

CITY OF TEXAS CITY  
REGULAR CALLED CITY COMMISSION MEETING

AGENDA

WEDNESDAY, AUGUST 21, 2024 - 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

Amanda Gracia	Parks & Recreation	08/14/2014	10 years
Denise Castor	Library	08/24/2009	15 years
Hector Alonzo	Water Distribution	08/24/2009	15 years
Robert Judson	Police	08/23/2004	20 years
Michael Bullock	Bayou Golf	08/10/1999	25 years

(5) REPORTS

(a) Community Outreach (Police Department)

(6) PUBLIC HEARING

(a) Public hearing to hear citizens' opinions in favor of or in opposition to the proposed 2024 tax rate of \$0.488635 per \$100 valuation.

(7) PUBLIC COMMENTS

(8) CONSENT AGENDA

- (a) Approve City Commission Minutes for the August 7, 2024, meeting. (City Secretary)
- (b) Consider and take action on Resolution No. 2024-099, authorizing the execution of an Engineering Agreement with ARKK Engineers, LLC. for the 19<sup>th</sup> Avenue and 16<sup>th</sup> Street Storm Box Culvert Replacement Project. (Public Works)
- (c) Consider and take action on Resolution No. 2024-100, approving and awarding a contract for Bid No. 2024-013 Liquid Asphalt - Transport Load. (Public Works)
- (d) Consider and take action on Resolution No. 2024-101, authorizing an Agreement for Professional Consulting Services between Code Concepts Group, LLC, and the City of Texas City regarding BESS projects in Texas City. (City Engineer)
- (e) Consider and take action on Resolution No. 2024-102, awarding a contract to Willdan Engineering for Plan Review Services of COM Projects (LCB, CCEC and PSC). (City Engineer)
- (f) Consider and take action on Resolution No. 2024-103, authorizing the purchase of an inventory replacement for an ambulance chassis through the H-GAC Buy Program. (Fire)

(9) REGULAR ITEMS

- (a) Consider and take action on Ordinance No. 2024-20, amending the fiscal year 2023-2024 budget for an Agreement for Professional Consulting Services on BESS proposed projects. (Finance)
- (b) Consider and take action on Ordinance No. 2024-21, amending the fiscal year 2023-2024 budget for Plan Review Services. (Finance)
- (c) Consider and take action on Ordinance No. 2024-22, levying an ad valorem tax for the year 2024 for the City of Texas City. (Finance)

(10) COMMISSIONERS' COMMENTS

(11) MAYOR'S COMMENTS

(12) 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 AUGUST 16, 2024, PRIOR TO 5:00 P.M. AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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RHOMARI LEIGH  
CITY SECRETARY

**CITY COMMISSION REGULAR MTG**

**(4) (a)**

**Meeting Date:** 08/21/2024

August 2024 Service Awards

**Submitted For:** Jennifer Price, Human Resources

**Submitted By:** Susan Sensat, Human Resources

**Department:** Human Resources

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**Information**

**ACTION REQUEST**

Service Awards

Amanda Gracia	Parks & Recreation	08/14/2014	10 years
Denise Castor	Library	08/24/2009	15 years
Hector Alonzo	Water Distribution	08/24/2009	15 years
Robert Judson	Police	08/23/2004	20 years
Michael Bullock	Bayou Golf	08/10/1999	25 years

**BACKGROUND (Brief Summary)**

Service Award(s) for the following individual(s) for the month of August is based on their years of service with the City.

**RECOMMENDATION**

Human Resources recommend approval of the August service awards.

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**Fiscal Impact**

**CITY COMMISSION REGULAR MTG**

**(5) (a)**

**Meeting Date:** 08/21/2024

**Submitted By:** Rhomari Leigh, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST**

Community Outreach (Police Department)

**BACKGROUND (Brief Summary)**

**RECOMMENDATION**

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**Fiscal Impact**

**Attachments**

Public Relations Presentation

TCPD Presentation 2024 - Attrition

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# TEXAS CITY POLICE DEPARTMENT

PUBLIC RELATIONS

# OVERVIEW

- ▶ Texas City - Citizens Police Academy
- ▶ Texas City - Citizens Police Academy Alumni Association
- ▶ Volunteers in Policing (VIP)
- ▶ Neighborhood Watch Program
- ▶ Explorer Program
- ▶ Annual Events
- ▶ Community Matters

# Texas City - Citizens Police Academy

- ▶ The hope of the Citizen Police Academy is to build an understanding, increase public awareness, and establish a partnership between the law enforcement and citizens of Texas City. In today's time, with increasing miscommunications, misunderstandings, and mounting frustrations, the CPA works to create clarity and transparency between our First Responders and the Community. We Need EVERYBODY'S participation to break down these stereotypical barriers!

# Texas City - Citizens Police Academy Alumni Association

- ▶ Eyes and Ears
- ▶ Help support events
- ▶ Training exercises
- ▶ Assist ID/CID

# Volunteers in Policing

# Ministers and Leaders' Breakfast

Tuesday, September 10<sup>th</sup>  
10:30 am.

# Neighborhood Watch Program

- ▶ Neighborhood Watch Parties
- ▶ Neighborhood Watch Signs

# Explorer Program

- ▶ 5 AREAS OF EMPHASIS
- ▶ CAREER OPPORTUNITIES
- ▶ LEADERSHIP EXPERIENCE
- ▶ LIFE SKILLS
- ▶ CITIZENSHIP
- ▶ CHARACTER EDUCATION

# Annual Events

- ▶ **National Night Out**  
Tuesday, October 1, 2024
- ▶ **TCPD Sportsmen Tournament**  
Friday, October 4, 2024
- ▶ **Blue Santa/Christmas with the Blue**
- ▶ **TCPD Birdies & Badges Golf Tournament**  
Thursday, May 8, 2025

# Community Matters

- ▶ **Grow our Citizens Police Academy Alumni Association.**
- ▶ **Develop a Citizen on Patrol Program.**
- ▶ **Restart the Police Explore Program.**
- ▶ **Establish relationships with multiple groups in the various sectors of Texas City.**
- ▶ **Track the participation and enrollment of the different programs hosted by TCPD.**
- ▶ **Ensure every officer is involved in maintaining relationships with our community partners.**

# Summary

- ▶ Texas City - Citizens Police Academy
- ▶ Texas City - Citizens Police Academy Alumni Association
- ▶ Volunteers in Policing (VIP)
- ▶ Neighborhood Watch Program
- ▶ Explorer Program
- ▶ Annual Events
- ▶ Community Matters

**Questions?**



# Texas City Police Department

Presented by: Asst. Chief Johnson

# What is Attrition



Attrition is, “a reduction in numbers usually as a result of resignation, retirement, or death”, according to Merriam-Webster dictionary. Attrition is inevitable for any organization but should be monitored as a means of understanding organizational dynamics.

For this presentation we will look at both voluntary and involuntary attrition rates for the Texas City Police Department concerning sworn personnel.

To calculate the attrition rate, we will divide the number of employees who left by the authorized strength of the department and then multiply by one hundred.

Attrition Rate (%) = (Number of Employees that left / Authorized Strength) X 100

First, we will look at the historical attrition rate for the department as a means of comparison.

# Chief Robert Burby 2009-2018



YEAR	ATTRITION	AUTH. STRENGTH	ATTRITION RATE
2009	3	85	3.53%
2010	2	85	2.35%
2011	9	85	10.59%
2012	8	85	9.41%
2013	2	85	2.35%
2014	9	85	10.59%
2015	10	85	11.76%
2016	7	85	8.24%
2017	12	85	14.12%
2018	9	85	10.59%

**AVERAGE ATTRITION RATE – 8.35%**

**HIGHEST ATTRITION RATE – 14.12%**

# Chief Stanton 2018-2023



YEAR	ATTRITION	AUTH. STRENGTH	ATTRITION RATE
2019	17	85	20.00%
2020	10	91	10.99%
2021	12	101	11.88%
2022	9	101	8.91%
2023*	6	101	5.94%

AVERAGE ATTRITION RATE – 11.54%

HIGHEST ATTRITION RATE – 20.00%

\*Note- 01/01/23 till 09/01/23

# Chief Landis J. Cravens 2023 - Current



YEAR	ATTRITION	AUTH. STRENGTH	ATTRITION RATE
2023*	8	101	7.92%
2024	13	101	12.87%

AVERAGE ATTRITION RATE – 10.39%

HIGHEST ATTRITION RATE – 12.87%

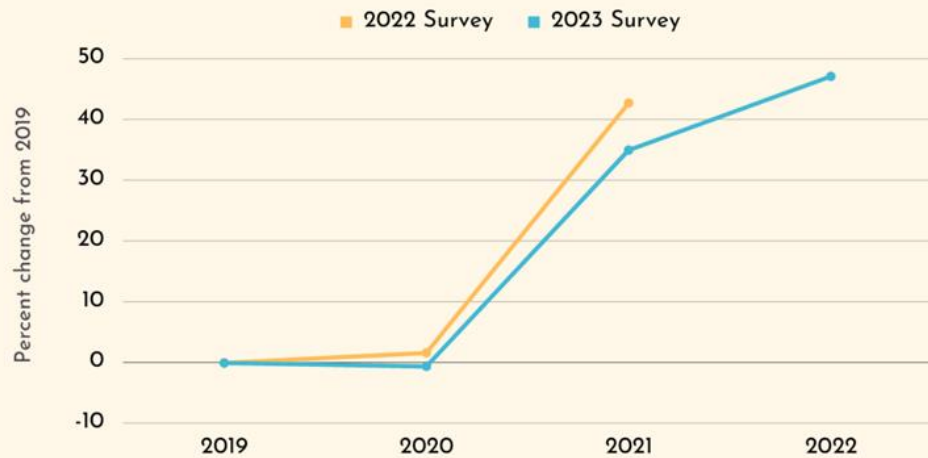
\*Note- 09/23 – 12/23

# Police Executive Research Forum



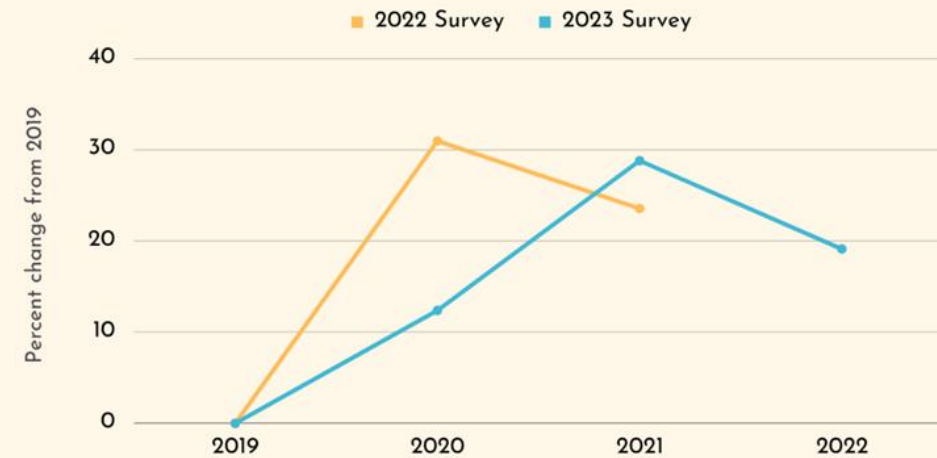
The Police Executive Research Forum (PERF) conducted a nation-wide survey covering 182 agencies in 38 states including Sheriffs, Commissioners, and Chiefs. The findings from this study show increases in resignations and retirements since 2019.

### PERCENT CHANGE IN TOTAL SWORN RESIGNATIONS, 2019-2022



Source: PERF Membership Survey

### PERCENT CHANGE IN TOTAL SWORN RETIREMENTS, 2019-2022



Source: PERF Membership Survey

## Citations

- “Attrition Definition & Meaning.” *Merriam-Webster*, Merriam-Webster, [www.merriam-webster.com/dictionary/attrition](http://www.merriam-webster.com/dictionary/attrition). Accessed 21 Aug. 2024.
- “STAFFING2023.” *Police Executive Research Forum*, [www.policeforum.org/staffing2023](http://www.policeforum.org/staffing2023). Accessed 21 Aug. 2024.

**CITY COMMISSION REGULAR MTG**

**(6) (a)**

**Meeting Date:** 08/21/2024

Notice of Public Hearing on Tax Increase

**Submitted For:** Cynthia Rushing, Finance

**Submitted By:** Cynthia Rushing, Finance

**Department:** Finance

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**Information**

**ACTION REQUEST**

Public hearing to hear citizens' opinions in favor of or in opposition to the proposed 2024 tax rate of \$0.488635 per \$100 valuation.

**BACKGROUND (Brief Summary)**

Public hearing to hear citizens' opinions in favor of or in opposition to the proposed 2024 NNR tax rate of \$0.488635 per \$100 valuation.

**RECOMMENDATION**

Management recommends approval of the proposed tax rate of \$0.488635 per \$100 of property value.

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**Fiscal Impact**

**Attachments**

attachment  
Staff Report

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# NOTICE OF MEETING TO VOTE ON TAX RATE

A tax rate of \$0.488635 per \$100 valuation has been proposed by the governing body of the City of Texas City.

PROPOSED TAX RATE	\$0.488635 per \$100
NO-NEW-REVENUE TAX RATE	\$0.488635 per \$100
VOTER-APPROVAL TAX RATE	\$0.602350 per \$100

The no-new-revenue tax rate is the tax rate for the 2024 tax year that will raise the same amount of property tax revenue for the City of Texas City from the same properties in both the 2023 tax year and the 2024 tax year. The voter-approval rate is the highest tax rate that the City of Texas City may adopt without holding an election to seek voter approval of the rate. The proposed tax rate is not greater than the no-new-revenue tax rate. This means that the City of Texas City is not proposing to increase property taxes for the 2024 tax year.

A PUBLIC MEETING TO VOTE ON THE PROPOSED TAX RATE WILL BE HELD ON August 21, 2024 AT 5:00 PM AT Kenneth T. Nunn Room at City Hall, 1801 9th Avenue North, Texas City, Texas 77590.

The proposed tax rate is also not greater than the voter-approval tax rate. As a result, the City of Texas City is not required to hold an election to seek voter approval of the rate. However, you may express your support for or opposition to the proposed tax rate by contacting the members of the City Commissioners of the City of Texas City at their offices or by attending the public meeting mentioned above.

YOUR TAXES OWED UNDER ANY OF THE RATES MENTIONED ABOVE CAN BE CALCULATED AS FOLLOWS:

$$\text{Property tax amount} = (\text{tax rate}) \times (\text{taxable value of your property}) / 100$$

FOR the proposal: Mayor Dedrick D. Johnson, Sr. Keith Love Chris Sharp  
Mayor Pro-Tem Thelma Bowie Abel Garza, Jr.

