

# CITY OF HUNTSVILLE, TEXAS

Andy Brauninger, Mayor

Keith D. Olson, Mayor Pro Tem, Position 4  
Lydia Montgomery, Position 2 At-Large  
Don H. Johnson, Position 3 At-Large



Joe Emmett, Ward 1  
Tish Humphrey, Ward 2  
Ronald Allen, Ward 3  
Joe Rodriguez, Ward 4

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## HUNTSVILLE CITY COUNCIL AGENDA TUESDAY, MARCH 15, 2016 4:30 P.M. WORK SESSION – 6:00 P.M. REGULAR SESSION

### CITY COUNCIL CHAMBERS AND LARGE CONFERENCE ROOM HUNTSVILLE CITY HALL, 1212 AVENUE M, HUNTSVILLE, TEXAS, 77340

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5403), two working days prior to the meeting for appropriate arrangements.

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**WORK SESSION [4:30 P.M.]** The City Council will hear presentation from PGAL representative Jeff Gerber on the proposed Visitor Center Renovation and Expansion plans.

#### MAIN SESSION [6:00 P.M.]

1. **CALL TO ORDER**

2. **INVOCATION AND PLEDGES**

*U.S. Flag*

*Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

3. **PRESENTATIONS AND PROCLAMATIONS**

- Sexual Assault Awareness Month
- Autism Awareness Month

4. **CONSENT AGENDA**

Public Comments will be called for by the presiding officer before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*

- Approve the minutes of the City Council meeting held on March 1, 2016. [Lee Woodward, City Secretary]
- Authorize the City Manager to approve a request from the Tarrant County Historical Commission to place a Historical Marker in Oakwood Cemetery for Colonel John W. Thomason. [Matt Benoit, City Manager]
- Authorize the City Manager to apply for a Staffing for Adequate Fire & Emergency Response (SAFER) grant for \$238,596 and adopt Resolution 2016-22 in support of same. [Dr. Sherry McKibben, Director of Neighborhood Resources]
- Authorize purchase of tires to be used on all vehicles and equipment citywide. [Carol Reed, Director of Public Works]
- Authorize the City Manager to enter into a contract with McDonald Municipal and Industrial for installation of a replacement generator at the A. J. Brown Waste Water Treatment Plant for \$274,269.00 and adopt Ordinance 2016-13 for a budget amendment in support of same. [Dr. Sherry McKibben, Director of Neighborhood Resources]

5. **STATUTORY AGENDA**

- Presentation, public comment, discussion, and possible action* to consider authorizing the City Manager to approve an agreement with PGAL Architects to complete design and provide construction observation services for a remodel and expansion to the Sam Houston Statute and Visitors Center and approve Ordinance 2016-12 amending the fiscal year 2015-2016 budget and CIP budget, second reading. [Matt Benoit, City Manager; Kimm Thomas, Director of Tourism and Cultural Services]

6. **CITY COUNCIL/CITY MANAGER/CITY ATTORNEY**

- Presentation, public comment, discussion, and possible action* to consider nomination of Mac Woodward to an unexpired term on the Rita B. Huff Humane Society Board of Directors. [Mayor Brauninger]
- Presentation, public comment, discussion, and possible action* to adopt the City Council's 2016 Strategic Plan. [Matt Benoit, City Manager]

7. **MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA**

8. **ITEMS OF COMMUNITY INTEREST**

*(Hear announcements concerning items of community interest from the Mayor, Councilmembers, and City staff for which no action will be discussed or taken.)*

9. **EXECUTIVE SESSION**

- City Council will convene in closed session as authorized by Texas Government Code Chapter 551, Section 551.071 to

- receive legal advice on Charter Section 11.17.
- b. City Council will convene in closed session as authorized by Texas Government Code Chapter 551, Section 551.071 to receive legal advice on claims regarding the Americans with Disabilities Act.
  - c. City Council will meet in Executive Session pursuant to Texas Government Code Section 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, concerning City Secretary Lee Woodward.

**10. RECONVENE**

Take action, if necessary, on items addressed during Executive Session.

**11. ADJOURNMENT**

\*If, during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Sections: 551.071 – consultation with counsel on legal matters; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; and/or other matters as authorized under the Texas Government Code. If a Closed or Executive session is held in accordance with the Texas Government Code as set out above, the City Council will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

**CERTIFICATE**

I, Lee Woodward, City Secretary, do hereby certify that a copy of the March 15, 2016 City Council Agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, [www.huntsvillex.gov](http://www.huntsvillex.gov), in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: \_\_\_\_\_

TIME OF POSTING: \_\_\_\_\_ am/pm

TAKEN DOWN: \_\_\_\_\_

\_\_\_\_\_  
Lee Woodward, City Secretary

MINUTES FROM THE HUNTSVILLE CITY COUNCIL REGULAR MEETING HELD ON THE 1<sup>ST</sup> DAY OF MARCH 2016, IN THE CITY HALL, LOCATED AT 1212 AVENUE M, IN THE CITY OF HUNTSVILLE, COUNTY OF WALKER, TEXAS, AT 5:00 P.M.

The Council met in a regular session with the following:

COUNCILMEMBERS PRESENT: Andy Brauninger, Joe Emmett, Lydia Montgomery, Don H. Johnson, Keith Olson, Tish Humphrey, Ronald Allen, Joe P. Rodriguez

COUNCILMEMBERS ABSENT: None

OFFICERS PRESENT: Matt Benoit, City Manager; Leonard Schneider, City Attorney; Lee Woodward, City Secretary

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**WORK SESSION [5:00 P.M.] – The City Council will discuss the Town Creek Project.**

The City Council discussed the process of the Town Creek Drainage Project with representatives of RPS Klotz Associates and Garney Construction.

**MAIN SESSION [6:00 P.M.]**

1. **CALL TO ORDER** - Mayor Brauninger called the meeting to order at 6:00 p.m.
2. **INVOCATION AND PLEDGES** – Councilmember Montgomery gave an invocation.
3. **PRESENTATIONS AND PROCLAMATIONS**
  - Severe Weather Awareness Week
  - National Book Awards Festival Month
4. **CONSENT AGENDA**

Public Comments will be called for by the presiding officer before action is taken on these items. *(Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.)*

  - a. Approve the minutes of the City Council meetings held on February 16, 2016 and the Strategic Planning session on February 12, 2016. [Lee Woodward, City Secretary]
  - b. Reject bids for the 7th Street Rehabilitation project construction (Project No. 13-12-04). [Y.S. "Ram" Ramachandra, City Engineer]
  - c. Authorize the City Manager to apply for a Texas A&M Forest Service grant for \$8,400, plus \$933.00 in matching funds, and designating the City Manager as the City's Authorized Representative. [Dr. Sherry McKibben, Director of Neighborhood Resources]

Councilmember Montgomery moved to approve the consent agenda; the motion was seconded by Councilmember Olson. The motion was adopted, 8-0.

5. **STATUTORY AGENDA**
  - a. *Presentation, public comment, discussion, and possible action* to consider authorizing the City Manager to approve an agreement with PGAL Architects to complete design and provide construction observation services for a remodel and expansion to the Sam Houston Statute and Visitors Center and approve Ordinance 2016-12 amending the fiscal year 2015-2016 budget and CIP budget. [Matt Benoit, City Manager; Kimm Thomas, Director of Tourism and Cultural Services]

Councilmember Johnson moved to consider authorizing the City Manager to approve an agreement with PGAL Architects to complete design and provide construction observation services for a remodel and expansion to the Sam Houston Statute and Visitors Center and approve Ordinance 2016-12 amending the fiscal year 2015-2016 budget and CIP budget; the motion was seconded by Councilmember Montgomery. Councilmember Olson moved to postpone to March 15 and was seconded by Councilmembers Montgomery and Allen. The motion to postpone was adopted, 7-1, Councilmember Humphrey voting against.

6. **REQUESTS FOR CITIZEN PARTICIPATION**

*An opportunity for citizens to be heard on any topic and for the City Council to participate in the discussion. No action will be taken.*

  - a. **Consideration and discussion on Citizen Participation Request from Marshall Herklotz for Municipal Court Proceedings and parking on University Avenue.**

*Marshall Herklotz informed the City he would not be able to attend.*

**7. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA**

There were no media inquiries.

**8. ITEMS OF COMMUNITY INTEREST**

*(Hear announcements concerning items of community interest from the Mayor, Councilmembers, and City staff for which no action will be discussed or taken.)*

Mayor Pro Tem Olson gave an *HISD Minute!* - Seventeen FCCLA members traveled to Galveston recently to compete in individual and team leadership events using skills including public speaking, creativity, teamwork, and time management. The

team brought home 5 first place, 2 second place, 1 sixth place, and two *Spotlight on Chapter* awards, with one *Overall Best* placing third. All of them will be moving forward to the state FCCLA competition in Dallas in April. The theme of the competition was *FCCLA: Connected and Committed* and Huntsville High School certainly is!

