

CITY OF TEXAS CITY
REGULAR CALLED CITY COMMISSION MEETING

AGENDA

WEDNESDAY, MARCH 21, 2018 - 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 Awards

Chria McCall	Parks & Recreation	03/25/2013	05 years
Gayla Martinez	Police	03/11/2013	05 years
Wanda Turner	Police	03/24/2008	10 years
Ramirez Bookman	Public Works	03/13/2008	10 years
David Zacherl	Fire	03/25/1988	30 years

(5) REPORTS

(a) Fire Inspection Prevention Report (Fire Marshal)

(b) Report on the City of Texas City's Comprehensive Annual Financial Report for the year ending September 30, 2017. (Finance)

(6) CONSENT AGENDA

(a) Approve City Commission Minutes for March 7, 2018 meeting. (City Secretary)

(b) Consider and take action on Resolution No. 18-023, approving and awarding Bid No. 2018-046 Delivery of Hot and Warm Mix Asphalt Annual Contract. (Public Works)

- (c) Consider and take action on Resolution No. 18-024, approving and awarding Bid No. 2018-045 Personnel Protective Equipment, Fire Hose and Related Equipment Annual Contract. (Purchasing)
- (d) Consider and take action on Resolution No. 18-025, approving the proposed Strategic Plan (October 1, 2018 through September 30, 2021) for Moore Memorial Public Library. (Library)
- (e) Consider and take action on Resolution No. 18-026, approving and awarding a contract for Bid No. 2018-345 Exterior Walls and Roof Repairs Utilities & Fleet Service Center. (Public Works)
- (f) Consider and take action on Resolution No. 18-027, approving and awarding the purchase of 2 Groundsmaster mowers from Professional Turf Products, L.P. through Buyboard (contract #447-14). (Recreation & Tourism)

- (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 MARCH 16, 2018, PRIOR TO 5:00 P.M. AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

JAMES M. HARTSHORN
CITY SECRETARY

CITY COMMISSION REGULAR MTG

(4) (a)

Meeting Date: 03/21/2018

March 2018 Service Awards

Submitted For: Jennifer Price, Human Resources

Submitted By: Susan Sensat, Administration

Department: Human Resources

Information

ACTION REQUEST (Brief Summary)

Service Awards

Chria McCall	Parks & Recreation	03/25/2013	05 years
Gayla Martinez	Police	03/11/2013	05 years
Wanda Turner	Police	03/24/2008	10 years
Ramirez Bookman	Public Works	03/13/2008	10 years
David Zacherl	Fire	03/25/1988	30 years

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(5) (b)

Meeting Date: 03/21/2018

Texas City's Comprehensive Annual Financial Report

Submitted For: Laura Boyd, Finance

Submitted By: Laura Boyd, Finance

Department: Finance

Information

ACTION REQUEST (Brief Summary)

Report on the City of Texas City's Comprehensive Annual Financial Report for fiscal year 2016-2017.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(6) (a)

Meeting Date: 03/21/2018

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Approve City Commission Minutes for March 7, 2018 meeting. (City Secretary)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Minutes

REGULAR CALLED CITY COMMISSION MEETING

MINUTES

WEDNESDAY, MARCH 7, 2018 – 5:00 P.M.
KENNETH T. NUNN COUNCIL ROOM – CITY HALL

A Regular Called Meeting of the City Commission was held on Wednesday, MARCH 7, 2018, 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 5:01 P.M. by Mayor Matthew T. Doyle.

1. ROLL CALL

Present: Matthew T. Doyle, Mayor
Phil Roberts, Mayor Pro Tem, Commissioner District 2
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 Tim Franklin of The Connection Church.

3. PLEDGE OF ALLEGIANCE

Led by Mayor Matthew Doyle.

4. PROCLAMATIONS AND PRESENTATIONS

5. REPORTS

a. Road & Street Projects (Public Works)

The presentation was pulled.

6. CONSENT AGENDA

Motion by Commissioner At-Large Dee Ann Haney, Seconded by Commissioner At-Large Bruce Clawson to approve consent items a, d, e, and f.

a. Approve City Commission Minutes for February 21, 2018 meeting. (City Secretary)

Vote: 6 - 0 CARRIED

- b. Consider and take action on Resolution No. 18-018, approving the execution of an engineering agreement with ARKK Engineers,LLC, for the Texas Avenue Reconstruction Project. (Public Works)

Pulled by Mayor Matthew Doyle.

John Stark (??), of ARKK Engineers, LLC, stated that through this project the streets, sewers, drainage, gutters and curbs will be replaced along Texas Avenue between 14th Street and 6th Street.

Mayor Doyle stated that Resolution No. 18-018, Resolution No. 18-019 , and their respective agreements' approval is contingent upon Galveston County's Commissions approval.

Motion by Commissioner At-Large Dee Ann Haney, Seconded by Commissioner District 1 Thelma Bowie

Vote: 6 - 0 CARRIED

- c. Consider and take action on Resolution No. 18-019, authorizing the Mayor to execute an Interlocal Agreement with Galveston County for the reconstruction of portions of Texas Ave. and Century Blvd. (Transportation & Planning)

Pulled by Mayor Matthew Doyle.

Motion by Commissioner District 4 Jami Clark, Seconded by Commissioner At-Large Bruce Clawson

Vote: 6 - 0 CARRIED

- d. Consider and take action on Resolution No. 18-020, authorizing the aerial spraying for mosquitoes funded by the County's Mosquito Control Program. (Public Works)

Vote: 6 - 0 CARRIED

- e. Consider and take action on Resolution No. 18-021, approving and awarding a contract for bid # 2018-344 Force Main Pile Support Restoration Project. (Public Works)

Vote: 6 - 0 CARRIED

- f. Consider and take action on Resolution No. 18-022, approving and awarding a contract for bid # 2018-343 Parks Service Center Roof Repair Project. (Public Works)

Vote: 6 - 0 CARRIED

7. REGULAR ITEMS

- a. Consider and take action on Ordinance No. 18-07, amending the City's fiscal year 2017-2018 budget to appropriate funds for the Texas Avenue Reconstruction project. (Finance)

Laura Boyd, Finance Director, explained that the money for the Texas Avenue Reconstruction Project will come from the Certificate of Obligation that was issued to the City in 2015.

Vote: 6 - 0 CARRIED

8. PUBLIC COMMENTS

Boy Scout Troop 274, Aaron Haralson and Kaiden Helmers were in attendance to receive their Citizen in the Community Merit Badges.

STAFF COMMENTS

Doug Kneupper, City Engineer, stated that concrete for new homes has been laid thanks to dry weather conditions.

Thomas Munoz, Director of Emergency Management, informed the Commission that in April, Sigma Group will be holding a seminar on threat assessment training for schools and businesses.

Robert Burby, Chief of Police, stated that Texas City High School will be hosting a training exercise with various law enforcement agencies.

Dennis J. Harris, Director of Recreation and Tourism, stated that on Saturday, March 10, the Texas City Museum will have a Maritime Exhibition at 10 A.M. Later that same day, Movie at the Dike, Fireworks and a concert will be at Rainbow Park starting at 4:30 P.M. Mr. Harris also informed everyone that on March 17, 2018, there will be a St. Patrick's Day & Texas City Little League Parade starting at 10 A.M.

James Hartshorn, City Secretary, stated that Bronco Burritos, originally from Galveston, will be opening a food truck on 6th Street.

9. MAYOR'S COMMENTS

Mayor Matthew Doyle encouraged everyone to get extra sleep because Daylight Savings is on Sunday, March 11, 2018.

10. COMMISSIONERS' COMMENTS

Commissioner Phil Roberts gave kudos to all of the eateries on 6th Street.

Commissioner Bruce Clawson informed the Commission that he will not be present for the March 21, 2018 meeting.

Commissioner Jami Clark complimented Dennis J. Harris on how great the City looks.

11. ADJOURNMENT

Having no further business, Commissioner At-Large Dee Ann Haney made a MOTION to ADJOURN at 5:17 P.M.; the motion was SECONDED by Commissioner District 4 Jami Clark. All present voted AYE. MOTION CARRIED.

MATTHEW T. DOYLE, MAYOR

ATTEST:

James M. Hartshorn, City Secretary
Date Approved:

CITY COMMISSION REGULAR MTG

(6) (b)

Meeting Date: 03/21/2018

2018-046 Delivered Hot and Warm Mix Asphalt 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. 18-023, approving and awarding Bid No. 2018-046 Delivery of Hot and Warm Mix Asphalt Annual Contract.

BACKGROUND

On February 14, 2018 bid packets were mailed out to area vendors. Bids were opened on Wednesday, March 07, 2018 at 2 pm. The lowest responsible bidder meet all the qualifications was Southern Crushed Concrete, LLC.