ABSENT: DeAndre' Knoxson Jami Clark

Visit [Texas.gov/PropertyTaxes](https://www.texas.gov/PropertyTaxes) to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property. The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state. The following table compares the taxes imposed on the average residence homestead by the City of Texas City last year to the taxes proposed to be imposed on the average residence homestead by the City of Texas City this year.

	2023	2024	Change
Total tax rate (per \$100 of value)	\$0.490000	\$0.488635	decrease of -0.001365 per \$100, or -0.28%
Average homestead taxable value	\$164,577	\$178,488	increase of +8.45%
Tax on average homestead	\$806.43	\$872.15	increase of +\$65.72, or +8.15%
Total tax levy on all properties	\$33,176,418	\$33,491,795	increase of +\$315,377, or +0.95%

For assistance with tax calculations, please contact the tax assessor for the City of Texas City at (877) 766-2284 or [galcotax@galvestoncountytexas.gov](mailto:galcotax@galvestoncountytexas.gov), or visit [www.galcotax.com](http://www.galcotax.com) for more information.



# City of Texas City Tax Rate

For the 2024 Tax Year

## Truth-In-Taxation (TNT): Tax Rate Adoption

- ❑ Designed to provide more transparency in the property tax adoption process and inviting greater taxpayer participation
- ❑ Adopts a tax rate that will support the operations budget for the City
- ❑ Galveston County Tax Office calculates the tax rates and sends the tax rates to the Taxing Units in the Galveston County
  - ✓ County Appraisal District provides Certified Taxable Values
  - ✓ Taxing Units provide Debt Information, Unencumbered Fund Balance, Sales Tax spent on M&O, and TIF payments

# TERMS AND DEFINITIONS



## No-New-Revenue Tax Rate (NNR)

Tax rate that would produce the same revenue from the same property base as the prior year and serves as an offset to the increasing property appraised values.

### Comparison:

	2023	2024	Change
Total tax rate (per \$100 of value)	\$0.490000	\$0.488635	decrease of -0.001365 per \$100, or -0.28%
Average homestead taxable value	\$164,577	\$178,488	increase of +8.45%
Tax on average homestead	\$806.43	\$872.15	increase of +\$65.72, or +8.15%
Total tax levy on all properties	\$33,176,418	\$33,491,795	increase of +\$315,377, or +0.95%

## Voter Approval Tax Rate (VAR)

Highest tax rate that the Taxing Unit may adopt without holding an election to seek voter approval of the rate.

## Adopted Tax Rate

Tax rate that was previously voted and adopted by the Taxing Unit

**Tax Increment Financing (TIF)** – redirect property tax in an area designated as a Tax Increment Reinvestment Zone (TIRZ)

# STAFF RECOMMENDATION



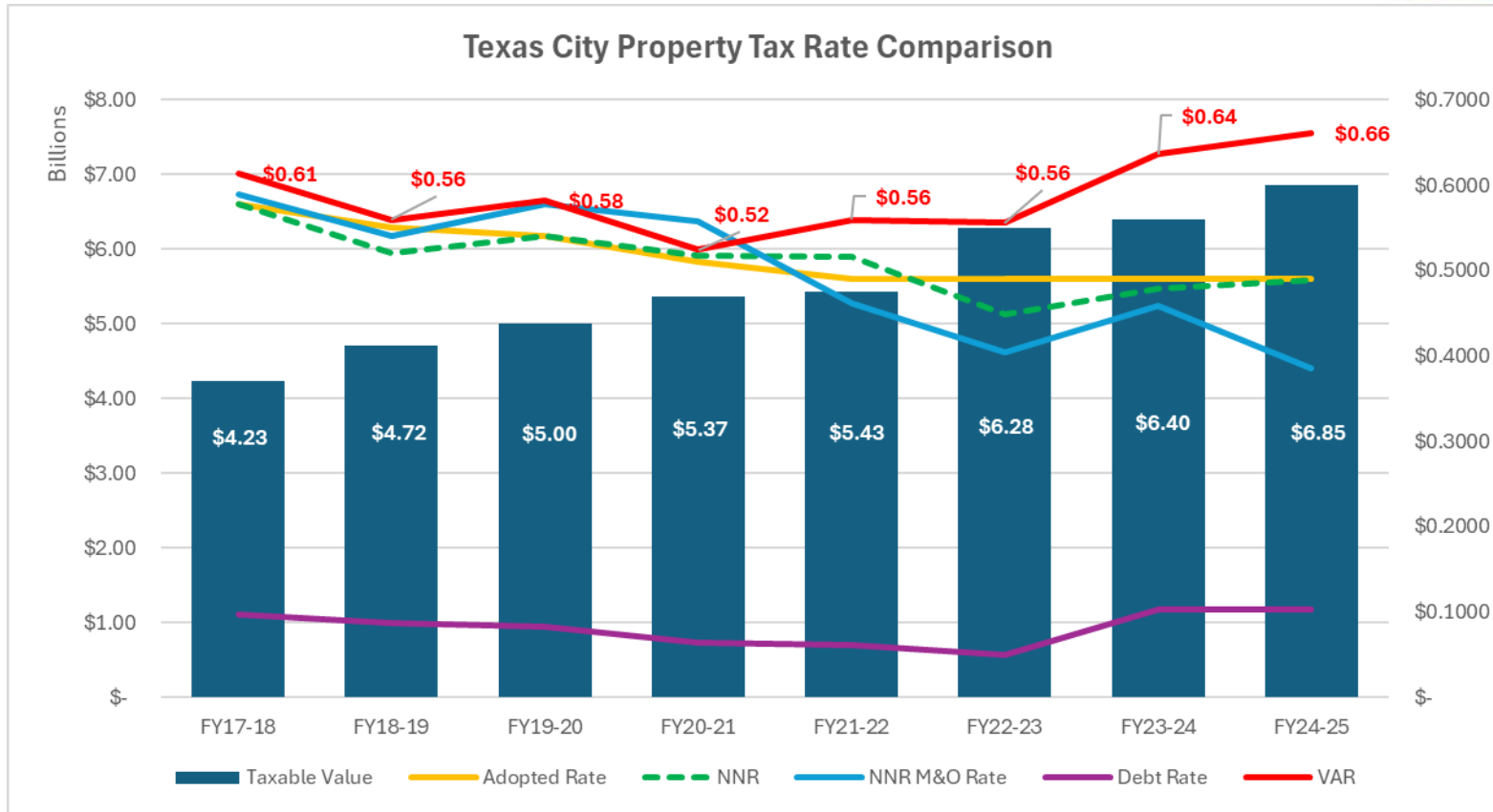
	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
<b>Taxable Value</b>	<b>\$ 4,228,406,746</b>	<b>\$ 4,715,349,204</b>	<b>\$ 4,997,799,763</b>	<b>\$ 5,370,711,710</b>	<b>\$ 5,431,858,681</b>	<b>\$ 6,277,842,665</b>	<b>\$ 6,397,924,538</b>	<b>\$ 6,854,151,976</b>
Adopted Rate	0.577179	0.550000	0.540000	0.510000	0.490000	0.490000	0.490000	
NNR	0.577179	0.520993	0.540270	0.517195	0.516302	0.448432	0.479020	<b>0.488635</b>
NNR M&O Rate	0.589781	0.540749	0.577878	0.558021	0.461960	0.403735	0.458423	0.385738
Debt Rate	0.097135	0.087370	0.082904	0.063504	0.060496	0.049936	0.102650	0.102897
VAR	0.613958	0.559568	0.582712	0.524407	0.559489	0.555639	0.636316	0.644163
<b>Proposed Tax</b>								
<b>Revenue</b>	<b>\$ 24,405,476</b>	<b>\$ 25,934,421</b>	<b>\$ 26,988,119</b>	<b>\$ 27,390,630</b>	<b>\$ 26,616,108</b>	<b>\$ 30,761,429</b>	<b>\$ 31,349,830</b>	<b>\$ 33,491,786</b>

Staff Recommends No-New-Revenue Rate

- No Property Tax Increase
- Tax Rate Flat for last 3 years

\* M&O – Maintenance and Operations

# STAFF RECOMMENDATION



**Staff Recommends No-New-Tax Rate**

- No Property Tax Increase
- Tax Rate Flat for last 3 years
- No-New-Revenue Tax Rate has 2 Components
  1. M&O
  2. Debt Services

\* M&O – Maintenance and Operations

# FY25 PROPERTY TAX REVENUE PROJECTIONS



	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
<b>Taxable Value</b>	<b>\$ 5,370,711,710</b>	<b>\$ 5,431,858,681</b>	<b>\$ 6,277,842,665</b>	<b>\$ 6,397,924,538</b>	<b>\$ 6,854,151,976</b>
Adopted Rate	0.510000	0.490000	0.490000	0.490000	
NNR	0.517195	0.516302	0.448432	0.479020	<b>0.488635</b>
NNR M&O Rate	0.558021	0.461960	0.403735	0.458423	0.385738
Debt Rate	0.063504	0.060496	0.049936	0.102650	0.102897
VAR	0.524407	0.559489	0.555639	0.636316	0.644163
<b>Proposed Tax Revenue</b>	<b>\$ 27,390,630</b>	<b>\$ 26,616,108</b>	<b>\$ 30,761,429</b>	<b>\$ 31,349,830</b>	<b>\$ 33,491,786</b>

Proposed Tax Levy Calculation:

$$\begin{array}{r}
 \$6,854,151,976 / \$100 \\
 \times \quad \$ .488635 \\
 \hline
 \$33,491,786
 \end{array}$$

\* M&O – Maintenance and Operations

**CITY COMMISSION REGULAR MTG**

**(8) (a)**

**Meeting Date:** 08/21/2024

Minutes

**Submitted For:** Renee Edgar, City Secretary

**Submitted By:** Rhomari Leigh, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST**

Approve City Commission Minutes for the August 7, 2024, meeting. (City Secretary)

**BACKGROUND (Brief Summary)**

**RECOMMENDATION**

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**Fiscal Impact**

**Attachments**

Minutes

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# REGULAR CALLED CITY COMMISSION MEETING

## MINUTES

WEDNESDAY, AUGUST 7, 2024 – 5:00 P.M.  
KENNETH T. NUNN COUNCIL ROOM – CITY HALL

A Regular Called Meeting of the City Commission was held on Wednesday, AUGUST 7, 2024, 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 5:00 p.m. by Mayor Dedrick D. Johnson.

### 1. ROLL CALL

Present: Mayor Dedrick D. Johnson  
Commissioner At-Large, Mayor Pro Tem Thelma Bowie  
Commissioner At-Large Abel Garza, Jr.  
Commissioner District 2 Keith Love  
Commissioner District 3 Chris Sharp

Absent: Commissioner District 1 DeAndre' Knoxson  
Commissioner District 4 Jami Clark

### 2. INVOCATION

Led by Matthew Walker, Pastor at Restoration City Church.

### 3. PLEDGE OF ALLEGIANCE

Led by Commissioner At-Large, Able Garza.

### 4. PROCLAMATIONS AND PRESENTATIONS

#### a. Promotion: Firefighter James Haltom promoted to Engineer

Chief David Zacherl promoted James Haltom from Firefighter to Engineer, he was pinned by the Interim Director of EMS, Hendershot.

### 5. REPORTS

#### a. Transportation and Planning Department Report (City Engineer)

Kimberly Golden, City Engineer, gave a PowerPoint presentation.

### 6. PUBLIC HEARING

- a. Bluestem Energy Solutions seeks to rezone from District "F" (Light Industrial) to District "S-P" (Site Plan) for Heights Battery Storage, a proposed 9.9 MW, 19.98 MWh Battery Energy Storage System (BESS) installation. Located at 410 Hwy 146 N, south of TNMP Heights Substation. (City Engineer)

Kimberly Golden, City Engineer, stated the Planning Board considered the Detailed Site Plan for this project at its regular meeting on June 3, 2024, and voted 3-0 to approve the Site Plan and recommend it for approval of the zoning change from District F (Light Industrial) to District SP (Site Plan). The Zoning Commission held a public hearing on July 2, 2024, and received no comments opposing the rezoning. Upon deliberation and consideration, the Zoning Commission voted 4-0 to recommend approval of the zoning change from District F to District SP based on the Site Plan recommended by the Planning Board. City staff have no objection to the recommended zoning change.

Motion by Commissioner At-Large Abel Garza, Jr., Seconded by Commissioner District 2 Keith Love, to close the Public Hearing.

**Vote: 5 - 0 CARRIED**

## 7. PRELIMINARY ZONING APPROVAL

- a. Consider and take action on a Zoning Change Request from Bluestem Energy Solutions to rezone from District "F" (Light Industrial) to District "S-P" (Site Plan) for Heights Battery Storage, a proposed 9.9 MW, 19.98 MWh Battery Energy Storage System (BESS) installation, located at 410 Hwy 146 N, south of TNMP Heights Substation. (City Engineer)

Motion by Commissioner At-Large Abel Garza, Jr., Seconded by Commissioner District 3 Chris Sharp, to approve the zoning change from District F (Light Industrial) to District SP (Site Plan) as recommended by The Planning Board and The Zoning Commission.

**Vote: 5 - 0 CARRIED**

## 8. PUBLIC COMMENTS

The following members of the public requested to address the City Commission: La Marque Councilperson Joseph Lowry, Robert Campbell, Leighton Guarnera of TMPA, Joseph Broussard, resident, Richard Holcomb, and Jose Boix, resident.

## 9. CONSENT AGENDA

Commissioner At-Large, Mayor Pro Tem Thelma Bowie, made a motion to approve Consent Agenda items 9a, b, c, d, e, f, and g. The motion was seconded by Commissioner At-Large Abel Garza.

- a. Approve City Commission Minutes for the July 17, 2024, workshop and meeting. (City Secretary)

**Vote: 5 - 0 CARRIED**

- b. Consider and take action on Resolution No. 2024-093, approving the Strategic Plan for Moore Memorial Public Library for Fiscal Year 2025-2027. (Library)

**Vote: 5 - 0 CARRIED**

- c. Consider and take action on Resolution No. 2024-094, extending the continuation of the Disaster Declaration until further action by the City Commission. (Emergency Management)

**Vote: 5 - 0 CARRIED**

- d. Consider and take action on Resolution No. 2024-095, approve the acceptance of, and the ability to expand, the HUD FY' 2024 CDBG Allocation Entitlement. (Community Development/Grants Administration)

**Vote: 5 - 0 CARRIED**

- e. Consider and take action on Resolution No. 2024-096, authorizing the rejection of all bids for Bid No. 2024-012, Building Materials Annual Contract, and authorizing City Staff to rebid at a later date. (Public Works)

**Vote: 5 - 0 CARRIED**

- f. Consider and take action on Resolution No. 2024-097, adopting the PY' 24 CDBG Action Plan and Approving the submission to HUD. (Community Development/Grants Administration)

**Vote: 5 - 0 CARRIED**

- g. Consider and take action on Resolution No. 2024-098, appointing members to the Planning Board. (City Secretary)

**Vote: 5 - 0 CARRIED**

10. REGULAR ITEMS

- a. Consider and take action on Ordinance No. 2024-19, authorizing a budget amendment to make funds available for the payment of the May 2024 General Election. (Finance)

Motion by Commissioner At-Large Abel Garza, Jr., Seconded by Commissioner At-Large, Mayor Pro Tem Thelma Bowie, to approve a budget amendment to make funds available for the payment of the May 2024, General Election.