Mayor Brauning announced the following:

- Don't forget the events tomorrow for the 25th annual Texas Independence Day and Sam Houston's Birthday celebrations.
- The 20<sup>th</sup> Annual HUB Vendor Show will be March 17. Business owners interested in reaching entities like the City of Huntsville, TDCJ, and Walker County should make plans to attend.
- The annual Trash Bash is coming up on March 5, and the annual E-Waste Day on April 2. Check the City website for more information on these great events!
- Relay for Life of Walker County and Sam Houston State University will be held Friday, April 15-16, from 6 p.m.-2 a.m. at the SHSU Intramural Fields on Bobby K. Marks Drive.
- BookUp Bash at the Wynne Home on March 17 from 5:30-7 p.m.
- The Mayor's Corner monthly column appeared in The Huntsville Item and he would welcome comments.
- March 10 is Councilmember Allen's birthday.

Councilmember Montgomery announced the Chamber was having Business Expo from 4-7:30 p.m. at the fairgrounds, including the Taste of Huntsville.

## 9. ADJOURNMENT

Mayor Brauning adjourned the meeting at 6:45 p.m.

Lee Woodward, City Secretary



**CITY COUNCIL AGENDA**

3/15/2016  
Agenda Item: 4b

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**Item/Subject:** Consider authorizing the City Manager to approve a request from the Tarrant County Historical Commission to place a Historical Marker in Oakwood Cemetery for Colonel John W. Thomason.

**Initiating Department/Presenter:** City Manager

**Presenter:** Matt Benoit, City Manager

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**Recommended Motion:** Move to authorize the City Manager to sign all appropriate documentation to allow the placement of a Historical Marker in Oakwood Cemetery for Colonel John W. Thomason.

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**Strategic Initiative:** Goal #1 - City Appearance - Provide policies, amenities, and events that enhance the City's already beautiful and historic natural environment.

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**Discussion:** Kent Knudson from the Tarrant County Historical Commission requests placement of a Historical Marker in Oakwood Cemetery for Huntsville native Colonel John W. Thomason. Section 16.14(f) of the Code of Ordinances states, "No person shall construct or erect any kind of building or structure, permanent or temporary, within the cemetery grounds unless he has first obtained permission from the City."

The application appears to be correct and accurate and appropriate for historical marker. The Cemetery Advisory Board has not reviewed the matter. However, the last historical marker application was left to the discretion of the City Manager. A synopsis of Colonel Thomason's life as well as the application is included. The Walker County Historical Commission is aware and supportive of this application.

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**Previous Council Action:** None.

**Financial Implications:**

There is no financial impact associated with this item.

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**Approvals:**     City Attorney             Director of Finance             City Manager

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**Associated Information:**

- Summary of Colonel Thomason's life (page 1)

*Synopsis:*

**JOHN WILLIAM THOMASON, JR.  
COLONEL, UNITED STATES MARINE CORPS**

JOHN WILLIAM THOMASON, JR., WAS BORN ON FEBRUARY 28, 1893, THE ELDEST OF NINE CHILDREN OF DR. JOHN WILLIAM AND SUE HAYES (GOREE) THOMASON OF HUNTSVILLE. GRADUATING FROM HUNTSVILLE HIGH SCHOOL IN 1909, HE SPENT SEVEN YEARS TEACHING IN THE REGION AND ATTENDING SEVERAL UNIVERSITIES INCLUDING THE ART STUDENTS LEAGUE IN NEW YORK. AFTER WORKING AS A REPORTER FOR THE *HOUSTON CHRONICLE* IN 1916, THOMASON JOINED THE MARINE CORPS AT THE START OF WORLD WAR I IN 1917. HE WAS A VETERAN OF FIVE MAJOR AMERICAN CAMPAIGNS OF THE WESTERN FRONT IN FRANCE, INCLUDING ACTIONS AT BELLEAU WOOD, SOISSONS (WHERE HE WAS AWARDED THE NAVY CROSS), ST. MIHIEL, MEUSE-ARGONNE, AND MONT BLANC. REMAINING A CAREER MARINE AFTER THE WAR, HE BALANCED RESPONSIBILITIES AT POSTINGS THAT INCLUDED CUBA, CHINA, NICARAGUA, AND SHIPBOARD DUTY WITH A CAREER AS AN ACCLAIMED WRITER AND ARTIST.

RETAINING A PASSION FOR DRAWING FROM CHILDHOOD, THOMASON SKETCHED WITH A STYLE THAT WOULD BE IDENTIFIED AS HIS OWN. HIS WRITING AND ARTISTIC CAREER DEVELOPED CONCURRENTLY; HIS MILITARY EXPERIENCE AND TEXAS BOYHOOD DELIVERED HIS TWO MAIN LITERARY THEMES: THE MARINE CORPS AND THE AMERICAN SOUTH. HE PUBLISHED MORE THAN SIXTY ARTICLES FOR THE PREMIER MAGAZINES OF THE ERA AND WROTE ELEVEN ILLUSTRATED BOOKS. *FIX BAYONETS!* (1926) REMAINS A PEERLESS WORLD WAR I ACCOUNT OF AMERICANS IN BATTLE. *JEB STUART* (1930) AND *LONE STAR PREACHER* (1941) WERE CONSIDERED INSTANT CLASSICS OF CIVIL WAR LITERATURE. *RED PANTS AND OTHER STORIES* (1927), *MARINES AND OTHERS* (1929) AND *SALT WINDS AND GOBI DUST* (1934) REFLECTED THOMASON'S VARIED DUTY STATIONS AND LED TO HIS REPUTATION AS THE "KIPLING OF THE CORPS."

AFTER SERVING IN A SERIES OF WORLD WAR II ASSIGNMENTS, THOMASON DIED IN SAN DIEGO, CALIFORNIA, ON MARCH 12, 1944. HE LEFT BEHIND HIS WIFE OF 27 YEARS, LEDA BARBARA BASS OF TERRELL, AND A SON.



## CITY COUNCIL AGENDA

3/15/2016

Agenda Item: 4c

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**Item/Subject:** Consider authorizing the City Manager to apply for a Staffing for Adequate Fire & Emergency Response (SAFER) grant for \$238,596 and adopt Resolution 2016-22 in support of same.

**Initiating Department/Presenter:** Neighborhood Resources

**Presenter:** Sherry McKibben, Director of Neighborhood Resources and Chief Kevin Lunsford, Director of Public Safety

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**Recommended Motion:** Move to authorize the City Manager to apply for a Staffing for Adequate Fire & Emergency Response (SAFER) grant for \$238,596 and adopt Resolution 2016-22 in support of same.

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**Strategic Initiative:** Goal #8 - Public Safety - Provide safety and security for all citizens.

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**Discussion:** The City would like to apply for two Firefighter positions through the Staffing for Adequate Fire & Emergency Response (SAFER) grant. The Fire Department currently has 49 firefighters. This includes 1 Chief, 1 Assistant Chief, an Emergency Management Coordinator, 1 Fire Inspector, 12 paid firefighters and 33 volunteers.

The need for more firefighters was confirmed in an Extensive Needs Assessment Survey conducted by Dr. John Granito in 2001. The Granito report advised that the City needed at least fourteen firefighters on shift full-time to respond to emergencies. This would mean a total of approximately 42 full-time firefighters.

As the City grows, the need to add to the Fire Department's full-time paid staff also escalates. In 2013, the firefighters responded to 1,263 calls. The number of calls has increased 13.2% in 2015 at 1,430. The expectation is this number will continue to grow as the City and County do. With new development comes the risk of fire.

Increasing firefighting staff will obviously make citizens safer. Staff will be able to offer additional programs to prevent fires and accidents, thus reducing the risk to the citizens' lives and properties. The citizens will have an all-hazard approach to prevent disasters. Where there is no fire, there is no loss. An all-hazard prevention approach to potential calls for service in our community is the most cost-efficient method of dealing with risk. More staff equals a safer community because it will allow for additional prevention programs.

The grant will fund \$119,298 per officer (\$238,596 for 2) of the entry level salary and benefits for 24 months. The gear to equip the firefighters is approximately \$1,500.00 each and if those hired are current volunteers, the gear is already purchased so there would be no cost to the City.

The City has no grant obligation to retain these positions after the 24-month grant period. A tax increase may be necessary to pay the added cost to the General Fund once the grant funding is expended. Assuming the cost of the two (2) additional firefighters in FY 18-19 would be \$122,819, this equates to

\$0.008 (8/10 of one cent) on the tax rate.

**Previous Council Action:** Council has had no previous action on this item.

**Financial Implications:**

There is no financial impact associated with this item.

Item is budgeted: \_\_\_\_\_ In the amount of \$ \_\_\_\_\_

Item is not budgeted: If the grant is awarded and accepted then the FY 15-16 budget would be amended for the costs and grant revenues and the costs and grant revenues would be included in the annual budget process for following years.