A bid tabulation is attached for your review

ANALYSIS

It is the recommendation of the Public Works Department to award Bid # 2018-046 Delivered Hot and Warm Mix Asphalt Annual Contract, to Southern Crushed Concrete, LLC, for the prices bid and that the Mayor be authorized to execute a contract on behalf of the City Commission.

Thank you.

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Resolution
Exhibit A

RESOLUTION NO. 18-023

A RESOLUTION AWARDDING BID NUMBER 2018-046 AND AUTHORIZING THE MAYOR TO ENTER INTO AN ANNUAL CONTRACT FOR THE DELIVERY OF HOT AND WARM MIX ASPHALT ANNUAL CONTRACT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, on February 14, 2018, bid packets were mailed to area vendors for Bid No. 2018-046 Delivery of Hot and Warm Mix Asphalt Annual Contract; and

WHEREAS, bids were opened on March 7, 2018, and it is the recommendation of the Public Works Department that the bid be awarded to Southern Crushed Concrete, LLC., Houston, Texas.

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

SECTION 1: That the City Commission hereby accepts the contract by Southern Crushed Concrete, LLC. for Bid No. 2018-046 Delivery of Hot and Warm Mix Asphalt Annual Contract.

SECTION 2: That the Mayor is hereby authorized to enter into a contract with Southern Crush Concrete LLC. for the unit prices bid attached hereto as **Exhibit "A"**.

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

PASSED AND ADOPTED this 21st day of March 2018.

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

ATTEST:

APPROVED AS TO FORM:

James M. Hartshorn
City Secretary

Russell F. Plackemeier
City Attorney

City of Texas City

BID TABULATION

2018-046 DELIVERED HOT AND WARM MIX ASPHALT

Bid Opening: Wednesday, March 07, 2018 at 2 p.m.

<u>BIDDER</u>	Century Asphalt	Southern Crush Concrete LLC	Gulf Coast	.
TOTAL BASE BID	\$371,350.00	\$363,245.00	\$395,500.00	

CITY COMMISSION REGULAR MTG

(6) (c)

Meeting Date: 03/21/2018

Bid# 2018-045 Personnel Protective Equipment, Fire Hose & Related Equipment

Submitted For: Debbie Gurka, Administration

Submitted By: Debbie Gurka,
Administration

Department: Purchasing

Information

ACTION REQUEST (Brief Summary)

Approve and award Bid No. 2018-045 Personnel Protective Equipment, Fire Hose and Related Equipment Annual Contract.

BACKGROUND

On February 8, 2018 bid packets were mailed to area vendors. A letter of recommendation and bid tabulation are attached for your review.

Bids were opened on Thursday, March 1, 2018 at 2:00 p.m.

ANALYSIS

The responsible bids meeting all specifications to the Instructions to Bidders. Item 9. Basis of Award were received as follows:

Section 1: Personnel Protective Equipment award to Casco Industries.

Section 2: Fire Hose & Nozzles awarded to Dooley Tackaberry.

Section 3: Foam Concentrate awarded to Casco Industries

It is the recommendation of the Fire Department to award the contract as shown for the unit prices bid and the Mayor to execute a contract on behalf of the City Commission.

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Resolution

Letter of Recommendation

Exhibit A Bid Tabulation

RESOLUTION NO. 18-024

A RESOLUTION AWARDDING BID NUMBER 2018-045 AND AUTHORIZING THE MAYOR TO ENTER INTO AN ANNUAL CONTRACT FOR THE PURCHASE AND DELIVERY OF PERSONNEL PROTECTIVE EQUIPMENT, FIRE HOSE AND RELATED EQUIPMENT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, on February 8, 2018, bid packets were mailed to area vendors for Bid No. 2018-045 Purchase and Delivery of Personnel Protective Equipment, Fire Hose and Related Equipment Annual Contract; and

WHEREAS, bids were opened on March 1, 2018, and it is the recommendation of the Purchasing Department that the bids be awarded to:

Section 1: Personnel Protective Equipment to Casco Industries, Houston, Texas

Section 2: Fire Hose and Nozzle to Dooley Tackaberry, Deer Park, Texas

Section 3: Foam Concentrate to Casco Industries, Houston, Texas

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

SECTION 1. That the successful bidders for the purchase and delivery of personnel protective equipment, fire hose, and related equipment annual contract, Bid No. 2018-045, are Casco Industries and Dooley Tackaberry for the bid amounts set out on **Exhibit "A"**, attached hereto and made a part hereof.

SECTION 2. That the Mayor is hereby authorized to enter into an annual contract with Casco Industries and Dooley Tackaberry, for the purchase and delivery of personnel protective equipment, fire hose and related equipment annual contract.

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

PASSED AND ADOPTED this 21st day of March 2018.

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

ATTEST:

APPROVED AS TO FORM

James M. Hartshorn
City Secretary

Russell F. Plackemeier
City Attorney

Texas City Fire Department
Memorandum

To: Debbie Gurka, Purchasing
From: Jesse Rubio, Assistant Fire Chief
Date: March 13, 2018
Re: Bid #2018-045 Personnel Protective Equipment,
Fire Hose, Nozzles and Related Equipment

After reviewing the bids opened on March 1, 2018 at 2:00p.m., it is my recommendation that we award the bids as follows:

Section 1: Personnel Protective Equipment award to Casco Industries as the lowest, responsible total bid, meeting all of these specifications to Bidder: Item 9. Basis of Award.

Section 2: Fire Hose & Nozzles awarded to Dooley Tackaberry as the lowest, responsible total bid, meeting all of these specification in accordance with Instructions to Bidders: Item 9. Basis of award.

Section 3: Foam Concentrate awarded to Casco Industries as the lowest, responsible total bid, meeting all of these specifications to Bidder: Item 9. Basis of Award.

If you have any questions or desire additional information, please contact me at your earliest convenience at 409-392-2858 or 409-643-5704

Thank you,

Assistant Fire Chief Jesse Rubio
(Electronically Signed)

Authorized for Distribution:

David B. Zacherl
Fire Chief
(Electronically Signed)

BID TABULATION

PPE, Fire Hose, Nozzles and Related Equipment Annual Contract

Bid # 2018- 045

Bids opened: Thursday, March 01, 2018 2:00 p.m.

SECTION 1- PERSONNEL PROTECTIVE EQUIPMENT

ITEM	NAFECO	DOOLEY TACKABERRY	CASCO INDUSTRIES
1. Bunker Jacket 32-70 Regular & Tall	No bid	1167.67	922.00
2. Bunker Pants 32-62 (SX-4X)	No bid	834.59	624.00
3. Suspenders	No bid	37.94	40.00
4. Bunker Boots	No bid	110.10	120.00
5. Helmet	No bid	193.76	215.00
TOTAL		2344.06	1921.00

SECTION 2 – FIRE HOSE

ITEM			
1. One 5"X100' sections of supply hose	No bid	574.12	742.00
2. One 1-3/4" x 50' section of attack hose- Double Jacket	No bid	104.12	120.00
3. One 2" x 50' section of attack hose, Double Jacket	No bid	141.18	168.00
4. One 3" x 50' section of attack/supply hose, Double Jacket	No bid	203.53	220.00
TOTAL		1022.95	1250.00

SECTION III – UNIVERSAL GOLD FOAM CONCENTRATE

ITEM			
1. 5 Gallons of National Foam Universal Gold 1%/3% AR-AFFF	No bid	164.76	193.00
TOTAL		164.76	193.00
TOTAL OF ALL COLUMNS		3531.77	3364.00

CITY COMMISSION REGULAR MTG

(6) (d)

Meeting Date: 03/21/2018

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: Library

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 18-025, approving the proposed Strategic Plan (October 1, 2018 through September 30, 2021) for Moore Memorial Public Library. (Library)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Resolution

Attachment

Attachment

Attachment

Attachment

Attachment

Attachment

RESOLUTION NO. 18-025

A RESOLUTION APPROVING MOORE MEMORIAL PUBLIC LIBRARY STRATEGIC PLAN OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2021; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, in accordance with the requirements of Texas Code 441.127(a), Library Systems, Moore Memorial Public Library operates under a three-year Strategic Plan covering all areas of Library operations and services. The current Strategic Plan, under which the Library is operating, expires on September 30, 2018; and

WHEREAS, the Board of Trustees approved the proposed Strategic Plan (October 1, 2018 through September 30, 2021) on February 26, 2018; and

WHEREAS, in developing the proposed Strategic Plan, input was solicited and received from library staff, library patrons, community members and various organizations. Included in this plan are initiatives, ideas and issues stemming from the Library's participation in several national initiatives and the initiatives of the Library in serving the needs of the local community. Approval of the Strategic Plan by the City Commission is required for accreditation as a public library in the State of Texas, under the authority of the Texas State Library and Archives Commission. The plan outline and subject matter has not changed and minor changes were made to the content.

