

CITY OF TEXAS CITY
REGULAR CALLED CITY COMMISSION MEETING

AGENDA

WEDNESDAY, OCTOBER 18, 2017 - 5:00 P.M.
KENNETH T. NUNN COUNCIL ROOM - CITY HALL
1801 9th Ave. N.
Texas City, TX 77590

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

- (1) ROLL CALL
- (2) INVOCATION
- (3) PLEDGE OF ALLEGIANCE
- (4) PROCLAMATIONS AND PRESENTATIONS
 - (a) Service Award
Susan Sensat Administration 10/01/2007 10 years
- (5) REPORTS
 - (a) Recycle and Tree Trimming (Public Works)
 - (b) Financial Quarterly Report (Finance)
- (6) CONSENT AGENDA
 - (a) Approve City Commission Minutes for October 4, 2017, meeting. (City Secretary)
 - (b) Consider and take action on Resolution No. 17-071, approving an annual contract for sludge disposal from the Wastewater Treatment Plant. (Public Works)
 - (c) Consider and take action on Resolution No. 17-072, approving a contract with ARKK Engineers for the restoration of the inner rainwater levee. (Public Works)

(d) Consider and take action on Resolution No. 17-073, approving the purchase of 500 Visa gift cards in the amount of \$50.00 each, to be given to City employees (full and part-time), as an incentive for continued outstanding customer service and performance. (Human Resources)

(7) REGULAR ITEMS

(8) PUBLIC COMMENTS

(9) MAYOR'S COMMENTS

(10) COMMISSIONERS' COMMENTS

(11) ADJOURNMENT

NOTICE OF ANY SUBJECT APPEARING ON THIS AGENDA REGARDLESS OF HOW THE MATTER IS STATED MAY BE ACTED UPON BY THE CITY COMMISSION.

NOTICE: The City of Texas City will furnish free transportation to handicapped individuals via a 4-door sedan for anyone wishing to attend the City Commission meetings. Call 948-3111, City Secretary's Office before noon on Monday preceding the meeting to make arrangements.

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARDS AT CITY HALL, 1801 9TH AVENUE NORTH, TEXAS CITY, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AND ON THE CITY'S WEBSITE ON OCTOBER 13, 2017, PRIOR TO 5:00 P.M. AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

JAMES HARTSHORN
CITY SECRETARY

CITY COMMISSION REGULAR MTG

(4) (a)

Meeting Date: 10/18/2017

October 2017 Service Award

Submitted For: Jennifer Price, Human Resources

Submitted By: Susan Sensat, Administration

Department: Administration

Information

ACTION REQUEST (Brief Summary)

Service Award

Susan Sensat Administration 10/01/2007 10 years

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(5) (a)

Meeting Date: 10/18/2017

Submitted By: Justin Herter, City Attorney Office

Department: City Attorney Office

Information

ACTION REQUEST (Brief Summary)

Recycle and Tree Trimming (Public Works)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(5) (b)

Meeting Date: 10/18/2017

Submitted By: Michelle Garcia, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(6) (a)

Meeting Date: 10/18/2017

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Approve City Commission Minutes for October 4, 2017 meeting. (City Secretary)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Minutes

REGULAR CALLED CITY COMMISSION MEETING

MINUTES

WEDNESDAY, OCTOBER 4, 2017 – 5:00 P.M.
KENNETH T. NUNN COUNCIL ROOM – CITY HALL

A Regular Called Meeting of the City Commission was held on Wednesday, OCTOBER 4, 2017, at 5:00 P.M. in the Kenneth T. Nunn Council Room in City Hall, Texas City, Texas. A quorum having been met, the meeting was called to order at 5:03 p.m. by Mayor Matthew T. Doyle.

1. ROLL CALL

Present: Matthew T. Doyle, Mayor
Phil Roberts, Mayor Pro Tem
Bruce Clawson, Commissioner At Large
Dee Ann Haney, Commissioner At Large
Thelma Bowie, Commissioner District 1
Jami Clark, Commissioner District 4

Absent: Dorthea Jones, Commissioner District 3

2. INVOCATION

Led by Pastor Stephanie Hughes of St. John's United Methodist Church.

