records. Chief Krahn said when he added everything up, the total to make these adjustments for the dispatcher positions is an additional \$68,853. He did not figure the 3% which was in the regular budget. Ms. Austin has looked at the numbers further and it will take an \$8,070 additional by making these changes and giving up a clerk position in the evidence room which was \$58,192 salary and benefits. Chief Krahn clarified that a police officer could no longer relieve a dispatcher without taking a 40 hour course and becoming certified. Ms. Austin said the budget impact is \$8,070.29, and it is not necessary that Council

adjust those particular line items to approve the budget tonight as there are several vacancies in the Police Department which can absorb this change if it is adopted by Council. It can be done with the first budget amendment. Upon question by Councilman Mathew, Chief Krahn explained what "light duty" is.

(g) Discussion of increase in the amount of \$0.35 per hour for Fire Fighter, Lieutenant and Captain classifications in the Fire Department effective October 1, 2014.

Chief Krahn said Chief DiCamillo has discussed with the Salary Committee giving a raise to the part-time fire fighters. Currently the base pay for the Fire Fighters is \$12.65 an hour, Lieutenants is \$13.65 an hour and Captains is \$14.65 an hour. Chief DiCamillo recommends a \$0.35 an hour increase in each one of those categories for an overall increase of approximately 2.3% for those positions.

(h) Discussion of additional certification increases for part-time fire fighters who have received the necessary certifications effective October 1, 2014.

Chief Krahn referred to information in Council's packets in regard to additional certification increases for part-time fire fighters Jeffery Barge, Jeffrey Brownson, Christopher Delmar, Jon Lopez, David Slay and Kevin Therault for certifications as noted for each one for Fire Inspector, Driver/Operator-Pumper, Fire Fighter-Intermediate or Fire Fighter-Advanced. This is a per hour certification.

(i) Discussion of additional certification increases for Police Department employees who have met the requirements in the Police Department Classification and Salary System adopted on December 18, 2013.

Chief Krahn said the Police Department has incentive pay for the officers on receiving Intermediate, Advanced and Masters Police Officer Certification as well incentive pay for receiving an Associate's Degree, Bachelor's Degree or Master's Degree. Before Council is a list of officers that have acquired additional certification in the past year. This incentive pay is only given once a year. Upon questions from Councilman Willis, Chief Krahn explained the requirements for the various certifications.

(j) Discussion of an ordinance approving and adopting the general budget of the City of Stafford, Texas, for the fiscal year 2014-2015; making appropriations for the City for such year as reflected in said budget; and making certain findings and containing certain provisions relating to the subject.

There was no discussion on the Ordinance as described adopting the 2014-2015 budget.

(k) Consideration of appropriate action on Items 2.(a) – 2.(j).

Per Ms. Austin, all 48 changes requested by Council are included in the proposed budget before Council tonight.

A motion was made to adopt the Ordinance as described in Item 2.(j) as presented.

**VOTING**

Motion by: Councilman Willis.  
Second by: Councilman Mathew.  
Carried 6 – 0.

Mayor Scarcella read the City of Stafford Budget 2014-2015 Budget Coversheet.

Section I.

This budget will raise the same amount of revenue from property taxes as last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$0.00.

Section II.

The record vote of each member of the City Council.  
Leonard Scarcella – For  
Wen Guerra – For  
Cecil Willis – For  
Ken Mathew – For  
Robert Sorbet – Absent  
Fred Woolridge – For  
A.J. Honore – For

Section III.

	<b><u>2013</u></b>	<b><u>2014</u></b>
Property tax rate	\$0.00	\$0.00
Effective tax rate	\$0.00	\$0.00

Effective maintenance and operations.

Tax rate	\$0.00	\$0.00
Debt rate	\$0.00	\$0.00
Rollback rate	\$0.00	\$0.00

The total amount of municipal debt obligations is \$0.00.

A motion was made to approve the Stafford Centre proposed 2014-2015 budget.

**VOTING**

Motion by: Councilman Guerra.  
Second by: Councilman Willis.  
Carried 6 – 0.

A motion was made to approve the salary increases for full time employees as provided in the proposed 2014-2015 fiscal year budget effective October 1, 2014, as presented.

