



CITY COUNCIL SPECIAL MEETING

Wednesday, September 01, 2021 at 5:30 PM
202 N. Virginia Street

PUBLIC NOTICE OF MEETING

The following item will be addressed at this or any other meeting of the city council upon the request of the mayor, any member(s) of council and/or the city attorney:

Announcement by the mayor that council will retire into closed session for consultation with city attorney on matters in which the duty of the attorney to the city council under the Texas disciplinary rules of professional conduct of the state bar of Texas clearly conflicts with the open meetings act (title 5, chapter 551, section 551.071(2) of the Texas government code).

(All matters listed under the consent agenda item are routine by the city council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.)

AGENDA

Council will consider/discuss the following items and take any action deemed necessary.

COVID-19 MEETING PROCEDURE

Public notice is hereby given that the City Council of the City of Port Lavaca, Texas, will hold a special meeting WEDNESDAY, SEPTEMBER 01, 2021 beginning at 5:30 p.m., at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas to consider the following items of business:

Due to COVID-19 concerns, social distancing guidelines will be encouraged for in-person attendance. The meeting will also be available via the video conferencing application "ZOOM".

Join Zoom Meeting:

<https://us02web.zoom.us/j/83252397101?pwd=bzUxaWd5VWJHUE9qcVBJZlllQVBLUT09>

Meeting ID: 832 5239 7101

Passcode: 321327

One Tap Mobile

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Dial by your location

+1 346 248 7799 US (Houston)

I. ROLL CALL**II. CALL TO ORDER****III. COMMENTS FROM THE PUBLIC** - *Comments will be limited to three (3) Minutes per individual unless permission to speak longer is received in advance***IV. ACTION ITEMS** - Council will consider/discuss the following items and take any action deemed necessary

1. Conduct first public hearing on 2021-2022 fiscal year budget. Presenter is Susan Lang
2. Conduct public hearing on the proposed 2021 tax rate. Presenter is Susan Lang.
3. Consider Resolution No. R-090121-1 to adopt a five-year plan (2021-2026) for the Capital Improvement Program (CIP) in compliance with article 7.02(15) of the city's home rule charter. Presenter is Susan Lang
4. Consider proposed city's compensation plan for the 2021-2022 fiscal year. Presenter is Jody Weaver
5. Receive certification of additional sales and use tax to pay debt services. Presenter is Susan Lang
6. Consider first reading of an ordinance (S-1-21) approving the annual budget for the City of Port Lavaca, Texas and adopting the budget document for the fiscal year October 01, 2021 thru September 30, 2022. Presenter is Susan Lang
7. Consider first reading of an ordinance (S-2-21) fixing the tax rate and tax levy for the city for the year 2021. Presenter is Susan Lang
8. Consider ratification of property tax increase reflected in the budget. Presenter is Susan Lang
9. Consider first reading of an ordinance (G-4-21) to make amendments to Appendix A - Fees, Rates and Charges; and providing for an effective date. Presenter is Jody Weaver
10. Consider reviewing bids and award construction contract for the 2021 Capital Improvement project (CIP) for East George Street reconstruction. Presenter is Jody Weaver

V. ADJOURN SPECIAL MEETING

CERTIFICATION OF POSTING NOTICE

This is to certify that the above notice of a special meeting and workshop session of the City Council of the City of Port Lavaca, scheduled for **Wednesday, September 01, 2021**, beginning at 5:30 p.m., was posted at city hall, easily accessible to the public, as of 5:00 p.m. Thursday, **August 26, 2021**.

Lorena Perez-Diaz, *Assistant City Secretary*

ADA NOTICE

The Port Lavaca City Hall and Council Chambers are wheelchair accessible. Access to the building is available at the primary north entrance facing Mahan Street. Special parking spaces are located in the Mahan Street parking area. In compliance with the Americans with Disabilities Act, the City of Port Lavaca will provide for reasonable accommodations for persons attending meetings. To better serve you, requests should be received 24 hours prior to the meetings. Please contact City Secretary Mandy Grant at (361) 552-9793 Ext. 230 for assistance.

COMMUNICATION

SUBJECT: Conduct first public hearing on 2021-2022 fiscal year budget. Presenter is Susan Lang

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM 1**

DATE: 8/25/21
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: SUSAN LANG, FINANCE DIRECTOR
SUBJECT: PUBLIC HEARING ON BUDGET

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, the City is required to hold a public hearing on the FY 2021-2022 budget.

On August 16, 2021, the City Council voted to set a public hearing on the FY 2021-2022 budget. The City Council set the date and time for a Public Hearing on the budget for September 1, 2021.

Because the proposed tax rate exceeded the No-New-Revenue rate, legislation considers it a tax increase, and requires special language to accompany the notice of public hearing on the budget.

The City has complied with the governing legislation and has published the Notice of Public Hearing for the budget in the newspaper of general circulation (Port Lavaca Wave) and on the City's website.

This public hearing will provide an opportunity for taxpayers to express their views on the City's 2021-2022 annual budget.

Only one public hearing is required and satisfies the requirements for a later vote on the ordinance adopting the annual budget.

No action required.

COMMUNICATION

SUBJECT: Conduct public hearing on the proposed 2021 tax rate. Presenter is Susan Lang.

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM 2**

DATE: 8/25/21
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: SUSAN LANG, FINANCE DIRECTOR
SUBJECT: PUBLIC HEARING ON TAX RATE

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, the City is required to hold a public hearing on the 2021 Tax Rate.

On August 16, 2021, the City Council took a record vote to propose the same tax rate as levied on properties as the previous year. Because the proposed tax rate exceeded the No-New-Revenue rate, legislation considers it a tax increase, and requires a public hearing. The City Council set the date and time for a Public Hearing on the Tax Rate for September 1, 2021.

This public hearing will provide an opportunity for taxpayers to express their views on the tax increase as defined by legislation.

Only one public hearing is required and satisfies the requirements for a later vote on the ordinance establishing a tax rate.

No action required.

COMMUNICATION

SUBJECT: Consider Resolution No. R-090121-1 to adopt a five-year plan (2021-2026) for the Capital Improvement Program (CIP) in compliance with article 7.02(15) of the city's home rule charter. Presenter is Susan Lang

INFORMATION:



Resolution of the City of Port Lavaca, Texas
No. R-090121-1

**A RESOLUTION ADOPTING A FIVE-YEAR CAPITAL IMPROVEMENT
PROGRAM (CIP) IN COMPLIANCE WITH THE CITY CHARTER**

WHEREAS the City Charter requires the City Manager to submit a plan for capital improvement covering the succeeding five years and proposed method of financing to the City Council prior to the beginning of each budget year; and,

WHEREAS the City Manager submitted a Five-Year Capital Program to the City Council on July 26, 2021 in compliance with the City Charter and,

WHEREAS the City Council has reviewed the Five-Year Capital Program, found it to be in compliance with all City Charter and believes its approval by resolution is in the best interest of Port Lavaca residents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT the Five-Year Capital Program (October 1, 2021 – September 30, 2026), a copy of which is attached hereto and incorporated in the Fiscal Year Budget 2021-2026, is hereby adopted in compliance with the City Charter.