3. PLEDGE OF ALLEGIANCE

Led by Commissioner Bruce Clawson.

4. PROCLAMATIONS AND PRESENTATIONS

5. REPORTS

a. Aquatic Program (Recreation and Tourism)

A PowerPoint presentation was given by Robert McNeil, Aquatics Coordinator. He reported on the success of the Nessler Park Family Aquatic Center, the 2nd Grade Learn To Swim Program, the MAKOS and TCAP swim teams, the new natatorium sound system and overall rental usage of the facilities.

Motion by Commissioner At Large Dee Ann Haney, Seconded by Commissioner District 4 Jami Clark

Vote: 6 - 0 CARRIED

6. PUBLIC HEARING

7. CONSENT AGENDA

- a. Approve City Commission Minutes for September 20, 2017 meeting. (City Secretary)
- b. Consider and take action on Resolution No. 17-069, approving the appointments and/or re-appointments to various Boards, Commissions and Committees. (Management Services)

All re-appointments to the various Boards, Commissions and Committees were approved.

- c. Consider and take action on Resolution No. 17-070, awarding a contract for Sewer and Water Line Locate Services Annual Contract. (Public Works)

RFP# 2017-033 Contract was awarded to USIC Locating Services, LLC.

Motion by Commissioner At Large Dee Ann Haney, Seconded by Commissioner District 4 Jami Clark to approve Consent Agenda Items a-c.

Vote: 6 - 0 CARRIED

8. REGULAR ITEMS

- a. Consider and take action on Ordinance No. 17-28, approving a request to vacate and abandon a portion of 4th Avenue S. (Planning)

Doug Kneupper, City Engineer, stated that the applicant owns property in the 3200 block of 5th Avenue S that has direct street access. The applicant also has property that is adjacent to 4th Avenue S, but this tract is land-locked. Abandoning this portion of 4th Avenue S will cure the land-locked condition and provide access through the entire property from 5th Avenue S.

Motion by Commissioner At Large Dee Ann Haney, Seconded by Mayor Pro Tem Phil Roberts

Vote: 6 - 0 CARRIED

9. PUBLIC COMMENTS

Prince Ella Green, resident, spoke about a legal matter that she wrote a letter to Mayor Doyle about on August 30, 2017.

10. STAFF COMMENTS

Doug Kneupper, City Engineer, gave an update on the Marathon Retail Outlet.

Chief Robert Burby, Police Department, stated that the National Night Out was very successful. There were 7 neighborhood groups that participated. All photos have been uploaded to the Police Departments Facebook page.

Bryan Rivera, Emergency Management, gave an update on Tom Munoz and asked for continued prayers.

Dennis J. Harris, Recreation and Tourism, reminded everyone of the Heart and Sole Breast Cancer Walk taking place on October 7, 2017.

11. MAYOR'S COMMENTS

Mayor Doyle stated that Mike Stump and his team are doing a great job. He reported that the entire city has had debris picked up at least once and in some places almost three times.

12. COMMISSIONERS' COMMENTS

Commissioner Bowie spoke of being grateful for those that have supported and participate in events with the Nick Gary Foundation. The youth explorers had a great time and many people from different cities came to run and loved the park and scenery.

Commissioner Roberts commended Bryan Rivera for his hard work while Tom Munoz is gone.

Commissioner Clawson complimented Chief Robert Burby on the success of National Night Out and how great it was to see the fire department come out too.

ADJOURNMENT

Having no further business, Commissioner At Large Dee Ann Haney made a MOTION to ADJOURN at 5:25 p.m.; the motion was SECONDED by Commissioner District 4 Jami Clark. All present voted AYE. MOTION CARRIED.