**VOTING**

Motion by: Councilman Woolridge.  
Second by: Councilman Mathew.  
Carried 6 – 0.

A motion was made to approve the City of Stafford Police Department Classification and Salary System for Non-Sworn Personnel.

**VOTING**

Motion by: Councilman Mathew.

Second by: Councilman Woolridge.

Ms. Austin noted in Council's packet that dispatcher G. Harrigan has submitted a letter of resignation. However, if this is approved the amount based on the tenure of this dispatcher would not be \$38,000 but instead would be \$42,000.

The motion was amended to approve the reclassification of the City of Stafford Police Department Classification and Salary System for Non-Sworn Personnel and the adjustments for the dispatchers as pointed out by Ms. Austin.

Motion amended by: Councilman Mathew.

Amendment accepted by: Councilman Woolridge.

Carried 6 – 0.

A motion was made to approve the increase in the amount of \$0.35 per hour for Fire Fighter, Lieutenant and Captain classifications in the Fire Department effective October 1, 2014.

**VOTING**

Motion by: Councilman Willis.

Second by: Councilman Mathew.

Carried 6 – 0.

A motion was made to approve additional certification increases for part-time fire fighters who have received the necessary certifications effective October 1, 2014, as listed in Council's packet.

**VOTING**

Motion by: Councilman Willis.

Second by: Councilman Woolridge.

Carried 6 – 0.

A motion was made to approve the additional certification increases for Police Department employees who have met the requirements in the Police Department Classification and Salary System adopted on December 18, 2013, as listed in Council's packet.

**VOTING**

Motion by: Councilman Willis.

Second by: Councilman Woolridge.

Carried 6 – 0.

3. (a) Discussion of a resolution of the Stafford City Council approving the

Administrative Services Agreement with the Stafford Economic Development Corporation for the fiscal year 2014-2015.

Ms. Austin began the discussion of this item. Council has received a copy of the Administrative Services Agreement with the City for the fiscal year 2014-2015 which was approved by the Stafford Economic Development Corporation at its last meeting on September 23, 2014. She referred to Exhibit A which lists the Department Heads and the percentage of their salaries billed to the SEDC. She pointed out that the Administrative Services Agreement not only includes the work by that Department Head but also all employees in that department. There has been one change this year and that was to add back into the agreement the Building Director & Zoning Administrator. In the past it was a part to this agreement but was later removed. It is being requested that it be added back to this year's agreement. Mayor Scarcella said this agreement was recommended to Council for approval by a unanimous vote of the SEDC Board of Directors.

(b) General review by Mayor and discussion by Councilmembers of recommendation from the Board of Directors on proposed 2014-2015 Stafford Economic Development Corporation budget.

Mayor Scarcella said that the General Fund shows a beginning fund balance of \$8,250,000 and an ending fund balance of \$8,772,822. Anticipated revenues are \$2,342,172 and expenditures are \$669,350. In the Convention Center/Performing Arts Theatre there is \$900 in revenues with an operating transfer in from the general fund of \$1 million, and expenditures of \$603,500, leaving an ending fund balance of \$1,697,400. General revenues in the US 90A Fund are \$26,800, expenditures of \$510,000, and a deficit of \$483,200, leaving an ending fund balance of \$1,990,800. The Debt Service Fund has a beginning fund balance of \$509,795 with revenues of \$1,790,650 and expenditures of \$1,791,750, leaving an ending fund balance of \$508,695. Included in the US 59 Open Space Improvement Project is general revenues of \$125, an operating transfer in of \$150,000 and expenditures of \$140,000 with a beginning fund balance of \$470,000 and an ending fund balance of \$480,125. Mayor Scarcella said the most important category to note under the General Fund is the transfer in of \$1 million to the Convention Center/Performing Arts Theatre, the operating transfer in of \$150,000 to the US 59 Open Space Improvement Project and City Reimbursements of \$250,000 which was previously discussed. Revenues for the Convention Center/Performing Arts Theatre includes a transfer of \$1 million in for upgrades and enhancements. Revenues over expenditures will be \$397,400 with an ending fund balance of \$1,697,400. In terms of the US 90A project the main expenditures are in terms of utilities and for maintenance on US 90A which is a total of \$510,000. The ending funding balance is \$1,990,800 and actually has expenditures of \$483,200 more than revenues. In the Debt Service Fund and with the refinancing and refunding of the bonds we would be taking in \$1,789,750 in sales tax, have an expenditure for bond principal, interest and administrative fees of \$1,791,750 leaving an ending fund balance of \$508,695 and would have expenditures exceeding revenues by \$1,100. The main item in the US 59 Open Space Improvement Project Fund is an operating transfer in of \$150,000. Expenditures for the landscaping and monument maintenance, utilities and monuments total \$140,000 leaving an ending fund balance of \$480,125 and the revenues would exceed the expenditures by \$10, 125.