Item is estimated to generate additional revenue:

**Approvals:**     City Attorney             Director of Finance             City Manager

**Associated Information:**

- Firefighter costs (page 2)
- Resolution 2016-22 (page 3)

	Year 1	Year 2	Total Per Firefighter	Grant Application for Two Firefighters
Salary	\$41,256	\$43,319	\$84,574	\$169,148
Benefits	\$16,938	\$17,785	\$34,724	\$69,448
<b>Total Cost</b>	<b>\$58,194</b>	<b>\$61,104</b>	<b>\$119,298</b>	<b>\$238,596</b>

**RESOLUTION NO. 2016-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, AUTHORIZING THE SUBMISSION OF A STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) GRANT FOR TWO (2) FIREFIGHTERS; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE SAFER PROGRAM.**

WHEREAS The City desires to ensure the safety of all its citizens and; The City of Huntsville requires the Fire Department be charged with this task; and

WHEREAS It is necessary and in the best interest of the City to apply for funding under the 2015 SAFER Grant.

**NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas, that:**

SECTION 1: An application is hereby authorized to be filed on behalf of the City and be placed in competition for funding of \$238,596 of grant funds for the Huntsville Fire Department to hire two (2) firefighters.

SECTION 3: The Mayor and City Council strongly support this application to address the safety needs of the Community and acknowledges the distinct possibility of a property tax increase to retain these two (2) firefighters after the grant funding is expended.

SECTION 4: The City Council directs and designates the City Manager as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the SAFER Grant.

**PASSED AND APPROVED this 15<sup>th</sup> day of March 2016.**

THE CITY OF HUNTSVILLE

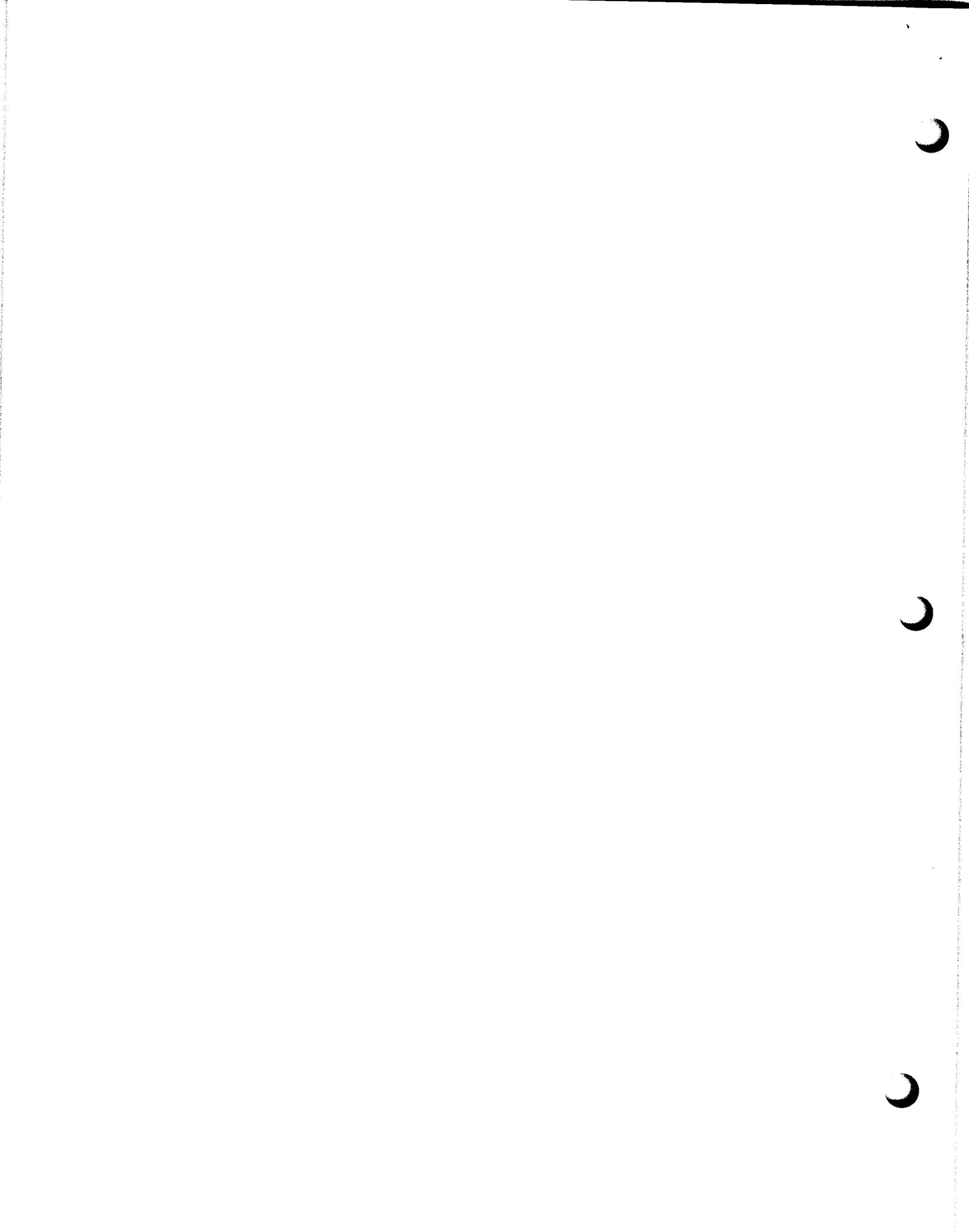
\_\_\_\_\_  
Andy Brauning, Mayor

ATTEST:

\_\_\_\_\_  
Lee Woodward, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Leonard Schneider, City Attorney





## CITY COUNCIL AGENDA

3/15/2016

Agenda Item: 4d

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**Item/Subject:** Consider purchase of tires to be used on all vehicles and equipment citywide.

**Initiating Department/Presenter:** Public Works

**Presenter:** Carol Reed, Director of Public Works

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**Recommended Motion:** Move to authorize the City Manager to approve a blanket purchase order to American Tire and a blanket purchase order of retread tires to Texas Department of Criminal Justice, TDCJ.

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**Strategic Initiative:** Goal #4 - Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

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**Discussion:** The City of Huntsville maintains an average of \$18,000 inventory of tires, both new and retread. Currently there are 32 sizes/types of tires stocked in the warehouse. Annually, the City spends approximately \$92,500 on new tires and \$35,000 on retread tires.

The City of Huntsville is a member of the Tarrant County Purchasing Cooperative and Buy Board Purchasing Cooperative. Tarrant County Cooperative recently placed a bid for new tires, and as a member, the City is allowed to utilize their best pricing. American Tire is one of the vendors awarded the bid. American Tire is currently being used by the City and the Fleet Manager recommends continuing purchasing from them. Should the City Council approve American Tire, their best cooperative pricing will be requested. The tire prices for 2016 will reflect a price decrease of around 5%. The Tarrant County Cooperative award with American Tire will have an option to renew on March 2017 with a cancellation of March 2018.

Currently the City purchases retreads from TDCJ. TDCJ is exempt from purchasing bid requirements. The Fleet Manager is recommending that we continue to purchase all retreads from TDCJ. Retreads are placed on drive axles and trailers only, not on steering axles.

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**Previous Council Action:**

(Sample listing of tires maintained in the warehouse)

Tire Description/Size	Approved March 18, 2014	Recommended March 15, 2016
P185/70R	\$49.69	\$52.53
P215/70R	\$56.39	\$55.40
P235/70R16XI	\$96.78	\$95.07
P265/60R17	\$112.15	\$110.93
LT225/75R16	\$104.97	\$102.88
LT245/70R17	\$113.67	\$107.89
LT245/75R16	\$103.54	\$101.30
LT245/75R17	\$117.10	\$111.43
11R-22.5 H16	\$311.17	\$279.46
11R-22.5 G14	\$328.39	\$292.26
7.50 - 15 TT	\$174.20	\$138.03

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**Financial Implications:**

- There is no financial impact associated with this item.  
 Item is budgeted: Various In the amount of \$ Various  
 Item is not budgeted:  
 Item is estimated to generate additional revenue:

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**Approvals:**     City Attorney             Director of Finance             City Manager

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**Associated Information:**

- Tarrant County Cooperative Award (pages 3-7)



**COMMISSIONERS COURT  
COMMUNICATION**

REFERENCE NUMBER

PAGE 1 OF 5

DATE: 1/12/2016

**SUBJECT: BID NO. 2016-042 - ANNUAL CONTRACT FOR AUTOMOTIVE, TRUCK AND EQUIPMENT TIRES AND TUBES - COUNTYWIDE -VARIOUS VENDORS - PER UNIT PRICE AND DISCOUNT FROM LIST PRICE**

**COMMISSIONERS COURT ACTION REQUESTED:**

It is requested that the Commissioners Court award Bid No. 2016-042, Annual Contract for Automotive, Truck and Equipment Tires and Tubes, Countywide, to the following vendors, at the per unit price and discount from list price:

Primary	American Tire Distributors
Secondary	Southern Tire Mart

**BACKGROUND:**

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Forty-one (41) vendors were contacted and requested to participate in this bid process. All documents pertaining to this bid were posted on the Tarrant County website and were downloaded by interested bidders. A pre-bid conference held on December 9, 2015 was attended by three (3) vendors as well as representatives from Transportation Services and Purchasing. Three (3) bids were received.