MATTHEW T. DOYLE, MAYOR

ATTEST:

James Hartshorn, City Secretary

Date Approved:

CITY COMMISSION REGULAR MTG

(6) (b)

Meeting Date: 10/18/2017

Bid # 2017-035 Sludge Disposal from Wastewater Treatment Plant Annual Contract

Submitted For: Mike McKinley, Public Works **Submitted By:** Mike McKinley, Public Works

Department: Public Works

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 17-071, approving an annual contract for sludge disposal from the Wastewater Treatment Plant. (Public Works)

BACKGROUND

On September 20, 2017, the request for bidders was advertised and packets were sent out. Bids were opened October 10, 2017 at 2:00 pm.

A bid tabulation is attached for your review.

ANALYSIS

The low responsible bidder meeting all specifications was received from Republic Services, in Houston, for the unit prices bid.

It is the recommendation of the Public Works Department to award an annual contract for Bid # 2017-035 Sludge Disposal from Wastewater Treatment Plant, to Republic Services, in Houston, for the unit prices bid, and that the Mayor is authorized to execute the contract on behalf of the City Commission.

Thank you.

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Res. 17-071

Exhibit A

RESOLUTION NO. 17-071

A RESOLUTION APPROVING AND AWARDING CONTRACT BID #2017-035 SLUDGE DISPOSAL FROM WASTEWATER TREATMENT PLANT ANNUAL CONTRACT TO REPUBLIC SERVICES; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, on September 20, 2017 the proposal packets were mailed out to local area vendors; and

WHEREAS, the responsible proposal meeting all specifications is Republic Services, Houston, Texas; and

WHEREAS, it is the recommendation of the Public Works Department to award bid #2017-035 Sludge Disposal From Wastewater Treatment Plant Annual Contract to Republic Services for the unit prices listed in the contract and that the Mayor is authorized to execute a contract on behalf of the City Commission.

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

SECTION 1: That the City Commission of the City of Texas City, Texas, approves Resolution No. 17-071 for bid #2017-035 Sludge Disposal from Wastewater Treatment Plant Annual Contract to Republic Services for the unit prices listed in the contract and that the Mayor is authorized to execute a contract on behalf of the City Commission.

SECTION 2: That the City Commission of the City of Texas City, Texas, hereby approves the expenditure from Republic Services' bid tabulation, as set out on **Exhibit "A"**, attached hereto.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 18th day of October, 2017.

Matthew T. Doyle, Mayor
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

James Hartshorn
City Secretary

Ronald F. Plackemeier
City Attorney

BID TABULATION

**Bid # 2017-035
Sludge Disposal from Waste Water
Treatment Plant Annual Contract**

Bid Opening: Tuesday, October 10, 2017 at 2:00 p.m.

VENDOR	UNIT PRICE 570 20 yard roll-off	UNIT PRICE 470 20 yard roll-off	UNIT PRICE 320 20 yard roll-off
Republic Services Houston, Texas	\$446.00	\$446.00	\$446.00
Magna Flow	NO BID	NO BID	NO BID
Sprint Waste Services LP	\$525.00	\$525.00	\$525.00
Synagro South, LLC Baltimore, MD (Plant City, FL)	NO BID	NO BID	NO BID
Previous Contract Pricing	\$425.00	\$425.00	\$425.00

CITY COMMISSION REGULAR MTG

(6) (c)

Meeting Date: 10/18/2017

ARKK Proposal for Damaged Levee

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: Public Works

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 17-072, approving a contract with ARKK Engineers for the restoration of the inner rainwater levee. (Public Works)

BACKGROUND

ARKK Engineers, LLC has submitted a proposal for engineering professional services for the repair of Texas City's rainwater levee, located west of 29th Street, which sustained some erosion damage during Hurricane Harvey.

This proposal also includes erosion damage at the Pump Station B discharge channel.