**Vote: 5 - 0 CARRIED**

- b. Consider and take action on proposed tax rate by record vote and schedule public hearings, if necessary.

The record vote to approve the proposed tax rate of \$0.488635/\$100 was as follows:

Dedrick D. Johnson, Mayor --- aye  
Thelma Bowie, Mayor Pro Tem, and Commissioner At-Large --- aye  
Abel Garza, Jr., Commissioner At-Large --- aye  
DeAndre' Knoxson, Commissioner District 1 --- absent  
Keith Love, Commissioner District 2 --- aye  
Chris Sharp, Commissioner District 3 --- aye  
Jami Clark, Commissioner District 4 --- absent

11. COMMISSIONERS' COMMENTS

MAYOR'S COMMENTS

An audiovisual recording of this meeting is available on the City's website and retained by the CSO for two years after the date of the adoption of the minutes to which the meeting corresponds.

12. ADJOURNMENT

Having no further business, Commissioner At-Large Abel Garza, Jr., made a MOTION to ADJOURN at 6:05 p.m.; the motion was SECONDED by Commissioner Chris Sharp. All present voted AYE. MOTION CARRIED.

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DEDRICK D. JOHNSON, MAYOR

ATTEST:

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Rhomari Leigh, City Secretary  
Date Approved:

**CITY COMMISSION REGULAR MTG**

**(8) (b)**

**Meeting Date:** 08/21/2024

Engineering Services for the 19th Avenue and 16th Street Storm Box Culvert Replacement Project

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

**Department:** Public Works

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**Information**

**ACTION REQUEST**

Approve the execution of an engineering agreement with ARKK Engineers, LLC., from Houston, Texas, for the 19th Avenue and 16th Street Storm Box Culvert Replacement Project.

**BACKGROUND (Brief Summary)**

ARKK Engineers, LLC. has submitted an Agreement For Services, for the engineering services necessary for the 19th Avenue and 16th Street Storm Box Culvert Replacement Project, not to exceed \$129,941.00. Funds are made available for this project via ARPA Grant funds account no. 243301-55570. A copy of this agreement is attached for your review.

**RECOMMENDATION**

It is the recommendation of the Public Works Department that the City Commission approve a resolution authorizing the Mayor to execute the Agreement For Services with ARKK Engineers, LLC. on behalf of the City Commission for the 19th Avenue and 16th Street Storm Box Culvert Replacement Project.

Thank you.

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**Fiscal Impact**

**Attachments**

Exhibit A  
Resolution

---

THE STATE OF TEXAS

COUNTY OF GALVESTON

**AGREEMENT FOR SERVICES**

This Agreement entered into as of the \_\_\_\_ day of \_\_\_\_\_, A.D., 2024, by and between ARKK Engineers, LLC. ("Consultant"), and the City of Texas City, Texas, ("Client").

**WITNESSETH:**

WHEREAS, the Client has requested various services of the Consultant with respect to Engineering and Construction Phase Services for the City of Texas City's "19<sup>th</sup> Avenue & 16<sup>th</sup> Street Storm Box Culvert Replacement Project" ("Project").

NOW, THEREFORE, *Client* and *Consultant* hereby agree as follows:

1. Engagement of Consultant - *Consultant* hereby agrees to perform the services required under the scope of work related to the *Project*, and to provide *Client* with copies of the information, opinions, and other such documents made the basis of the scope of services, which is set out in Attachment "A" and made a part of this contract. *Consultant* agrees to initiate the following services that are set out in Attachment "A" upon receipt of an executed copy of this Agreement.
2. Availability of Information - *Client* agrees to provide *Consultant* with all available information pertinent to the *Project*. *Client* will also provide copies of reports, drawings, and other data, and will, at *Consultant's* request, provide written authorization to review *Client's* files relative to the *Project* which may be in possession of third parties. *Consultant* agrees to return all original

documents to *Client* upon completion of the *Project*, but reserves the right to make and keep reproducible copies of all such material.

3. Access to Facilities - *Client* will provide access for the *Consultant* to enter the property and facilities of *Client*, as necessary for *Consultant* to perform services as required under the *Project*.
4. Instruments of Service - All documents prepared in accordance with this contract including exhibits, field notes, laboratory data, original drawings, and specifications are the property of the *Client*. The *Consultant* is given the right to use any of this data in connection with future engineering projects. The *Consultant* may retain copies of reproducible of any information prepared for this *Project*.
5. Fee - The *Consultant's* fee for the scope of services as stated in Attachment "A" provided by *Consultant* under this Agreement as set out in Attachment "A" and being the amount of: \$129,941 for Design, Bid, and Construction Phase Services.
6. Payment and Fee Schedule - The *Consultant* will submit a monthly invoice for services rendered.
7. Terms of Payment - Payment of fees as determined under Paragraph 5 herein above shall be due and payable by *Client* within thirty (30) days following receipt of *Consultant's* monthly invoice.
8. Additional Services - Additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor cost times a factor of 2.99 and direct cost plus 10%.

9. Insurance - *Consultant* shall maintain Worker's Compensation and Liability Insurance in accordance with Attachment "B".
10. Termination - The *Client* may terminate this contract at any time by giving notice in writing to the *Consultant*. In that case, all finished or unfinished documents and other materials produced under this contract shall become the *Client's* property. If the contract is terminated by the *Client* in accordance with this provision, *Consultant* shall be paid for all services performed to the date of termination.
11. Governing Law - This Agreement shall be deemed to have been made under, and shall be construed and interpreted in accordance with the laws of the State of Texas. The venue of any suit for enforcement or construction of this contract shall be in Galveston County, Texas.
12. Indemnification - For consideration received, the undersigned agrees to indemnify, save, defend and hold harmless the City of Texas City, Texas, its employees, officials, and agents from any and all claims, actions, damages, lawsuits, proceedings, judgments, or liabilities, for personal injury, death or property damage resulting from the negligent acts or omissions of the undersigned or negligent acts or omissions of others under the undersigned's supervision or control arising out of the performance of this agreement.
13. Home Rule Municipality  
  
The City is a municipality incorporated under the laws of the State of Texas, and all laws regulating and concerning Texas municipalities apply, including budgetary laws, The City Charter and The City Code. Consultant acknowledges that the City may only act through its City

Commission or a duly authorized representative of City Commission, and that any act of an employee or officer of the City that is not duly authorized is void.

ENTERED INTO AND AGREED by the parties hereto as the day and year first written.

ARKK ENGINEERS, LLC.  
Consultant

BY: Madhu Kilambi  
MADHU KILAMBI, P.E.  
Senior Project Manager / Principal

\_\_\_\_\_  
CITY OF TEXAS CITY, TEXAS  
Client

BY: \_\_\_\_\_  
MAYOR OF THE CITY OF TEXAS CITY

ATTEST: \_\_\_\_\_  
DIRECTOR OF FINANCE



## ATTACHMENT "A"

July 24, 2024

Mr. Jack Haralson  
Director of Public Works  
City of Texas City  
7800 Emmett F. Lowry Expy,  
Texas City, Texas 77591

Re: Proposal for Engineering Design and Construction Phase Services for City of Texas City's **"19<sup>th</sup> Avenue & 16<sup>th</sup> Street Storm Box Culvert Replacement Project"**  
City of Texas City, Texas

Dear Mr. Haralson:

As requested, ARRK Engineers, LLC (ARRK) is pleased to submit this proposal for performing engineering design and construction phase services for the above referenced project. This proposal is based on our understanding of the project as discussed in our previous meetings and conversations with City staff and information gathered from our site visits. For your convenience, this proposal consists of General Overview, Scope of Services, and Fee.

### **GENERAL OVERVIEW**

This project involves providing engineering design and construction phase services for the replacement of a multiple (4) barrel box culvert bridge crossing 19<sup>th</sup> Avenue at 16<sup>th</sup> Street. This project is funded from a Coronavirus Relief Grant obtained by the City of Texas City through the American Rescue Plan Act Funds.

This storm box culvert bridge crossing 19<sup>th</sup> Avenue was recently inspected by TxDOT bridge inspectors and was determined to be in a deteriorated condition with delamination and cracking evident along the storm sewer box culvert walls. The existing storm box culverts crossing 19<sup>th</sup> Avenue comprise of 4 - cast in place 9' wide x 6' high concrete boxes approximately 60 - feet in length (total 240-feet). These existing box culverts and the associated pavement will be removed and a new precast 9' wide x 6' high reinforced box culverts will be installed as part of this project. The concrete roadway pavement within the project limits will also be replaced as part of this project.

Based on preliminary cost estimates developed for the replacement, the construction cost for performing the improvements is estimated to be approximately \$800,000.00.

As discussed with City staff, this proposal does not include performing an environmental study or preparing permit application for the U.S. Army Corp of Engineers. Should the need arise during the design phase to perform any environmental investigations or prepare a submittal to the U.S Army Corp of Engineers, a separate proposal will be submitted to the City.

During the construction of this project, the City of Texas City with support from ARKK representative will observe the progress of the construction and perform construction management services. Therefore, construction management and inspection services by ARKK Engineers personnel are not part of the scope of this project. A budget for inspection support is included with this proposal. This proposal addresses the engineering services ARKK Engineers will provide the City of Texas City during the design, bid, and construction phases for the project.

This proposal addresses the engineering services ARKK will provide the City during the Design and Construction Phases, as well as associated Surveying, Geotechnical, and other services necessary to support the project. The proposal is separated into Basic Services (expected normal engineering services) and Special Services. The following section details the scope of engineering services proposed for this Project.

## **SCOPE OF SERVICES**

### **I. DESIGN PHASE SERVICES**

#### **A. Basic Services - Design Phase**

- Research and gather existing relevant data on the project such as existing utility information, drainage information, permitting jurisdictions, as available.
- Contact private utility companies and other known entities that may be involved to request and obtain information on their existing facilities and requirements that may impact this project. ARKK will provide design drawings to the utility companies and other known entities for their review, so that potential conflicts identified by the pertinent entity can be coordinated with the proposed improvements.

- Coordinate with the surveying firm and authorize the topographic survey for the project.
- Coordinate with the geotechnical engineering firm and authorize the geotechnical (soils) engineering study for the project.
- Obtain any available drawings which show existing utilities in the project area. Obtain any available record drawings from the City.
- Coordinate with the surveying firm and authorize the topographic survey for the project.
- Plot survey data of the proposed alignment.
- Prepare project specifications, drawings, bid documents and construction drawings based on anticipated improvements.
- Coordinate with the City of Texas City during the design phase. Provide two (2) draft sets of plans and specifications for review and comments.
- Incorporate appropriate comments from pertinent entities into the final bid documents.
- Complete coordination with utility agencies in regard to the project. Assist the City in obtaining and/or securing approvals required by all governmental authorities with jurisdiction over the design and/or the operation of the project and all public and private utilities including pipeline transmission companies affected by this project. This assistance will involve the usual expected coordination and approval process. When the process involves work beyond the expected, such as special submittals, designs, appearances at special meetings, coordination of utility/pipeline excavation efforts, permitting applications, etc., such work would be considered under the Special Services portion of this proposal.
- Prepare a final cost estimate for the project.
- Furnish two (2) sets of construction documents to the City.

## **B. Special Services - Design Phase**

### **1. Storm Water Pollution Prevention Plan**

- Prepare a Storm Water Pollution Prevention Plan (SWPPP) in accordance with the Texas National Pollutant Discharge Elimination System (TPDES) General Permit for Storm Water Discharge from construction for all project areas.

### **2. Survey Services**

- Conduct topographic survey of the barrel box culvert bridge crossing.
- Prepare survey control map of project area.

### **3. Geotechnical Services**

- Perform a geotechnical investigation of the project area. A budget for one soil boring is included in this proposal.

### **4. Reproduction**

- Costs for reproduction will be charged under special services for reproduction of plans, specifications and reports.
- Reproduction for review sets, submittals to the City, governmental agencies, and utility companies will be included in the cost for reproduction.
- Costs associated with CIVCAST online plan room will be included in the reproduction costs.

### **5. Miscellaneous Services**

- Due to the nature of work, it is recommended that a budget for miscellaneous services be allocated to cover additional tasks and costs, which may occur during the progress of the work. This item will not be utilized unless approved by the City of Texas City.

## **II. CONSTRUCTION PHASE SERVICES**

### **A. Basic Services – Construction Phase**

This task includes providing bidding and construction administration services for the project.

#### **1. Bid Phase Services**

- Assist the City in obtaining bids for the project. The City of Texas City will advertise the project and will absorb all related advertising costs. ARKK will coordinate with the City and will assist in developing the wording of the advertisement.
- Dispense construction and bidding documents via the CivCast online plan room (by Amtek USA) to prospective bidders.
- During the bidding process, provide information to and answer questions from potential bidders concerning the Project's construction documents and prepare addendums as necessary.
- Prepare an agenda for the pre-construction conference.
- Conduct a pre-bid conference for potential bidders.
- Prepare bid tabulation, evaluate the bids, review the qualifications of the apparent low bidders and advise the City as to the acceptability of the apparent low bidder.

#### **2. Construction Administration Services**

- Prepare construction contracts for execution by the Contractor and the City.
- Prepare an agenda for the pre-construction conference.
- Conduct a pre-construction conference for the project.
- Review and respond accordingly to all submittals as required by the contract specifications.
- Prepare change orders necessitated by field conditions.

- Review the contractor's pay estimates, evaluate the completion of work and make payment recommendations to the City.
- Visit the site at intervals appropriate to the various stages of construction to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the Contract Documents.
- ARKK will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). ARKK's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but ARKK will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits and on the basis of on-site observations ARKK shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.
- Conduct a final inspection of the Project and make a recommendation for Final Payment on the project.
- Engineer shall provide one set of digital record plans based on the Contractor's red line marked up as-built drawings.

## **B. Special Services – Construction Phase**

### **1. Construction Support Services:**

- A budget for part time construction observation services to support City staff is included in the bid proposal.
- Provide support to the City's project representative during the construction phase on an as needed basis.
- Attend progress meetings with City staff.

**2. Construction Materials Testing:**

- Construction materials testing is not included in this proposal. A budget for material testing will be included in the bidding documents. The construction contractor selected for this project will utilize a construction testing firm mutually agreeable to the City of Texas City and ARKK to perform the testing services.

