

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE BOARD OF DIRECTORS OF TEXAS CITY ECONOMIC DEVELOPMENT CORPORATION.

TEXAS CITY ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING

AGENDA

MARCH 15, 2023 - 3:00 P. M.

CITY HALL COUNCIL ROOM
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. DECLARATION OF QUORUM
2. ROLL CALL
3. CONFLICT OF INTEREST DECLARATION
4. Consider Approval of the January 27, 2023, and February 15, 2023, Meeting Minutes.
5. PUBLIC COMMENTS
6. NEW BUSINESS
 - a. Discussion regarding the results of the Economic Development Corporation Strategic Planning meeting held on February 15, 2023, and subsequent action.
 - b. Discussion and possible action regarding a services agreement between the City of Texas City and the Bay Area Houston Economic Partnership (BAHEP).
 - c. Discussion and possible action regarding the creation of a new Economic Development Project Manager position, pursuant to direction received during the February 15, 2023, Strategic Planning meeting.

- d. Consider approval of a request to amend the Texas City Economic Development Corporation fiscal year 2022-2023 budget.
 - e. Discussion regarding work conducted on overhead lighting along 6th Street, including hardwire power solution and actions following property damage.
7. UPDATES AND REPORTS
- a. Small Business Development Center Update
Texas City-La Marque Chamber of Commerce Update
Texas City ISD Update
 - b. City of Texas City Staff Update
8. REQUEST AGENDA ITEMS FOR FUTURE MEETINGS
9. ADJOURNMENT

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 10, 2023, PRIOR TO 3:00 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

Texas City Economic Development Corporation

TCEDC Agenda

6. a.

Meeting Date: 03/15/2023

Economic Development Corporation Strategic Planning meeting held on February 15, 2023 and subsequent action.

Submitted For: Kristin Edwards, Economic Development

Submitted By: Kristin Edwards, Economic Development

Department: Economic Development

ACTION REQUEST (Brief Summary)

Discussion regarding the results of the Economic Development Corporation Strategic Planning meeting held on February 15, 2023 and subsequent action.

BACKGROUND

In 2022, the Economic Development Corporation partnered with Garner Economics to develop an Economic Development Action Plan for Texas City, including goals in four strategy areas: Asset Development, Effective Execution, Entrepreneurial Development and Communicating the Brand.

Upon the arrival of the City's new Economic Development Director, the group utilized the document as part of a Strategic Planning workshop on February 15, 2023. The purpose of the workshop was to review the actions developed in the plan and to assign priorities/short- and long-term goals.

As detailed in the presentation, the EDC successfully reviewed the full plan and determined which actions should be addressed this fiscal year, next fiscal year and beyond. Funds are appropriated in the EDC Budget to address some actions, i.e. first-year marketing deliverables, while other actions may require budget amendment(s).

ANALYSIS

Receive staff report regarding results of EDC Strategic Planning meeting.

ALTERNATIVES CONSIDERED

Attachments

EDC Strategic Planning - Results

Economic Development Corporation

STRATEGIC PLANNING RESULTS

FEBRUARY 15, 2022

STRATEGIES FOR PATH FORWARD...



Asset
Development



Execute
Effectively



Entrepreneurial
Development



Communicate
the Brand

EDC ALSO RECOMMENDED NEW SUGGESTIONS...



Asset
Development

ACTION 1:

Conduct a feasibility analysis to determine the optimal locations in the City for a new business park development.

START

STOP

MAYBE

Staff directed to move forward with identifying possible firms and to bring pricing to the EDC for a feasibility study.



Asset
Development

ACTION 2:

Grow retail options through a professional retail recruitment effort.

START

STOP

MAYBE

The group discussed incoming residential development and elected to hold off on recruitment, pending natural retail growth following residential. The City will continue to partner with the Chamber to reach current retail partners.



Asset
Development

ACTION 3:

Conduct a community-wide, comprehensive aesthetics plan that includes branding, wayfinding signage and streetscapes.

START

STOP

MAYBE

Given the extensive process involved, staff was directed to begin by reviewing existing streetscape / wayfinding efforts and continuing branding in partnership with Communications.