PASSED and APPROVED this 1st day of September 2021.

ATTEST:

Mandy Grant, City Secretary

Jack Whitlow, Mayor

COMMUNICATION

SUBJECT: Consider proposed city's compensation plan for the 2021-2022 fiscal year. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM 4**

DATE: 8.30.21 (Edited memo from 8.24.2021)
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: JODY WEAVER, INTERIM CITY MANAGER
SUBJECT: CITY COMPENSATION PLAN FOR THE 2021-22 FISCAL YEAR

BACKGROUND:

These are the annual updates to the City's compensation plan that have been discussed and generally agreed to during budget workshops and are presented for Council final approval.

FINANCIAL IMPACT:

With the salary increases implemented in the 2020-21 Fiscal year, the salary of all City employees was brought to at least the minimum level of their salary range, as was determined by a Salary survey completed in January 2021 by Public Sector Personnel Consultants.

This year's budget includes a total of \$219,118 earmarked for staff raises (\$254,931 salary plus benefits). Each department head is being allocated an amount equal to 5% of their current department base salary expense, in order to provide their employees with raises within their salary range, based upon their job performance, with a 2% minimum increase.

The budgeted full-time positions for FY 21-22 are 98 and the full-time equivalent (FTE) part-time positions are 2.83. Note the budgeted full-time positions for FY 20-21 was 92 and the FTE part-time positions was 2.58. The FY 21-22 budget adds 6 new full-time positions as follows:

- 3 each new Fire Fighters; (job description already exists)
- 1 each new Mental Health Police Officer – job description attached
- 1 each new RV Park Camp Host – job description attached
- 1 each new Utility Maintenance Worker (job description already exists)

In addition there are 3 existing positions that are being proposed for changes to title, duties and responsibilities and salary ranges, as detailed in the attached memo from Susan Lang.

Attached also is a copy of the City's current Salary Ranges per Job Classification (being adopted last year as the "Recommended")

RECOMMENDATION:

Effective October 1, 2021, staff recommends Council approve the compensation plan for FY 21-22 as follows:

- A 5% merit increase amounting to \$219,118 in base salary as presented in the budget
- The creation of 6 new job positions as described herein
- The amendment of 3 existing job positions as described in the attached memo from Susan lang
- City Headcount is increased to 98 full-time employees and 2.83 FTE part-time positions.

Table 3 – Salary Ranges per Job Class (Salary Range Order)

Current Job Title	-- Current --	-- Recommended --			
	Salary Range	Salary Range	Minimum	Midpoint	Maximum
	<i>Former</i>		<i>Current</i>		
City Manager	57	61	\$129,093	\$151,684	\$174,276
Director of Economic Development/City Engineer	52	53	\$87,375	\$102,666	\$117,957
Director of Finance	49	53	\$87,375	\$102,666	\$117,957
Fire Chief	49	53	\$87,375	\$102,666	\$117,957
Police Chief	49	53	\$87,375	\$102,666	\$117,957
Director of Public Works	49	53	\$87,375	\$102,666	\$117,957
Fire Captain	43	46	\$62,096	\$72,963	\$83,830
CID Lieutenant	43	46	\$62,096	\$72,963	\$83,830
Patrol Lieutenant	43	46	\$62,096	\$72,963	\$83,830
Harbor Master	43	46	\$62,096	\$72,963	\$83,830
City Secretary	43	45	\$59,139	\$69,488	\$79,838
Parks Superintendent	40	44	\$56,323	\$66,179	\$76,036
Streets Superintendent	40	45	\$59,139	\$69,488	\$79,838
Utilities Superintendent	40	45	\$59,139	\$69,488	\$79,838
Fire Lieutenant	39	43	\$53,641	\$63,028	\$72,415
Patrol Sergeant	41	44	\$56,323	\$66,179	\$76,036
Detective-Sergeant	41	44	\$56,323	\$66,179	\$76,036
Building Official	42	42	\$51,087	\$60,027	\$68,967
Police Corporal	39	42	\$51,087	\$60,027	\$68,967
Senior Accountant	38	40	\$46,337	\$54,446	\$62,555
Firefighter/Engineer	36	40	\$46,337	\$54,446	\$62,555
Patrol Officer	37	40	\$46,337	\$54,446	\$62,555
Utility Operator "A"	-	38	\$42,029	\$49,384	\$56,739
Utility Operator "A" - WWTP	-	38	\$42,029	\$49,384	\$56,739
Parks Crew Leader	33	37	\$40,028	\$47,032	\$54,037
Parks Facilities Supervisor	33	37	\$40,028	\$47,032	\$54,037
Streets Crew Leader	33	37	\$40,028	\$47,032	\$54,037
Utilities Crew Leader	33	37	\$40,028	\$47,032	\$54,037
Utility Operator "B"	-	37	\$40,028	\$47,032	\$54,037
Utility Operator "B" - WWTP	-	37	\$40,028	\$47,032	\$54,037
Administrative Supervisor	32	36	\$38,122	\$44,793	\$51,464
Assistant City Secretary	34	36	\$38,122	\$44,793	\$51,464
Accountant	33	36	\$38,122	\$44,793	\$51,464
Lead Dispatcher/Administrative Assistant	32	36	\$38,122	\$44,793	\$51,464
Records Clerk/Dispatcher	32	36	\$38,122	\$44,793	\$51,464
Utility Operator "C"	-	36	\$38,122	\$44,793	\$51,464
Utility Operator "C" - WWTP	-	36	\$38,122	\$44,793	\$51,464
Code Enforcement Officer	34	35	\$36,306	\$42,660	\$49,013
Heavy Equipment Operator	32	35	\$36,306	\$42,660	\$49,013

Table 3 (con'd)– Salary Ranges per Job Class (Salary Range Order)