**FEE**

The fee for the services is outlined below.

**1. DESIGN PHASE**

Design Phase Services: lump sum amount of	\$64,386.00
*Surveying: Subcontractor's Cost plus 10%	\$8,184.00
*Geotechnical Investigation: Subcontractor's Cost plus 10%	\$3,500.00
Storm Water Pollution Prevention Plan: lump sum amount of	\$1,000.00
Reproduction: lump sum amount of	\$750.00
*Miscellaneous Services: Cost plus 10%	\$5,000.00
Bid Phase Services: lump sum amount of	\$2,750.00
Construction Administration Services: lump Sum	\$ 20,121.00
*Construction Support Services: (Hourly and cost plus 10%)	\$24,000.00
<b>Total All Services:</b>	<b>\$129,941.00</b>

\* At this time the magnitude of these tasks are not known. Therefore, budgetary amounts are provided. These figures may increase or decrease depending upon actual work required. If an increase becomes necessary it can be accomplished by utilizing available funds from other line items that have under run or utilize the miscellaneous services line item or by contract amendment.

Hourly charges for office personnel shall be charged based on a raw labor rates times a multiplier of 2.99, reimbursable expenses will be charged at cost plus 10% and mileage will be charged at the current IRS prevailing rate.

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

Sincerely,  
ARKK ENGINEERS, LLC.



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

**ATTACHMENT "B"**  
**INSURANCE LIMITS**

1.	General Liability	Each Occurrence:	\$1,000,000
		Damage to Rented Premises	\$1,000,000
		Medical Expenses (any one person)	\$10,000
		Personal and Adv. Injury	\$1,000,000
		General Aggregate:	\$2,000,000
		Products - Comp/Op Agg:	\$2,000,000
2.	Automobile Liability	Combined Single Limit:	\$1,000,000
3.	Excess Liability Umbrella Form	Each Occurrence:	\$1,000,000
		Aggregate:	\$1,000,000
4.	Worker's Compensation and Employers Liability	Each Accident:	\$500,000
		Disease - Each Employee:	\$500,000
		Disease - Policy Limit:	\$500,000
5.	Professional Liability	Each Claim	\$1,000,000
		Policy Year Aggregate	\$1,000,000

**RESOLUTION NO. 2024-099**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN ENGINEERING AGREEMENT WITH ARKK ENGINEERS, LLC. TO PROVIDE ENGINEERING SERVICES FOR THE 19TH AVENUE AND 16TH STREET STORM BOX CULVERT REPLACEMENT PROJECT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, ARKK Engineers, LLC. has submitted an agreement for services, for the engineering services necessary for the 19<sup>th</sup> Avenue and 16<sup>th</sup> Street Storm Box Culvert Replacement Project, not to exceed \$129,941.00; and

**WHEREAS**, funds are made available for this project via the ARPA Grant funds account no. 243301-55570. A copy of this agreement is attached for your review.

**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 proposal by ARKK Engineers, LLC, to provide engineering services for the 19<sup>th</sup> Avenue and 16<sup>th</sup> Street Storm Box Culvert Replacement Project.

**SECTION 2:** That the Mayor is hereby authorized to execute the Agreement for Service with ARKK Engineers, LLC, and execute change orders not to exceed 25.0 % of the total amount, in the form attached hereto as **Exhibit “A”** and made a part hereof for all intents and purposes.

**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 August 2024.**

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Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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Rhomari D. Leigh  
City Secretary

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Kyle L. Dickson  
City Attorney

**CITY COMMISSION REGULAR MTG**

**(8) (c)**

**Meeting Date:** 08/21/2024

Bid No. 2024-013 Liquid Asphalt - Transport Load Annual Contract

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

**Department:** Public Works

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**Information**

**ACTION REQUEST**

Approve and award the contract for bid no. 2024-013 Liquid Asphalt - Transport Load.

**BACKGROUND (Brief Summary)**

The bid was advertised on July 19<sup>th</sup> and July 26<sup>th</sup> of 2024 and bid packets were sent to local area vendors. Bids were opened on August 09, 2024 at 10:00 a.m. The lowest responsible bidder meeting all requirements was received from Cleveland Asphalt Products, Inc.

Funds are made available through our liquid asphalt account (101301-52110), in the City of Texas City Annual Budget. This is an annual contract and there are no guaranteed minimum or maximum purchases. All purchases are on an as needed basis, for the unit prices bid.

A bid tabulation is attached for your review.

**RECOMMENDATION**

It is the recommendation of the Public Works Department to award the annual contract for Bid No. 2024-013 for Liquid Asphalt-Transport Load, to Cleveland Asphalt Products, Inc., and that the Mayor be authorized to execute the contract on behalf of the City Commission.

Thank you.

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**Fiscal Impact**

**Attachments**

Exhibit A  
Resolution

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**BID TABULATION**

**2024-013 LIQUID ASPHALT – TRANSPORT LOAD ANNUAL CONTRACT**

Bid Opening: Friday, August 09, 2024 at 10 a.m.

<b><u>BIDDER</u></b>	<b><u>CRS-2</u></b> Cationic Emulsion  2,500 gallons	<b><u>SS-1</u></b> Slow Set Emulsion  5,000 gallons	<b><u>EAP &amp; T</u></b> Prime and Tack  5,000 gallons	<b><u>TOTAL</u></b>
Cleveland Asphalt Products  PRICE / LOAD	<b>\$2.83 / \$7,075.00</b>	<b>\$2.69 / \$13,450.00</b>	<b>\$2.69 / \$13,450.00</b>	<b>\$33,975.00</b>
Martin Asphalt Company  PRICE / LOAD	\$2.95 / \$7,375.00	\$2.80 / \$14,000.00	\$2.80 / \$14,000.00	\$35,375.00

**RESOLUTION NO. 2024-100**

**A RESOLUTION APPROVING BID NO. 2024-013 LIQUID ASPHALT - TRANSPORT LOAD ANNUAL CONTRACT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, the bid was advertised on July 19, 2024, and July 26, 2024, and bid packets were sent to local area vendors; and

**WHEREAS**, bids were opened on August 09, 2024, at 10:00 a.m. The low responsible bid meeting all the specifications was received from Cleveland Asphalt Products, Inc.; and

**WHEREAS**, the Public Works Department recommends that Bid No. 2024-013 Liquid Asphalt - Transport Load Annual Contract be awarded to Cleveland Asphalt Products, Inc. of Shepherd, 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 awards Bid No. 2024-013 Liquid Asphalt - Transport Load Annual Contract to Cleveland Asphalt Products, Inc.

**SECTION 2:** That the Mayor is hereby authorized to enter into a contract with Cleveland Asphalt Products, Inc. for the respective unit prices bid in **Exhibit "A"** attached hereto and made a part hereof for all intents and purposes.

**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 August 2024.**

---

Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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Rhomari D. Leigh  
City Secretary

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Kyle L. Dickson  
City Attorney

**CITY COMMISSION REGULAR MTG**

**(8) (d)**

**Meeting Date:** 08/21/2024

Agreement for Professional Consulting Services between Code Concepts Group, LLC regarding BESS projects in Texas City

**Submitted For:** Kim Golden, Transportation and Planning

**Submitted By:** Veronica Carreon, Transportation and Planning

**Department:** Transportation and Planning

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**Information**

**ACTION REQUEST**

Consider and take action on an Agreement for Professional Consulting Services between Code Concepts Group, LLC and the City of Texas City regarding BESS projects in Texas City.

**BACKGROUND (Brief Summary)**

The Building Department requires assistance with the review of plans and permit submittals for various battery electrical storage systems (BESS) for which site plans and rezoning requests have been approved by the Planning Board, Zoning Commission and City Commission. The BESS are highly technical and specialized installations which require special knowledge to review and inspect effectively. Code Concepts Group, LLC is a recognized expert in this field which provides consulting services, including BESS plan review and inspection services for municipalities.

**RECOMMENDATION**

Recommend approval of the contract with Code Concepts Group for technical third party reviews and other consulting services relating to battery electrical storages systems (BESS).

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**Fiscal Impact**

**Attachments**

Code Concept Group Agmt  
Resolution

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August 8, 2024

This proposal is intended to confirm our mutual understanding of the terms of our engagement with respect to our representation of your firm:

Texas City, Texas

Retention of Code Concepts Group, LLC is for building code, fire code, and related standards expert services, analysis, and guidance generation, specifically:

Provision of code consulting services dealing with proposed energy storage system installations as addressed by the current International Code Council's (ICC) series of codes and relevant referenced standards such as those of the National Fire Protection Association (NFPA) in relation to locally and state adopted codes and standards. Services to include:

- Code review, application and solution guidance for the energy storage systems based upon requirements appearing in the various Texas City fire and building codes and referenced standards of ICC and NFPA.
- Follow up questions and reviews regarding code issues/solutions for the facilities.
- Videoconferencing as necessary with city officials and applicants.
- Travel assignments based upon schedule availability and prior approval.
- Additional assignments based upon mutual agreement.

In connection with this engagement, all communications between Code Concepts Group, LLC and your firm, as well as communications between Code Concepts Group, LLC and any attorney, agent or employee acting on your firm's behalf shall be regarded as confidential and solely for the purpose of assisting your counsel in giving legal advice to your firm. Code Concepts Group, LLC will not disclose to anyone, without your prior written permission, the nature or content of any future, oral or written communication, nor of any information gained from the future inspection of any papers, records or documents. Additionally, Code Concepts Group, LLC will not permit inspection of any such papers, records or documents, without prior written consent from your firm.

All papers, work papers, records or other documents, regardless of their nature and the source where they emanate, shall be held by Code Concepts Group, LLC solely for your convenience, subject to your unqualified right to instruct Code Concepts Group, LLC with respect to possession and control. Reports and work papers prepared by Code Concepts Group, LLC under your direction belong to:

Texas City, Texas

As part of the Agreement, Code Concepts Group, LLC will immediately notify your firm of any occurrences of any of the following events:

1. The exhibiting of any papers, work papers, documents or records prepared by or submitted to Code Concepts Group, LLC or someone under the direction of Code Concepts Group, LLC in a manner not expressly authorized by your firm;
2. The request by anyone to examine, inspect or copy such papers, work papers, documents, or records; and/or
3. Any attempt to serve or the actual service of any court order, subpoena or summons which requires the production of any such papers, work papers, documents, or records.

In all cases Code Concepts Group, LLC will be free to participate in general code development discussions, hearings and processes in a manner it decides appropriate. Code Concepts Group, LLC will not take or abide by any directed testimony in relation to codes and standards development.

Fees for Code Concepts Group, LLC services will be computed as set forth in Attachment "A." not to exceed \$49,000.00 plus approved travel expenses.

**This agreement will be effective from August 12, 2024, and will continue through to September 30, 2024. The terms of this agreement will be auto renewed for twelve (12) month periods on October 1<sup>st</sup> of each budget year unless terminated by either party after providing a sixty (60) day notice.**

If the above fairly sets forth your understanding of the services Code Concepts Group, LLC will provide to your firm, please sign this letter in the space provided on the next page and return it to Code Concepts Group, LLC.

I look forward to working with you on this project.

Very truly yours,



Michael D. O'Brian  
Managing Partner



The services described in the foregoing are in accordance with my understanding. Terms described in this letter are acceptable and hereby agreed to.

Agreed and Accepted By:

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Dated: \_\_\_\_\_, 2024





(810) 337-8788

[www.concepts.codes](http://www.concepts.codes)

9032 Rosemary Ln  
Brighton, MI 48114

## Attachment 'A'

### Basic Fees:

\$250.00 per staff hour billed in 15-minute increments monthly plus travel expenses.

Approved Travel Expenses billed separately; travel days billed at 4-hours of time.

### Other:

Invoices generated monthly thirty (30) days net.

**RESOLUTION NO. 2024-101**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN CODE CONCEPTS GROUP, LLC AND THE CITY OF TEXAS CITY REGARDING BATTERY ELECTRICAL STORAGE SYSTEMS (BESS) PROJECTS IN TEXAS CITY; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, the Building Department requires assistance with the review of plans and permit submittals for various battery electrical storage systems (BESS) for which site plans and rezoning requests have been approved by the Planning Board, Zoning Commission and City Commission; and

**WHEREAS**, the BESS are highly technical and specialized installations which require special knowledge to review and inspect effectively;

**WHEREAS**, Code Concepts Group, LLC is a recognized expert in this field which provides consulting services, including BESS plan review and inspection services for municipalities.

**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 hereby approves the Agreement with Code Concepts Group, LLC attached hereto as **Exhibit “A”** and made part thereof.

**SECTION 2:** That the City Commission of the City of Texas City hereby authorizes the Mayor to execute the Agreement with Code Concepts Group, LLC attached hereto as **Exhibit “A”** and made part thereof.

**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 August 2024.**

---

Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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Rhomari D. Leigh  
City Secretary

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Kyle L. Dickson  
City Attorney

**CITY COMMISSION REGULAR MTG**

**(8) (e)**

**Meeting Date:** 08/21/2024

Resolution 2024-102 to Willdan Engineering for Plan Review Services of COM Projects

**Submitted For:** Kim Golden, Transportation and Planning

**Submitted By:** Veronica Carreon, Transportation and Planning

**Department:** Transportation and Planning

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**Information**

**ACTION REQUEST**

Approve and Award Resolution 2024-102 to Willdan Engineering for Plan Review Services of COM Projects (LCB, CCEC and PSC).

**BACKGROUND (Brief Summary)**

COM's 2023 Bond Project program includes the design and construction of three new buildings: Library and Classroom Building (LCB) 160,000 sft, \$67,000,000 estimated cost; Continuing & Corporate Education Building (CCEC) 20,400 sq. ft, \$11,199,335 estimated cost; and Public Safety Careers Center (PSCC), 33,681 sq. ft., \$23,890,665 estimated cost. To assist COM with a timely review of the plans for permitting, staff recommends retaining third party plan review services with experience in multi-story, mixed-use school facility design and construction. Proposals received in response to a duly advertised request for proposals have been evaluated, and a recommendation made to contract with Willdan Engineering to provide the plan review services in a timely manner.

**RECOMMENDATION**

Based upon evaluation of proposals received in response to duly advertised request for proposals, staff recommend award of a contract to Willdan Engineering for plan review services on the three COM new construction projects - Library and Classroom Building, Continuing and Corporate Education Center, and Public Safety Careers Center.