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

SECTION 1. That the City Commission of the City of Texas City, Texas, hereby approves Moore Memorial Public Library Strategic Plan October 1, 2018 through September 30, 2021.

SECTION 2. That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 21st day of March 2018.

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

APPROVED AS TO FORM

ATTEST:

James M. Hartshorn
City Secretary

Russell F. Plackemeier
City Attorney

**MOORE MEMORIAL PUBLIC LIBRARY
STRATEGIC PLAN
October 1, 2018 through Sept. 30, 2021**

DRAFT

COMMUNITY OVERVIEW

Texas City is a medium-sized community located in Galveston County on the upper Texas Gulf Coast encompassing approximately 64 square miles of land. Established in 1911, it contains the 8th largest deep water port in the United States, with its shipping channel maintained to a depth of 45 feet. The community is heavily industrial and is home to a number of large petrochemical plants, oil refineries and related support businesses. It also contains a regional beverage distributor, a large outdoor retail mall, a number of small businesses and varied outdoor recreational facilities.

A large increase in new housing units is expected to occur within the three to five years, which will lead to both a significant increase in population numbers and a shift in population distribution to the western areas of Texas City.

A strong industrial tax base provides significantly more than half of the property tax revenues for the community.

The 2016 census estimates show that Texas City's population has increased about 7% since 2010. Texas City is racially diverse, with residents identifying themselves in the 2010 census as follows: 41.0% white, 29.7% black, 27.0% Latino or Hispanic, 1.0% Asian and .7% Native American. These statistics reflect an increase in the black and Latino/Hispanic populations, and a decrease in white residents over the 2000 census.

In 2016, 7% of the community reported being born in a foreign country, and in 2010, 18% reported speaking a language other than English at home.

The 2010 census data for Texas City describes a medium-sized community which continues to be undereducated compared to the median figures for the state of Texas. 82.1 % of persons in Texas City age 25 and older reported graduating from high school. However only 12.8% of persons 25 and older reported completing a bachelor's or higher degree.

This lower educational attainment correlates with below-average income levels in Texas City. The 2016 census estimates describe Texas City as a community where

the median household income is \$43,702 (as opposed to \$48,199 for the state of Texas in 2010), with 21.9% of its citizens living in poverty. 60.8% of Texas City citizens report living in owner-occupied housing and 41% report living in renter-occupied housing.

Population age demographics reflect a population with 7.5% of Texas City citizens under 5 years, 26.3% under 18 years, and 12.9% of the population over 65 years. These figures reflect an older population than the average age distribution in Texas.

Overall, census statistics support the description of Texas City as a diverse and growing community with a significant industrial base, but with a population which earns less and has less education than the average community in Texas.

Overview of the Library Service Population

Moore Memorial Public Library is a municipal library and a department of the City of Texas City. It receives the majority of its operational funding from the City of Texas City.

Moore Memorial Public Library is also a member of the Galveston County Library system, a federated system of eight public libraries which receives some funding from the Galveston County Commissioner's Court to allow all Galveston County residents to obtain and access free library services. The four neighboring communities of Santa Fe, Hitchcock, Dickinson and La Marque are smaller than Texas City, and many of the residents come to Moore Memorial for library services their community libraries do not provide. Some Texas City residents also utilize library services at other Galveston County Public libraries, particularly Helen Hall Library in League City and the Rosenberg Library in Galveston. In conjunction with the TexShare program set up and managed by the Texas State Library & Archives Commission, Moore Memorial Public Library also extends its services to residents of the state of Texas who provide appropriate proof of residency.

INTRODUCTION

Any effective strategic plan for Moore Memorial Public Library must recognize the multiplicity and variety of its roles in the Texas City community. The importance of the Library arises from a number of factors including the rapid expansion of the use of technology and information in all fields and professions, the growth and diversity of both business and population in Texas City and the surrounding areas, the explosion of distance education, the criticality of continuing education, the diversity of needs in the community, and the challenges of the economic climate.

Moore Memorial Public Library strives to fulfill the needs of a diverse and expanding service population while raising the literacy levels and the quality of life for all patrons in all areas of life, business and leisure. The Library is uniquely positioned to meet these challenges because of its strong holdings in materials, technology, and online resources; its uniquely trained staff; its long history in the community; its participation in a broad network of partnerships at regional, statewide and national levels; and its access to special resources through cooperative initiatives with non-profit or governmental agencies with similar missions.

This document represents an attempt to outline a comprehensive three-year strategic plan for the library during the period Oct. 1, 2018 through Sept. 30, 2021. It builds on previous strategic plans which were approved and put in place. The document will be reviewed annually and revised as necessary to facilitate the most efficient and effective plan for the delivery of comprehensive library and information services to the citizens of Texas City.

The goals and objectives listed in this strategic plan are challenging but attainable with the allocation of sufficient staffing, space, technological resources and funding. The critical need for expanded and upgraded infrastructure and facilities will play an increasing role in determining which services and functions Moore Memorial Public Library can fulfill in this community. Maintenance of accreditation by the Texas State Library and Archives Commission will be critical

to continued participation in resource sharing initiatives and most grant opportunities.

MOORE MEMORIAL PUBLIC LIBRARY
STRATEGIC PLAN
October 1, 2018 THROUGH FY September 30, 2021

ADMINISTRATION AND MANAGEMENT

Goal 1: Provide professional and efficient library management to enable comprehensive, consistent, effective and sustainable library services

Objectives:

1. Review social, economic, educational and geographic characteristics of the service population to update community profile information (FY 2019, 2021)
2. Gather systematic information from the community about library services (FY 2020).
3. Review library service hours to determine if appropriate for present-day community needs (FY 2019)
4. Evaluate, review, and redesign evaluation tools as necessary to provide a comprehensive set of management information sources for forecasting and administration (FY 2019, 2020 and 2021).
5. Develop a three year strategic plan for providing library services to a diverse service population (2021)
6. Investigate alternative recovery/payment methods for overdues/fines (FY 2019, 2021).
7. Reevaluate the need for, and usage of, the reference genealogy collection (FY 2019).
8. Continue to refine/develop methods to measure external, remote and in-house use of electronic resources, bandwidth and infrastructure (FY 2019, 2020, 2021)
9. Review all library policies per review schedule (FY 2019, 2020, 2021)
10. Investigate new ways to increase efficiency through additional automation (FY 2019, 2021).
11. Investigate the feasibility of realigning customer service procedures to a dual-track service of both self-service and concierge service. (FY 2019)

Goal 2: Provide highly-trained staff members to support the Library's mission

Objectives:

1. Obtain at least ten hours of training and continuing education for each full-time employee each year. Obtain a minimum of fifteen hours of continuing education/training per year for each professional employee. (FY 2019, 2020, 2021)
2. Provide annual technology training to all staff members. Provide staff tutorials for specialized library equipment. (FY 2019, 2020, 2021)

3. In coordination with appropriate city departments, develop and propose comprehensive pay classification schedules for library employees (FY 2020)
4. Encourage staff to pursue and obtain professional leadership and memberships in library-related organizations (FY 2019, 2020 and 2021)
5. Review and reorganize staff organizational structure and position descriptions as necessary (FY 2019, 2020 and 2021)
6. Determine the need for increased IT support or outsourcing (FY 2019, 2020 and 2021)
7. Develop a strategic staffing plan for an expanded library (FY 2019)
8. Develop succession/long-term coverage plans for critical supervisory and administrative positions (FY 2019)

Goal 3: Secure and maintain adequate physical facilities to achieve the Library's mission
Objectives

1. Revise most recent space plan documents in line with updated community needs and professional standards on library facilities. (FY 2019, FY 2021)
2. Develop a time-line for an expansion/new library building in coordination with the appropriate city departments (FY 2019, FY 2021)
3. Develop a short term renovation schedule and/or remodeled usage plans for the current building (FY 2019)
4. Investigate the need for upgraded security systems (FY 2019, 2021).
5. Assess the need for, and possible usage of, a satellite library facility (FY 2019, 2021).

Goal 4: Formalize and document a comprehensive public information process to publicize the services, purpose and value of the Library

Objectives:

1. Develop a formal publicity plan for the Library (FY 2019)
2. Publish an annual report for the Library (FY 2019, 2020 and 2032)
3. Develop a publicity vehicle to attract endowment donations (FY 2019)
4. Create a Speaker's Bureau for the Library composed of current and former Board members, etc. (FY 2019)
5. Evaluate the Library website and upgrade as necessary (FY2019, 2020 and 2021).
6. Actively promote library collections at area residential facilities (FY 2019, 2020 and 2021)
7. Assess the library's presence on social media for value, currency, accuracy, functionality, coverage and effectiveness (FY 2019, 2020 and 2021).
8. Investigate and deploy additional technological tools to promote library events, programs and services (FY 2019, 2020 and 2021).