Mayor Scarcella noted Exhibit A to the SEDC Budget entitled "SEDC Debt Service Schedule as of 10/01/2014 Sales Tax Revenue Refunding Bonds, Series 2014". Listed is the principal, interest and total for the years 2015-2030 totaling \$28,654,700. He also said that one of the most important aspects of this budget is the Stafford Centre maintenance and operating detail. This includes \$350,000 for the Stafford Centre Video Technology Project, \$20,000 for Video Camera/Security System and \$10,000 for Coordination Study for Electricity. The total that will be spent for the maintenance and operation is \$603,500.

The last page of the SEDC Budget lists the Cash Statement by Fund as of: 07/31/2014 with the total amount being \$13,248,444.

Discussion followed with regard to the percentage of salary allocated in the Administrative Services Agreement for the particular employees included in the agreement and the amount of time these employees will spend on SEDC matters.

(c) Discussion of a resolution approving the Stafford Economic Development Corporation budget for the fiscal year 2014-2015.

There was no discussion of this item.

(d) Consideration of appropriate action on Items 3.(a) – 3.(c).

A motion was made to approve the Resolution as described in Item 3.(c) as presented approving the Stafford Economic Development Corporation budget for the fiscal year 2014-2015.

**VOTING**

Motion by: Councilman Willis.  
Second by: Councilman Mathew.  
Carried 6 – 0.

A motion was made to approve the Resolution as described in Item 3.(a) as presented approving the Administrative Services Agreement with the Stafford Economic Development Corporation for the fiscal year 2014-2015.

**VOTING**

Motion by: Councilman Willis.  
Second by: Councilman Mathew.  
Carried 6 – 0.

4. Adjournment.

A motion was made to adjourn at 8:37 p.m.

**VOTING**

Motion by: Councilmen Willis.  
Second by: Councilman Woolridge.  
Carried 6 – 0.

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**Bonnie Baiamonte, City Secretary**

**APPROVED:**

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**LEONARD SCARCELLA, MAYOR**

CITY OF STAFFORD BUDGET  
2014-2015 BUDGET COVERSHEET

I.

This budget will raise the same amount of revenue from property taxes as last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$0.00.

II.

The record vote of each member of the City Council

Leonard Scarcella	FOR / <del>AGAINST</del>
Wen Guerra	FOR / <del>AGAINST</del>
Cecil Willis	FOR / <del>AGAINST</del>
Ken Mathew	FOR / <del>AGAINST</del>
Robert Sorbet - <i>Absent</i>	FOR / <del>AGAINST</del>
Fred Woolridge	FOR / <del>AGAINST</del>
AJ Honore	FOR / <del>AGAINST</del>

III.

	<u>2013</u>	<u>2014</u>
Property tax rate	\$0.00	\$0.00
Effective tax rate	\$0.00	\$0.00