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**Fiscal Impact**

**Attachments**

Willdan - TC Building Proposal for COM Projects

Recommendation for Award

Resolution

attachment

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# City of Texas City

Proposal for

## Building Permitting Plan Reviews and Inspections

- *College of the Mainland 2023 Bond Projects*

August 9, 2024



## Cover/Transmittal Letter

August 9, 2024

City of Texas City  
Purchasing  
1801 9<sup>th</sup> Avenue North  
Texas City, TX

### **RE: Proposal for Building Permitting Plan Reviews and Inspections – College of the Mainland 2023 Bond Projects**

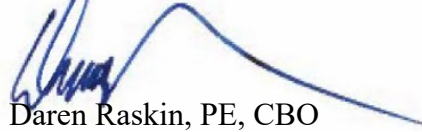
The City of Texas City is seeking consultants to provide services for Building Code Plan Review and Inspections for various new construction projects at the College of the Mainland (COM) Texas City main campus. **Willdan Engineering (Willdan)** has been an industry leader for over 60 years providing municipal building and safety services. Our staff has exceptional customer service skills and extensive building code knowledge. In addition, many of our employees are currently teaching building and safety training classes. With over 200 employees in building and safety, the depth of our staff experience is an added value to our professional services.

- **Leading Provider of Plan Review and Inspection Services:** Willdan is a leading provider of plan review and inspection services, distinguishing itself through a unique approach. Our dedicated plan review and inspection team operates under the guidance of the City Building Official, ensuring seamless daily operations. What sets us apart is our commitment to mirroring the efficiency of City staff, amplified by the support of a large, experienced team. Notably, our key personnel prioritize swift communication, often answering calls directly or returning calls within the hour and being available for meetings with applicants as needed for Plan Review items.
- **Readiness to be there for the City:** What sets Willdan apart is our readiness to be there for the City when issues arise and providing effective solutions through myself, Deputy Director, Daren Raskin, based out of **Montgomery, Texas**. With Willdan, the City gains not just a service provider but a reliable partner in navigating the intricacies of building plan review & management.

Willdan looks forward to assembling our qualified team to support the City of Texas City. Please contact me should you have any questions regarding our excellent Building and Safety services and how we may benefit the City and its community.

Respectfully submitted,

**WILLDAN ENGINEERING**



Daren Raskin, PE, CBO  
Deputy Director of Building and Safety  
(346) 478-0063  
[draskin@willdan.com](mailto:draskin@willdan.com)



## A. Executive Summary

### Brief Overview

**Willdan Engineering (Willdan)**, a Corporation founded in 1964, is part of Willdan Group, Inc. (WGI), a NASDAQ publicly traded Delaware Corporation and nationwide firm serving numerous public agencies and private sector clients. Willdan specializes in solutions tailored to the unique needs of municipalities and other local government agencies. Services range from full-time, in-house staffing to interim or part-time assistance on a project-by-project basis.



Willdan’s understanding of public agency needs and issues is unique in the industry. In addition to the significant portion of our staff that have served in public agency management positions prior to joining Willdan, we have had numerous assignments for cities and counties to provide building officials, municipal engineers, planning directors, traffic engineers, and other public agency staff members. With our depth of experience, expertise, knowledge, and resources, Willdan is able to offer practical solutions that are timely, cost effective, and that meet the needs of individual communities. The diversity of our staff experience is an added value of our professional services.

Willdan was originally established as a civil engineering firm specializing in providing solutions for our public agency clients.



Since that time, we have evolved into a professional consulting firm offering a broad array of services that allows us to provide a comprehensive and integrated approach to our clients’ planning, engineering, financial, economic, public facility, public safety, and energy sustainability solutions.

Throughout our 60-year history, Willdan has sustained a consistent healthy financial performance. Willdan has the financial strength and wherewithal to complete all projects we undertake. This is due, in part, to a respected reputation in the municipal engineering industry for providing timely, cost effective, innovative engineering solutions that exceed our client’s expectations and for providing exceptional customer service to our many clients. The firm has the resources and appropriate staffing to perform and complete all contractual project obligations. We have continued to grow to better serve our clients by offering an expanding range of municipal services. Financial information, including information on revenue, earnings, and cash flow, are issued quarterly and can be found at [www.willdan.com](http://www.willdan.com).

Willdan possesses expertise in most facets of the public sector marketplace. The varied experience and background of our staff experience is an added value of our services. No other firm matches Willdan’s combined breadth of directly relevant technical and operational expertise and depth of experience.

### Willdan Engineering Services

- Building and Safety/ Full Operations
- City Engineering
- Capital Program Management
- Construction Management/Inspection
- Development Services/Plan Review
- Environmental/Planning
- Flood Control Design
- Landscape Architecture
- Pavement Management
- Structural Engineering
- Survey/Mapping
- Traffic Engineering





Willdan’s corporate-wide capabilities include a full range of civil and structural engineering, land planning, financial and economic consulting, geology and geotechnical engineering, environmental health and safety, and energy efficiency solutions consulting services.

**Building and Safety Services**

Willdan’s experience and strength in building and safety encompasses the complete range of technical disciplines, including permit issuance, building inspection, grading inspection, accessibility inspection, hospital and medical facility plan check and inspection, flood zone experience, building plan review, and fire-life safety. The plan review staff maintain current certifications and attend training on a regular basis, to stay current with industry technologies and standards.


**Building and Safety Services**

- Building & Safety Inspection
- Fire Suppression Inspection
- Fire Suppression Plan Review
- Plan Review
- Permit Technician
- Property Maintenance Inspection
- Code Enforcement
- Building Official
- Disaster Recovery Services
- Development Permitting

**B. Firm Qualifications and Experience**




Willdan’s **60 years of experience** providing staff augmentation services enables us **to deliver the highest level of staff and service**. Our Inspection and Plan Review staff will be available to meet with City staff, builders, developers, and citizens to resolve any inspection issues that may arise. Inspectors will attend and participate in required meetings with other City inspection and plan review staff, property owners, contractors and/or design professionals.

Our Inspectors and Plan Review staff will review the permit package to verify that the on-site condition is consistent with the appropriate records for square footage, setbacks, heights, and other applicable requirements. Inspectors will comply with the City’s procedures for reporting inspection results, use City inspection correction forms, make appropriate entries onto the permit documents, and follow City procedures prior to finalizing a building permit. Willdan will verify that all inspection records, including the daily inspection records on the job card and the permit copy, will be entered into the City’s Building and Safety computer system. We will counsel builders, owners, engineers, and architects to enhance the orderly flow of the construction process yet maintain an effective enforcement level. Our Inspectors will document construction changes and ensure approval by appropriate City staff.

<p>Extension of Staff</p> 	<p>Since 1979, Willdan has provided building and safety permanent and interim staffing to over 300 agencies, including jurisdictions, tribal communities, cities, and counties. We have highly trained, experienced staff to complete or enhance local agency staffing and meet their staffing requirements for permanent and/or interim staff on a full- or part-time basis. With over 200 licensed professional and technical personnel, Willdan offers dedicated, qualified staff, with many of our skilled staff holding municipal positions prior to joining Willdan. Their specialized experience provides jurisdictions with efficient, cost-effective staffing assistance to maintain or expand departmental services and capabilities.</p>
<p>Building Plan Review</p>	<p>Although Willdan offers a full range of services to our clients, we recognize there is none more important than retaining qualified building safety personnel. Of all of the things that can go wrong within a community, very few have the likelihood of affecting as many within that community as a</p>





	<p>building disaster. Most of us spend the majority of our time living, working, sleeping, and playing within the confines of a structure. It is imperative that a governing body find a cost- effective way to provide these services to the community they serve. Willdan recognizes this need. Project plan review goes hand-in-hand with the inspection element and is equally critical to the development process. Plan review services bring the intent of the design team and the adopted codes of the community together. It is the plans examiner’s responsibility to ensure the project is designed in accordance with codes and standards adopted by the municipal agency. Working together as a team, the plans examiner, the designer, and the inspector all contribute greatly to the health, safety, and welfare of the community.</p>
<p>Building Inspection</p> 	<p>In the realm of developing and growing a community, there are few – if any – services provided by the governing body that are more important than the safety of the structures where we live, sleep, work, and play. It is this function that permits local citizens to go about their daily lives without thinking about the safety of the structures they enter or occupy.</p>
<p>Technology Implementation</p> 	<p>Willdan’s team has extensive knowledge and many years of experience implementing and working with permitting software systems, electronic plan review systems, and counter cueing systems. Our staff is knowledgeable and works with other plan review software systems implemented by various agencies, enabling our team members to work within existing systems and advise on, help develop, and implement replacement systems. The systems we have worked with include – but are not limited to – TRAKiT, ACCELA, and EnerGov. Willdan’s staff actively uses Bluebeam for electronic plan review.</p>





**Relevant Experience**

**Plan Review & Inspection ( Full ICC/ NFPA & Texas State), University of Texas – Austin**

**American Campus Communities, Austin, TX**

**Graduate Housing Project -300k sf**

**Administration and Café Building- 35k sf**

Plan review and inspection services for the Graduate Student Housing buildings that consist of multiple student residential buildings and commons building.



**Plan Review & Inspection ( Full ICC/ NFPA & Texas State), Texas State Technical College, Statewide TX.**

**JB Connaly Technical Center – Waco, TX – 94k SF**

**CCAP Building, Waco, TX – 127k SF**

**CCAP Building, Abilene, TX – 48k SF**

**CCAP Building, Fort Bend County, TX – 109k SF**

**Diesel Building, Marshall, TX – 26k SF**

**New Technology Building, Harlingen, TX – 86k SF**

**Lineworkers Building, Harlingen, TX – 10k SF**

**20PM Building Renovation, Harlingen, TX – 63k SF**

Full Plan Review and inspections services for TSTC remodels and new buildings. Oversee all code compliance and issue certificate of occupancy or completion, as necessary.



**Third Party Plan Review Services**

**City of Plano, TX**

**Varied plan review services**

Provide plan review services for applicants requesting expedited review.





### C. Proposed Methodology and Approach

Willdan prides itself on the ability to adapt and work within an existing framework of a department. We will propose options for providing services as described. Our intent is for our clients to be comfortable with our services and adhere to the clients’ needs.

Based on the RFP, it appears the required services are very similar to those currently provided to our current client, Texas State Technical College on 5 of their campuses. In order to allow construction to proceed in as efficient and timely manner as possible, it is key that Willdan be involved early on and work directly with the project design team. Willdan can work as independently as the Texas City Building Official would like, following any direction necessary to provide the City full confidence in final approvals. As a key to ensure building occupancy is obtained as quickly as possible, it is critical that a diligent plan review is performed to limit issues during the inspection process.

For these types of projects, we will typically work with the contractor(s) to coordinate timely inspections.

### D. Work Plan and Schedule

As noted above, Willdan’s standard is to follow the procedures and processes of our client City. However, our staff’s extensive experience and depth allow us to help improve City processes or provide the flexibility necessary to help move projects along in an expedited manner. Below is our standard plan review schedule. We propose to proceed with the following schedule but provide for online meetings with the design team to ensure comments are addressed without unnecessary delays.

#### Plan Review Turnaround Time for 95% Construction Documents

TYPE OF PROJECT	INITIAL REVIEW	SUBSEQUENT REVIEWS
 <b>Commercial</b>	10 working days	5 working days

To allow the most efficient plan review by the most qualified staff, we recommend the plan review is performed electronically. Willdan has its own online, cloud-based plan check tracking system that allows applicants, City staff and Willdan plan reviewers to access each submittal and view outstanding comments 24 hours a day. Our plan check tracking system sends email notifications to any list of recipients from the City to ensure the correct people know when submittals are accepted, comments issued and plan review approval is obtained. Once plan approval, we ensure the applicant is aware other departments and possible QC checks are still required prior to permit issuance. Willdan is also fully capable of performing electronic plan reviews through the City’s system or through paper submittals, as directed by the City.

Inspections are typically performed on the next business day but we can also provide after-hours and weekend inspections, if authorized by the City.





## E. Team Composition and Key Personnel

A key element of our project team is that it is an efficient, effective, and experienced unit. Our team members possess necessary expertise and experience to perform the requested services. They will commit the time and effort required to successfully complete on schedule and in a cost-effective manner. A table summarizing our key staff is below. Full resumes for team members are presented in the Appendix.

Team Member	Credentials	Service Provided
<p><b>Daren Raskin, PE, CBO</b> <i>Deputy Director</i></p> <p><i>29 Years of Experience</i></p>	<ul style="list-style-type: none"> <li>▪ Texas Professional Engineer No.143746</li> <li>▪ ICC Plans Examiner No. 8387707</li> <li>▪ ICC Building Official No. 8387707</li> </ul>	<p><b>Building Plan Review:</b> Structural, architectural, plumbing, mechanical, electrical, energy, green building, accessibility, residential, and commercial.</p>
<p><b>Russell Thornburg</b> <i>Senior Plans Examiner</i></p> <p><i>31 Years of Experience</i></p>	<ul style="list-style-type: none"> <li>▪ ICC Building Plans Examiner No. 8045018</li> <li>▪ ICC Building Inspector No. 8045018</li> <li>▪ ICC Mechanical Inspector No. 8045018</li> </ul>	<p><b>Building Plan Review &amp; Inspection:</b> Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities, and multi-family residential developments.</p>
<p><b>Frank Smith, CBI</b> <i>Supervising Building Inspector</i></p> <p><i>34 Years of Experience</i></p>	<ul style="list-style-type: none"> <li>▪ ICC Commercial Building Inspector No. 859346</li> <li>▪ ICC Residential Commercial Inspector No. 859346</li> <li>▪ ICC Plans Examiner No. 859346</li> <li>▪ ICC Property &amp; Maintenance Inspector No. 859346</li> <li>▪ ICC Zoning Inspector No. 859346</li> <li>▪ NFPA 80 Fire Door Inspector</li> <li>▪ IFC Fire Stop Inspector</li> </ul>	<p><b>Building Inspection:</b> Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities, and multi-family residential developments.</p>
<p><b>Russ Healey</b> <i>Plans Examiner</i></p> <p><i>41 Years of Experience</i></p>	<ul style="list-style-type: none"> <li>▪ AZ Professional Mechanical Engineer No. 33073</li> <li>▪ AZ Professional Fire Protection Engineer No. 52547</li> </ul>	<p><b>Building Plan Review:</b> Performs mechanical, electrical, and plumbing plan review. Used primarily for complex or large systems.</p>





Team Member	Credentials	Service Provided
<p><b>Joseph Morein,</b> <b>TSBPE</b> <i>Senior Building Inspector</i></p> <p><i>25 Years of Experience</i></p>	<ul style="list-style-type: none"> <li>▪ Texas TSBPE Licensed Plumbing Inspector TSBPE No. 2244</li> <li>▪ ICC Building Inspector No. 5187016</li> <li>▪ ICC Commercial Building Inspector No. 5187016</li> <li>▪ ICC Residential Plumbing Inspector No. 5187016</li> <li>▪ ICC Residential Electrical Inspector No. 5187016</li> <li>▪ ICC Residential Building Inspector No. 5187016</li> <li>▪ ICC Residential Mechanical Inspector No. 5187016</li> <li>▪ ICC Mechanical Inspector No. 5187016</li> <li>▪ ICC Plumbing Inspector No. 5187016</li> </ul>	<p><b>Building Inspection:</b> Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities, and multi-family residential developments.</p>
<p><b>Marcus Johnson,</b> <b>CBI, TSBPE</b> <i>Senior Building Inspector</i></p> <p><i>7 Years of Experience</i></p>	<ul style="list-style-type: none"> <li>▪ Texas TSBPE Licensed Plumbing Inspector TSBPE No. 3591</li> <li>▪ ICC Commercial Plumbing Inspector No. 8713600</li> <li>▪ ICC Residential Plumbing Inspector No. 8713600</li> <li>▪ ICC Plumbing Inspector No. 8713600</li> </ul>	<p><b>Building Inspection:</b> Multi-story office buildings, commercial buildings, retail outlets, single-family, medical facilities, educational facilities, and multi-family residential developments.</p>

ICC Certifications can be verified at: <https://www.iccsafe.org/verify/>

TSBPE Plumbing Inspector Licenses can be verified at:  
<https://vo.licensing.hpc.texas.gov/datamart/selectSearchType.do>





## F. Budget and Fee Schedule

COM Project	BMEPE Permitting Plan Review (not including Fire)	BMEPE inspections (not including Fire)
Library and Classroom Building (LCB)	\$37,800	\$74,600
Public Safety Careers (PSCC)	\$9,500	Not requested
Continuing & Corporate Education Center (CCEC)	\$6,000	Not requested

### **Inspections Include:**

The proposed fee includes all required Building Code inspections and including travel. Fee does not include special/deputy inspections or testing. Re-inspections due to grossly incomplete or non-compliant work may be billed at \$95.00 per hour plus \$0.67 per mile from the Houston area, after initial warning.