A copy of this proposal is attached for your review

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Res. 17-072

ARKK Proposal

RESOLUTION NO. 17-072

A RESOLUTION OF THE CITY COMMISSIONERS OF TEXAS CITY, TEXAS APPROVING ARKK ENGINEERING TO PERFORM ENGINEERING AND CONSTRUCTION REVIEWS ON THE INNER RAIN LEVEE; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, Hurricane Harvey created high winds, rain and flooding throughout Texas City; and

WHEREAS, during Hurricane Harvey the Inner Rainwater Levee experienced high winds and wave action; and

WHEREAS, the high winds and wave action resulted in significant erosion of the lake-facing area of the Inner Rainwater Levee; and

WHEREAS, ARKK Engineering has submitted a proposal for engineering and construction services to restore the City of Texas City's rainwater levee which will be completed by a third party in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF TEXAS CITY, TEXAS, THAT:

SECTION 1. The City of Texas City accepts the proposal and authorizes the Mayor to execute a contract with ARKK Engineering for the planning of repairs of the Inner Rainwater Levee as set forth in "**Exhibit A.**"

SECTION 2. This resolution shall become effective immediately from and after its passage.

PASSED AND ADOPTED this 18th day of October, 2017.

Matthew T. Doyle, Mayor
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

James Hartshorn
City Secretary

Ronald F. Plackemeier
City Attorney



October 11, 2017

Mr. Tom Kessler, P.E.
Director of Public Works
City of Texas City
301 6th Street North
Texas City, Texas 77592

Re: Proposal for Engineering and construction Phase Services for the Restoration of Inner Rainwater Levee – West of 29th Street

Dear Mr. Kessler:

As requested, ARKK Engineers, LLC (ARKK) is pleased to submit this proposal for performing engineering and construction services for the above project. The proposal is based on our understanding of the project as discussed in our previous meetings and conversations. For your convenience this proposal consists of General Overview, Scope of Services, and Fee.

GENERAL OVERVIEW

During the recent Hurricane Harvey event, the Inner Rainwater Levee located west of 29th experience high winds and wave action, resulting in significant erosion of the lake-facing face of the levee. Also, the banks of the Pump Station B discharge channel was also significantly eroded as a result of the high rate of flow and duration of pumping due to the hurricane.

The purpose of this project is to repair the damage to the Inner Rainwater Levee by replacing the storm-eroded soil and rip rap with new materials. The distance of the damaged and eroded levee is approximately 1850 linear feet, when measured along the water's edge. Also included is the repair of the eroded channel banks of the Pump Station B discharge channel.

The estimated construction cost of this work is estimated to be around \$1.65 million.

This proposal includes engineering design and construction phase services. During construction of the project, the City of Texas City will provide a project site representative to observe the progress of construction. Therefore, construction inspection services by ARKK Engineers personnel are not part of the scope of this project. However, a limited budget for project support services to assist and aid the City's project site representative during construction is included in this proposal.

SCOPE OF WORK

DESIGN PHASE SERVICES

- Perform site visits to take basic measurements and photographs of the project areas.
- Prepare a construction contract for the project that includes contract documents and technical specification for completing the project.
- Prepare design drawings in 8.5 x 11 sheet size to the level needed to adequately describe the work to be performed. These would consist of cross sections at approximate 500' intervals.
- Provide draft sets of plan drawings and specifications to the City for review and comments.
- Prepare a final cost estimate for the project.
- Finalize a bid document package comprising of plan drawings and specifications showing the proposed improvements.

PERMITTING SERVICES

- It is understood that this work can be performed by the City under USACE Nationwide Permit No. 31 for Maintenance of Existing Flood Control Facilities. The conditions of the permit require the establishment of a “Baseline Condition” of the levee, which would reflect the “normal” or “existing” state of the levee. The baseline condition of the levee is well-documented through recent topographic surveys prior to the storm as part of the FEMA levee certification activities. In case of an emergency condition, the requirement to establish a baseline condition can be temporarily deferred as follows:

“In emergency situations, this NWP may be used to authorize maintenance activities in flood control facilities for which no maintenance baseline has been approved. Emergency situations are those which would result in an unacceptable hazard to life, a significant loss of property, or an immediate, unforeseen, and significant economic hardship if action is not taken before a maintenance baseline can be approved. In such situations, the determination of mitigation requirements, if any, may be deferred until the emergency has been resolved. Once the emergency has ended, a maintenance baseline must be established expeditiously, and mitigation, including mitigation for maintenance conducted during the emergency, must be required as appropriate .”