Effective maintenance and operations

Tax rate	\$0.00	\$0.00
Debt rate	\$0.00	\$0.00
Rollback tax rate	\$0.00	\$0.00

The total amount of municipal debt obligations is \$0.00



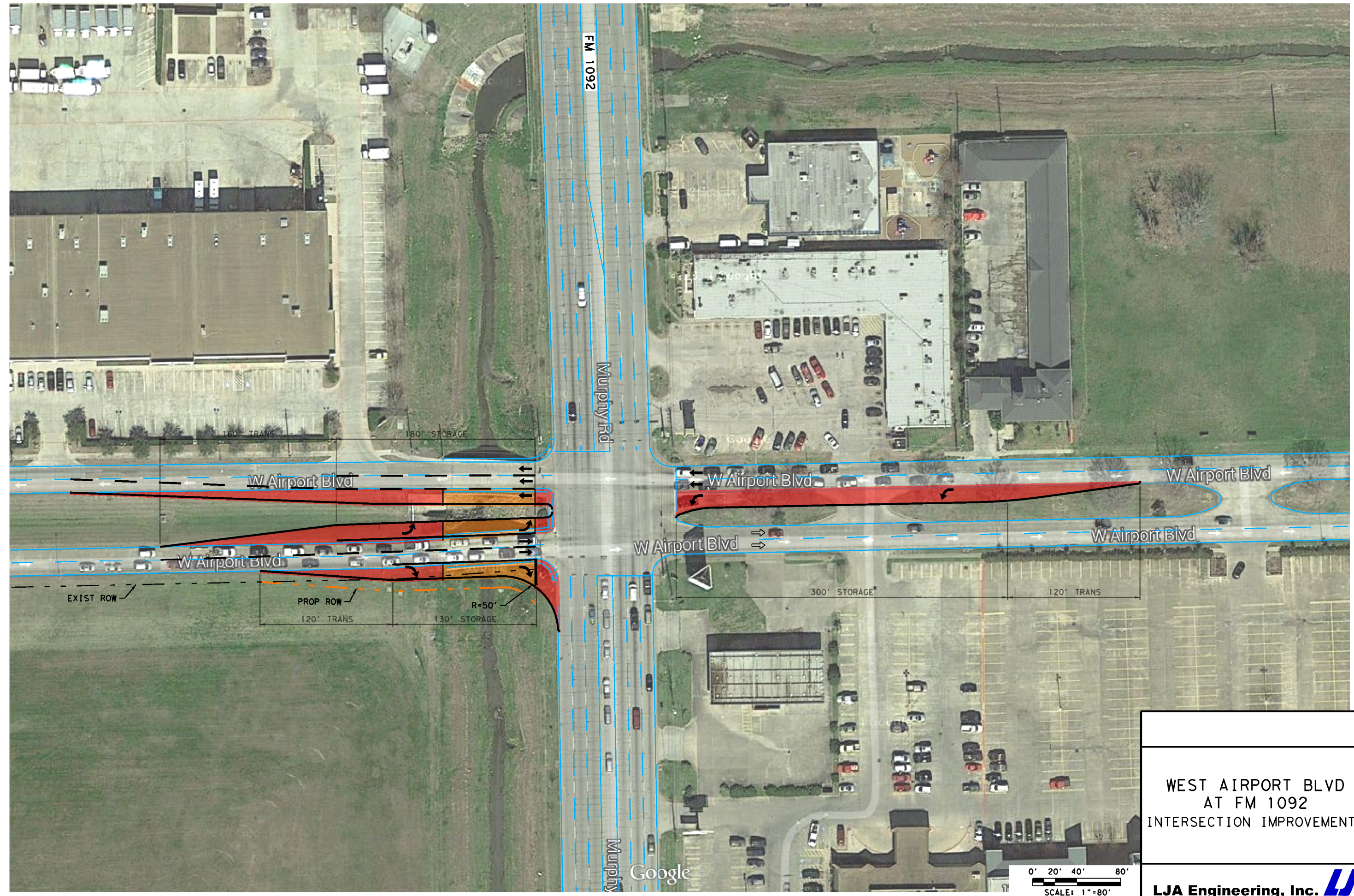
FY 14-15 MAYOR'S BUDGET

	FY 13-14 Original Budget	FY 13-14 Current Budget	FY 13-14 Year To Date Actual (as of 07/31/2014)	FY 14-15 Original Budget
<b>REVENUES</b>				
MUNICIPAL SALES TAX REVENUE	\$ 3,900,000	\$ 3,900,000	\$ 3,348,703	\$ 3,900,000
INTEREST INCOME	7,100	7,100	3,759	3,000
MEMORIAL GARDEN DONATIONS	-	-	200	-
FT BEND CO WC&ID # 2 FUNDING	-	-	-	100,000
GRANT FUNDS RECEIVED	-	266,931	-	-
1% PEG FEES	38,000	38,000	17,035	38,000
REFUNDS	-	-	98,217	-
<b>TOTAL REVENUES</b>	<b>\$ 3,945,100</b>	<b>\$ 4,212,031</b>	<b>\$ 3,467,914</b>	<b>\$ 4,041,000</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 5,505,120</b>	<b>\$ 5,849,258</b>	<b>\$ 5,849,258</b>	<b>\$ 4,450,000</b>
<b>DEPARTMENTAL EXPENDITURES</b>				
CAPITAL OUTLAY/MAYOR & COUNCIL	\$ 10,000	\$ 10,000	\$ 6,760	\$ -
CAPITAL OUTLAY/FINANCE	-	-	-	1,500
CAPITAL OUTLAY/GENERAL	-	-	-	3,000
PLANNING & ZONING COMMISSION	150,000	150,000	53,116	75,000
CAPITAL OUTLAY/SMETV	139,000	139,000	28,987	55,000
CAPITAL OUTLAY /COMPUTER	161,000	165,100	34,446	205,700
CAPITAL OUTLAY/PERMITS	24,000	28,190	27,920	28,500
CAPITAL OUTLAY/PARKS	49,200	49,200	46,361	53,000
CITY PARKS-LAND ACQ. AND ENH.	100,000	100,000	6,998	100,000
CAPITAL OUTLAY/STREETS	265,000	305,000	255,742	104,500
GENERAL STREET REPAIRS	600,000	816,880	710,237	825,000
STAFFORD/STAFFORDSHIRE RD	625,000	1,281,134	451,189	350,000
BRAND LANE	1,000,000	1,000,000	746,782	750,000
DULLES AVENUE	40,000	40,000	25,865	-
KIRKWOOD ROAD/Greenbriar & USSA	20,000	20,000	-	40,000
FM 1092 @ W Airport and ACEE	-	-	-	250,000
CAPITAL OUTLAY/MAINT	7,500	7,500	6,885	35,000
CAPITAL OUTLAY/PUBLIC WORKS	49,000	49,000	21,867	46,000
CAPITAL OUTLAY/POLICE	216,885	382,469	338,850	179,938
UASI GRANT POLICE RADIOS	-	266,931	265,084	-
CAPITAL OUTLAY/FIRE	40,100	40,100	37,033	132,513
CAPITAL LEASES - INTEREST	-	-	24,587	-