### **Plan Review Services Include:**

Up to three (3) rounds of review.  
 Remote meetings and communications during initial review process.  
 \$130 per hour for reviews in excess of initial 3 rounds and for significant changes to plans that require additional review.  
 \$0.67 per mile round trip from origin in Montgomery, TX for in person meetings.

Willdan is open to negotiations on fees, including based on more detailed information and plans.

### **Time and Expense Option:**

Plan reviews can be performed at \$130 per hour plus \$0.67 per mile and drive time, if necessary.

Inspections can be performed at \$95 per hour plus \$0.67 per mile and drive time from Richmond, TX.





## G. References

Willdan has been providing jurisdictional services for 60 years and we have served large and small jurisdictions with populations from 8,000 to 250,000. Our extensive experience has enabled us to adapt easily and effectively from jurisdiction to jurisdiction, state to state.

<b>American Campus Communities / University of Texas</b>	
<i>Address</i>	1601 E, 20 <sup>th</sup> Street Austin, TX 78722
<i>Contact Person</i>	Jeremy Roberts, Vice President
<i>Phone / Email</i>	(512) 569-7481 / <a href="mailto:jroberts@americancampus.com">jroberts@americancampus.com</a>
<i>Dates of Service</i>	2022 – Present
<i>Services Provided</i>	<ul style="list-style-type: none"> <li>▪ Structural Plan Review</li> <li>▪ All Phase Inspection</li> </ul>

<b>Texas State Technical College</b>	
<i>Address</i>	3801 Campus Drive Waco, TX 76705
<i>Contact Person</i>	Mike Ratliff / Senior Construction Project Manager
<i>Phone / Email</i>	(254) 867-3703 / <a href="mailto:mike.ratliff@tstc.edu">mike.ratliff@tstc.edu</a>
<i>Dates of Service</i>	March 2023 – Present
<i>Services Provided</i>	<ul style="list-style-type: none"> <li>▪ Code Compliance Services</li> <li>▪ Plan Review Services</li> <li>▪ Inspection Services</li> </ul>

<b>County of Marion</b>	
<i>Address</i>	601 SE 25th Avenue Ocala, FL 34471
<i>Contact Person</i>	Michael Savage, Building & Safety Director
<i>Phone / Email</i>	(352) 438-2459 / <a href="mailto:Michael.savage@marionfl.org">Michael.savage@marionfl.org</a>
<i>Dates of Service</i>	2022 – Present
<i>Services Provided</i>	<ul style="list-style-type: none"> <li>▪ Plan Review Services</li> </ul>

<b>City of Lawrence</b>	
<i>Address</i>	9001 S 59th Street Lawrence, IN 46216
<i>Contact Person</i>	Srikanath Venugopalan, Director of Engineering
<i>Phone / Email</i>	(317) 542-4480 / <a href="mailto:svenugopalan@cityoflawrence.org">svenugopalan@cityoflawrence.org</a>
<i>Dates of Service</i>	2019 – Present





<i>Services Provided</i>	<ul style="list-style-type: none"> <li>▪ Building Official</li> <li>▪ Building Department Review</li> <li>▪ Building Inspection</li> <li>▪ Plan Review Services</li> </ul>
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<b>City of Plano</b>	
<i>Address</i>	1520 K Avenue Plano, TX 75074
<i>Contact Person</i>	Jeanna Scott, Assistant Building Official
<i>Phone / Email</i>	(972) 941-5967 / jeannas@plano.gov
<i>Dates of Service</i>	May 2023 – Present
<i>Services Provided</i>	<ul style="list-style-type: none"> <li>▪ 3rd Party Plan Review for City of Plano Building Permits Dept</li> </ul>





## Appendix - Forms

### Appendix A – Proposal Document

Form required to be completed and enclosed with proposal – App A thru E

### Appendix A – Proposal Document

Submittal Checklist: (To determine validity of Proposal)

Appendix A must be included in the submittal.

By checking the below box(es), you are acknowledging the contents of the document(s) relating to the listed appendices, and agreeing to their terms:

- Appendix B – Conflict of Interest
- Appendix E – Certification Regarding Debarment
- Appendix C – House Bill 13, 19, 89 Verification
- Appendix D – Non-Collusion Statement

All Proposals delivered to the City of Texas City shall include this page with the submittal.			
RFQ Number:	2024-459		
Project Title:	Plan Reviews and Inspections – COM Projects		
Submittal Deadline:	Friday, August 9, 2024 at 10:00am CDT		
<u>Proposer Information:</u>			
Proposer’s Legal Name:	Willdan Engineering		
Address:	5500 Democracy Drive, Suite 100+130		
City, State & Zip	Plano, TX 75024		
Federal Employers Identification Number	95-2295858		
Phone Number:	972.378.6588	Fax Number:	
E-Mail Address:	draskin@willdan.com		

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE**





Appendix B – Form CIQ

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  Date Received	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">Willdan Engineering</p>		
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-top: 20px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p style="margin-top: 10px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p style="text-align: center; margin-top: 20px;">N/A</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <p style="margin-top: 20px;">  _____                      Signature of vendor doing business with the governmental entity                 </p>		<p style="margin-top: 20px;">                     August 9, 2024                      _____                      Date                 </p>





Appendix C – House Bills 13, 19, & 89 Verification

Appendix C - House Bills 13, 19 & 89 Verification

Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.
3. Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

I, Daren Raskin (Person name), the undersigned representative of (Company or Business Name) Willdan Engineering (hereinafter referred to as Company) being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in House Bills 13, 19 and 89.

August 9, 2024

[Handwritten signature]

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE





Appendix D – Non-Collusion

**Appendix D – Non-Collusion Statement**

**THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.**

**PROPOSER** Willdan Engineering

**ADDRESS** 5500 Democracy Drive, Suite 100+130, Plano, TX 75024

**PHONE** 972.378.6588

**FAX** \_\_\_\_\_

**PROPOSER (SIGNATURE)** 

**PROPOSER (PRINTED NAME)** Daren Raskin

**POSITION WITH COMPANY** Deputy Director

**SIGNATURE OF COMPANY OFFICIAL  
AUTHORIZING THIS PROPOSAL** 

**COMPANY OFFICIAL  
(PRINTED NAME)** Daren Raskin

**OFFICIAL POSITION** Deputy Director

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE**





Appendix E – Document 00435

**Appendix E – Document 00435**

**PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR PART 29)**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

Daren Raskin

(Printed or typed Name of Signatory)

(Signature)

August 9, 2024

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**END OF DOCUMENT 00435-FAA**

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE**





## Resumes

Resumes for our Key Personnel are presented on the following pages.





## Daren Raskin, PE, CBO

### Project Manager

#### EDUCATION

BS, Engineering,  
California State  
Polytechnic University-  
Pomona

#### PROFESSIONAL CERTIFICATIONS

Texas Professional  
Engineer No.143746

Florida Professional  
Engineer, #57730

California Professional  
Engineer, CE#57577

ICC Plans Examiner No.  
8387707

ICC Building Official No.  
8387707

29 YEARS OF EXPERIENCE

**Daren Raskin** serves as Principal Project Manager and Supervising Plan Check Engineer for Willdan. Daren possesses experience with design of various multi-story structures, shopping centers, commercial buildings, parking structures, and residential units. He has organized, scheduled, and supervised staff of engineers, draftsmen, and technicians. Mr. Raskin's expertise encompasses knowledge of all major building materials, including cold-formed steel, structural steel, concrete, and masonry as well as design of specialized systems of corrugated cold-formed shear walls, concrete shear walls, masonry shear walls, structural steel moment frames, braced frames, and rigid diaphragm analysis.

Mr. Raskin's previous engineering experience includes structural design, analysis, and calculations for repair of fire damaged residential and commercial buildings, room additions, and custom homes and ensuring structural drawings met design and code requirements.

### Relevant Project Experience

**Plan Review and Inspection Services, University of Texas, Austin, American Campus Communities – Graduate Student Housing.** *Plans Examiner and Project Manager* responsible for plans reviews and overseeing inspector of record for multiple student residential buildings and commons building.

**Code Compliance Consultant, Texas State Technical College, Waco, TX.** Full Plan Review and inspections services for TSTC remodels and new buildings. Oversee all code compliance and issue certificate of occupancy or completion, as necessary.

**Third Party Plan Review Services, City of Plano, TX.** *Plan Reviewer.* Provide plan review services for applicants requesting expedited review.

**Plan Review Services, County of Marion, FL.** *Supervising Plan Reviewer.* Willdan's Plan check team was selected and performs residential, commercial, and solar plan check services for the County of Marion. All plan checks performed are via Willdan's electronic plan review system which is accessible to all applicants. Customers can access plan check comments in real time and can track the review through approval on our electronic portal.

**Building and Safety Services, City of Lawrence, IN.** *Plan Reviewer & Plan Check Supervisor.* Willdan provided a Building Official, Building Department review, building inspection and plan review services.

**Project Manager and Building Official, City of Sierra Madre, CA.** Coordinate inspections with City staff from other departments. Make all code interpretations. Regularly answers questions on permit applications and fees from staff. In process of implementing unreinforced masonry building retrofit ordinance. Overview of all plans prior to permit issuance. Available remotely full time with part time office hours.

**Project Manager and Deputy Building Official, City of West Covina, CA.** Managed adoption by City Council of new codes and fee schedule. Attend and manage regular staff meetings, coordinate with inspectors, as well as City staff from other departments. Make code interpretations in Building Official's absence. Regularly answers questions on permit applications and fees from staff and public. Responsible to cover regular counter plan checks and respond to questions from the public. The primary contact of City management. Available remotely full time with part time office hours.



## Russell Thornburg

### Senior Plans Examiner

**Russell Thornburg** is a Willdan Engineering building inspector with 25 years of experience. Mr. Thornburg has proven expertise as a residential field inspector, plans examiner, educator, instructor, and presenter. He had extensive experience in public and customer relations. Mr. Thornburg actively participated in development of strategies to strengthen the code official and building trades professions. He has provided on-site training with the field inspector and the plans examiners.

#### EDUCATION

*Building Inspection Technology Certificate, North Hennepin Community College, Brooklyn Park, MN*

*Advanced Structural Plan Review II course, Inver Hills Community College, Inver Grove Heights, MN*

*Master of Divinity, Southwestern Baptist Theological Seminary, Ft. Worth, TX*

*Bachelor of Science, University of Mary Hardin-Baylor, Belton, TX*

*Certificate in Industrial Welding, Amarillo College, Amarillo, TX*

#### PROFESSIONAL CERTIFICATIONS

*ICC Building Plans Examiner No. 8045018*

*ICC Building Inspector No. 8045018*

*ICC Mechanical Inspector No. 8045018*

*Certified Building Contractor*

*Master's Touch Carpentry, ID# 20002729*

*Certified Building Official, Limited #MN-1999*

*Touch Carpentry, ID# 20002729*

#### Relevant Project Experience

**Johnson County, KS. Contractor Licensing Program Manager.** Responsible for preparation and management of \$1.1 million budget. Developed, designed and provided education programs more than 7,500 licensed contractors, building officials, building inspectors, architects, and engineers from 35 states and 3 countries. Provided oversight of program; developed/implemented policies and procedures. Supervised, evaluated, and coached program team; coordinated certification requirements. Processed and successfully resolved customer complaints. Supervised preparation of finance and program reports. Facilitated Education Committee and License Review Board.

**Johnson County, KS. Plans Examiner (Temporary).** Provided residential and commercial plan review and field inspections. Responsible for energy review, customer service, and research.

**Owatonna, MN. City Building Inspector/Plans Examiner.** Responsible for review of all residential construction plans for compliance of state/local codes and city ordinances, including all aspects of energy code. Researched alternative methods and materials for use in determining departmental policies and procedures. Designed/developed departmental resource materials and Construction Guidelines for use by community stakeholders. Developed and presented educational programs for professional designers, contractors, architects, engineers, and building inspectors based on the MN Residential Code and Energy Code. Conducted field inspections for residential and commercial projects to determine compliance with plumbing, mechanical, structural, life safety, and energy codes. Customer service contact; addressed issues, answered questions, and conducted plan reviews. Planned, coordinated, and led weekly staff meetings; represented department at monthly contractor meetings. Participated in local and national code development for the International Residential Code and Energy.

**Fairmont, MN. City Building Inspector.** Responsible for all residential plan reviews and required inspections including energy, structural, life safety, plumbing, and mechanical. Assisted with commercial field inspections. Verified proper installation of energy products. Addressed code related customer service issues. Developed and led International Code Council and Minnesota Energy educational programs for contractors.

**Willmar, MN. City Building Inspector Technician.** Managed City Rental Program (homes, apartments, & manufactured homes) including the inspection of electrical, plumbing, and mechanical systems. Provided customer service regarding code inquiries. Responsible for residential plan reviews, field inspections, research, and documentation; assisted with commercial plan reviews. Enforced zoning ordinances.