Execute
Effectively

ACTION 1:

Add one additional staff member to the City's economic development department.

START

STOP

MAYBE

Staff directed add an additional Project Manager to the economic development team during FY 2023.



Execute
Effectively

ACTION 2:

Invest in professional development for the economic development staff.

START

STOP

MAYBE

Staff presented professional development and networking opportunities with the Texas Economic Development Corporation and others. Received the go-ahead to participate regularly (2x/total per year).



Execute
Effectively

ACTION 3:

Create/develop a cadre of economic development ambassadors.

START

STOP

MAYBE

TCLM Chamber CEO Tim Culp and staff discussed working together to provide Chamber ambassadors with up-to-date City information at regular meetings.



Entrepreneurial
Development

ACTION 1:

Create an Entrepreneurial Center on 6th Street that would include a small business incubator and makerspace.

START

STOP

MAYBE

Staff was directed to begin studying feasibility and making recommendations this year, and to budget for the project in FY24.



Entrepreneurial
Development

ACTION 2:

Create and promote an annual “Texas City Entrepreneurs Pitch” with startup grants and space in the Entrepreneurial Center.

START

STOP

MAYBE

Staff was directed to hold on this action, contingent on the results/feasibility of the Business Incubator.



Communicate
the Brand

ACTION 1:

Business Attraction:

Business decision-makers in target audiences, site-selection consultants

Livability and Tourism:

Current and regional residents

START

STOP

MAYBE

Staff directed to begin Year 1 goals.

NEW SUGGESTIONS

- 1. Pursue leads in the Medical sector and market existing assets, i.e. four-year nursing program at College of the Mainland**
- 2. Develop a Regional Park to promote Quality of Place**
- 3. Pursue leads in the Aerospace Industry**
- 4. Investigate costs associated with industry partnerships
(Bay Area Houston Economic Partnership, Bay Area Houston CVB, Around Houston)**

QUESTIONS/COMMENTS?



**KRISTIN EDWARDS,
ECONOMIC DEVELOPMENT
DIRECTOR**

409-739-7538

kedwards@texascitytx.gov

TCEDC Agenda

6. b.

Meeting Date: 03/15/2023

services agreement between the City of Texas City and the Bay Area Houston Economic Partnership (BAHEP).

Submitted For: Kristin Edwards, Economic Development

Submitted By: Kristin Edwards, Economic Development

Department: Economic Development

ACTION REQUEST (Brief Summary)

Discussion and possible action regarding a services agreement between the City of Texas City and the Bay Area Houston Economic Partnership (BAHEP).

BACKGROUND

The Economic Development Action Plan created in 2022 under Strategy 4 (Communicate the Brand), includes a goal of building two to three new partnerships during Year 1 of the plan. Staff identified a partnership with the Bay Area Houston Economic Partnership (BAHEP) as an appropriate goal for the Economic Development Corporation, and presented the idea during the February 15 Strategic Planning workshop.

BAHEP provides a range of economic development-related services, including developing business connections based on the organization’s target industries; advocating for local, state and federal programs that benefit the City; and facilitating meetings with County and State elected officials as-needed. The organization can also assist the City with the development of its lead and prospect responses, marketing initiatives and more.

Funds are appropriated to support a \$20,000 membership contract with BAHEP in the EDC Budget under line item # 801-050-53060 (Administrative Expenses).

ANALYSIS

Authorize staff to execute an agreement between the Economic Development Corporation and the Bay Area Houston Economic Partnership in the amount of \$20,000 for services to be funded through EDC Budget line item # 801-050-53060 (Administrative Expenses).