Bids were evaluated by Transportation Services, the four (4) Maintenance Precincts and Purchasing representatives. Award recommendations are to the low bids meeting specifications. The bid received from A to Z Tire and Battery, Inc. was deemed non-responsive because vendor did not bid on all items as required in the bid specifications.

The term of the contract is fourteen (14) months, effective January 12, 2016, with one (1) option for renewal period of twelve (12) months.

Therefore, it is the joint recommendation of Transportation Services, the four (4) Maintenance Precincts, and Purchasing that Bid No. 2016-042, Annual Contract for Automotive, Truck and Equipment Tires and Tubes, be awarded to the vendors listed above at the per unit price and discount from list price.

**FISCAL IMPACT:**

Expenses from last year were approximately \$155,818.00. Orders are placed on an as-needed basis.

SUBMITTED BY: Purchasing	PREPARED BY: Tim Jones
	APPROVED BY:

**Bid No. 2016-042, Annual Contract for Automotive,  
Truck, and Equipment Tires and Tubes  
Award Recommendation**

		PRIMARY			SECONDARY	
		American Tire Distributors Carrollton, TX HUB - No			Southern Tire Mart Columbia, MS HUB - No	
Item	Description	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price
1	P185/70R14, Goodyear Integrity #402102477 or approved equal	20	52.53	1,050.60	59.00	1,180.00
	Brand and Part No. Bid		Michelin Defender #85842		Uniroyal #03525	
2	P215/70R15, Goodyear Integrity #402282047 or approved equal	20	55.40	1,108.00	69.00	1,380.00
	Brand and Part No. Bid		Goodyear Integrity #402282047		Uniroyal #33471	
3	P235/70R16XL, UTQG: 520AB Firestone Designation LE2 #097-759, or approved equal	30	95.07	2,852.10	101.00	3,030.00
	Brand and Part No. Bid		Firestone Designation LE2 #097759		Firestone #097759	
4	P235/55R17, UTQG:340AA-A Firestone Designation GT Pursuit #003874 or approved equal	250	98.95	24,737.50	103.00	25,750.00
	Brand and Part No. Bid		GT Pursuit #003874		Firestone #003874	
5	P265/60R17, UTQG: 340AA Firestone GT 108V #023-189, or approved equal	105	110.93	11,647.65	115.00	12,075.00
	Brand and Part No. Bid		Firestone Firehawk GT #023189		Firestone #023189	
6	LT225/75R16, Load Range E, Firestone Transforce HT #189-752 or approved equal	20	102.88	2,057.60	109.00	2,180.00
	Brand and Part No. Bid		Transforce HT #189752		Firestone #189752	

Bid received from A to Z Tire and Battery, Inc. is considered to be non-responsive because vendor failed to bid on all items as required in the bid specifications.

**Bid No. 2016-042, Annual Contract for Automotive,  
Truck, and Equipment Tires and Tubes  
Award Recommendation**

Item	Description	Est. Qty.	PRIMARY		SECONDARY	
			Unit Price	Ext. Price	Unit Price	Ext. Price
7	LT245/70R17, Load Range E10, Firestone Transforce HT #191-316 or approved equal	30	107.89	3,236.70	118.00	3,540.00
	Brand and Part No. Bid		Transforce HT #191316		Firestone #191316	
8	LT245/75R16, Load Range E10 Firestone Transforce HT #189-769 or approved equal	60	101.30	6,078.00	108.00	6,480.00
	Brand and Part No. Bid		Transforce HT #189769		Firestone #189769	
9	LT245/75R17, Load Range E, Firestone Transforce HT #207-483 or approved Equal	40	111.43	4,457.20	121.00	4,840.00
	Brand and Part No. Bid		Transforce HT #207483		Firestone #207483	
10	LT265/75R16, Load Range E10 Firestone Transforce HT #189-786 or approved equal	20	116.14	2,322.80	124.00	2,480.00
	Brand and Part No. Bid		Transforce HT 189786		Firestone #189786	
11	11R - 22.5, Load Range H16 Firestone FS-560 Plus #156-558 or approved equal	40	279.46	11,178.40	297.00	11,880.00
	Brand and Part No. Bid		Firestone FS560+ #156558		Firestone #156558	
12	11R - 22.5, Load Range H16 Firestone FS-561 Plus #248-324, or approved equal	20	272.19	5,443.80	298.00	5,960.00
	Brand and Part No. Bid		Firestone FS561+ #248324		Firestone #248324	

Bid received from A to Z Tire and Battery, Inc. is considered to be non-responsive because vendor failed to bid on all items as required in the bid specifications.

**Bid No. 2016-042, Annual Contract for Automotive,  
Truck, and Equipment Tires and Tubes  
Award Recommendation**

			PRIMARY		SECONDARY	
			American Tire Distributors Carrollton, TX HUB - No		Southern Tire Mart Columbia, MS HUB - No	
Item	Description	Est. Qty.	Unit Price	Ext. Price	Unit Price	Ext. Price
13	11R - 22.5, Load Range G14 Firestone FD-663, Extra Deep Drive, #281-042 or approved equal	80	292.26	23,380.80	309.00	24,720.00
	Brand and Part No. Bid					
14	7.50 - 15 (TT), 12 Ply Compactor Tube Type, Load Range F12, Carlisle #60127 or approved equal	30	138.03	4,140.90	167.00	5,010.00
	Brand and Part No. Bid					
<b>Total Amount of Bid:</b>			<b>103,692.05</b>		110,505.00	
Delivery Time (ARO)			1 -2 Days		1-5 Days	
Discounts offered						
Auto Tires			20%		20%	
Light Truck/Recreational			20%		20%	
Light Truck Bias			20%		20%	
Commercial Over-the-road Truck Tires			20%		34%	
Agriculture Tires			15%		15%	
Specialty Tires			0%		0%	
Off-the-Road Tires			27%		34%	
Tubes			0%		0%	

Bid received from A to Z Tire and Battery, Inc. is considered to be non-responsive because vendor failed to bid on all items as required in the bid specifications.



### TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any County action that involves the adoption of a regulation, policy, guideline, court resolution or order.

Project/Regulation Name: BID NO. 2016-042, ANNUAL CONTRACT FOR AUTOMOTIVE, TRUCK AND EQUIPMENT TIRES AND TUBES

County Department: PURCHASING

Contact Person: JACK BEACHAM, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-1133

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

\*\*\*\*\*

**I. Stated Purpose**

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution or order.

\*\*\*\*\*

**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

**II. Potential Effect on Private Real Property**

1. Does the County action require a physical invasion, occupation or dedication of real property?

Yes \_\_\_\_\_ No ✓

2. Does the County action limit or restrict a real property right, even partially or temporarily?

Yes \_\_\_\_\_ No ✓

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

\*\*\*\*\*





## CITY COUNCIL AGENDA

3/15/2016

Agenda Item: 4e

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**Item/Subject:** Consider authorizing the City Manager to enter into a contract with McDonald Municipal and Industrial for installation of a replacement generator at the A. J. Brown Waste Water Treatment Plant for \$274,269.00 and adopting Ordinance 2016-13 amending the budget in support of same.

**Initiating Department/Presenter:** Neighborhood Resources

**Presenter:** Sherry McKibben

---

**Recommended Motion:** Move to authorize the City Manager to enter into a contract with McDonald Municipal and Industrial for installation of a replacement generator at the A. J. Brown Waste Water Treatment Plant for \$274,269.00 and adopt Ordinance 2016-13 amending the budget in support of same.

---

**Strategic Initiative:** Goal #4 - Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.

---

**Discussion:** During May and June of 2015, the City suffered several strong storms that resulted in the Mayor, Governor, and President declaring Walker County as a Disaster Area. These Declarations made Huntsville eligible for Disaster Recovery Funds. The City applied for a Community Development Block Grant Disaster Recovery (CDBG-DR) and was awarded \$350,000 with no matching funds required.

On May 25, 2015, Huntsville suffered a severe thunderstorm that resulted in two power outages at the A.J. Brown Wastewater Treatment Facility. The generator functioned through the first outage, but failed to function during the second outage. The generator at this facility is over twenty years old and is past its current life expectancy. It is vital to the safety of the citizens that AJ Brown WWTP has a generator to maintain the operations of this facility. Staff recommended replacing this generator and subsequently Council accepted and the City was awarded a grant in the amount of \$350,000, with no matching funds

Competitive bids were formally advertised on Electronic State Business Daily, the Huntsville Item and the City's web sites and bids were sent to generator manufactures and electricians. There were seven responders. McDonald Municipal and Industrial of Houston produced the lowest bid. References were checked and glowing responses were received. Disbarment through the Federal System for Award Management (SAM) was verified as required by the grant, and McDonald is not disbarred from doing business. The Fleet Department and Wastewater Department were given McDonald's response with generator specifications and both departments recommend proceeding with the award to McDonald.