**Self-Employed General Contractor.**

25 YEARS OF EXPERIENCE





# Frank Smith, CBI

## Supervising Building Inspector

**Frank Smith** has 34 years of experience in a wide range of building and safety projects. He led Building and Safety projects for multiple jurisdictions. He has experience in project construction and maintenance and has skills in plan review, International Building/Fire Code, site management, budget and schedule development and performance, and municipal building and safety.

### EDUCATION

Bachelor's Program,  
Oklahoma State  
University

Civil Engineering, Allen  
Hancock College

Associates Degree,  
Victor Valley College

Certificate Classes,  
Pacesetter/Addison  
Career

### PROFESSIONAL CERTIFICATIONS

ICC Commercial Building  
Inspector No. 859346

ICC Residential  
Commercial Inspector  
No. 859346

ICC Plans Examiner No.  
859346

ICC Property &  
Maintenance Inspector  
No. 859346

ICC Zoning Inspector No.  
859346

NFPA 80 Fire Door  
Inspector

IFC Fire Stop Inspector

34 YEARS OF EXPERIENCE

### Relevant Project Experience

**Plan Review, Texas State Technical College, Waco, TX.** *Inspector of Record.* Performs inspections and oversees all inspection services for TSTC.

**Inspection Services, University of Texas, Austin, American Campus Communities – Graduate Student Housing.** *Inspector of Record.* Performs full time onsite inspections as well as coordinates with specialized inspectors to ensure quality assurance of the project.

**FM Services Project Management & Municipal Services, Contract Services.** *Plans Examiner/ Counter Technician / Facilities Staff.* Provided plan review for residential and light commercial projects. Provided code compliance and interpretations for commercial projects.

- Palo Alto, California (Plans Examiner)
- National City, California (Contract Consultant)
- Epic Property Management, California
- Stormon Golf, USA/China

**Building Official, Building and Safety Manager, Plans Examner, and Inspector.** Mr. Smith has served as Building Official, Building and Safety Manager, Plans Examner, and Inspector for numerous clients. The following is a condensed list of clients that he has served.

#### Building Official

- City of Desert Hot Spring, CA
- City of Lompoc, CA
- City of Grover Beach, CA

#### Plans Examiner

- City of Santa Barbra, CA
- County of Santa Barbra, CA
- City of Palo Alto, CA
- City of Temecula, CA
- County of San Bernardino, CA
- City of Pismo Beach, CA

#### Building and Safety Manager

- City of National City, CA
- City of Hermosa Beach, CA

#### Inspector

- University of Texas Inspector of Record, TX
- City of Redondo Beach, CA
- City of Adelanto, CA
- City of Barstow, CA
- City of Santa Monica, CA





#### EDUCATION

Bachelor of Science and  
Chemical Engineering,  
Drexel University

#### PROFESSIONAL CERTIFICATIONS

Professional Engineer,  
NJ

AZ Professional  
Mechanical Engineer  
No. 33073

AZ Professional Fire  
Protection Engineer No.  
52547

LEED Accredited  
Professional

41 YEARS OF EXPERIENCE

## Russ Healey, PE, LEED AP

### Plans Examiner

**Russ Healey** is a Registered Professional Engineer in Arizona which includes Mechanical and Fire Protection with 41 years of experience including municipal experience. Adept in performing electronic and hard copy Plan Code Reviews of plans and related documents verifying adopted codes, ordinances, and standards of jurisdictions plan review services. Mr. Healey has a thorough understanding of the engineering disciplines.

### Relevant Project Experience

**Plan Check Engineer.** Mr. Healey brings considerable abilities to bridge the engineering disciplines including overseeing and expediting a wide range of project scopes in all phases of engineering and project construction. With over 40 years of professional experience, his projects include engineering, code compliance, construction administration and inspection for hospitals, laboratories, pharmaceutical manufacturing, telecommunications switching centers, and commercial and industrial complexes. Willdan Plan Check engineer since 2019. Adept at performing electronic and hard-copy plan and related document reviews and verifies adopted codes, ordinances, and standards of jurisdictions applicable to individual projects. He possesses a thorough understanding of engineering disciplines involved with infrastructure improvements such as water, roadway, sewer, drainage, grading, etc. Through his LEED training and expertise, Mr. Healey offers knowledge, experience, and appropriate credentials to ensure our clients' desires to join the global movement for innovative, healthy, resource-efficient, cost-saving green buildings is achieved. His professional knowledge covers buildings, HVAC, process piping, process controls, building management systems, energy management and monitoring systems configuration, fire protection and fire alarm, plumbing, electrical and commissioning management. Mr. Healey has applied his practice to numerous laboratory, industrial, institutional, medical, and municipal projects. He has been project engineer on numerous projects inspecting for compliance with design documents and conformity with codes. He has been involved in master planning for site utilities and placement of the building. He is able to read civil engineering drawings and familiar with the terminology. He works well with clients and contractors to coordinate a path forward to make corrections.

**Plan Review, Texas State Technical College, Waco, TX.** MEP Plan Reviewer. Performs plan review and consulting for large MEP systems.

### Previous Work Experience

**Pinnacle West - Hydrogen Gas Generation, Processing & Dispensing - Phoenix, AZ.** Design code compliance and inspection for mechanical, plumbing and fire protection/alarm. Fuel processing and dispensing facility for use of hydrogen gas in alternate fuel motor vehicles. The engineering scope of work included deflagration analysis, design of process piping distribution for up to 6000 psi hydrogen, electrical power in a Class I Division II area, storage, dispensing, HVAC, plumbing, fire protection, fire alarm, hydrogen detection and controls.

**Peoria Public Safety Administration Building - City of Peoria, AZ.** Design, code compliance and inspection for mechanical, plumbing and fire protection. Design - Build project included police and fire department administrative offices, 911 operations, emergency operations center, police certification five (5) bay firing range, community television production/post production center and Chanel 11 broadcast studio.

**West Texas VA Health Care System - New Domiciliary, Big Springs, TX.** 24,772 sf, 40-bed, stand-alone, single story Domiciliary building for support of Veterans Affairs clinical programs in mental, social, and physical rehabilitation. Inspections included mechanical, HVAC, plumbing, sanitary, steam distribution, solid waste disposal, electrical, fire protection.



## Joseph Morein, CBO, TSBPE

### Senior Building Inspector

**Joseph Morein** is a Senior Building Inspector for Willdan Engineering with 25 years of experience. He is well versed with residential, commercial, and industrial plan reviews, inspections, techniques, materials, and equipment employed in the building construction trades. Mr. Morein is based out of Richmond, Texas.

#### PROFESSIONAL CERTIFICATIONS

*Texas TSBPE Licensed  
Plumbing Inspector  
TSBPE No. 2244*

*ICC Building Inspector  
No. 5187016*

*ICC Commercial Building  
Inspector No. 5187016*

*ICC Residential  
Commercial Inspector  
No. 5187016*

*ICC Residential  
Plumbing Inspector No.  
5187016*

*ICC Residential Electrical  
Inspector No. 5187016*

*ICC Residential Building  
Inspector No. 5187016*

*ICC Residential  
Mechanical Inspector  
No. 5187016*

*ICC Mechanical  
Inspector No. 5187016*

*ICC Plumbing Inspector  
No. 5187016*

*SBCCI Mechanical  
Inspector Certification*

*TNRCC, Backflow  
Prevention Tester  
License*

*SBCCI Plumbing  
Inspector Certification*

#### Relevant Project Experience

**Building Inspector, Texas.** Mr. Morein has served as building inspector for numerous clients. Below is a condensed listing of the clients he's served.

- City of Rosenberg
- City of Sugar Land
- City of Bayou Vista
- City of Bellaire
- City of Katy

#### Previous Work Experience

**Private Contractor, Houston, TX. Superintendent.** Conducted field investigations and site surveillance of construction sites for residential, commercial, and industrial projects. Managed day-to-day site operations including the financial aspects of each project and subcontractor coordination and scheduling. Responsible for meeting project milestones and developing contingency plans. Worked on ADA renovations to Houston Community College and Fort Bend Independent School District Warehouse Expansion.

**Private Contractor, Houston, TX. Superintendent.** Conducted field investigations and site surveillance of construction sites for residential, commercial, and industrial projects. Managed day-to-day site operations including the financial aspects of each project and subcontractor coordination and scheduling. Responsible for meeting project milestones and developing contingency plans. Projects ranged in size from \$50,000 to \$1,000,000.

25 YEARS OF EXPERIENCE





## Marcus Johnson, CBI, TSBPE

### Senior Building Inspector

#### PROFESSIONAL CERTIFICATIONS

Texas TSBPE Licensed  
Plumbing Inspector  
TSBPE No. 3591

ICC Commercial  
Plumbing Inspector No.  
8713600

ICC Residential  
Plumbing Inspector No.  
8713600

ICC Plumbing Inspector  
No. 8713600

7 YEARS OF EXPERIENCE

**Marcus Johnson** is a Building Inspector for Willdan Engineering with 7 years of experience. He is well versed in residential, commercial, and industrial plan reviews, inspections, techniques, materials, and equipment employed in the building construction trades. Mr. Johnson is based out of Balch Springs, Texas.

#### Relevant Project Experience

**Structural Plan Review & Inspection Services, University of Texas, Austin, American Campus Communities – Graduate Student Housing.** *Plumbing Inspector* Responsible for plumbing inspections and assisting with other inspections for the project.

**Building Inspector, Texas.** Mr. Johnson has provided combination building inspection services to the following clients.

- City of Forney
- City of Allen

**Senior Mechanical and Plumbing Inspector.** Mr. Johnson has provided mechanical and plumbing inspections to the following clients.

- University of Texas
- Texas State Technical College

#### Previous Work Experience

**County Fair, Arlington, TX. Vendor.** Mr. Johnson conducted field sales and customer service as a vendor at the County Fair. He was responsible for managing the point of sales opening and closing as well as sharing best practices with other staff to improve efficiency.

**Private Firm, Balch Springs, TX. Production Supervisor.** Mr. Johnson was responsible for evaluating incoming materials for quality and order verification, as well as work site safety. He monitored production schedules, machinery, output, as well as manpower schedules and daily shipping reports.



5500 Democracy Drive, Suite 100 + 130

Plano, TX 75024

972.378.6588

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



CITY HALL  
THE CITY OF TEXAS CITY  
L. A. ROBINSON MAYOR  
COMMISSIONERS  
W. P. TABPEY, JR. FOSTER JONES  
A. E. MAGGONER CHARLES L. VANCE  
ERECTED A. D. 1955



*Texas City*  
EST. 1911

ENGINEERING & PLANNING

TO: Mayor Dedrick D. Johnson *W. Golden*  
FROM: Kim Golden, P.E., City Engineer, Director of Engineering & Planning  
CC: Gwynetheia Pope, Purchasing Coordinator  
DATE: August 13, 2024  
RE: Award of Contract for Third Party Plan Review Services for COM Projects

---

Three proposals were received in response to RFP 2024-459 Plan Review and Inspections – COM on August 9, 2024 at 10:00am. Proposals were received from Bureau Veritas, SAFEbuilt LLC, and Willdan Engineering. The proposals were evaluated by a review committee which included Gwynetheia Pope, Purchasing Coordinator; Casey Bennett, Chief Building Official; David Kinchen, Deputy Building Official; and myself.

Proposal evaluations considered the following criteria:

- Qualifications and experience of the consulting firm and project team – 25%
- Methodology and approach to providing the requested services – 15%
- Demonstrated understanding of the city's needs, challenges, and opportunities – 15%
- Clarity, feasibility, and completeness of the work plan and schedule – 15%
- Budget and cost-effectiveness of the proposed services – 10%
- Demonstrated ability to provide the services promptly and to expedite as needed – 20%

PLAN REVIEW SERVICES: The consensus recommendation is to award the contract for plan review services to Willdan Engineering for the Library and Classroom Building, Continuing and Corporate Education Center, and the Public Safety Careers Center.

INSPECTION SERVICES: It is also recommended to delay awarding the inspection services until a later time. The RFP required proposers to hold their quoted fees for a period of 60 days.

The cost proposals and the evaluation scores are summarized as follows:

---

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1801 9th Avenue North \* P.O. Drawer 2608 \* Texas City, TX 77592-2608

(409) 948-3111 \* [www.texascitytx.gov](http://www.texascitytx.gov)

Cost Comparison

Proposed fee based on construction cost estimate	Construction Cost Est.	Bureau Veritas	Safebuilt	Willdan Engineering	Cur. COTC permit fees
LCB – BMEPE Plan Review	\$67,000,000	\$83,368.59	\$75,016.00	\$37,800	
LCB – BMEPE Inspections	\$67,000,000	\$128,105.25	\$113,306	\$74,600	135,660
PSCC – BMEPE Plan Review	\$23,890,665	\$30,344.11	\$27,595.00	\$9,500	
Inspections					48,440
CCEC – BMEPE Plan Review	\$11,199,335	\$14,733.77	\$13,635.00	\$6,000	
Inspections					23,058
Total Plan Review		\$128,446.47	\$116,246	53,300 + 0.67/mi	
Total Inspections		\$128,105.25	\$113,306	\$74,600	
Grand Totals		\$256,551.72	\$229,552	\$127,900	\$207,158

Proposal Evaluation

	Bureau Veritas	Safebuilt	Willdan Engineering
Casey Bennett	59	81	81
David Kinchen	70	86	86
Kim Golden	45	85 – plan rev; 93 - insp	85
Gwynetheia Pope			

**RESOLUTION NO. 2024**

**-102**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH WILLDAN ENGINEERING FOR PLAN REVIEW SERVICES OF COLLEGE OF THE MAINLAND (COM) PROJECTS; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

---

**WHEREAS**, COM's 2023 Bond Project program includes the design and construction of three new buildings: Library and Classroom Building (LCB) 160,000 sft, \$67,000,000 estimated cost; Continuing & Corporate Education Building (CCEC) 20,400 sq. ft, \$11,199,335 estimated cost; and Public Safety Careers Center (PSCC), 33,681 sq. ft., \$23,890,665 estimated cost; and

**WHEREAS**, to assist COM with a timely review of the plans for permitting, staff recommends retaining third party plan review services with experience in multi-story, mixed-use school facility design and construction;

**WHEREAS**, proposals received in response to a duly advertised request for proposals have been evaluated, and a recommendation made to contract with Willdan Engineering to provide the plan review services in a timely manner. .

**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 hereby approves the Agreement with Willdan Engineering attached hereto as **Exhibit "A"** and made part thereof.

**SECTION 2:** That the City Commission of the City of Texas City hereby authorizes the Mayor to execute the Agreement with Willdan Engineering attached hereto as **Exhibit "A"** and made part thereof.

**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 August 2024.**

---

Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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Rhomari D. Leigh  
City Secretary

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Kyle L. Dickson  
City Attorney

## Bids & Proposals

### Request for Proposals

### RFP # 2024-459 Plan Reviews and Inspections - COM

The City of Texas City is requesting proposals to provide building permitting plan reviews and inspections for certain College of the Mainland 2023 Bond Projects.