ALTERNATIVES CONSIDERED

Attachments

BAHEP Partnership Services

Bay Area Houston Economic Partnership Services for Municipalities

Economic Development Goals and Direction

Bay Area Houston Economic Partnership provides the following services:

- a. Assist the City as needed in determining, reviewing, and evaluating its economic development goals and objectives.
- b. Recommend policies, processes, and procedures that enable the City to successfully compete for new business within identified target industries.
- c. Facilitate meetings with County and State elected officials as needed to assist the City in matters that would involve County and State participation.
- d. Alert the City of potential loss or addition of business due to changes in policy, State or federal law, or other impacts.
- e. Develop business linkages for City, given the City's economic development goals.
- f. Provide opportunities for the City officials to participate on BAHEP committees and councils.
- g. Consult with the City officials or their designees on issues related to economic development.
- h. Create, expand, and/or nurture partnerships with other municipalities/agencies to promote and enhance the City's economic development strategy.
- i. Include the City in any and all discussions hosted by BAHEP with its allies that are related to regional economic development issues.
- j. BAHEP advocates for local, state and federal programs, public policy, and initiatives that directly benefit the City.

Economic Development Marketing and Sales

BAHEP provides the following services:

- a. BAHEP works with the City, regional allies, the Governor's office of Economic Development, and within its own network of site selectors, real estate brokers, and developers to identify and develop leads and prospective companies that have a potential interest in expanding or locating within the City. These prospective companies will include, but not be limited to, the region's five core industries: a) healthcare, b) maritime and logistics, c) specialty chemical (back offices), d) tourism and recreation, and e) aerospace and aviation and those which will result in a broader, more diversified tax base.

BAHEP maintains a prospect log of all such new business opportunities which will contain information such as: project description, number of jobs created, investment levels, real estate requirements, source of lead, and contact information. The prospect log will be reviewed with the City representatives during BAHEP's quarterly Prospect Review meeting and as requested by the City representatives.

BAHEP and the City understand that, in many cases, identified prospects may request complete confidentiality with respect to their company identity, names of individuals, and their specific plans and further agree that where such confidentiality is requested, it will be maintained by all parties, subject to the requirements of applicable law.

- b. BAHEP assists and coordinates with the City in developing its lead and prospect responses by providing relevant background information about the City and its business climate and business activities, about the region, and about the State of Texas, to all appropriate audiences – including to site selectors, real estate brokers, and developers.
- c. Invite City representatives to meetings with executives who are interested in business location, relocation, and expansion.
- d. Draw upon the resources of the Space Alliance Technology Outreach Program (SATOP) to create and retain jobs in the City. SATOP is a State of Texas program, administered by BAHEP, which provides free technical assistance to speed the transfer of space technology to the private sector.

Business Assistance Programs

BAHEP provides the following services:

- a. Include City officials and business persons in initiatives, workshops, seminars, programs, and other educational or training programs designed to assist the City in promoting new business development, start-up business, entrepreneurship, business expansion, and other business assistance ventures.
- b. Include City representatives in business development activities.
- c. Make SATOP programs available to the City businesses to encourage job growth and creation.

Additional Special Services

BAHEP provides the following additional special services to the City:

- a. Lead advocacy initiatives that preserve NASA Johnson Space Center's budget and workforce, such as the annual Citizens for Space Exploration trip to Washington, D.C., to meet with congressional members on the importance of NASA to the nation's economy and national security. BAHEP invites the City (the mayor and/or their designated representative) to attend the Citizens for Space Exploration trip to Washington, D.C., to inform federal officials on the importance of NASA to the City and Houston regional economies.
- b. Continue its advocacy for a coastal storm surge protection system by working with congressional and state elected officials and the Gulf Coast Protection District to secure funding for construction and maintenance.
- c. Maintain its collaboration with the Coalition for Sustainable Flood Insurance to monitor the National Flood Insurance Program and its reauthorization by the U.S. Congress.
- d. Collaborate with the City's economic development coordinator and regional organizations to protect and grow Ellington Airport assets, including the Houston Spaceport, and expand the military presence at Ellington Field Joint Reserve Base. BAHEP works with the

Houston Airport System to market Ellington Airport and perform economic development activities to protect and grow assets related to aerospace. BAHEP, through its Ellington Field Task Force, works with local businesses and elected officials in a strategic manner focusing on areas which most substantially benefit the military presence at Ellington Field Joint Reserve Base (such as Alert Fighter aircraft, unmanned aerial vehicles, quality of life for Joint Armed Forces Reserve Base, and Regional Homeland Security Defense Operations Center).