The budget for this project is \$350,000, bids being received for both the generator with installation is \$274,269. The remaining funds will be allocated for the construction of a wall (used to protect the generator from wastewater gases) and reimburse other FEMA-approved City costs used during the May flooding and the request approval of generator-related items.

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**Previous Council Action:** The City Council approved applying for this grant on August 4, 2015. Council accepted the award on October 20, 2015

**Financial Implications:**

**Item is not budgeted:** See Ordinance 2016-13 and Exhibit A – Budget Amendment for \$350,000 to spend the grant funds for the purchase of a replacement generator at the A.J. Brown Wastewater Treatment Plant and to construct related improvements.

**Item is estimated to generate additional revenue:**

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**Approvals:**     City Attorney             Director of Finance             City Manager

---

**Associated Information:**

- Bid Tab (page 3)
- Ordinance 2016-13 and Exhibit A (pages 4 – 5)

Description	McDonald Municipal and Industrial	Genrg Power Solutions, LLC	Teche Contracting, LLC	Evolve	McCaffety Electric
900 KW Diesel Generator	\$ 170,000.00	\$ 215,000.00	\$ 207,750.00	\$ 228,797.36	\$ 206,240.00
1600 amp Automatic Transfer Switch	\$ 20,000.00	\$ 12,000.00	\$ 14,000.00	\$ 12,918.13	\$ 15,365.00
1600 amp Main Disconnect	\$ 12,000.00	\$ 9,800.00	\$ 13,000.00	\$ 9,800.00	\$ 10,200.00
3690 Gallon Sub Base	\$ 5,000.00	\$ 20,000.00	\$ 31,000.00	\$ 6,088.50	\$ 20,500.00
Removal & Disposal of Existing Generator	\$ 7,500.00	\$ 5,000.00	\$ 20,000.00	\$ 9,300.00	\$ 15,300.00
Labor to Install all Equipment	\$ 20,000.00	\$ 13,000.00	\$ 21,400.00	\$ 18,700.00	\$ 19,900.00
Permanent Sign	\$ 1,000.00	\$ 300.00	\$ 200.00	\$ 250.00	\$ 500.00
Remove and Replace Grating for Catwalk	\$ 3,000.00	\$ 10,000.00	\$ 11,000.00	\$ 28,500.00	\$ 7,600.00
Miscellaneous Tools, Materials, Equipment	\$ 30,769.00	\$ 10,000.00	\$ 50.00	\$ 1,500.00	\$ 28,560.00
Start-up and Final Inspection	\$ 1,000.00	\$ 2,000.00	\$ 3,000.00	\$ 500.00	Included
Stainless Muffler		\$ 9,000.00			
<b>SUBTOTAL</b>	<b>\$ 270,269.00</b>	<b>\$ 306,100.00</b>	<b>\$ 321,400.00</b>	<b>\$ 316,353.99</b>	<b>\$ 324,165.00</b>
Fuel				\$ 5,936.30	
Concrete		\$ 10,000.00			
Bonds	\$ 4,000.00				
<b>TOTAL</b>	<b>\$ 274,269.00</b>	<b>\$ 316,100.00</b>	<b>\$ 321,400.00</b>	<b>\$ 322,290.29</b>	<b>\$ 324,165.00</b>

Genrg Power: Itemized stainless muffler, stainless muffler is included in all other generator line item

Evolve: Did not complete all the grant required bid forms/information requests

McCaffety Electric: Included fuel in sub base item. Did not complete all the grant required bid forms/information requests

\*NOTICE: Bid award is contingent upon vendor meeting bid requirements and formal authorization by City officials

*Sherry Mckibben*  
Dr. Sherry Mckibben

*2/23/16*  
Date

**ORDINANCE NO. 2016-13**

**AN ORDINANCE OF THE CITY OF HUNTSVILLE, TEXAS, AMENDING THE 2015-2016 ANNUAL BUDGET AND CAPITAL IMPROVEMENTS PROJECTS (CIP) BUDGETS, ORDINANCE NO. 2015-43 TO AMEND ADOPTED EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the 2015-2016 Annual Budget and CIP Budgets were adopted by Ordinance 2015-43 on September 15, 2015;

**WHEREAS**, various unforeseen circumstances affecting the City have presented themselves during the course of the fiscal year;

**WHEREAS**, the City Council considered the circumstances independently, deliberating appropriately on the associated revenues and expenditures and the overall impact on the general financial status of the City;

**WHEREAS**, pursuant to the laws of the State of Texas and the City Charter of the City of Huntsville, Texas, the City Council has determined that it will be beneficial and advantageous to the citizens of the City of Huntsville to amend the Capital Improvements Projects (CIP) budget as set forth herein; and

**WHEREAS**, this ordinance combines the independent Council actions into one budget amendment document;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:**

**Section 1.** The findings set forth above are incorporated into the body of this ordinance.

**Section 2.** The Capital Improvements Projects budget is hereby amended to include the expenditures described in Exhibit "A" attached hereto and made a part of this ordinance as if set out verbatim herein.

**Section 3.** All ordinances of the City in conflict with the provisions of this ordinance are hereby repealed, and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**Section 4.** Should any section, portion, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, it shall not invalidate or impair the force or effect of any other section or portion of this ordinance.

**Section 5.** The necessity for amending Capital Improvements Projects, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such cases provides.

**Section 6.** This ordinance shall take effect immediately after its passage.

PASSED AND APPROVED on this the 15<sup>th</sup> day of March 2016.

**THE CITY OF HUNTSVILLE, TEXAS**

\_\_\_\_\_  
Andy Brauning, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lee Woodward, City Secretary

\_\_\_\_\_  
Leonard Schneider, City Attorney

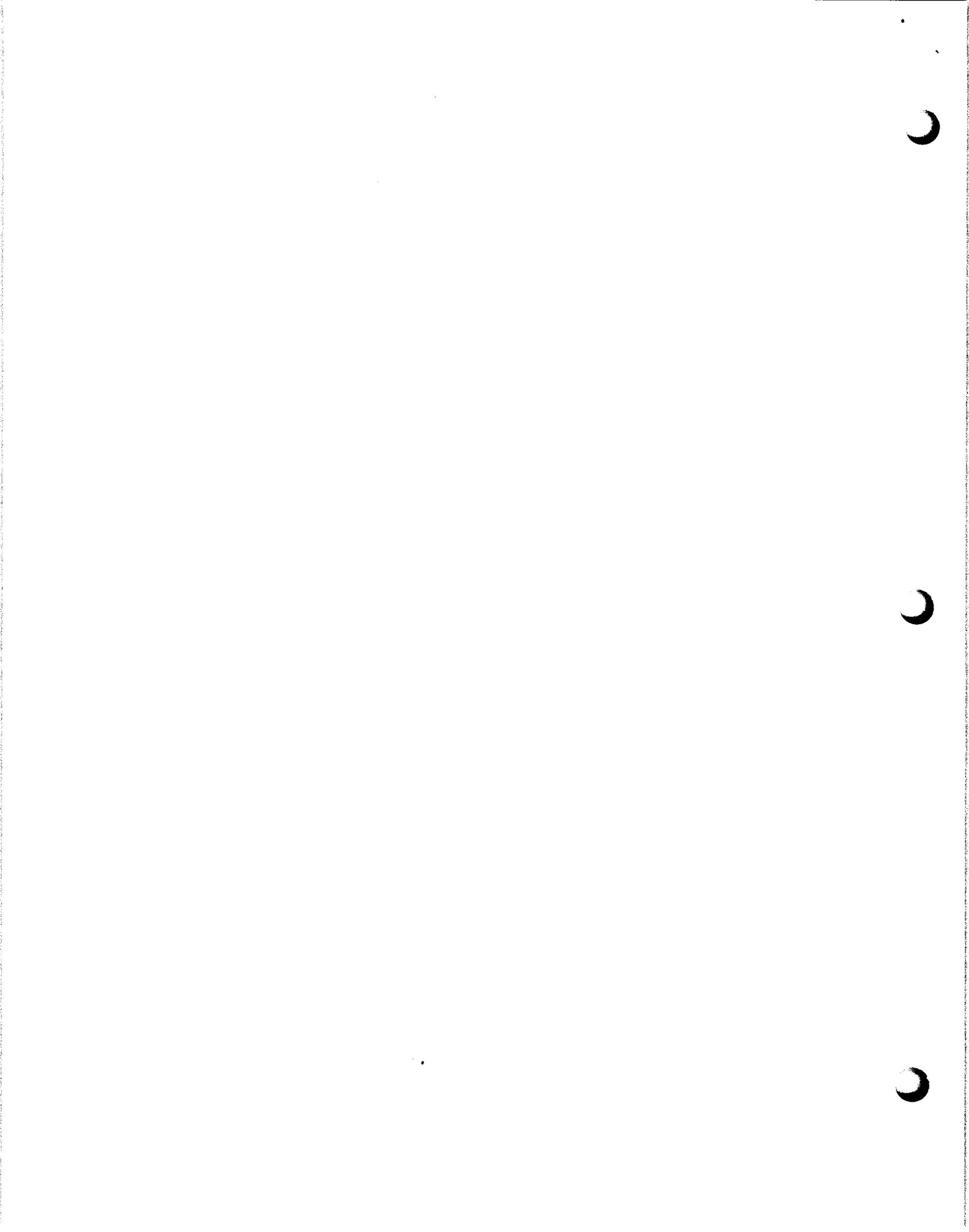
**CIP Budget Amendments FY 15-16**  
**March 15, 2016**