9. Investigate options for an external marketing vehicle such as an exterior, electronic sign for the library (FY 2019).
10. Increase marketing outreach for library collections and services, including digital resources (FY 2019, 2020 and 2021).
11. Assess library website elements and products for value, currency, accuracy, functionality and effectiveness (FY 2019, 2020 and 2021).

Goal 5: Maintain a strong financial foundation to support current and future library operations

Objectives:

1. Develop an effective tool to promote donation of estate or endowment fund gifts for the Library (FY 2019)
2. Develop a capital budget for new library construction in coordination with appropriate city departments (FY 2019)
3. Develop a projected annual operating budget for the expanded library in coordination with appropriate city departments (FY 2019)

TECHNOLOGY

Goal 1: Provide appropriate technological resources to assist in the efficient and effective management and administration of the library

Objectives:

1. Expand the functionality of library technology
 - Work with vendors to improve the patron interface to the library's integrated system (ILS), from both a mobile and a non-mobile perspective (FY 2019, 2020, 2021)
 - Investigate more effective use of email for notification of reserves and overdues (FY 2019)
 - Investigate feasibility of purchasing an automated calling system module for use in calling reserves and overdues (FY 2019)
2. Insure sufficient bandwidth, upload and download access speed to the Internet for both wired and wireless systems (FY 2019, 2020 and 2021).
3. Upgrade network operating system. (FY 2019).
4. Assess and address any needs for upgraded firewall or network security on both the wired and wireless networks (FY 2019, 2020 and 2021)
5. Investigate efficiency and effectiveness of outsourcing data storage and server function for automated library systems (i.e. Virtual Server vs. vendor-maintained cloud storage) (FY 2019, 2020, and 2021)
6. Evaluate the feasibility of change to an all-wireless network (FY 2021)
7. Investigate alternatives to the current library ILS (FY 2020)
8. Increase the level of patron self-service capability to allow more efficient use of staff resources (FY 2019, 2020 and 2021).

- Maintain availability of laptops or notebooks for in-library use and computer classes (FY 2019, 2020 and 2021)
 - Assess need for updated printing technology (FY 2019)
9. Provide an online archive of tutorial help for technology, software, hardware, library catalog, technology techniques and application uses. (FY 2019, 2020 and 2032).
 10. Investigate the use of open source software to increase efficiencies (FY 2019, 2020 and 2021).
 11. Integrate bibliographies, pathfinders, displays, etc. into a fully mixed-media environment and web presence (FY 2019, 2020 and 2021)
 12. Investigate the need for making a variety of additional operating systems, browsers, apps, computer platforms, widgets, freeware and other applications and software available on public workstations (FY 2019, 2020 and 2021)
 13. Evaluate and assess the use of touchscreen technology in the library (FY 2019, FY 2021)
 14. Maintain the replacement schedule for all laptops, peripherals and other office equipment (FY 2019, 2020 and 2021)
 15. Provide peripherals, equipment and support for distance learning (FY 2019, 2020 and 2021)
 16. Assess to need to provide encryption for wireless transmissions (FY 2019)
 17. Utilize remote technology to provide access to diverse educational and cultural experiences (FY 2019, 2020 and 2021)
 18. Investigate methods of providing remote circulation capability (FY 2019, 2020 and 2021)
 19. Provide in-house capability for download of streaming audio, video, etc. (FY 2019, 2020 and 2021)
 20. Evaluate need and effectiveness of providing opportunities for one-on-one technical assistance by appointment for patrons (FY 2019, 2020 and 2021).
 21. Develop a process to periodically and systematically check all links on the library's website, including the online historical exhibits. (FY 2019)
 22. Monitor changes in technology in the area of virtual and augmented reality to assess potential use for library services and products. (FY 2019, 2020 and 2021).
 23. Implement mobile apps for each online resource provided, if available and appropriate (FY 2019, 2020 and 2021)

PUBLIC SERVICES

Goal 1: Provide an excellent collection of library materials in a variety of formats accessible to all patrons in the Library's service area

Objectives:

1. Manage and develop the Library's collection so that its use is maximized and patron needs are met (FY 2019, 2020 and 2021)
 - Highlight and display sub-collections (FY 2019, 2020 and 2021)
 - Complete inventory and weeding as scheduled (FY 2019, 2020 and 2021)
 - As described in the library's collection development policy, continue to fill in "gaps" in collection by completing series, providing subject depth, and purchasing backlists of noted or popular authors (FY 2019, 2020 and 2021)
 - i. Target specific sections for special collection development
 1. Computer science, science, economics and finance (FY 2019)
 2. Education, foreign language, history, literature and drama (FY 2020)
 3. Popular health, arts, crafts, self-help and social studies (FY 2021)
2. Continue planned upgrade of the bibliographical records for library holdings. (FY 2019)
3. Create and archive "material maps" on the library website (FY 2019, 2020 and 2021)
4. Provide access to interactive applications and software to develop pre-literacy and early literacy skills for young patrons (FY 2019, 2020, 2021)
5. Investigate ways to expand outreach services to community youth (FY 2019).
6. Investigate the quality and cost of vendor-provided cataloging and processing (FY 2019).
7. Evaluate alternative ways to deliver multi-format materials advisory services to patrons of all ages (FY 2019, 2020, 2021).
8. Evaluate, review, and lead inter-organizational resource sharing initiatives to continue to provide the highest quality library services (FY 2019, 2020, and 2021).
9. Provide excellent multi-format advisory services for patrons of all ages (FY 2019, 2020 and 2021).
10. Provide increased access to downloadable resources to include audio books, ebooks, online classes, magazines, TV shows, music and videos (FY 2019, 2020 and 2021)
11. Provide an enhanced selection of online reference sites, annually edited, for easy patron use (FY 2019, 2020, and 2021)
12. Provide comprehensive information about local non-profit organizations, governmental or social service agencies through the library website. (FY 2019, 2020 and 2021)
13. Develop and implement a phase-out schedule for library materials in DVD format. (FY 2019)

14. Investigate the need for setting up on-site rotating collections for senior living or residential facilities within the service area (FY 2019)
15. Investigate the need for additional services to residential patrons (FY 2019, 2020 and 2021.)

Goal 2: Create and support a community of life-long learners

Objectives:

1. Provide an annual community-wide reading initiative (FY 2019, 2020 and 2021)
2. Provide an annual live public event to include an author, a poet, an artist, or a composer (FY 2019, 2020 and 2021)
3. Conduct a comprehensive summer reading program for all ages (FY 2019, 2020 and 2021)
4. Develop targeted reference pathfinders for young adults and children to provide curriculum and life skills support. (FY 2019, 2020 and 2021)
5. Investigate the desirability of providing targeted programming or other initiatives to support GED attainment and basic skills development. (FY 2019)
6. Maintain a current online archive of class notes, outlines, presentations and handouts for library classes and programs. (FY 2019, 2020 and 2021)
7. Assess the feasibility of providing library access to additional subscription tutorial or brain exercise websites (FY 2019, 2020 and 2021)
8. Provide programs, tutorials and software /application materials to improve computer, coding, financial and life-skills literacy for patrons of all ages. (FY2019, 2020, 2021)
9. Provide training, online and handout information on copyright, digital rights and freedom of information. (FY 2019, 2020 and 2021)
10. Assist in national and state-level literacy initiatives by providing training and assistance on life literacy skills to include filling out forms, protecting personal information, obtaining basic governmental services, finding quality medical, legal and consumer information, and training on online safety and security. (FY 2019, 2020 and 2021)

Goal 3: Provide training opportunities for all patrons to participate fully and effectively in the global, electronic information environment

Objectives:

1. Investigate ways to prevent the firewall software from blocking legitimate interactive sites without compromising security (FY 2019, 2020 and 2021).
2. Provide training opportunities for all library users in basic and intermediate computer literacy skills (FY 2019, 2020 and 2021)
3. Consider the value of providing a Community Forum to provide an objective opportunity for community-wide discussion and

consideration of global issues, current events, etc. (FY 2019, 2020 and 2021)

4. Provide training opportunities for social networking applications (FY 2019, 2020 and 2021)

Goal 4: Provide and make available a comprehensive, high-quality collection of local history materials

Objectives:

1. Provide a display or program in cooperation with the Texas City Museum. (FY 2019, 2020 and 2021)
2. Develop and document an understanding between the Texas City Museum and the Library which details the roles of each organization in the preservation of the history of the community. (FY 2019)
3. Investigate ways to streamline procedures for handling public requests to duplicate, reprint or publish historical items or documents in the library's archives.
4. Create a digital archive for local history documents and photos
 - a. Maintain and expand the web exhibit of the early Texas City history (FY 2019, 2020 and 2021)
 - b. Develop the cataloging structure for Mainland Company/Local Texas City historical materials (FY 2019)
 - c. Develop and maintain a webpage(s) with finding aids for Texas City and Galveston County historical materials (FY 2019, 2020 and 2021)
5. Develop a long-term strategic plan for the archives covering planned digitization of archival materials, migration of preserved/digitized materials, and targeted expansion of local history holdings (FY 2019)
6. Develop cataloging procedures and a tailored classification structure for the archives and local history collection (FY 2019)
7. Create and implement a specialized thesauri for the vertical file (FY 2019, 2020 and 2021)
8. Create finding aids to allow remote and physical access to local history materials (FY 2019, 2020 and 2021)
9. Develop, plan and implement a strategy to catalog and integrate full bibliographic records for local history and archival materials into the Library's LIS (FY 2019)
10. Provide training opportunities for users of Ancestry and Heritage Quest databases (FY 2019, 2020 and 2021).
11. Create and maintain a comprehensive and detailed database of Texas City historical resources held in other organizations or locations (FY 2019, 2020 and 2021).
12. Develop detailed indexes for all online historical exhibits (FY 2019 and 2020).
13. Update the main Texas City historical online exhibit for the time frame 2011 to present (FY 2019).

14. Develop, add or expand new online historical exhibit sections on the main online Texas City history exhibit. (FY 2019, 2020 and 2021).
15. Cross reference all historical materials for time period (FY 2021).
16. Classify, merge and integrate all historical items currently in temporary housing (FY 2019).
17. Complete a current, comprehensive inventory of archival and local history resources in the Library (FY 2019, 2021).
18. Complete the Vertical File project, and integrated the bibliographic records of those resources into the library's ILS (FY 2019).
19. Create and implement a consolidated and integrated cross-referencing system for items in multiple systems or locations. (FY 2019)
20. Create a separate collection for the history of Moore Memorial Public Library (FY 2020).
21. Create archival inventory sheets for all collections (FY 2019, 2020 and 2021).
22. Assess preservation needs and status of all archival collections (FY 2019).
23. Search out and obtain additional historical records, maps and items held by other City Departments such as Engineering and Inspections (FY 2019, 2020 and 2021).
24. Develop a comprehensive digitization timeline for all archival collections (FY 2020).
25. Create and maintain online infographic exhibits on pertinent Texas City statistics, partnering with appropriate organizations to maintain accurate and current data (FY 2019, 2020 and 2021).
26. Evaluate the need for changes, additions or reformatting for online historical exhibits (FY 2019).
27. Create and deliver periodic public discovery opportunities for archival and local history materials (FY 2019, 2020 and 2021).
28. Evaluate and analyze use of social media outlets for providing access and publicity to local history materials (FY 2019, 2020 and 2021).
29. Convert existing finding aids to DACS standards (FY 2019).
30. Consider issuing a public request for donations of local history documents, photos or items, possibly in conjunction with the Texas City Museum (FY 2020).
31. Assess community interest in outreach for local history programs at Senior centers, Scout troop meetings, etc.

Goal 5: Provide a full range of e-government services and information

1. Provide assistance in accessing and obtaining governmental services at all levels of government across the full spectrum of agencies for all patrons (FY 2019, 2020, 2021).
2. Enhance the online portal for community information services to include information concerning neighboring communities and the metro area (FY 2019, 2020, 2021)

Goal 6: Develop, achieve and maintain a service attitude and philosophy which fosters citizen participation in political, social & community activities

Objectives:

1. Provide adult programs of interest to the community on non-technology subjects (FY 2019, 2020 and 2021)
2. Provide programming for children of all ages (FY 2019, 2020 and 2021)
3. Provide discovery centers for young patrons (FY 2019, 2020 and 2021)
4. Evaluate the benefit of adding technological interactions to programming for young patrons (FY 2019, FY 2021)
5. Provide targeted literacy skills programming for youth of all ages and abilities (FY 2019, 2020 and 2021)
6. Provide opportunities for exercise of creativity for patrons of all ages (FY 2019, 2020 and 2021)
7. Provide targeted programming to “bridge” age groups (Pre-teens and tweens). (FY 2019, 2020 and 2021)
8. Provide volunteer opportunities as appropriate (FY 2019, 2020 and 2021)
9. Develop extended programming options to provide programming to more off-site locations such as community centers, senior centers, community gathering points, etc. (FY 2020)
10. Develop and maintain long-term partnerships with local nonprofits, schools, governmental, professional and medical organizations to provide high-quality educational opportunities to patrons. (FY 2019, 2020 and 2021)
11. Develop and implement a broad-based passive programming initiative for all age groups which fosters interaction and mental stimulation for individuals of all ages and user groups. (FY 2019, 2020 and 2021)

MISSION AND PURPOSE

Moore Memorial Public Library was created to meet the information needs of the citizens of Texas City. Recognizing the diversity of residents in this community, the library tries to provide a full range of materials in differing formats to its citizens of all ages and backgrounds. The library offers materials that foster inclusion and contribute to cross-cultural understanding, as well as information its patrons need to meet the demands of a changing society at all stages of cultural diversity.

In order to provide the information our citizens need for educational, cultural, informational and entertainment purposes, the library collects, organizes, preserves and makes accessible both print and nonprint materials. These materials allow citizens to educate themselves to be life-long learners, keep pace with the progress of technology in all fields of knowledge, and become better members of home and community. The materials help citizens participate fully in political and social organizations, perform their daily occupations and endeavors more proficiently, develop creative and spiritual potentials, appreciate and enjoy the works of our diverse culture, promote social and personal well-being and contribute to the growth of knowledge in all areas.

The mission of the library is to create a community of life-long learners in which all citizens share equally in the opportunities to increase skills, knowledge and understanding in all fields, irregardless of wealth, race, age or cultural background.

COMMUNITY PARTNERSHIPS

Moore Memorial Public Library is a municipal library and a department of the City of Texas City, which provides most of the Library's operating budget. The Library operates under the authority and accreditation of the Texas State Library & Archives Commission and is a member the TexShare network of Texas public libraries. Through its membership in the federated Galveston County Library System, it also receives funding from the Galveston County Commissioners' Court to provide library services to all residents of Galveston County.

To fulfill its mission and purpose, Moore Memorial Public Library partners with a wide variety of local, state, and national organizations. Many of these institutions also share the Library's mission to promote cross-cultural understanding and appreciation for other cultures, provide referral information for a wide variety of services, and foster community involvement and participation.

Rapid increases in the availability and demand for distance education in all fields have led to increased opportunities to participate in formal learning opportunities without physical relocation. Moore Memorial Public Library routinely partners with educational institutions at all academic levels, either formally or informally, including the Texas City and Dickinson Independent School Districts, the College of the Mainland, Texas A&M Galveston, UTMB, Head Start and local private schools.

Local historical and genealogical organizations including the Texas City Museum, the Texas City Heritage Association, the Galveston County Historical Commission, the Texas City Civic Club and the Texas City Ancestry Searchers also partner with the Library to disseminate, preserve and provide access to historical and genealogical information.

In providing e-government assistance, the Library routinely interfaces with agencies of at all levels of government. These agencies have widely differing missions, but Library staff members act as the first line of assistance to citizens needing services from many government agencies including the Texas Workforce Commission, Social Security Administration, Homeland Security, Veterans

Administration, the Small Business Administration, the Internal Revenue Service and the Texas Department of Motor Vehicles among others.

Many local businesses rely on Moore Memorial library staff assistance, materials and computer equipment to provide access to training materials, recruitment/hiring documents and employee information such as W-2's, timesheets, insurance information, training, healthcare materials and other benefits information.

Partnerships with all these organizations enrich services to citizens and provide access to specialized skills, materials and resources that might otherwise be unavailable to library users.

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CITY COMMISSION REGULAR MTG

(6) (e)

Meeting Date: 03/21/2018

2018-345 Exterior Walls and Roof Repairs Utilities & Fleet Service Center

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. 18-026, approving and awarding a contract for Bid No. 2018-345 Exterior Walls and Roof Repairs Utilities & Fleet Service Center.

BACKGROUND

On February 23, 2018, notice was published and bid packets were made available. Bids were received and opened on Tuesday, March 13, 2018 at 2 pm. The low responsible bidder meeting all requirements, was Texas Liqua Tech Services, Inc. from Houston, TX for the total bid amount of \$51,450.00.

A letter of recommendation and bid tabulation are attached for your review.