- e. Invites the mayor of the City to participate in BAHEP's regional Mayoral Council and to attend its regularly scheduled meetings.

TCEDC Agenda

6. c.

Meeting Date: 03/15/2023

creation of a new Economic Development Project Manager position, pursuant to direction received during the February 15 Strategic Planning meeting.

Submitted For: Kristin Edwards, Economic Development

Submitted By: Kristin Edwards, Economic Development

Department: Economic Development

ACTION REQUEST (Brief Summary)

Discussion and possible action regarding the creation of a new Economic Development Project Manager position, pursuant to direction received during the February 15 Strategic Planning meeting.

BACKGROUND

The Economic Development Action Plan created in 2022 under Strategy 2 (Execute Effectively) includes a goal of hiring one additional full-time staff member to the City's economic development department. Specifically, the EDC discussed this staff member serving as a Project Manager, able to assist with a variety of tasks and projects under the direction of the Economic Development Director. Specifically, the essential functions outlined in the draft job description include:

1. Assists the Economic Development Director with tasks related to the Texas City Economic Development Corporation including the development programs, budgets, meetings, agendas, events and marketing;
2. Assist with background research/analysis on contract development, development agreements, incentives, property acquisitions, and sales;
3. Assists in the implementation of Texas City's Strategic Plan for Economic Development, with emphasis on the development of a Business Incubator and outreach to potential users;
4. Coordinates economic development initiatives/special projects including (but not limited to) recruitment of new businesses to 6th Street, development/renovations of 6th street, Governor's Office prospect leads, Small Business Week, and special events;
5. Researches economic development issues, projects, and property sales and purchases;
6. Supports existing businesses and industry, coordinating recruitment and retention efforts and developing new campaigns/ideas for expansion;
7. Prepares content for the City's Economic Development website and associated social media outlets, facilitating external communication and engagement;
8. Assists in the development, implementation and coordination of policies and procedures in Economic Development;
9. Performs other related duties as assigned.

When the item was discussed during the EDC Strategic Planning workshop on February 15, 2023, the members were supportive of hiring the new staff member as soon as possible, ideally during FY2023.

ANALYSIS

Authorize approval the new position of Economic Development Project Manager for the current Fiscal Year (FY 2023).

ALTERNATIVES CONSIDERED

Attachments

ED Project Manager - Job description

Economic Development Project Manager

Reports to: Economic Development Director

Department: Administration

Position Control No.: XXXX

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under the general director of the Economic Development Director, the Project Manager performs a variety of administrative functions related to economic development. This includes managing economic development activities and projects, and preparing/implementing new policies and programs related to economic development initiatives.

The individual must possess adept skills in research, analysis, preparing reports, social media and multi-tasking. Must be high energy with the ability to work well with others and possess excellent communication skills.

ESSENTIAL FUNCTIONS:

1. Assists the Economic Development Director with tasks related to the Texas City Economic Development Corporation including the development programs, budgets, meetings, agendas, events and marketing;
2. Assist with background research/analysis on contract development, development agreements, incentives, property acquisitions, and sales;
3. Assists in the implementation of Texas City's Strategic Plan for Economic Development, with emphasis on the development of a Business Incubator and outreach to potential users;
4. Coordinates economic development initiatives/special projects including (but not limited to) recruitment of new businesses to 6th Street, development/renovations of 6th street, Governor's Office prospect leads, Small Business Week, and special events;
5. Researches economic development issues, projects, and property sales and purchases;
6. Supports existing businesses and industry, coordinating recruitment and retention efforts and developing new campaigns/ideas for expansion;
7. Prepares content for the City's Economic Development website and associated social media outlets, facilitating external communication and engagement;
8. Assists in the development, implementation and coordination of policies and procedures in Economic Development;
9. Performs other related duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in public administration, economic development, management, business or a related field.
2. Minimum of one (1) year of previous experience in economic development preferred.
3. Must demonstrate willingness to complete Basic Economic Development Course through TEEX/TEDC within one (1) year of employment.
4. Strong verbal and written communication skills.
5. Good organizational skills.
6. Familiarity with applicable state and federal regulations.
7. Social Media experience.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 pound boxes.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date

TCEDC Agenda

Ord 14-03

Meeting Date: 03/15/2023

Consider approval of a request to amend the TCEDC fiscal year 2022-2023 budget.