**Exhibit A**

Increase: WW CIP - AJ Brown Plant - Replacement Generator Project

\$ 350,000

Explanation: Council approved applying for a FEMA Community Development Block Grant Disaster Recovery (CDBG-DR) in August 2015. Council accepted the awarded grant in October 2015. The grant is in the amount of \$350,000 with no City match required. Grant funds are being budgeted to replace an existing generator at the A.J. Brown Wastewater Treatment Plant and construction of related improvements.





**CITY COUNCIL AGENDA**

3/15/2016

Agenda Item: 6b

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**Item/Subject:** Consider adoption of the City Council's 2016 Strategic Plan.

**Initiating Department/Presenter:** City Manager

**Presenter:** Matt Benoit, City Manager

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**Recommended Motion:** Move to adopt the City Council's 2016 Strategic Plan.

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**Discussion:** On February 12, the City Council met to consider staff recommendations and conduct brainstorming and prioritization for the 2016 Strategic Plan. Directors attended and reviewed the City Council's discussion. As a result, a draft Strategic Plan is recommended for Council adoption.

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**Previous Council Action:** February 12 Strategic Plan special session.

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**Financial Implications:**

There is no financial impact associated with this item.

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**Approvals:**     City Attorney         Director of Finance         City Manager

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**Associated Information:**

- Recommended City Council 2016 Strategic Plan (pages 2 - 6).

**CITY COUNCIL**

**2016 STRATEGIC PLAN**

**CITY OF HUNTSVILLE, TEXAS**





# CITY OF HUNTSVILLE STRATEGIC PLAN

Adopted by the City Council on \_\_\_\_\_

Strategic planning is the process an organization follows to articulate a vision for the future and establish a direction in making decisions and allocating resources to achieve the desired outcomes. The Huntsville City Council met on February 12, 2016 to create a new strategic plan to set the course for the City, a flexible document that will be periodically reviewed for updates.

The City Council established seven broad areas of strategic initiatives aimed to address all quality of life issues in Huntsville, with key objectives for implementation included. These will provide the City Council with mechanisms to gauge performance, provide direction to staff, and adopt changes to the strategic plan as success merits and needs dictate.

This strategic planning document is meant to serve as a guide for the City staff to develop the annual budget for Council consideration and to provide Council with a succinct method of articulating to staff the policy direction for the City of Huntsville, both as a community and an organization. This strategic plan will also communicate to residents and community partners the City Council's commitment to open government, communication, collaboration, and cooperation among all who live, work, recreate, educate, or operate a business in Huntsville. Finally, this strategic plan is meant to provide a road map for success that will lead families and new businesses to Huntsville to join an outstanding community where good governance and sound management provide the best that life has to offer.



### **VISION**

The City of Huntsville is a community that is beautiful, historic, culturally diverse, affordable, safe, and well-planned, with great opportunity for our citizens.

### **MISSION**

In order to maintain and enhance the quality of life and the achievement of our vision, the City of Huntsville provides, facilitates and regulates services, facilities and infrastructure for citizens, customers, visitors, businesses and state agencies, in a friendly, efficient, fair, honest and competent manner with quality and forethought.

### **VALUES STATEMENT**

Public service is our business and our goal. We believe in commitment - not just to our job, but to our faith, our beliefs, and our family. Our pride in our work and the organization compels us to a high degree of professionalism.

- Honesty** in all our actions;
- United** in our commitment to ensure a safe work environment, fair wages and
- Nurture** an environment of cooperation between the City and its citizens,
- Teamwork** depending on one another to improve the quality of life;
- Service excellence** provided at every level in an efficient and economical manner;
- Vision** of an enriched future enhanced by encouraging skills, talents, and potential of our employees through training, opportunity, and recognition;
- Integrity** demonstrated in the treatment of our coworkers and those we serve and protect;
- Leadership** through communication in a responsive manner while maintaining a high
- Loyalty** to our faith, our beliefs and our families;
- Embrace** the diversity of our employees as a strength of our organization

**Goal #1, City Appearance - Provide policies, amenities, and events that enhance the City's already beautiful and historic natural environment.**

**Objective #1 – Complete installation of the way-finding signage.**

**Objective #2 – Complete the Parks and Recreation Masterplan.**

**Goal #2, Communications - Provide public information outreach efforts that inform the public of City operations, accomplishments and policies and allows for citizens input on matters of Council policy.**

For the 2016 Strategic Plan, the City Council is electing to place no additional emphasis on the goal of Communications and to continue with the City's other communications efforts including written pieces, the website, the State of the City Address event and occasional Town Hall meetings. Communicating the value and benefit of City services continues to be of great importance to the City Council.

**Goal #3, Economic Development – Promote and enhance a strong and diverse economy.**

**Objective #1 – Complete design and begin construction on the Sam Houston Statue Visitors Center Expansion and Remodel.**

**Objective #2 – Complete an economic development website for the community.**

**Goal #4, Infrastructure - Ensure the quality of the City utilities, transportation and physical structures so that the City's core services can be provided in an effective and efficient manner.**

**Objective #1 – Complete construction of the new Solid Waste Transfer Station.**

**Objective #2 – Award a contract for the construction of the TXDOT Transportation Alternatives Program sidewalk grant.**

**Objective #3 – Complete the condition and capacity assessments for the water distribution and sanitary sewer collection systems.**

**Objective #4 – Begin work on projects funded by airport grants.**

**Objective #5 – Receive recommendations and consider funding strategies to implement the Street Study recommendations in the 2016-2017 budget.**

**Objective #6 – Begin construction on the Town Creek Drainage Project.**

**Goal #5, Resource Development - Enhance the quality of life for citizens, businesses and visitors by leveraging the human and fiscal resources available to the community.**

For the 2016 Strategic Plan, the City Council is electing to place no additional emphasis on this goal while continuing with the City's resource development efforts including effective Advisory Board activities and continued communication and relationship building with other governmental entities in the Huntsville and Walker County area. Developing resources that enhance the value of services provided by the City continues to be of great importance to the City Council.

**Goal #6, Finance - Provide a sustainable, efficient and fiscally sound government through conservative fiscal practices and resource management.**

For the 2016 Strategic Plan, the City Council is electing to place no additional emphasis on the goal of Finance. The 2016 Strategic Plan includes significant effort and resources devoted to the issue of long range planning which, in and of itself, has significant financial implications for the community. Enhancing and sustaining the financial well-being of the City of Huntsville is of great importance to the City Council.

**Goal #7, Public Safety - Provide safety and security for all citizens.**

Objective #1 – Implement body-worn cameras for the Police Department.

**Goal #8, Long Range Planning – Match available long-range financing capacity with projects to improve and sustain the quality of life of the citizens of Huntsville.**

Objective #1 – Receive recommendations from the City Council's Long Range Planning Committee on which projects are to be endorsed for bond proceeds and/or additional resources.

Objective #2 – Receive recommendations from the City Council's Long Range Planning Committee and determine as a City Council the appropriate role for calling elections for various projects.

Objective #3 – Receive recommendations from the City Council's Long Range Planning Committee for the process to deliver projects that are approved.



## CITY COUNCIL AGENDA

3/15/2016

Agenda Item: Workshop & 5a

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**Item/Subject:** Consider authorizing the City Manager to approve an agreement with PGAL Architects to complete design and provide construction observation services for a remodel and expansion to the Sam Houston Statute and Visitors Center and approve Ordinance 2016-12 amending the fiscal year 2015-2016 budget and CIP budget.

**Initiating Department/Presenter:** City Manager

**Presenter:** Matt Benoit, City Manager  
Kimm Thomas, Director of Tourism

---

**Recommended Motion:** Move to authorize the City Manager to approve an agreement with PGAL Architects to complete design and provide construction observation services for a remodel and expansion to the Sam Houston Statute and Visitors Center and approve Ordinance 2016-12 amending the fiscal year 2015-2016 budget and CIP budget.

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**Strategic Initiative:** Goal #3 - Economic Development - Promote and enhance a strong and diverse economy.