Current Job Title	-- Current --	-- Recommended --			
	Salary Range	Salary Range	Minimum	Midpoint	Maximum
	<i>Former</i>		<i>Current</i>		
Administrative Assistant	32	34	\$34,577	\$40,628	\$46,679
Executive Assistant to the City Manager/HR	31	34	\$34,577	\$40,628	\$46,679
Dispatcher	31	34	\$34,577	\$40,628	\$46,679
Senior Customer Service Representative	32	34	\$34,577	\$40,628	\$46,679
Municipal Court Clerk	30	33	\$32,931	\$38,694	\$44,457
Animal Control Officer	30	32	\$31,363	\$36,851	\$42,340
Accounting Clerk	31	32	\$31,363	\$36,851	\$42,340
Office Assistant	31	31	\$29,869	\$35,096	\$40,323
CVB Maintenance Worker	28	31	\$29,869	\$35,096	\$40,323
Parks Maintenance Worker	28	31	\$29,869	\$35,096	\$40,323
Street Maintenance Worker	28	31	\$29,869	\$35,096	\$40,323
Utility Billing Customer Service Representative	29	31	\$29,869	\$35,096	\$40,323
Utilities Maintenance Worker	28	31	\$29,869	\$35,096	\$40,323
Utilities Maintenance-Construction	28	31	\$29,869	\$35,096	\$40,323
Utilities Maintenance - WWTP	30	31	\$29,869	\$35,096	\$40,323
Janitor	25	28	\$25,802	\$30,318	\$34,833



CITY OF
PORT LAVACA
POLICE DEPARTMENT

Item 4.

JOB TITLE: Port Lavaca Police Department Mental Health Officer (MHO)

JOB CLASSIFICATION: Sergeant

Salary: \$56,271 - \$76,132 (Salary Range 44)

SUMMARY: MHO provides an assessment to determine if the person is mentally ill and an immediate danger to self or others and facilitates the evaluation and observation at a designated mental health facility. MHO will focus on after care once our citizens return to the community.

DUTIES & RESPONSIBILITIES INCLUDE:

1. Transportation of individuals as needed.
2. Attend monthly meetings at the HARBOR Victim's and Alliance Center
3. Maintain state certification requirements by TCOLE.
4. Perform duties and responsibilities of a Mental Health Officer.
5. Assessing, monitoring and follow-up of individuals.
6. Monitor Residential Group Home and area nursing homes.
7. Respond to the request of law enforcement officers by phone or at the scene when the officer/staff person have reasonable cause to believe the person within the City is mentally ill and is likely to be in immediate danger to self and/or others.
8. Make assessments of persons believed to be mentally ill to determine the need for short term hospitalization/treatment.
9. If the person needs hospitalization/treatment the MHO will arrange an evaluation to determine if the person needs psychiatric inpatient care.
10. Locate and arrange inpatient care.
11. Facilitate communication between hospital, family, and local mental health authority.
12. Notify Judge of person under 72 hours hold for treatment as reasonably possible.
13. Assist individuals who are determined not to meet the criteria for being held at a designated mental facility under Texas law.
14. Partner with State hospitals to better find immediate help for citizens in mental crisis.



15. Build partnerships with local agencies to better assist subjects in mental crisis
16. Conduct weekly home visits to identified citizens with history of mental illness
17. Receive all referrals from the Texas Department of Family and Protective Services.
18. Conduct educational programs to civic organizations, churches, schools, etc.
19. Submit quarterly report to Chief of Police

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Assist in identifying, monitoring and follow up of individuals believed to be a threat to themselves and/or others due to a mental health issue.
2. Distinguish between Mental Illness, Mental Retardation and Substance Abuse.
3. Assist in identifying, monitoring and follow up of current mental health consumers.
4. Knowledge of DSM classifications of mental disorders and diagnostic criteria.
5. Knowledge of psychotropic medication.
6. Ability to document all MHO related contacts.
7. Working knowledge of the principles, practices, and techniques of crisis intervention.
8. Ability to interpret and apply the federal, state, and municipal laws regarding the aiding of individuals with mental illness.
9. Knowledge of the functions and resources of public and private and social service agencies in the community.

QUALIFICATIONS:

1. A minimum of three years as a certified law enforcement officer.
2. Successfully complete a background investigation.
3. Comply with the standard operating procedures of the Port Lavaca Police Department
4. Complete Crisis Intervention Training



CITY OF PORT LAVACA

JOB TITLE: Campground Host
DEPARTMENT: Public Works - Parks & Recreation
JOB CODE:

SALARY RANGE 37 \$39,991.35 - \$54,105.45

JOB DEFINITION:

Under basic supervision of the Parks and Recreation Superintendent, coordinates the City of Port Lavaca Lighthouse Beach Campground and R.V. park.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Serve as liaison between park guests & park staff.
- Greet and assist visitors, answer questions, and explain regulations.
- Assist with camper reservation process utilizing Campspot software.
- Keep a report of occupied or vacant campsites.
- Distribute maps, park rules and local information.
- Assist campers in locating a RV site.
- Be familiar with local points of interest and the location of services that might be requested by campers such as towing, groceries, churches, tourist attractions and local events.
- Perform light maintenance work around the RV Park such as litter pickup, trimming or weeding, cleaning, and stocking of restrooms and laundry room, provide information to Park's Superintendent on potential problems, and disseminate information to campers.
- Clean RV sites and camp sites by performing minor maintenance tasks such as raking the campsite pad, washing tables. Report any damage to your supervisor. Each site must be cleaned after every camper checks out and before another camper checks in.
- Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to Parks Superintendent or if necessary, the Police department.
- Host must set an example by being a model camper practicing good housekeeping always in and around their assigned site and by observing all rules and regulations.
- Host is expected to work most weekends and holidays.
- Be observant for activities within the campground requiring immediate attention ranging from a tree needing to be trimmed to a problem camper. Notify the Parks Superintendent as these problems arise.
- Keep a written report of complaints and criticism of park facilities, report situations that could affect the health and safety of visitors and report any maintenance items which

need immediate attention. Maintain other written records as requested by the Parks Superintendent.

- May assist in campground public relations, educational activities, and special events/activities.
- Be prepared to provide campground coverage at any hour, day & night.
- May be assigned other duties and projects not listed.
- Supports the relationship between the City and the public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- City geography, streets, landmarks, and facility locations.

Skill in:

- Ability to get along well with people.
- Proficient with Microsoft Office products: Word, Excel, Outlook.
- RV Park management software such as Campspot.
- Ability to remain calm and friendly.
- Ability to physically get out and make rounds through RV Park area.
- Ability to adapt to changing work conditions.
- Ability to work cooperatively in a team environment
- Must be honest, punctual, and reliable

MINIMUM QUALIFICATIONS:

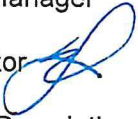
- High School Diploma or GED equivalent
- Valid Texas Driver's License
- According to the needs of the City, additional training may be required.
- Must have RV and live on-site.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City RV Park and Beach; work requires moderate physical efforts and strength sufficient to occasionally lift and move items weighing up to 50 pounds; may be exposed to safety hazards such as gas, oil, and dangerous tools and equipment.