Bid documents can be secured from the City Purchasing Department at 1801 9th Avenue North, Texas City, Texas 77590 or by email at [gpope@texascitytx.gov](mailto:gpope@texascitytx.gov)

**DELIVERY ADDRESS:** Please submit one (1) proposal marked original and four (4) exact duplicate copies and one (1) media source of your completed proposal in a sealed envelope properly labeled and clearly marked with the RFP number and description to:

The City of Texas City  
Purchasing Department  
1801 - 9th Avenue North  
Texas City, Texas 77590

**MARK ENVELOPE: RFP 2024-459 - Plan Reviews and Inspections - COM**

**DEADLINE: Sealed proposal submittals must be received by 10:00 a.m. CST on Friday, August 9, 2024.** The proposal will be publicly opened but not read aloud at that time in the City Hall Conference Room. Late submissions will not be considered.

The City of Texas reserves the right to waive any minor informality or irregularity, reject any or all bids, and accept the bid(s), which, in its opinion, is most advantageous to the City.

No taxes are to be included in the bid as the City of Texas City is exempt from paying them.

---

Gwynetheia Shabazz Pope, CTPM, CTCM  
Purchasing Coordinator

Published: July 26; August 2, 2024

**CITY COMMISSION REGULAR MTG**

**(8) (f)**

**Meeting Date:** 08/21/2024

Medic Unit Chassis Replacement

**Submitted For:** Dennis Harris, Fire Department

**Submitted By:** Cynthia Baker, Fire Department

**Department:** Fire Department

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**Information**

**ACTION REQUEST**

Consider and act on a request to purchase an inventory replacement for an ambulance chassis.

**BACKGROUND (Brief Summary)**

One of the Fire Departments Department's primary Medic Units suffered unreparable mechanical issues recently.

Currently, the wait time for a Medic Unit chassis is approximately 12 to 18 months.

Note: The chassis is the portion of the ambulance that accommodates the engine and passenger compartment.

**RECOMMENDATION**

The Fire Chief recommends approval of the purchase through the HGAC Buy program.

---

**Fiscal Impact**

**Funds Available Y/N:** Y

**Amount Requested:** \$70,750.0

**Source of Funds:** FY 23/24 budget

**Account #:**

**Fiscal Impact:**

funds have been made available for this purchase

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**Attachments**

Resolution

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**RESOLUTION NO. 2024-103**

**A RESOLUTION AUTHORIZING THE PURCHASE OF A NEW MEDIC UNIT/AMBULANCE CHASSIS THROUGH THE HOUSTON-GALVESTON AREA COUNCIL (H-GAC) BUY PROGRAM FOR THE FIRE DEPARTMENT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

---

**WHEREAS**, the Fire Department desires to purchase a new Medic Unit/Ambulance Chassis from FRAZIER LTD, Houston, TX, using the Houston Galveston Area Council (H-GAC) Buy Program; and

**WHEREAS**, funds have been made available for this purchase in the FY 23/24 budget; and

**WHEREAS**, this purchase is intended for use within the Texas City Fire Department.

**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 a new Medic Unit/Ambulance Chassis for \$70,750.00 through the Houston-Galveston Area Council (H-GAC) Buy Program Contract No. AM10-23 in substantially the same form attached hereto as **Exhibit “A.”**

**SECTION 2:** That this equipment is to be utilized by the Texas City Fire Department.

**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 August 2024.**

---

Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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Rhomari D. Leigh  
City Secretary

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Kyle L. Dickson  
City Attorney

**CITY COMMISSION REGULAR MTG**

**(9) (a)**

**Meeting Date:** 08/21/2024

Amend the fiscal year 2023/2024 budget for Agreement for Professional Consulting Services

**Submitted For:** Ryan McClellen, Finance

**Submitted By:** Ryan McClellen, Finance

**Department:** Finance

**Information**

**ACTION REQUEST**

Consider and approve amending the fiscal year 2023-2024 budget for the Building Department to enter into a contract to assist with the review of plans and permits for various battery electrical storage systems (BESS) proposed projects. (Finance)

**BACKGROUND (Brief Summary)**

A budget amendment to transfer \$49,999 to 101203-53680 Professional Fees from 101000-39000 Gen Fund Undesignated Fund Balance. This money will be used for the Building Department for assistance with the review of plans and permit submittals for various battery electrical storage systems (BESS) for which site plans and rezoning requests have been approved by the Planning Board, Zoning Commission, and City Commission. The BESS are highly technical and specialized installations which require special knowledge to review and inspect effectively. Code Concepts Group, LLC is a recognized expert in this field which provides consulting, including BESS plan review and inspection services for municipalities.

**RECOMMENDATION**

The Finance Department recommends the following Budget Amendment:

From:

General Fund Undesignated Fund Balance 101000-39000 in the amount of \$49,999.

To:

Professional Fees 101203-53680 in the amount of \$49,999.

**Fiscal Impact**

**Attachments**

Ordinance

**ORDINANCE NO. 2024-20**

**AN ORDINANCE AMENDING THE FISCAL YEAR 2023/2024 BUDGET TO TRANSFER \$49,999.00 TO 101203-53680 PROFESSIONAL FEES FROM 101000-39000 GEN FUND UNDESIGNATED FUND BALANCE; DIRECTING THE CHIEF EXECUTIVE OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET IN THE OFFICE OF THE GALVESTON COUNTY CLERK; DISPENSING WITH THE REQUIREMENT FOR READING THIS ORDINANCE ON THREE (3) SEPARATE DAYS; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

---

**WHEREAS**, by Ordinance No. 2023-36, the City Commission of the City of Texas City, Texas, adopted its budget for Fiscal Year 2023-2024; and

**WHEREAS**, the City has entered into an agreement for professional consulting services with Code Concepts Group, LLC, for technical third-party reviews and other consulting services relating to battery electrical storages systems (BESS).

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

**SECTION 1:** That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

**SECTION 2:** That the budget for Fiscal Year 2023 - 2024 of the City of Texas City, Texas, is hereby amended as follows:

General Fund	101000-39000	\$49,999.00
Professional Fees	101203-53680	\$49,999.00

**SECTION 3:** That the chief executive officer shall file or cause to be filed a copy of this budget amendment in the office of the Galveston County Clerk.

**SECTION 4:** That the Charter requirement for reading this Ordinance on three (3) separate days has been dispensed by a majority vote of all members of the City Commission.

**SECTION 5:** That this Ordinance shall be finally passed and adopted on the date of its introduction and shall become effective from and after its passage and adoption.

**PASSED AND ADOPTED this 21st day of August 2024.**

---

Dedrick D. Johnson, Sr., Mayor

City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

---

Rhomari D. Leigh  
City Secretary

---

Kyle L. Dickson  
City Attorney

**CITY COMMISSION REGULAR MTG**

**(9) (b)**

**Meeting Date:** 08/21/2024

Amend the fiscal year 2023/2024 budget for Plan Review Services

**Submitted For:** Ryan McClellen, Finance

**Submitted By:** Ryan McClellen, Finance

**Department:** Finance

**Information**

**ACTION REQUEST**

Consider approval of a request to amend the fiscal year 2023-2024 budget for Plan Review Services. \$55,000 to 101203-53680 Professional Fees from 101000-39000 General Fund Undesignated Balance.

**BACKGROUND (Brief Summary)**

A budget amendment to transfer \$55,000 from General Fund Undesignated Fund 101000-39000 to Professional Fees 101203-53680. This amendment will pay for a third party to review plans for COM's 2023 Bond Project.

COM's 2023 Bond Project program includes the design and construction of three new buildings: Library and Classroom Building (LCB) 160,000 sq., fts., \$67,000,000 estimated cost; Continuing & Corporate Education Building (CCEC) 20,400 Sq., Ft., \$11,199,335 estimated cost; and Public Safety Careers Center (PSCC), 33,681 sq. ft., \$23,890,665 estimated cost. To assist COM with a timely review of the plans for permitting, staff recommends retaining third party plan review services with experience in multi-story, mixed-use school facility design and construction. Proposals received in response to a duly advertised request for proposals have been evaluated and a recommendation made to contract with Willdan Engineering to provide the plan review services in a timely manner.

**RECOMMENDATION**

The Finance Department recommends the following Budget Amendment:

From:

General Fund 101000-39000 in the amount of \$55,000

To:

Professional Fees 101203-53680 in the amount of \$55,000

**Fiscal Impact**

**Attachments**

Ordinance

**ORDINANCE NO. 2024-XX**

**AN ORDINANCE AMENDING THE FISCAL YEAR 2023/2024 BUDGET TO TRANSFER \$55,000.00 TO 101203-53680 PROFESSIONAL FEES FROM 101000-39000 GENERAL FUND UNDESIGNATED BALANCE; DIRECTING THE CHIEF EXECUTIVE OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET IN THE OFFICE OF THE GALVESTON COUNTY CLERK; DISPENSING WITH THE REQUIREMENT FOR READING THIS ORDINANCE ON THREE (3) SEPARATE DAYS; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, by Ordinance No. 2023-36, the City Commission of the City of Texas City, Texas, adopted its budget for Fiscal Year 2023-2024; and

**WHEREAS**, the City has entered into an agreement for professional consulting services with Willdan Engineering for plan review services of College of the Mainland (Com) projects in the amount of \$55,000.00; and

**WHEREAS**, a budget amendment is needed to appropriate funds 101203-53680 Professional Fees from 101000-39000 General Fund Undesignated Balance.

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

**SECTION 1:** That the facts and matters set forth in the preamble of this Ordinance are hereby found to be true and correct.

**SECTION 2:** That the budget for Fiscal Year 2023 - 2024 of the City of Texas City, Texas, is hereby amended as follows:

General Fund	101000-39000	\$55,000.00
Professional Fees	101203-53680	\$55,000.00

**SECTION 3:** That the chief executive officer shall file or cause to be filed a copy of this budget amendment in the office of the Galveston County Clerk.

**SECTION 4:** That the Charter requirement for reading this Ordinance on three (3) separate days has been dispensed by a majority vote of all members of the City Commission.

**SECTION 5:** That this Ordinance shall be finally passed and adopted on the date of its introduction and shall become effective from and after its passage and adoption.

**PASSED AND ADOPTED this 21st day of August 2024.**

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Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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Rhomari D. Leigh  
City Secretary

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Kyle L. Dickson  
City Attorney



**CITY COMMISSION REGULAR MTG**

**(9) (c)**

**Meeting Date:** 08/21/2024

Levy Ad Valorem Tax

**Submitted For:** Cynthia Rushing, Finance

**Submitted By:** Cynthia Rushing, Finance

**Department:** Finance

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**Information**

**ACTION REQUEST**

Consider and take action on Ordinance No. 2024-xx, levying an ad valorem tax for the year 2024 for the City of Texas City. (Finance)

**BACKGROUND (Brief Summary)**

Consider approval of an Ordinance levying an ad valorem tax for the year 2024 for the City of Texas City, Texas, at a rate of \$0.488635 per \$100 valuation of said property; at the rate of \$0.444272 per \$100 valuation of said property for the current Maintenance and Operations (M&O) expenses of said City; and, at a rate of \$0.044363 per \$100 valuation of said property for Interest and Sinking (I&S) expenses of said City. The vote on adoption of the tax rate can take place at the same meeting as the public hearing. Texas Tax Code section 26.06(e) requires the meeting to vote on adoption of the tax rate take place no less than the seventh day after the public hearing.

**RECOMMENDATION**

Management recommends adopting a tax rate of \$0.488635 per \$100 of property value, which is lower than the current rate of \$49 per \$100 of property value.

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**Fiscal Impact**

**Attachments**

Ordinance

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**ORDINANCE NO. 2024-22**

**AN ORDINANCE LEVYING AN AD VALOREM TAX, BY RECORD VOTE, FOR THE YEAR 2024 FOR THE CITY OF TEXAS CITY, TEXAS, AT A RATE OF \$0.49 PER ONE HUNDRED DOLLAR (\$100.00) VALUATION OF SAID PROPERTY AT THE RATE OF \$0.387350 PER ONE HUNDRED DOLLAR VALUATION OF SAID PROPERTY FOR THE CURRENT MAINTENANCE AND OPERATIONS (M&O) EXPENSES OF SAID CITY AND AT A RATE OF \$0.102650 PER ONE HUNDRED DOLLAR (\$100.00) VALUATION OF SAID PROPERTY FOR INTEREST AND SINKING (I&S) FUND EXPENSES, AND PROVIDING FOR PENALTIES AND INTEREST ON DELINQUENT TAXES. DISPENSING WITH THE CHARTER REQUIREMENT FOR READING THIS ORDINANCE ON THREE (3) SEPARATE DAYS; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**SECTION 1:** ~~That there be and there is hereby levied for the year 2024 on all~~ property, real, personal, and mixed, situated within the territorial limits of the City of Texas City, Texas, on the 1st day of January 2025, and not exempt by laws from taxation by said City, an ad valorem tax of and at a rate of \$0.488635 (48.86¢) on each one-hundred-dollar (\$100) valuation of said property, which is comprised of the rate of \$0.404905 (40.49¢) on each one-hundred-dollar (\$100) valuation of property for the current general operating expenses of said city and the rate of \$0.044363 (4.44¢) on each one-hundred-dollar (\$100) valuation of property for interest and sinking fund.

The total tax of \$0.488635 (48.86¢) on each one-hundred-dollar (\$100) valuation of said property levied by this Ordinance is levied at the following respective rates for the purposes hereinabove stated and is to be divided and used accordingly, namely:

At the rate of \$0.404905 (40.49¢) on each one-hundred-dollar (\$100) valuation of property for the current general operating expenses of said City.

At the rate of \$0.044363 (4.44¢) on each one-hundred-dollar (\$100) valuation of property for payment of General Obligation Bonds, Certificates of Obligation, and Qualified Lease Purchase Obligations of said City and the interest of said bonds and obligations.

**SECTION 2:** Taxes for the year 2024 shall become due and payable as indicated on the tax bill, and penalties and interest for delinquent payment shall be assessed in accordance with the Texas Property Tax Code.

**SECTION 3:** That taxes are to be calculated on the basis of one hundred percent (100%) of assessed value for the 2024 tax year.

**SECTION 4:** That the Charter requirement for reading this Ordinance on three (3) separate days has been dispensed by a majority vote of the City Commission.



**SECTION 5:** That this Ordinance shall be passed and adopted on the date of its introduction and shall become effective from and after its passage and adoption.

**PASSED AND ADOPTED this 21st day of August 2024.**

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Dedrick D. Johnson, Sr., Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Rhomari D. Leigh  
City Secretary

\_\_\_\_\_  
Kyle L. Dickson  
City Attorney