ANALYSIS

It is the recommendation of the Public Works Department that the City Commission award this project to Texas Liqua Tech Services Inc. for the amount bid and that the Mayor be authorized to execute a contract on behalf of the City Commission. Public Works further requests that the Mayor be authorized to execute change orders, not to exceed 25% of the contract amount, without bringing the matter before the Commission.

Thank you.

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Resolution
Exhibit A

RESOLUTION NO. 18-026

A RESOLUTION AWARDING BID NUMBER 2018-345 AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR EXTERIOR WALLS AND ROOF REPAIRS OF THE UTILITIES AND FLEET SERVICE CENTER; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, bid packets were published and made available on February 23, 2018, for Bid No. 2018-345 Exterior Walls and Roof Repair of the Utilities & Fleet Service Center; and

WHEREAS, bids were opened on March 13, 2018, and it is the recommendation of the Public Works Department that the bid be awarded to Texas Liqua Tech Services, Inc., Houston, Texas, for the bid amount of \$51,450.00.

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

SECTION 1: That the City Commission hereby accepts the contract by Texas Liqua Tech Services, Inc. for Bid No. 2018-345 Exterior Walls and Roof Repair of the Utilities & Fleet Service Center.

SECTION 2: That the Mayor is hereby authorized to enter into a contract with Texas Liqua Tech Services, Inc. for the unit prices bid attached hereto as **Exhibit "A"**.

SECTION 3: That the Mayor is hereby authorized to approve change orders, not to exceed Twenty-Five percent (25.0%) of the contract amount without bringing the matter before the Commission.

SECTION 4: That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 21st day of March 2018.

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

ATTEST:

APPROVED AS TO FORM:

James M. Hartshorn
City Secretary

Russell F. Plackemeier
City Attorney



211 HIGHLAND CROSS ROAD • SUITE 220 • HOUSTON, TEXAS 77073
PHONE: (281) 209-1724 • FAX: (281) 209-2724 • TOLL FREE (800) 966-6088

March 13, 2018

Mr. Tommy Maris
Project Administrator
City of Texas City
301 6th Street North; 1st Floor
Texas City, Texas 77592-2608

Re: Bid Review: Exterior Wall and Roof Repair Project
Utilities & Fleet Service Center
PCI Project No. 11380.17

Dear Mr. Maris

On Tuesday, March 13, 2018, a total of four bids were submitted by prospective contractors for the referenced project. The bids were opened and read aloud and recorded by PCI representative, at 2:00 p.m. on the noted date. A tabulation of the bids is attached.

Based on the bid tabulation, Texas Ligua Tech Services, Inc. (LiguaTech) was the low bidder with a submitted Base Bid of \$31,290.00, Performance and Payment Bond of \$760.00, Alternate No.1 (repairs at South elevation) of \$14,840.00, Alternate No.2 (repairs at East elevation) of \$3,025.00, and Alternate No.3 (paint steel doors) of \$1,535.00 for a total submitted bid of \$51,450.00. PCI reviewed the bids and supplemental information submitted by each bidder for evaluation purposes. PCI has successfully completed several roofing and restoration projects with LiguaTech over the past years. In addition, the unit prices and timeframe submitted on their bid appear to be commensurate for the respective item.

Based on our evaluation of the subject qualifications and information submitted, LiguaTech is considered to be the "preferred" and most responsive bidder for this project. PCI recommends selecting LiguaTech for the specified work including selecting Performance and Payment Bonds for a total Contract Amount of \$51,450.00. If you have any questions, or if we can be of further service, please contact me.

Sincerely,

PRICE CONSULTING, INC.

Richard R. Smith, RWC, REWC, CEI
Building Envelope Consultant / Project Manager

cc: M. McKinley – Texas City

BID TABULATION FORM

**CITY OF TEXAS CITY
UTILITIES & FLEET
SERVICE CENTER
TEXAS CITY, TEXAS
PCI PROJECT NO.
11380.17**

LIQUATECH

BRAZOS

RSI

BASE BID	\$31,290.00	\$72,843.00	\$65,000.00
P&P BOND	\$760.00	\$2,486.00	2%
ALTERNATE BID NO. 1	\$14,840.00	\$44,923.00	\$30,500.00
ALTERNATE BID NO. 2	\$3,025.00	\$4,817.00	\$6,500.00
ALTERNATE BID NO. 3	\$1,535.00	\$1,737.00	\$2,500.00

PROJECT COMPLETION			
BASE BID	40	30	60
ALTERNATE BID NO. 1	40	20	20
ALTERNATE BID NO. 2	15	10	15
ALTERNATE BID NO. 3	5	7	10

UNIT PRICES			
STUCCO CRACK REPAIR	\$13.00	\$20.00	\$135.00
STUCCO REPAIR	\$13.00	\$35.00	\$155.00
ROOF COATING REPAIR	\$8.00	\$5.00	\$5.00

ADDENDUM 1	X	X	X
ADDENDUM 2			
ADDENDUM 3			
BOND	X	X	X

BID TABULATION FORM

**CITY OF TEXAS CITY
UTILITIES & FLEET
SERVICE CENTER
TEXAS CITY, TEXAS
PCI PROJECT NO.
11380.17**

TDC

BASE BID	\$62,825.00		
P&P BOND	\$2,943.00		
ALTERNATE BID NO. 1	\$58,556.00		
ALTERNATE BID NO. 2	\$5,599.00		
ALTERNATE BID NO. 3	\$2,500.00		

PROJECT COMPLETION			
BASE BID	60		
ALTERNATE BID NO. 1	60		
ALTERNATE BID NO. 2	10		
ALTERNATE BID NO. 3	5		

UNIT PRICES			
STUCCO CRACK REPAIR	\$5.00		
STUCCO REPAIR	\$21.00		
ROOF COATING REPAIR	\$6.00		

ADDENDUM 1	NO		
ADDENDUM 2			
ADDENDUM 3			
BOND	X		

CITY COMMISSION REGULAR MTG

(6) (f)

Meeting Date: 03/21/2018

Submitted For: Dennis J Harris, Recreation and Tourism

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: Recreation and Tourism

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 18-027, approving and awarding the purchase of 2 Groundsmaster mowers from Professional Turf Products, L.P. through Buyboard (contract #447-14)- local government purchasing cooperative.

BACKGROUND

Professional Turf Products have submitted a proposal to the Recreation & Tourism Department 2 Groundsmaster 4000-D with Light Adapter Kit, cool top canopy and an Hour Meter Assembly, for a total cost of \$119,579.16. These two units will replace two equivalent size mowers that have age and require continuing repairs. A copy of the proposal for the purchase is attached for your review.

ANALYSIS

It is recommended to accept Professional Turf Products, L.P. proposal Buyboard (contract #447-14) in the amount of \$119,579.16.

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Resolution

Proposal

RESOLUTION NO. 18-027

A RESOLUTION APPROVING THE PURCHASE AND DELIVERY OF TWO (2) 4000-D GROUNDMASTER MOWERS THROUGH BUYBOARD (CONTRACT NO. 447-14) FOR THE RECREATION AND TOURISM DEPARTMENT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, the Recreation and Tourism Department requests approval for the purchase of two (2) 4000-D Groundsmaster Mowers through BuyBoard, a State of Texas Cooperative Purchasing Program; and

WHEREAS, the total purchase price for two (2) 4000-D Groundsmaster Mowers is \$119,579.16, with the delivering dealer to be Professional Turf Products L.P., Houston, Texas.

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 two (2) 4000-D Groundsmaster Mowers through BuyBoard, with the delivering dealer to be Professional Turf Products, for a total price of \$119,579.16 as set out on the quote attached hereto as **Exhibit "A"** and made a part hereof for all intents and purposes.

SECTION 2: That this Resolution shall be in full force and effect from and after its passage and adoption.

PASSED AND ADOPTED this 21st day of March 2018.

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

ATTEST:

APPROVED AS TO FORM:

James M. Hartshorn
City Secretary

Russell F. Plackemeier
City Attorney



Professional Turf Products, L.P.

5520 Brittonmoore
 Houston, Texas 77041
 Scott Dotson
 (832) 566-2205
 dotsons@proturf.com



Count on it.