Submitted For: Laura Boyd, Finance

Submitted By: Laura Boyd, Finance

Department: Finance

ACTION REQUEST

Consider approval of a request to amend the Texas City Economic Development Corporation fiscal year 2022-2023 budget.

BACKGROUND (Brief Summary)

A budget amendment is needed to create an Economic Development Project Manager position and to appropriate funds to pay for salary and benefits of this new position.

This position was one of the recommendations made from the TCEDC's strategic plan study performed by Garner Economics, LLC in 2022. This budget amendment covers the remaining six months of this fiscal year.

Draft job description is attached.

RECOMMENDATION

Budget amendment is as follows:

TCEDC Fund (Fund 801)-Corporation Department (Dept. 050):

Salary and Benefits	\$42,250.00
Unassigned Fund Balance	(\$42,250.00)

Fiscal Impact

Attachments

EDC Project Mgr job descr.

Economic Development Project Manager

Reports to: Economic Development Director

Department: Administration

Position Control No.: XXXX

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Under the general director of the Economic Development Director, the Project Manager performs a variety of administrative functions related to economic development. This includes managing economic development activities and projects, and preparing/implementing new policies and programs related to economic development initiatives.

The individual must possess adept skills in research, analysis, preparing reports, social media and multi-tasking. Must be high energy with the ability to work well with others and possess excellent communication skills.

ESSENTIAL FUNCTIONS:

1. Assists the Economic Development Director with tasks related to the Texas City Economic Development Corporation including the development programs, budgets, meetings, agendas, events and marketing;
2. Assist with background research/analysis on contract development, development agreements, incentives, property acquisitions, and sales;
3. Assists in the implementation of Texas City's Strategic Plan for Economic Development, with emphasis on the development of a Business Incubator and outreach to potential users;
4. Coordinates economic development initiatives/special projects including (but not limited to) recruitment of new businesses to 6th Street, development/renovations of 6th street, Governor's Office prospect leads, Small Business Week, and special events;
5. Researches economic development issues, projects, and property sales and purchases;
6. Supports existing businesses and industry, coordinating recruitment and retention efforts and developing new campaigns/ideas for expansion;
7. Prepares content for the City's Economic Development website and associated social media outlets, facilitating external communication and engagement;
8. Assists in the development, implementation and coordination of policies and procedures in Economic Development;
9. Performs other related duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in public administration, economic development, management, business or a related field.
2. Minimum of one (1) year of previous experience in economic development preferred.
3. Must demonstrate willingness to complete Basic Economic Development Course through TEEX/TEDC within one (1) year of employment.
4. Strong verbal and written communication skills.
5. Good organizational skills.
6. Familiarity with applicable state and federal regulations.
7. Social Media experience.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 pound boxes.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date

TCEDC Agenda

6. e.

Meeting Date: 03/15/2023

Discussion regarding work conducted on overhead lighting along 6th Street, including hardwire power solution and actions following property damage.

Submitted For: Kristin Edwards, Economic Development

Submitted By: Kristin Edwards, Economic Development

Department: Economic Development

ACTION REQUEST (Brief Summary)

Discussion regarding work conducted on overhead lighting along 6th Street, including hardwire power solution and actions following property damage.

BACKGROUND

During FY 2022, the Economic Development Corporation allocated funding for the purpose of purchase and installation of LED lighting along 6th Street. Over the course of the one-year warranty period, City staff and the contractor – Pfeiffer & Sons – discovered that the wireless connectivity system originally installed with the lights was not effective, and that hard-wiring would need to take place. DJ Hutchison (Project Manager) worked closely with the contractor to ensure this work would be executed during the warranty period for the lights, which ends during March 2023.

Pfeiffer & Sons reported on Monday, March 6 that the hard-wiring of the system was going well, that the wireless equipment would be removed throughout the week, and that the complete system should be operational following a brief troubleshooting period. The estimated completion date should fall before March 17.