This design phase fee does not include the establishment of a baseline condition; the baseline condition specific requirements would be determined at a later date upon

consultation with the USACE Galveston office. It is possible that the USACE may allow this work to be covered by NP 13 for Bank Stabilization activities, but requires a special waiver for lengths over 500 feet and riprap placement over 1 cubic yard per running foot.

BID PHASE SERVICES

- Assist the City in obtaining bids for the project. The City will advertise the project and will absorb all related advertising costs. ARKK will assist the City in developing the wording of the advertisement.
- Dispense construction documents from ARKK's office or via the CIVCAST online plan room (by Amtek USA) to prospective bidders.
- During the bidding phase, provide information to and answer questions from prospective bidders regarding the Project's construction documents.
- Prepare project addendums as necessary.
- Evaluate the bids and the qualifications of the apparent low bidder and advise the City as to the acceptability of the apparent low bidder.

CONSTRUCTION ADMINISTRATION SERVICES

- Conduct a pre-construction conference for the project.
- Act as the City's Project representative during the construction phase.
- Review and respond accordingly to all submittals as required by the contract specifications.
- Prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completion of work and make payment recommendations to the City.
- Visit the site at intervals appropriate to the various stages of construction to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the Contract Documents.

- ARKK will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). ARKK's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but ARKK will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits and on the basis of on-site observations ARKK shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.
- Conduct a final inspection of the Project and make a recommendation for Final Payment on the project.

FEE

The fees for the services are as follows:

Design Phase: lump sum amount of:	\$32,550.00
Bid Phase: lump sum amount of:	\$ 1,750.00
Reproduction (Cost plus 10%):	\$ 500.00
Construction Administration Services: lump sum amount of:	\$ 9,800.00
Construction Phase Support Services: Hourly:	<u>\$ 5,000.00</u>
TOTAL FEE:	\$ 49,600.00

ARKK Engineers, LLC appreciates the opportunity to submit this proposal and we look forward to working with the City of Texas City on this very important project.

Sincerely,
 ARKK ENGINEERS, LLC



Madhu Kilambi, P.E.
 Senior Project Manager / Principal

CITY COMMISSION REGULAR MTG

(6) (d)

Meeting Date: 10/18/2017

2017 Employee Christmas Gift Cards

Submitted For: Jennifer Price, Human Resources

Submitted By: Susan Sensat, Administration

Department: Administration

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 17-073, approving the purchase of 500 Visa gift cards in the amount of \$50.00 each, to be given to City employees (full and part-time), as an incentive for continued outstanding customer service and performance. (Human Resources)

BACKGROUND

The total cost for the cards are \$25,750.00 which includes 500 cards at \$50.00 each, plus a \$1.50 per card activation charge. Shipping cost is unknown. This is an annual item and is budgeted. The cards are given prior to Christmas to all part-time and full-time employees with over a year of service.

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Res. 17-073

RESOLUTION NO. 17-073

A RESOLUTION APPROVING THE PURCHASE OF 500 VISA GIFT CARDS IN THE AMOUNT OF \$50.00 EACH, TO BE GIVEN TO CITY EMPLOYEES (FULL AND PART-TIME), AS AN INCENTIVE FOR CONTINUED OUTSTANDING CUSTOMER SERVICE AND PERFORMANCE; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, the City requests approval of the purchase of 500 Visa Gift Cards in the amount of \$50.00 each, to be given to City Employees (full and part-time), as an incentive for continued outstanding customer service and performance.

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

SECTION 1: That the City Commission of the City of Texas City, Texas, hereby approves the purchase of 500 Visa Gift Cards in the amount of \$50.00 each, to be given to City Employees (full and part-time), as an incentive for continued outstanding customer service and performance.

SECTION 2: The cost for the cards is \$25,750.00, which includes 500 cards at \$50.00 each, plus a \$1.50 per card activation charge and additional shipping fees.

SECTION 3: That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 18th day of October, 2017.

Matthew T. Doyle, Mayor
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

James Hartshorn
City Secretary

Ronald F. Plackemeier
City Attorney