Ship To	City Of Texas City - Parks & Rec.	Date	3/8/2018
Bill To	BUYBOARD (CONTRACT # 447-14)	Tax Rate	
Contact	Byron Sefcik	Destination	
Address	1801 9th Avenue	Trade-In	
City	Texas City, TX	Finance	
State	TX	Account Type	STD
Postal Code	77592-1150	<i>Comments:</i> 2281841 (3-8-2018)	
Phone			
Fax			

Proposal

Qty	Model #	Description	Extended
2	30609	Groundsmaster 4000-D (Tier 4 Final Compliant) (30609 / 30609A)	
2	30408	800 Hour Maintenance Kit	
2	131-6691	Seat Cover Large Grey (Estimated availability Sept 2015)	
		Toro GM 4000 Base Units	\$ 113,619.92
2	30691	Lights Adapter Kit GM40/41XX (F17 Model Year Only)	
2	30414	North American Road Light Kit	
		Road Lights Option	\$ 1,646.28
2	CTFC 17	Cool Top fan and canopy	
2	CT Shims	Shims	
		Cool Top Fan Option	\$ 2,682.60
2	115-4754	myTurf Wireless Hour Meter Assembly	
1	115-9542	myTurf Base Station Kit	
1	TCO	MyTurf TCO (1 year)	
		MyTurf Option	\$ 1,630.36

SubTotal	\$	119,579.16
Destination Tax (Estimated)		Included Exempt
TOTAL	\$	119,579.16

Comments:

**For all New Equipment, Demo units may be available for up to 20% savings.
For all New Equipment, Refurbished units may be available for up to 40% savings.**

Terms & Conditions:

1. Orders are considered contractual. Order cancellations are subject to fees up to 10% of the original order value.
2. New equipment delivery time is estimated at six weeks from the time credit is approved & documents are executed.
3. Pricing, including finance options, valid for 30 days from time of quotation.
4. After 30 days all prices are subject to change without notice.
5. Used and Demo equipment is in high demand and availability is subject to change.
 - A. Upon firm customer commitment to purchase, said equipment availability will be determined and "locked".
 - B. In the event equipment is unavailable at time of order, PTP will employ every resource to secure an acceptable substitute.
 - C. PTP strongly advises the customer to issue a firm PO as quickly as possible after acceptance of quotation.
6. "Trade In Allowances" will be treated as a credit for future parts purchases on PTP account unless other arrangements have been made.

Returns Policy:

1. All returns are subject to restocking, refurbishing, usage, and shipping fees.
2. All returns must be able to be sold as new.
3. Items missing parts are non returnable.
4. Professional Turf Products will have sole discretion as to the resalable condition of the product.
5. This policy does not apply to items that are defective, or shipped incorrectly by PTP or one of its vendors.

Payment:

1. Terms are net 10 unless prior arrangements have been made.
2. Quoted prices are subject to credit approval.
 - A. PTP will work with third party financial institutions to secure leases when requested to do so.
 - B. When using third party financiers, documentation fees & advance payments may be required.
 - C. For convenience, monthly payments are estimated based on third party rate factors in effect at time of the quotation.
 - D. PTP assumes no liability in the event credit becomes unavailable or rates change during the approval process.
3. There will be a service charge equal to 1.5% per month (18% per annum) on all past due invoices.
4. By Law we are required to file a "Notice to Owner" of our intent to file lien in the event of payment default.
This notice must be sent within 60 days of the date the original invoice and will happen automatically regardless of any special payment arrangements that may have been made.

Authorized Signature: _____

Date: _____

TORO

Groundsmaster® 4000-D/4010-D

WIDE AREA ROTARY MOWERS

FEATURES

- 55 hp (41 kW) Yanmar® engine, Tier 4 Final Compliant, turbo-diesel engine
- Smart Power® - optimized mowing in all conditions
- Foldable ROPS
- 11' (3.4 m) width of cut
- Full-time 4WD forward and reverse
- All-time traction assist assures full-time 4WD
- 0" uncut circle in turns
- SmartCool™ auto-reversing cooling fan
- HybridDrive™ cutting deck system delivers unmatched reliability
- 4-way adjustable seat and Air Ride Suspension
- InfoCenter™ displays simple operating info while monitoring machine health
- Integrated ControlHub™ with fingertip electronic controls
- Top and rear air intake for increased cooling
- Climate-controlled safety cab with air conditioning and heater (4010-D)
- Isolated operator platform for greater comfort and smoother ride

Operator-friendly and smart by design.

With Smart Power® technology, high engine torque and patented, HybridDrive™ cutting deck system, the Groundsmaster 4000-D and 4010-D deliver power where you need it most – to cut grass, no matter how tough the conditions. With their excellent trimming capability, you'll maneuver around obstacles with ease. Both mowers can mow a 0" uncut circle, allowing you to mow back and forth patterns without leaving any uncut grass. The patented, parallel hydraulic traction system maintains consistent hydraulic flow between the front and rear wheels to assure full time 4-wheel drive. This allows you to mow with confidence, even on hills and wet grass.

toro.com/4000



Groundsmaster® 4010-D

Groundsmaster® 4000-D

**4
TIER****SMART POWER**

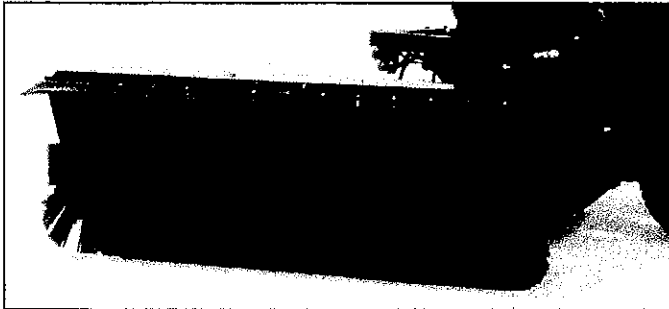
Call your Toro distributor at 800-803-8676