Memorandum

Date: August 30, 2021
To: Jody Weaver, Interim City Manager
From: Susan Lang, Finance Director 
Subject: FY 2022 New Position Job Descriptions- Utility Billing Dept.

Please find attached job descriptions for the proposed new positions in the FY 2022 budget for the Utility Billing department.

As discussed in the budget workshops, we are proposing to transfer two (2) Utility Worker/Meter Reader positions from Utility Maintenance to Utility Billing and reclassify them as Meter Technicians. This move will closely align the duties of the two positions with the vital billing functions of the City. Not only will it allow a more direct line of communication with the daily activities and duties of these employees, but it will also move the inventory and maintenance functions of the City's water meters to under the Utility Billing department. This will alleviate the burden of work order response and coordination, and the inventory control and maintenance functions associated with the water meters from the Utility Maintenance to the Utility Billing department.

It is important to maintain the proper span of control limits within the maximum of seven (7) direct reports in order to achieve maximum efficiency regarding supervision of personnel, therefore the extra layer of supervision is recommended within the Finance function in order to also achieve managerial efficiencies. The Customer Service Supervisor position was created in order to recognize the managerial duties that were already being performed by the Senior Customer Service position, and to also recognize the increased supervisory responsibility that will follow with the addition of the Meter Technicians under this positions' area of responsibility.

Additionally, we recommended during the budget process that the City perform a complete change-out of the City's water meter system, in order to replace the existing malfunctioning water meters and system. We will provide more specific recommendations regarding this in September. With the recommended Meter Technician positions and Customer Service Supervisor position, the burden of monitoring the change-out program will be removed from the Utility Superintendent to the Utility Billing department. We believe this move will enable more focus and control to be placed on the meter system change out process and allow the Utility Superintendent more focus on other vital functions of the Utility Superintendent position in maintaining the water distribution and sewer collection systems.

The Customer Service Supervisor will now be responsible for the coordination of the meter change-out program and supervision of the Meter Technicians who will be assisting the contractors during this extremely important task.

We have proposed the attached new titles and job descriptions to match the increased responsibilities of these positions, and believe the pay grade/scale match duties of similar positions within the City. The Customer Service Supervisor is proposed at a salary range of 37, which match existing crew leader/supervisory positions within the City. The Meter Technician positions are proposed at a salary range of 32 to account for the initiative and independent work required of these positions.



CITY OF
PORT LAVACA

JOB TITLE: Customer Service Supervisor
DEPARTMENT: Utility Billing
JOB CODE: xxxxx

FULL-TIME/NON-EXEMPT

Range: 37
SALARY: \$40,028 - \$54,037

JOB DEFINITION:

The Customer Service Supervisor is responsible for supervising the activities of division personnel while ensuring the continued operation of the City's utility billing services. Under the general direction of the Finance Director, this team member will perform duties associated with billing and accounts receivable of water, wastewater and garbage services.

Exercises supervision over the utility services staff and provides direction to contractors to ensure maintenance and processing of data related to utility billing, utility services, and utility accounts within an automated office environment. Employee may assist other office support positions within the respective operational area. Work involves considerable contact with the public.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Oversees the daily operation of utility services; Reviews and monitors staff duties and interactions with customers.
- Supervises, coordinates, trains, and evaluates job assignments and supports technical development of subordinate staff members; Plans, organizes, and schedules resources to meet production requirements.
- Researches, recommends, and assists in the selection and implementation of custom computer programs, systems, and technologies for more efficient and effective operations; Uses various computer software and programs to analyze, manipulate, store, and retrieve a variety of data.
- Assists in planning, coordinating, and overseeing the city's meter program and interface units including meter reading, testing, repair, and replacement, residential and commercial water service turn on/off's, and follow-ups on service requests and work orders.
- Manages the operation of the automatic meter reading computer system, including the transferring of data; reviews reading schedules for efficiencies and effectiveness, and analyzes data to maintain the accuracy of meter readings, the databases, and billings.
- Handles difficult customer contacts involving account disputes, collections, water turn-offs, etc., explaining the City's policies and procedures regarding the aspects of meter installation, testing, water billing, and payment collection; Receives and investigates complaints/disputes and recommends corrective action, as necessary to resolve complaints/disputes; Directs and interprets the research and analysis of customers' problems and inquiries; Compiles reports and maintains records of services rendered.
- Manages and assists in contracts with several third-party providers to include but not limited to: meters, meter testing, banking partners related to utility billing services, credit card processing companies, and software vendors.
- Reviews written records of proceedings as well as original correspondence to customers.

- Maintains billing schedules and all phases of preparing monthly utility billings; Maintains penalty schedules on past due accounts and generates monthly accounts receivable statements; Prepares monthly cut-off listing and ensures receipt of payments on delinquent accounts; Maintains payment arrangements and contracts.
- Oversees the input of meter numbers and readings via third-party vendor software and the input of meter changes on accounts.
- Coordinates utility billing and collections activities with the meter reading process and other City departments, as appropriate.
- Performs supervisory functions related to the development and implementation of programs, processes, and schedules (i.e. billing schedules, staff schedules, payment arrangements, delinquency collections).
- Assists utility services staff with receiving and processing utility billing payments; participates in receiving, reconciling, and depositing funds, reconciling checks, statements, utility bills and computer summary reports; accepts and posts payments, balances cash, change fund or petty cash drawer.
- Traces, reviews and reconciles records and support documents; checks meter readings for accuracy and records readings into the utility billing system.
- Oversees service order requests, new account set-up, and service disconnections; provides information regarding account balances, deposits, new service connection, service disconnection, and other utility matters; Maintains and audits utility account service requests, billing statements, and related reports; Inputs and maintains account adjustments and miscellaneous charges.
- Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.
- Prepares regular reports of utility billing activities including all work orders with descriptive task, assigned staff, and status, adjustments with justifications and resolutions, billing registers reviewed by supervisor, listing of accounts requiring rereads and justifications, listing of accounts with estimated bills and justifications, and any other reports deemed necessary by the Finance Director.
- Compiles reports with utility billing and consumption data with multi-year comparison and analysis and any reports deemed necessary to meet public needs.
- Develops, coordinates, and maintains good relationships with the public, outside agencies, vendors, and other City Departments; Coordinates programs and activities with other City Departments, as may be necessary.
- Assists in developing written policies, writing policy change recommendations, or managing the consistent application of existing policies.
- Other duties as assigned or required to perform the functions of the position; Attendance is an essential function of this position.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- Principles and practices of accounting, bookkeeping, and records maintenance.
- Computer record keeping and file maintenance principles and procedures.
- Customer service standards and protocols.
- Procedures and techniques for account collections.
- Business computers and standard software applications.