In addition to the hard-wiring process, Pfeiffer & Sons has also responded to emergency repairs following a traffic accident in early February. The accident resulted in damage to two (2) runs of LED string lights as well as light poles and bases. On March 6, DJ Hutchison reported that the contractor was able to run a temporary support cable and signal wire from 7th Avenue to 9th Avenue, avoiding a total outage while replacement poles and equipment are shipped. The contractor estimates the replacement materials will arrive toward the end of April.

Staff has allocated \$38,725 from the EDC Budget to temporarily cover the repairs. The City is in communication with the driver's insurance company and hopes to recover all or most of the cost of the repairs.

ANALYSIS

Receive update regarding work conducted by contractor, Pfeiffer and Sons, on 6th Street lighting and related assets/materials.

ALTERNATIVES CONSIDERED

Attachments

Pfeiffer - 6th Street damage assessment

PFEIFFER & SON, LTD.

Electrical & Telecommunication Contractors

Date: 2/7/2023

Customer: City of Texas City

6th Street Pole and LED Lighting Repairs

ITEM #	DESCRIPTION	UNIT	QTY.	UNIT \$	TOTAL
1	Light Pole Foundation Removal and Reinstallation	EA	1	\$ 3,850.00	\$ 3,850.00
2	LED String Lights for Two Damaged Runs	LF	265	\$ 75.00	\$ 19,875.00
3	Light Poles and Bases	EA	1	\$ 6,500.00	\$ 6,500.00
4	Labor and Other	LS	1	\$ 8,500.00	\$ 8,500.00
TOTAL					\$ 38,725.00

To avoid confusion, we offer the following clarifications:

1. Engineering and staking by Owner.
2. Sales tax is not included.
3. Bond is not included; our rate is 1.75%.
4. Traffic control by G.C. (Including police officers, if required.)
5. Pfeiffer & Son, Ltd. will provide insurance coverage in accordance with our standards.

Additional coverage specifically required by the contractor may necessitate additional premium charges.

We appreciate this opportunity to quote on this project. If you have any questions or need additional clarifications, please call us at (281) 471-4222.

Sincerely,
Andy Yoder

PHONE-(281) 471-4222 * FAX-(281) 471-6856

P.O. BOX 1116 * 116 N. 16TH. ST.

LA PORTE, TEXAS 77572

REGULATED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION

CONTRACTOR'S LICENSE #18259

P.O. BOX 12157 * AUSTIN, TX 78711

(800) 803-9209 * (512) 463-6599 * <http://www.tdlr.texas.gov/>

ADOPTED ADMINISTRATIVE RULES: 73.51 © ELECTRICAL CONTRACTORS' RESPONSIBILITIES



ORIGINAL

Purchase Order

Fiscal Year 2023

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # **22302617-00**

The City of Texas City is exempt from sales tax. Collect shipments or C.O.D. are not acceptable.

B I L L T O

CITY OF TEXAS CITY
ATTENTION: ACCOUNTS PAYABLE
1801 9TH AVENUE NORTH
TEXAS CITY TX 77590

V E N D O R

PFEIFFER & SON LTD
116 N 16TH STREET
LA PORTE TX 77571

S H I P T O

1801 - 9TH AVENUE NORTH
TEXAS CITY TX 77590

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
281-471-4222				12302818		KEDWARDS	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
02/09/2023	4268				CORPORATIONS		
Item#	Description/Part No.			Qty	UOM	Unit Price	Extended Price
1	6TH STREET POLE AND LED LIGHTING REPAIRS INCLUDES LIGHT POLE FOUNDATION REMOVAL AND REINSTALLATION (\$3850), LED STRING LIGHTS FOR TWO DAMAGED RUNS (\$19875), LIGHT POLES AND BASES (\$6500), AND LABOR/OTHER (\$8500).			1.0	EACH	\$38,725.00	\$38,725.00

By Kelly A. Bonds
Purchasing Agent

VENDOR COPY

PO Total	\$38,725.00
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