ENGINE	Yanmar® 4-cylinder, liquid-cooled, turbo-charged diesel. 127 cu. in. (2.1 liter) displacement. Engine rated at 55 hp (41 kW) net and 125 ft.-lbs. (169 Nm) torque at 2,000 rpm. 8 quart (7.6 liter) oil capacity. EPA Tier IV Final Compliant				
AIR CLEANER	Dry, replaceable primary and safety elements.				
RADIATOR	Rear-mount, cross-flow, 7-row, 6.3 fins per inch, 9 quart (8.5 liter) capacity.				
FUEL CAPACITY	21 gallons (79.5 liters) diesel fuel, Biodiesel-Ready for use up to B-20(20% biodiesel and 80% petroleum blend)				
TRACTION DRIVE	Parallel hydrostatic, closed loop system with full-time 4WD. Forward/reverse in low (mow) and high (transport) range with full-time, automatic traction assist (forward only) standard on Groundsmaster 4000-D models. Variable displacement piston pump with electronic servo control powers dual speed displacement piston motor drive into double reduction planetary in front, and mechanical axle in rear. SmartPower™ feature controls traction speed to maintain optimal cutting blade speed.				
HYDRAULICS/COOLING	8.75 gallon (33.1 liter) capacity with 10 micron remote spin-on filter. 9 row, single pass cooler, 6.3 fins per inch, that tilts out for cleaning. Variable speed radiator cooling fan with automatic (based on coolant and oil temps) and manual reversing capabilities.				
DIAGNOSTICS	Diagnostic pressure test ports: forward and reverse traction, left, center and right decks, reverse 4WD, lift, steering, charge and deck counterbalance circuits.				
GROUND SPEED	Transport: 0-16.2 mph (0-26.1 km/h) forward, 0-8.1 mph (0-13 km/h) reverse. Mow: 0-8.3 mph (0-13.4 km/h) forward, 0-4 mph (0-6.4 km/h) reverse.				
TIRES	Front: 26 x 12-12, 6-ply tubeless Multi-Trac. Rear: 20 x 10-10, 6-ply tubeless Multi-Trac.				
MAIN FRAME	All welded formed-steel frame with integral tie-down anchors.				
BRAKES	Mechanically actuated, internal wet disc brakes on input to each planetary drive. Individual foot-operated steering brake control of left and right wheel. Lock pedals together and latch to engage parking brake.				
SEAT	4-way adjustable, right armrest travels with seat and suspension.				
STEERING	Power steering with dedicated power source. Steering wheel tilts to desired operator position. Uncut circle: 0° diameter.				
INSTRUMENTATION	InfoCenter™: Onboard LCD display shows gauges, alerts/faults, service reminders, electrical system diagnostics. Indicates fuel level, coolant temp, intake temperature, low oil pressure, alternator, engine hours, engine rpm, hydraulic oil temperature, voltage				
CONTROLS	Tilt steering, ignition switch, throttle switch, foot-operated traction pedal, lockable individual brake pedals, parking brake lock, mow/transport speed selector switch, 3-two position switches for individual deck lift/lower, counterbalance adjustment, tow valves, cup holder, toolbox, radio holder, fan switch and 12-volt power outlet.				
CRUISE CONTROL	Standard				
ELECTRICAL	12-volt, 690 cold cranking amps battery, 80 amp alternator (4010-D). Overload protection with automotive type fuses.				
INTERLOCKS	Prevents engine from starting unless traction pedal is in neutral and deck is disengaged. If operator leaves seat while moving or deck is engaged, traction and / or deck stops, info center alarms and gives message. Mowing only permitted in low range. Traction not allowed if parking brake engaged and pedal moved out of neutral, info center alarms and gives message. Deck transport latches.				
GROUND CLEARANCE	6.5" (16.5 cm)				
OVERALL DIMENSIONS	Height 85" (216 cm) w/ROPS up 93.9" (237 cm) w/ cab	Length 135" (343 cm) w/decks down	Width 136" (346 cm) w/decks down	Transport Width 71" (180 cm) @ 2" (5 cm) HDC	Wheelbase 55.5" (140 cm)
WEIGHT	4205 lbs. (1907 kg) w/ full fluids (GM4000).		4759 lbs. (2159 kg) w/ full fluids (GM4010).		
SAFETY CAB (4010)	MODEL 30636: ROPS certified cab with heat, AC and the following standard features: climate system pressurized cab, heavy-duty pantograph front windshield wiper and washer, front windshield has 38" of visibility, interior mirror, fold away exterior side mirrors, molded front fenders, right and left doors and rear window have tinted (50%) glass, front and rear windows open, quick release window latches act as emergency exit, rubber sound isolator cab mounts and upholstered interior panels and headliner, textured neoprene floor mat, interior dome light.				
SAFETY	Complies with American National Standards Institute (ANSI B71.4-2012) and applicable ISO EN 5395 (CE) (machine directive 89/392, 91/368, 93/44, 84/538, 89/336) requirements; Optional lights. Meets ANSI/ASAE 5279.12 (Lighting and Marking of Agricultural Equipment on Highways). Foldable ROPS, ISO 21299 certified.				
SOUND PRESSURE OPERATOR EAR**	<80 dB when GM4010-D models (30636 & 30635) have "Quiet Mode" activated by Toro Distributor.				
WARRANTY	Two-year limited warranty. Refer to operator's manual for further details.				
ACCESSORIES	Work light, Road lights consisting of dual taillights, dual headlights, slow moving vehicle sign, turn signal, flasher and lights; Sunshade Beacon				
WIDTH OF CUT	Overall: 132" (335 cm), Front: 62" (157.5 cm), Wings: 42" (106.7 cm), Overlap: 7" (12.8 cm).				
MOWING RATE	Mows up to 11.0 acres/h (4.5 hectares/h) at 8.5 mph (13.4 km/h) (assumes no overlap or stops).				
CONSTRUCTION	Welded .100" (25 mm) steel with 7 and 10-gauge steel channel and plate reinforcements, bullnose bumpers.				
DECK DRIVE	Direct mounted hydraulic motor into spindle. Remaining spindle(s) driven by individual B section Kevlar belt. Quick release belt covers.				
HEIGHT-OF-CUT	1"-5" (25-127 mm) in .5" (13 mm) increments.				
SPINDLES	1.25" (3.17 cm) diameter spindle shafts, 9" (22.9 cm) diameter conical ductile iron housing, and 2 greaseable tapered roller bearings.				
BLADES	21.75" (55.2 cm) long, 2.5" (6.4 cm) wide, .25" (.64 cm) thick.				
CASTER WHEELS	8 x 3.50-4, 4-ply, smooth, pneumatic, sealed precision ball bearings.				
GROUND FOLLOWING	6" anti-scalp cups on each blade, adjustable skids on each deck, 4 anti-scalp rollers on front deck and 1 on each wing.				
WING PROTECTION	Bi-directional, impact absorption device on each wing deck.				
RECYCLER KIT	Model 30420 will convert decks into Guardian® Recycler® decks.				
MULCHING KIT	Model 30422.				
SKIDS	Reversible polymeric.				

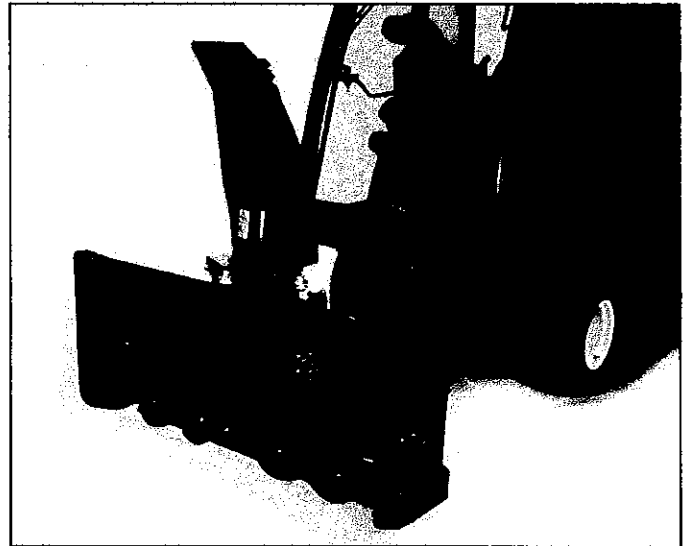
*Specifications and design subject to change without notice. Products depicted in this literature are for demonstration purposes only. Actual products offered for sale may vary in use, design, required attachments and safety features. See distributor for details on all warranties. **Per EN ISO 5295: 2013



Groundsmaster 4000-D Attachment Specifications



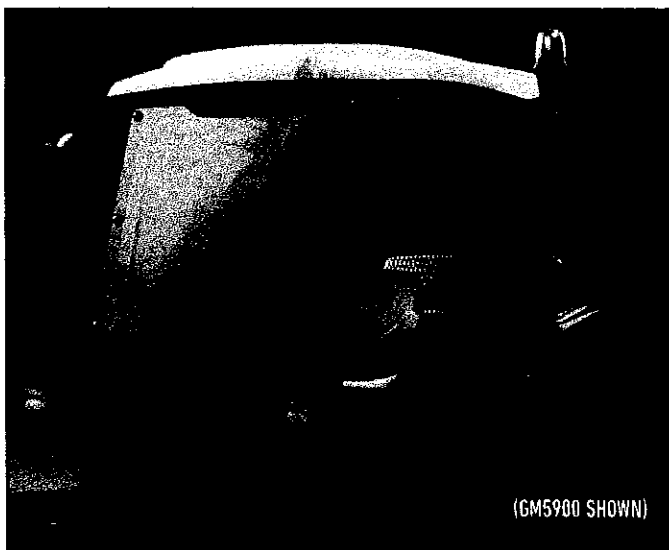
TYPE	Windrow type, front mounted hydraulic broom with dual motors. Electric/hydraulic angling, 30° left and right.
BROOM SIZE	32" (81 cm) diameter x 60" (153 cm) wide.
BRUSH	Sectional brush with combination polypropylene/wire radial segments.
WEIGHT	460 lbs. (209 kg)
OPTIONS	Dirt Deflector, Storage Stands.



STAGE	2
WIDTH OF CUT	61" (155 cm)
CUTTING HEIGHT	29" (74 cm)
CUTTING EDGE	3/8" x 3" (9.5 mm x 7.6 cm) bolt-on
SKID SHOES	Adjustable
AUGER DIAMETER	16" (41 cm) open flight
FAN DIAMETER	20" (51 cm) 4-blade
CHUTE ROTATION	Hydraulic 270°
SHEAR PROTECTION	Pressure relief
CASTING DISTANCE	Up to 30' (9.14 m)
APPROXIMATE SHIPPING WT.	850 lbs. (386 kg)
HOSES	Included



UNIVERSAL MOUNT SUNSHADE	White, Model 30349
UNIVERSAL MOUNT SUNSHADE	Red, Model 30552



GM4000 MODELS	Fits Models 30605 or 30609
TWO-POST ROPS EXTENSION KIT	Base steel frame attached to existing ROPS and includes a white sunshade. Model 31352
EXTERIOR MIRROR	Quantity (1) Part Number 130-5448
INTERIOR MIRROR	Quantity (1) Part Number 130-5449
ABRASION-RESISTANT POLYCARBONATE WIND SCREEN	Improved resistance to golf ball impacts or vandalism. Model 31324
TEMPERED GLASS WINDSHIELD	Similar safety glass used in Toro all-season safety cabs. Model 31325
WINDSHIELD WIPER KIT FOR TEMPERED GLASS WINDSHIELD	For use with the tempered glass windshield only. Not for use with the polycarbonate wind screen. Model 31311
OPERATOR FAN & INTERIOR HEADLINER KIT	Overhead fan with adjustable speeds - mounts directly over operator. Part Number 132-3435
WIRE HARNESS KIT	Required for all electrical accessories such as wipers, lights and fan. Part Number 122-0729

*Specifications and design subject to change without notice.

** Manufactured by M-B Companies Inc.

*** Manufactured by Erskine Attachments.

Note: The Toro Company does not manufacture or sell the snowthrower or rotary broom, nor does Toro guarantee these accessories in any manner whatsoever.