Skill in:

- Reading and interpreting documents such as operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to communicate effectively and efficiently to communicate ideas, facts, and technical information accurately, thoroughly, and in an easily understood manner.
- Utilizing Microsoft Office, InCode, and other specialty software programs.
- Accurate mathematical calculations; Ability to maintain confidentiality regarding financial matters.

- Ability to identify, analyze, and solve problems, identify alternatives or solutions, and consequences of proposed actions, when needed; Ability to answer inquiries from the public in a respectful, tactful, courteous, effective, and professional manner.
- Ability to organize and complete multiple work assignments, meeting objectives and deadlines, and following directions.
- Knowledge of principles, practices, and methods of municipal utility billing and collections; Knowledge of federal, state, and local regulations and laws pertaining to water utilities.
- Entering numerical data into a computer system with skill and accuracy.
- Skill in establishing and maintaining effective working relationships with co-workers, regional agencies, and financial institutions.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED (Associate Degree from an accredited college is preferred), and three years of experience in municipal/government/utility billing, collection, customer service, accounting, auditing, or related functions and operations which includes at least one year of experience in a supervisory or "team leader" capacity; or any equivalent combination of education training and experience.

- State of Texas driver's license may be required

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.



CITY OF
PORT LAVACA

JOB TITLE: Meter Technician – Field Services
DEPARTMENT: Utility Billing
JOB CODE: xxxxx

FULL-TIME/NON-EXEMPT

Range: 32
SALARY: \$31,363 - \$42,340

JOB DEFINITION:

The Meter Technician- Field Services is responsible for the installation and maintenance of water meters and the City's AMR/AMI Meter System. Under the general direction of the Finance Director via the Customer Service Supervisor, the Meter Technician-Field Services tests, calibrates, repairs, replaces, rebuilds, inspects, and installs residential and commercial water meters in an accurate and timely manner using various types of hand tools such as a wrench, shovel, flow bench, pipe saw, clamps and torch. Evaluates and interprets water usage information from the AMR/AMI meter system from meter equipment and/or computer. Works closely with the City's utility billing process to ensure the accuracy and integrity of the customer billing process.

Works closely with the Meter Technician-Billing Services and collaborates to ensure maintenance of meter system in the field is timely and up-to-date and processing of data related to utility billing, utility services, and utility accounts within an automated office environment is accurate. Employee may assist other office support positions within the respective operational area. Work involves considerable contact with the public.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists with the daily operation of utility services.
- Researches, recommends, and assists in the selection and implementation of custom computer programs, systems, and technologies for more efficient and effective operations; Uses various computer software and programs to analyze, manipulate, store, and retrieve a variety of data.
- Assists in planning, coordinating, and overseeing the city's meter program and interface units including meter reading, testing, repair, and replacement, residential and commercial water service turn on/off's, and follow-ups on service requests and work orders.
- Completes work orders pertaining to billings, and checks for errors.
- Coordinates with the Meter Technician-Billing Services to maintain a proper inventory of meters, radio transmitters, and operation of the automatic meter reading computer system, including the transferring of data; reviews reading schedules for efficiencies and effectiveness, and analyzes data to maintain the accuracy of meter readings, the databases, and billings.
- Ensures meters are functioning properly; performs needed maintenance.
- Interacts with the public; provides efficient customer service.
- Operates and maintains variety of vehicles and equipment in accordance with all safety regulations and procedures; reports mechanical problems and schedules repair.
- Monitors work site, and follows all safety rules and regulations.
-

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- Complicated mathematics such as business math, simple algebra and geometry, or elementary statistics.
- Knowledge and skills in the procedures, methods and equipment used in the repair and maintenance of water meters and construction and maintenance of water and wastewater lines.
- Ability to evaluate and interpret customer's water usage data.
- Knowledge of safety practices and procedures applicable to meter repair and installation.
- Operate equipment such as hand tools, power tools, light equipment, cutting torch, meter test bench, and field meter testing equipment in a safe, accurate and timely manner.
- Ability to read and interpret meters, maps, blueprints, gauges, dials, and technical handbooks.
- Working knowledge of word processing software, excel spreadsheets, multiple programs pertaining to AMR/AMI, personal computers, and peripheral office equipment.
- Customer service standards and protocols.
- Water meter system operations.

Skill in:

- Evaluating and interpreting water usage information from the AMS meter system from meter equipment and/or computer.
- Entering data into a computer to track work orders and other information in an accurate and timely manner.
- Comfortable with reading, researching, and interpreting state and federal regulations such as Texas Commission on Environmental Quality (TCEQ) rules and City Codes and Ordinances.
- Maintaining records of work performed on a daily basis to provide proper billing information in an accurate and timely manner.
- May assist water/wastewater crews in the repair, maintenance and construction of water and wastewater mains and/or services, if necessary.
- Ability to read and interpret meters, maps, blueprints, gauges, dials, and technical handbooks.
- Working outdoors which may include inclement and adverse weather conditions.
- Establish and maintain a good working relationship with customers, builders, contractors and other City personnel.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED, and maintenance experience; or any equivalent combination of education training and experience.

- Valid State of Texas Class C Driver's License
- Class "D" Water System Operator License, or obtain within the first six months of employment.
- Class "C" Water System Operator License, or obtain within first two (2) years of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and also outdoors; required to perform moderate physical work, and lift and carry up to 80 pounds.



CITY OF
PORT LAVACA

JOB TITLE: Meter Technician – Billing Services
 DEPARTMENT: Utility Billing
 JOB CODE: xxxxx

FULL-TIME/NON-EXEMPT

Range: 32
 SALARY: \$31,363 - \$42,340

JOB DEFINITION:

The Meter Technician- Billing Services is responsible for the installation and maintenance of water meters and the City's AMR/AMI Meter System. Under the general direction of the Finance Director via the Customer Service Supervisor, the Meter Technician-Utility Billing evaluates and interprets water usage information from the AMR/AMI meter system from meter equipment and/or computer. Works closely with the City's utility billing process to ensure the accuracy and integrity of the customer billing process.