CAPITAL LEASE - 2011 APPARATUS	183,690	183,690	160,012	191,000
HUMANE DEPT CAPITAL OUTLAY	22,675	22,675	19,662	-
CAPITAL OUTLAY - FIRE MARSHAL	10,500	10,500	3,290	40,200

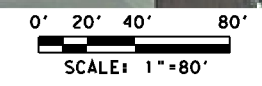
*#150K - meet yr's budget zoning update*

**FM 1092 AT WEST AIRPORT  
Work Schedule**

Task / Milestone	Year Month	2014						2015												2016												2017			
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb		
<b>Notice To Proceed</b>		X																																	
Preliminary Design Meeting		X																																	
Prepare Prelim Plan from Avail Aerial Map		█																																	
Prepare CE			█					◆																											
Design Concept Conference						X																													
Field Surveys								█																											
Production / Submittal of 30% PS&E								█			◆																								
30% PS&E Review (by TxDOT)																																			
Utility Coordination								█																											
Prepare ROW Map and Parcel Descr								█																											
ROW Acquisition								█																											
Submit Bridge Layouts																																			
Bridge Layout (by TxDOT)																																			
Production / Submittal of 60% PS&E																																			
60% PS&E Review (by TxDOT)																																			
Production / Submittal of 90% PS&E																																			
95% PS&E Review (by TxDOT)																																			
Finalize / Submittal 100% PS&E																																			
Final PS&E Review (by TxDOT)																																			
Letting																																			
<b>CONTRACTOR NTP</b>																																			
CONSTRUCT ROADWAY																																			
CONSTRUCT BRIDGE																																			
COMLPETE SIGNAL AND MARKINGS																																			
<b>OPEN TO TRAFFIC</b>																																			



WEST AIRPORT BLVD  
AT FM 1092  
INTERSECTION IMPROVEMENTS



**LJA Engineering, Inc.**   
FRN - F-1386