---

**Discussion:** The City Council's 2015 Strategic Plan directed City staff to complete a Needs Assessment to determine how best to provide additional space for large groups of tourists who visit the Sam Houston Statute and Visitors Center. The Needs Assessment was awarded to PGAL Architects and completed in October. To summarize, the proposed scope of work includes renovations to the existing facilities on the interior and exterior (including constructing new restroom spaces) totaling an estimated \$192,100. Further, to accommodate large groups of tourists, the Needs Assessment recommends constructing an additional 4,088 square feet of space to easily accommodate 100 seated guests, tables and chairs at an estimated cost of \$940,240. Combined with sitework (\$180,000), estimated contractor fees, engineering an architect fees, contingencies for design and construction and furnishings, the total estimated cost for the remodel and expansion totals \$1,868,772.

PGAL architects has presented and thoroughly reviewed the proposed remodel and expansion with the Council's Long Range Planning Committee (Councilors Johnson, Montgomery and Rodriquez). The Long Range Planning Committee recommended proposing the project and associated costs to the Hotel Occupancy Tax Board. The Hotel Occupancy Tax Board received the same presentation from PGAL and reviewed the proposed scope of renovation and expansion, as well as proposed financing plan. After two meetings on the topic, the HOT Board approved the use of \$140,000 in Unallocated Reserve to complete design on the facility. **The Council Finance Committee approved and is recommending the same budget amendment and use of funds to the full Council.**

The proposal from PGAL includes completing the design for the project(s) envisioned by the Needs Assessment, services to participate in the selection of a Construction Manager at Risk (if that is the City's desire), significant construction observation services, and bid and pay administration. The base fee is \$100,000 for all services except surveying and geotechnical services. City staff may complete the surveying.

It is estimated that 6 months will be required to complete the design. At three intervals during design, City staff will be able to assess and ensure the facility is at or near the estimated budget. This action allows nothing more than completing design. At such time that design is complete, it will be necessary for the HOT Board to recommend and Council to take additional action to appropriate additional funds and/or issue debt to complete construction. The preliminary financing plan for this project envisions issuing debt for approximately two-thirds of the project cost and using HOT funds unallocated reserve for the remaining one-third. Again, at the completion of design, that issue will need to be revisited and formalized.

---

**Previous Council Action:** The City Council included in their 2015 Strategic Plan completion of the Needs Assessment for this facility. The Needs Assessment contract was budgeted and less than \$50,000, and so was signed by the City Manager. Council reviewed the contract in April 2015. Related to this specific design contract, review has been limited to the Long Range Planning Committee and Council Finance Committee. Brief discussion at March 1, 2016 meeting.

---

**Financial Implications:**

**Item is not budgeted:** Ordinance #2016-12 is included to appropriate Hotel Occupancy Tax Unallocated Reserves for the design.

---

**Approvals:**     City Attorney             Director of Finance             City Manager

---

**Associated Information:**

- Proposed Scope of Services & PGAL hourly rate schedule (pages 3-8)
- Estimated Project Budget (page 9)
- Ordinance #2016-12 and Exhibit A (pages 10 – 11)

9 February 2016

Mr. Matt Benoit  
City Manager  
City of Huntsville  
1212 Avenue M  
Huntsville, Texas 77340

Re: Revised Fee Proposal for A/E Services  
Design Services for the Sam Houston Statue Visitors Center  
Huntsville, Texas

Dear Matt:

After careful review of your project criteria, PGAL is pleased to submit this Fee Proposal to provide Architectural and Engineering Design services for providing a renovation and expansion to the Visitors Center located at the Sam Houston Statue and Visitors Center.

**PROJECT UNDERSTANDING**

PGAL recently completed a thorough Facilities Needs Assessment of the existing and proposed expansion of Sam Houston Statue and Visitors Center located at 7600 Highway 75 South in Huntsville, Texas. The purpose of the Facilities Needs Assessment was to review existing facilities condition and use, project current and future staff levels and facility needs and make recommendations regarding the possible renovation, expansion or construction of a new structure on the grounds to meet the needs of current and planned future requirements of the Visitors Center. The Facilities Needs Assessment has created a roadmap for this proposed project as well as any future facility improvements and CIP programs.

The Sam Houston Statue was constructed in 1994 with the Visitors Center being constructed shortly thereafter. The current Visitors Center building is approximately 5,000 overall square feet with 2,314 conditioned square feet. The floor plan uses a dog run design with an expansive porch that separates the Visitors Center on the east side and the existing gift shop located on the west side of the building. The existing grounds are heavily wooded and include walking trails and picnic areas. The existing Visitor Center has been very successful with over 1 million visitors from 124 countries have signed the guest book. The grounds are currently open 24 hours a day allowing visitors to view the statue and walk the grounds during all hours of the day and night.

A portion of the existing Visitors Center is being used for office space to support the operations of the center. This use is required to handle the large volumes of visitors and was not the original intent of the space in the facility. Using this area as office space limits the available space for display of exhibits and creates shortage of space for education and video needs. This is especially a burden when large groups are on site and during inclement weather.

PGAL  
1212 Avenue M  
Huntsville, Texas 77340  
Phone: (713) 822-1444  
Fax: (713) 968-9333  
www.pgal.com

The size of the existing facility is not able to accommodate the expanding needs of a growing visitor population including existing parking facilities. The City believes that expanding the facilities will accommodate more visitors to the site and potentially accommodate other civic activities that are not possible with the current Visitor Center configuration.

The Facilities Needs Assessment recommended an expansion of approximately 4,268 square feet in a new attached building that will include a large educational space, lobby, four new work areas for staff, media storage, storage, AV room, catering kitchen and other support spaces. The existing visitor's center building would be renovated to expand the gift shop and chamber exhibit to original sizes and improve work space. The existing restrooms would be completely renovated to become compliant with ADA codes. Various maintenance improvements will be made to the existing building structure and systems as required to repair known deficiencies.

Site improvements include expansion of the parking area. The bus drop off will be improved as well as providing handicap parking spaces that are compliant with current ADA codes. Future projects not included in this project include providing a security fence, picnic area improvements and covered amphitheater.

This project is not expected to be designed to achieve a LEED certification. The City is expected to utilize a CMAR construction delivery method. We will assist the City in developing and writing the request for proposal and selecting the CMAR. We will work and coordinate with the CMAR to manage the project and provide advice to the City. We assume the CMAR will provide construction estimates during the preconstruction phase and manage the project schedule as well as develop a GMP and construct the project.

The total project budget for this project has not yet been established.

#### **DESIGN SERVICES**

Our work will specifically include the following tasks:

- Design of the new addition that includes approximately 4,268 square feet. The new building will be attached through a connecting porch with the existing building. The new addition will include a large educational space, lobby, work areas for staff, media storage for brochures and other marketing materials, storage, AV room, a catering kitchen that will not have a commercial hood and other support spaces.
- Renovation of the existing building that will restore the gift shop and chamber exhibit space to previous configuration, staff work room and upgraded restrooms.
- The existing temporary building will be removed.
- The parking lot will be expanded to improve bus parking and provide handicap parking areas.
- Park and picnic improvements will not be part of this project.
- Careful and thoughtful consideration of preserving the architectural sensitive nature of the existing facility, including the facility's characteristic and charm. Any new development must match the existing architectural character of the existing building. We expect that

the new addition will be designed similar to the concept presented in the Facilities Needs Assessment.

- Provide up to nine (9) on-site presentations to boards/council committees/council workshops during the design will be provided on a per visit basis as an Additional Service.
- Design services will include final design, bidding and construction administration. During the Facilities Needs Assessment phase we developed the concept design for the project that was approved by the City. We expect the final design to be very similar to this concept.
- PGAL will prepare construction documents required for permitting and construction. The project is assumed to be designed as a single project to be built in a single phase. The completed construction documents will be submitted to governmental agencies for purposes of obtaining a building permit. We will assist the CMAR in obtaining bids for the project.
- Construction administration services include attendance at progress meetings twice a month, answering RFI's, review of shop drawings, preparation of change orders, review and certification of contractor's pay application and preparation of a punch list. Additional site visits might be necessary to review specific field conditions.

We have assumed the basis of the contract will be the standard City of Huntsville Professional Services contract.

#### **CHARACTER AND EXTENT OF SERVICES**

Basic Services will include the following:

Steps A through F were completed under the Needs Assessment Phase.

#### **G. Final Design Phase:**

1. Develop final design documents.
2. Assist City in preparation of CMAR RFP.
3. Preparation of design deliverables at 30, 60 and 90 percent complete.
4. Prepare bid documents.
5. Submit for permit to governmental agencies.
6. Review bids and assist CMAR in preparation of GMP contract.

#### **H. Construction Services Phase:**

1. Attend twice a month construction meetings.
2. Prepare construction correspondence.
3. Review shop drawings.
4. Issue construction clarifications and requested changes.
5. Review and certify pay applications.
6. Prepare punch list.