Works closely with the Meter Technician-Field Services and collaborates to ensure maintenance of meter system in the field is timely and up-to-date and processing of data related to utility billing, utility services, and utility accounts within an automated office environment is accurate. Employee may assist other office support positions within the respective operational area. Work involves considerable contact with the public.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Assists with the daily operation of utility services.
- Reviews billing data and uploads data from the AMR/AMI meter system into Incode, and checks the system readings for errors.
- Researches, recommends, and assists in the selection and implementation of custom computer programs, systems, and technologies for more efficient and effective operations; Uses various computer software and programs to analyze, manipulate, store, and retrieve a variety of data.
- Assists in planning, coordinating, and overseeing the city's meter program and interface units including meter reading, testing, repair, and replacement, residential and commercial water service turn on/off's, and follow-ups on service requests and work orders.
- Completes work orders pertaining to billings, and checks for errors.
- Maintains automated utility system database to ensure data accuracy.
- Generates and completes work orders for meter repairs, installations, and customer services.
- Coordinates with the Meter Technician-Field Services to maintain a proper inventory of meters, radio transmitters, and operation of the automatic meter reading computer system, including the transferring of data; reviews reading schedules for efficiencies and effectiveness, and analyzes data to maintain the accuracy of meter readings, the databases, and billings.
- Handles difficult customer contacts involving account disputes, collections, water turn-offs, etc., explaining the City's policies and procedures regarding the aspects of meter installation, testing, water billing, and payment collection; Receives and investigates complaints/disputes and recommends corrective action, as necessary to resolve complaints/disputes; Research and interprets customers' problems and inquiries; Compiles reports and maintains records of services rendered.

KNOWLEDGE AND SKILLS REQUIRED:**Knowledge of:**

- City policies and procedures.
- Complicated mathematics such as business math, simple algebra and geometry, or elementary statistics.
- Computer record keeping and file maintenance principles and procedures.
- Customer service standards and protocols.
- Water meter system operations.
- Procedures and techniques for account collections.
- Business computers and standard software applications.

Skill in:

- Evaluating and interpreting water usage information from the AMS meter system from meter equipment and/or computer.
- Entering data into a computer to track work orders and other information in an accurate and timely manner.
- Comfortable with reading, researching, and interpreting state and federal regulations such as Texas Commission on Environmental Quality (TCEQ) rules and City Codes and Ordinances.
- Maintaining records of work performed on a daily basis to provide proper billing information in an accurate and timely manner.
- May assist water/wastewater crews in the repair, maintenance and construction of water and wastewater mains and/or services, if necessary.
- Ability to read and interpret meters, maps, blueprints, gauges, dials, and technical handbooks.
- Working outdoors which may include inclement and adverse weather conditions.
- You have the ability to establish and maintain a good working relationship with customers, builders, contractors and other City personnel.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED, and maintenance experience; or any equivalent combination of education training and experience.

- Valid State of Texas Class C Driver's License
- Class "D" Water System Operator License, or obtain within the first six months of employment.
- Class "C" Water System Operator License, or obtain within first two (2) years of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and also outdoors; required to perform moderate physical work, and lift and carry up to 80 pounds.

COMMUNICATION

SUBJECT: Receive certification of additional sales and use tax to pay debt services.
Presenter is Susan Lang

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM** 5**DATE:** 8/25/21**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** SUSAN LANG, FINANCE DIRECTOR**SUBJECT:** RECEIVE CERTIFICATION OF ADDITIONAL SALES AND USE TAX

In accordance with the State of Texas Property Tax Code, a governing body of a taxing unit that imposes an additional sales and use tax may not adopt the component of the tax rate of the taxing unit described by Tax Code Section 26.05 (a)(1) until the chief financial officer or the auditor for the taxing unit submits to the governing body of the taxing unit a written certification that the amount of additional sales and use tax revenue that will be used to pay debt service has been deducted from the total amount described by Tax Code Section 26.04(e)(3)(C) as required by Subsection (a)(1).

In 1989, the citizens of the City of Port Lavaca voted to adopt an additional Sales and Use Tax of \$0.005 dedicated to Property Tax Relief. The amount of additional Sales and Use Tax collected for Property Tax Relief is provided to the Tax Assessor/Collector and used to reduce the amount of the component of the tax rate when applied to the City of Port Lavaca.

The Certification, as developed by the Texas Comptroller of Public Accounts, is provided to City Council to satisfy the requirements of the Tax Code.

No action required.

Certification of Additional Sales and Use Tax to Pay Debt Services

THE STATE OF TEXAS,

County of Calhoun

Chief Financial Officer or Auditor: Susan Lang

For the taxing unit: City of Port Lavaca

Hereby certifies that the amount of additional sales and use tax revenue collected to pay debt service has been deducted from the total amount described by Tax Code Section 26.05(e-1), 26.04(e)(3)(C) and 26.05(a)(1).

This certification is submitted to the governing body of City of Port Lavaca on 9/1/21.


Signature of Financial Officer or Auditor

COMMUNICATION

SUBJECT: Consider first reading of an ordinance (S-1-21) approving the annual budget for the City of Port Lavaca, Texas and adopting the budget document for the fiscal year October 01, 2021 thru September 30, 2022. Presenter is Susan Lang

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM** 6**DATE:** 8/25/21**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** SUSAN LANG, FINANCE DIRECTOR**SUBJECT:** CONSIDER ORDINANCE APPROVING THE ANNUAL BUDGET

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, we have prepared an Ordinance that, if approved, meets the requirements as established by the governing legislation.

On July 26, August 2, and August 16, 2021, the City Council held budget workshops to review recommendations from the City Manager for the FY 2021-2022 budget. The proposed budget was filed with the City Secretary and published on the City's website on August 16th.

On August 16, 2021, the City Council announced a public hearing on the FY 2021-2022 Budget to be held on September 1, 2021. Because the proposed tax rate exceeds the No-New-Revenue rate, legislation considers it a tax increase, and requires special language to be included in the Notice of Public Hearing on the Budget, the front page of the proposed budget and the front page of the adopted budget.

The City published a notice of public hearing on the budget in the newspaper of general circulation (Port Lavaca Wave) on August 25, 2021 and posted the same notice on the City's website.

The budget, as presented in the August 16, 2021 workshop, is recommended for the City Council's approval, and contains combined Revenues of \$30,959,325 followed by combined Expenditures of \$33,054,147 leaving combined Fund Balance reserves of \$12,164,946.

The Ordinance to adopt the budget has also been modified from previous years to include authorization, as prescribed in the City Charter, Section 8.03, for the City Manager to transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency.

Legislation does require specific language on the vote to adopt the budget, only that it must be a record vote. Staff provides a recommended motion as follows:

➤ ***Motion: "I move to adopt the FY 2021-2022 Annual Budget as presented by the City Manager."***

- ***Must be a Record Vote of each member of the governing body by name.***

ORDINANCE #S-1-21

Item 6.