L. Commissioning Phase:

1. Facilitate Owner, CMAR and User training of building systems.
2. Review O & M manuals for completeness.
3. Commission building systems.

**COMPENSATION**

Basic Services: We proposed to perform the Basic Services for a Lump Sum of \$100,000.00. This fee includes does not include the nine presentations to boards and/or City Council. Services provided under Basic Services will include architecture, interior design, structural engineering, MEP engineering, civil engineering, landscape design. This fee does not include any reimbursable expenses related to this project. We expect to be paid at the completion of 15, 30, 60, 90 and 100 percent complete of final design. Bidding and construction services will be paid monthly. Payments are expected to be earned as follows:

15% Final Design:	\$12,500.00	billed at completion
30% Final Design:	\$12,500.00	billed at completion
60% Final Design:	\$25,000.00	billed at completion
90% Final Design:	\$25,000.00	billed at completion
100% Final Design:	\$3,000.00	billed at completion
Bidding:	\$2,000.00	billed monthly
Construction Administration:	\$20,000.00	billed monthly

Reimbursable Costs: We would expect to be reimbursed for any out-of-pocket expenses we incur on behalf of the project such as cost of reproduction, plotting, special handling or delivery, permit fees and mileage. Reimbursable expenses will be billed at our cost, plus a 10% service charge. We would recommend a reimbursable expenses budget of \$10,000.00 be established for the project.

Designated Additional Services: If services identified as Designated Additional Services are requested by the City, they will be billed in addition to the Basic Services Fees in accordance with the following Lump Sum amounts. Designated Additional Services shall only be performed with written authorization from the City. Designated Additional Services include the following:

On-site presentations to City:	\$500.00 per meeting (up to 9 total)
Alta Survey	Not to Exceed Amount of \$6,000
Geotechnical Survey	Not to Exceed Amount of \$5,000

Additional Services: If services other than those described as Basic Services are requested by the City, they will be billed in addition to the above compensation in accordance with the attached rate schedule. Additional Services shall only be performed subsequent to review of estimated

fees and written authorization from the City. Additional Services include but are not limited to the following:

- Third party cost estimating.
- Environmental evaluation of buildings.
- Environmental survey.
- Security design.
- Design of data or phone systems.
- LEED design services.
- Energy modeling.
- LEED commissioning services.
- AV design services.
- Specialty lighting design services.
- Acoustical engineering services.
- Design of fixtures, furniture and equipment.
- Design of park areas, security fence and covered amphitheater.
- Work beyond that specifically included above.

#### PROJECT SCHEDULE

We are prepared to deliver this project in accordance with your requirements.

Thank you for the opportunity to continue to serve the City of Huntsville. We have personnel available to begin this project immediately. Please don't hesitate to call should you have any questions regarding this proposal.

Sincerely,

PGAL



Jeffrey P. Gerber, AIA  
Chief Executive Officer

**PIERCE GOODWIN ALEXANDER & LINVILLE  
HOURLY SCHEDULE**

<b>DISCIPLINE</b>	<b>RATE</b>
Director	\$275.00
Principal	\$240.00
Project Manager V	\$225.00
Project Manager IV	\$215.00
Project Manager III	\$205.00
Project Manager II	\$190.00
Project Manager I	\$185.00
Sr Architect VI/ Designer VI/ Interior Designer VI/ Engineer VI	\$225.00
Sr Architect V/Designer V/Interior Designer V/Engineer V	\$210.00
Sr Architect IV/Designer IV/Interior Designer IV/Engineer IV	\$195.00
Sr Architect III/Designer III/Interior Designer III/Engineer III	\$185.00
Sr Architect II/Designer II/Interior Designer II/Engineer II	\$175.00
Sr Architect I/Designer I/Interior Designer I/Engineer I	\$165.00
Architect IV/Designer IV/Interior Designer IV/Engineer IV	\$150.00
Architect III/Designer III/Interior Designer III/Engineer III	\$135.00
Architect II/Designer II/Interior Designer II/Engineer II	\$110.00
Architect I/Designer I/Interior Designer I/Engineer I	\$90.00
BIM Manager III	\$150.00
BIM Manager II	\$130.00
BIM Manager I	\$110.00
Engineer In Training III	\$125.00
Engineer In Training II	\$115.00
Engineer In Training I	\$105.00
Construction Administrator	\$170.00
Construction Inspector	\$150.00
Project Administrator III	\$130.00
Project Administrator II	\$110.00
Project Administrator I	\$90.00
Administrator III	\$80.00
Administrator II	\$70.00
Administrator I	\$60.00

RATES INCLUDE ALL MARKUPS FOR OVERHEAD, BURDEN, FEES,  
ETC., AND WILL REMAIN IN EFFECT UNTIL DECEMBER 2016.

	<u>SF</u>	<u>Cost/SF</u>	<u>Cost</u>
Sitework	20,000	\$ 9	\$ 180,000
New Facility	4,088	\$ 230	\$ 940,240
Renovation to existing	2,242	\$ 50	\$ 192,100
			\$ 1,312,340
Design Contingency (5%)			\$ 65,617
<b>Subtotal</b>			\$ 1,377,957
GC General Conditions (3.5%)			\$ 45,932
GC Fees (5.5%)			\$ 72,179
<b>Subtotal</b>			
Soft Cost (A/E, 8%)			\$ 110,237
Contingency (10%)			\$ 131,234
Furniture, Fixtures & Equipment Costs (10%) -			\$ 131,234
2015 Construction Budget -			\$ 1,868,772

**ORDINANCE NO. 2016-12**

**AN ORDINANCE OF THE CITY OF HUNTSVILLE, TEXAS, AMENDING THE 2015-2016 ANNUAL BUDGET AND CAPITAL IMPROVEMENTS PROJECTS (CIP) BUDGETS, ORDINANCE NO. 2015-43 TO AMEND ADOPTED EXPENDITURES OF THE BUDGET; AND DECLARING AN EFFECTIVE DATE.**

**WHEREAS**, the 2015-2016 Annual Budget and CIP Budgets were adopted by Ordinance 2015-43 on September 15, 2015;

**WHEREAS**, various unforeseen circumstances affecting the City have presented themselves during the course of the fiscal year;

**WHEREAS**, the City Council considered the circumstances independently, deliberating appropriately on the associated revenues and expenditures and the overall impact on the general financial status of the City;

**WHEREAS**, pursuant to the laws of the State of Texas and the City Charter of the City of Huntsville, Texas, the City Council has determined that it will be beneficial and advantageous to the citizens of the City of Huntsville to amend the annual budget for fiscal year 2015 – 2016 and the Capital Improvements Projects (CIP) budget as set forth herein; and

**WHEREAS**, this ordinance combines the independent Council actions into one budget amendment document;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TEXAS, that:**

**Section 1.** The findings set forth above are incorporated into the body of this ordinance.

**Section 2.** The annual budget for fiscal year 2015 – 2016 is hereby amended to include the expenditures and revenues in Exhibit “A” and the Capital Improvements Projects budget is hereby amended to include the expenditures described in Exhibit “A” attached hereto and made a part of this ordinance as if set out verbatim herein.

**Section 3.** All ordinances of the City in conflict with the provisions of this ordinance are hereby repealed, and all other ordinances of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

**Section 4.** Should any section, portion, sentence, clause or phrase of this ordinance be declared unconstitutional or invalid for any reason, it shall not invalidate or impair the force or effect of any other section or portion of this ordinance.

**Section 5.** The necessity for amending the budget for the fiscal year 2015 – 2016 and Capital Improvements Projects, as required by the laws of the State of Texas, requires that this ordinance shall take effect immediately from and after its passage, as the law in such cases provides.

**Section 6.** This ordinance shall take effect immediately after its passage.

PASSED AND APPROVED on this the 15<sup>th</sup> day of March 2016.

**THE CITY OF HUNTSVILLE, TEXAS**

\_\_\_\_\_  
Andy Brauning, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Lee Woodward, City Secretary

\_\_\_\_\_  
Leonard Schneider, City Attorney

**Budget Amendments FY 15-16**  
**March 15, 2016**

Exhibit A

Increase: HOT - Transfer to CIP - Visitors Center Expansion & Renovations	\$	140,000
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Explanation: At the January 27, 2016 HOT Board meeting the Board approved using \$140,000 of the HOT Fund's Unallocated Reserve to budget for Design Engineering of the proposed Visitors Center Expansion and Renovations. The budget amendment was also presented to the Finance Committee at its February 2, 2016 meeting. This budget amendment will move HOT monies to a CIP project for the Visitors Center Expansions and Renovation

**CIP Budget Amendments FY 15-16**  
**March 15, 2016**

Increase: Visitors Center Expansion and Renovations CIP	\$	140,000
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Explanation: This budget amendment puts the \$140,000 of monies from HOT Fund in a CIP Project specifically for Design Engineering for the Visitors Center Expansion and Renovations