AN ORDINANCE APPROVING THE ANNUAL BUDGET FOR THE CITY OF PORT LAVACA, TEXAS AND ADOPTING THE BUDGET DOCUMENT FOR THE FISCAL YEAR OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022; REPEALING ALL ORDINANCES OR PARTS THEREOF IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council has approved a budget for the City of Port Lavaca, Texas, for the fiscal year October 1, 2021 through September 30, 2022, and accordingly held a public hearing for same, at which time all interested citizens were given an opportunity to be heard for or against any item or amount of any item contained in said budget; and

WHEREAS, all approved adjustments, if any, have been made in said budget and said public hearing has been officially closed:

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

SECTION 1. That the annual budget for the City of Port Lavaca, Texas for the fiscal year October 1, 2021 through September 30, 2022 is hereby approved and the budget document is hereby in all things adopted and made a part of this ordinance as if set forth in full herein and is hereby declared to be the financial plan for the City of Port Lavaca, Texas for the fiscal year 2021/2022.

SECTION 2. That in accordance with the City Charter, Section 8.03 Transfer of Appropriations, the City Council hereby approves the City Manager to transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department or agency.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

SECTION 4. This ordinance shall become effective on the date of its passage by the City Council of the City of Port Lavaca, Texas.

FIRST READING this 1st day of September, 2021

Jack Whitlow, Mayor

SECOND AND FINAL READING this 13th day of September, 2021

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 13th day of September, 2021.

Jack Whitlow, Mayor

ATTEST:

Mandy Grant, City Secretary

APPROVED AS TO FORM:

Anne Marie Odefey, City Attorney

RECORD OF VOTE

	First Reading	Second and Final	Passed and Approved
Councilman Smith			
Councilman Dent			
Councilman Tippit			
Councilwoman Padron			
Councilman Ward			
Councilman Barr			

Record of approval by City Council: City Council Minute Records, Volume __, Page ____.

COMMUNICATION

SUBJECT: Consider first reading of an ordinance (S-2-21) fixing the tax rate and tax levy for the city for the year 2021. Presenter is Susan Lang

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 1, 2021

AGENDA ITEM 7**DATE:** 8/25/21**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** SUSAN LANG, FINANCE DIRECTOR**SUBJECT:** CONSIDER ORDINANCE FIXING THE TAX RATE AND TAX LEVY

In accordance with the State of Texas Property Tax Code, the Comptroller of Texas' Truth-in-Taxation rules, the Local Government Code and the City's Charter, we have prepared an Ordinance that, if approved, meets the requirements as established by the governing legislation.

On August 16, 2021, the City Council took a record vote to propose the same tax rate (\$0.7944) as levied on properties as the previous year. Because the proposed tax rate exceeded the No-New-Revenue rate, legislation considers it a tax increase, and requires a public hearing. City Council announced a date and time for a public hearing on the tax rate to be held on September 1, 2021.

The City published a notice of public hearing on a tax increase in the newspaper of general circulation (Port Lavaca Wave) on August 25, 2021 and posted the same notice on the City's website.

Additionally, because the proposed tax rate exceeds the No-New-Revenue rate, additional language is required to be included in the ordinance and requires specific language in the motion to adopt the tax rate as follows:

- ***Motion: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.7944, which is effectively a 6.5% increase in the tax rate."***
 - ***Must be a Record Vote by each member of the governing body by name.***

Additionally, the tax rate consists of two components, ***each of which must be approved separately:***

Maintenance and Operations: \$0.7308

Interest & Sinking (Debt): \$0.0636

- ***Motion: "I move to adopt a Maintenance and Operations rate of \$0.7308."***
- ***Motion: "I move to adopt an Interest & Sinking rate of \$0.0636."***

ORDINANCE #S-2-21

AN ORDINANCE FIXING THE TAX RATE AND TAX LEVY FOR THE CITY OF PORT LAVACA, TEXAS, FOR THE YEAR 2021, UPON ALL TAXABLE PROPERTY IN SAID CITY OF PORT LAVACA, TEXAS SUBJECT TO TAXATION BY SAID CITY ON THE FIRST DAY OF JANUARY, 2021 IN CONFORMITY WITH THE CHARTER PROVISIONS AND ORDINANCES OF SAID CITY OF PORT LAVACA; APPROPRIATING THE FUNDS DERIVED FROM SAID TAX LEVY TO VARIOUS FUNDS; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

SECTION 1. That there shall be and there is hereby levied and assessed for the year 2021 upon all property of every description subject to taxation by the City of Port Lavaca, Texas on the 1st day of January, 2021, the following tax rate, to-wit:

An Ad Valorem Tax at the rate of \$0.7944 on the \$100.00 assessed value, based on 100% assessment thereof estimated in lawful currency of the United States of America, for the purpose of paying the general expenses of the City government and for payment of principal and interest on outstanding bonds and certificates of obligation for the fiscal year ending September 30, 2022.

- (A) THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.
- (B) THE TAX RATE WILL EFFECTIVELY BE RAISED BY SIXTEEN PERCENT (16%) AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$109.60.

SECTION 2. All taxes collected pursuant to this ordinance shall be deposited in the funds known as the General Fund and the Tax Supported Debt Service Fund, and said monies shall be appropriated and distributed as follows:

	Rate	Percentage
GENERAL FUND	\$ 0.7308	91.99 %
TAX SUPPORTED DEBT SERVICE FUND:		
2012 General Oblig. Refunding	\$ 0.0636	8.01 %
TOTALS:	\$ 0.7944	100.00 %

SECTION 3. The duly authorized official responsible for the assessment and collection of taxes for the City of Port Lavaca is hereby directed to assess, extend and enter upon the tax rolls of the City of Port Lavaca, Texas, for the current taxable year the amount and rates herein levied, and to keep a correct account of same, and when so collected, to deposit same in the depository of the City of Port Lavaca to be distributed in accordance with this ordinance.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are hereby expressly repealed.

SECTION 5. This ordinance shall become effective on the date of its passage by the City Council of the City of Port Lavaca, Texas.

FIRST READING this 1ST day of September, 2021

Jack Whitlow, Mayor

SECOND AND FINAL READING this 13th day of September, 2021

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 13th day of September, 2021.

Jack Whitlow, Mayor

ATTEST:

Mandy Grant, City Secretary

APPROVED AS TO FORM:

Anne Marie Odefey, City Attorney

RECORD OF VOTE

First Reading	Second and Final	Passed and Approved
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Councilman Smith
Councilman Dent
Councilman Tippet
Councilwoman Padron
Councilman Ward
Councilman Barr

Record of approval by City Council: City Council Minute Records, Volume 3G, Page ____.

COMMUNICATION

SUBJECT: Consider ratification of property tax increase reflected in the budget. Presenter is Susan Lang

INFORMATION:

CITY OF PORT LAVACA

CITY COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM 8****DATE:** 8/25/21**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** SUSAN LANG, FINANCE DIRECTOR**SUBJECT:** CONSIDER RATIFICATION OF THE ANNUAL BUDGET

In accordance with Local Government Code Section 102.007(c) when adopting a budget that will require raising more revenue from property taxes than in the previous year, a separate vote of the governing body to ratify the property tax increase reflected in the budget is required. This vote is in addition to and separate from the vote to adopt the budget or a vote to set the tax rate.

Staff provides a recommended motion as follows:

- ***Motion: "I move to ratify the property tax revenue increase reflected in the 2021-2022 Budget."***

COMMUNICATION

SUBJECT: Consider first reading of an ordinance (G-4-21) to make amendments to Appendix A - Fees, Rates and Charges; and providing for an effective date. Presenter is Jody Weaver

INFORMATION:

ORDINANCE #G-4-21

AN ORDINANCE AMENDING THE ORDINANCE CODIFIED AND DESCRIBED IN THE CITY OF PORT LAVACA CODE OF ORDINANCES AS PART II, APPENDIX A – FEES, RATES AND CHARGES; AND PROVIDING AN EFFECTIVE DATE

ARTICLE I. GENERAL

WHEREAS, the City Council on March 12, 2012 approved and adopted Ordinance Number G-1-12 which is codified and described in the City of Port Lavaca Code of Ordinances as Part II, Appendix A – Fees, Rates and Charges; and

WHEREAS, the City of Port Lavaca staff has evaluated current fees, rates and charges and find the need to make some amendments and changes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

ARTICLE II. FEES TO BE AMENDED

The fees, rates and charges to be amended are in the Chapters listed below and described in full in the attached appendix marked in red or blue and highlighted in yellow:

Chapter 12:	Building and Building Regulations
Sec. 12-1	Plan Review
Chapter 50:	Utilities
Sec. 50-67	Water User Rates
	Guadalupe Blanco River Authority (GBRA) fee
Chapter 54:	Waterways (Tariffs)
	Harbor of Refuge – Dockage Space

ARTICLE III.- EFFECTIVE DATE

This ordinance shall become effective upon adoption by City Council.

FIRST READING this 1st day of September, 2021.

Jack Whitlow, Mayor

SECOND AND FINAL READING this 13th day of September, 2021.

Jack Whitlow, Mayor

APPROVED AND ADOPTED this 13th day of September, 2021.

Jack Whitlow, Mayor

ATTEST:

Mandy Grant, City Secretary

APPROVED AS TO FORM:

Anne Marie Odefey, City Attorney

RECORD OF VOTE

	First Reading	Second and Final	Passed and Approved
Councilman Smith			
Councilman Dent			
Councilman Tippet			
Councilwoman Padron			
Councilman Ward			
Councilman Barr			

Record of approval by City Council: City Council Minute Records, Volume 3G, Page ____.

CITY OF PORT LAVACA

	Variance request	\$125.00
<i>In General</i>		
<u>12-1</u>	Plan review fees	
	(a) \$0.20 per square foot for new and remodel commercial construction and \$25.00 for new residential. There is no charge for plan review of type Group U and accessory structures (carports, boat sheds, gazebos, swimming pools, fences, and similar structures). At the sole discretion of the building official, the building official may require building plans to be reviewed at the cost of the owner.	
	(b) Plan review fees for all fire protective systems will be charged at the rate of ½ the permit fee with the exception of NFPA 13 and 13R sprinkler systems. Fees for sprinkler systems will be based on the number of heads per the following table:	
	1—100	\$300.00
	101—200	\$375.00
	201—300	\$500.00
	301—400	\$650.00
	401—500	\$750.00
	Over 500	\$750 plus .50 per head
	For hydraulically designed systems, multiply the fee by 2	
<i>Building moving fees.</i>		
<u>12-21</u> (3)	Moving less than 500 square feet	\$50.00
<u>12-21</u> (3)	Moving more than 500 square feet	\$100.00
<u>12-21</u> (7)	Building permit bond	\$50.00
<i>Licensing and registration fees.</i>		
<u>12-22</u> (a)	General Contractors	
	Initial fee	\$100.00
	Renewal fee	\$50.00

CITY OF PORT LAVACA

	All general contractors license will expire on December 31 each year. Contractor's licenses that are expired for more than 30 days will be charged the initial fee of \$100.00	
<u>12-22(b)</u>	<i>Electrical Contractors and Electricians</i>	
	Registration fee H.B. No. 3329 Texas 85th Legislation, effective September 1, 2017	\$0.00
<u>12-22(c)</u>	<i>Plumbing Contractors and Plumbers</i>	
	Registration fee	\$0.00
	Plumbers shall register the same month their state licenses expire	
<u>12-22(d)</u>	<i>Irrigators</i>	
	Registration fee	\$50.00
<u>12-22(e)</u>	<i>Mechanical Contractors</i>	
	Registration fee	\$50.00
	Mechanical contractors will register the same month their state licenses expire	
	<i>Fire Safety Company</i>	
	Registration fee	\$50.00

<i>Building permit fees</i>	\$0.20 per square foot for all structures
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Section Number	Subject	Fee Amount
<i>Additional construction fees</i>		
	Demolition fees	All demolition is \$100.00
	Dump truck rental	\$100.00

	Permit Fee
<i>Electrical fees:</i>	

CITY OF PORT LAVACA

<i>General</i>	
Appliances (220 volt)	\$2.50
Equipment (up to 5 kilowatts per kilowatt)	\$20.00
Equipment (6 kilowatts and over per kilowatt)	\$0.50
Light fixtures, receptacles and/or switches	\$0.50
Meter loop (200 amp)	\$15.00
Motor (up to 5 HP)	\$5.00
Motor (6 HP to 50 HP)	\$8.00
Motor (51 HP to 100 HP)	\$10.00
Motor (per HP greater than 100 HP)	\$0.25
Reconnect (all services)	\$20.00
Signs	\$15.00
Subpanels	\$15.00
Temporary pole	\$15.00
Transformers	\$15.00
X-ray machines	\$10.00

Total value of electrical project	Permit Fee
<i>Electrical fees:</i>	
<i>Electrical commercial construction</i>	\$0.50 per square foot

Type of Residential Construction	Permit Fee
<i>Electrical fees:</i>	
<i>Residential construction</i>	
New single-family residential (up to 1,500 sq. ft. of living space)	\$70.00
New single-family residential (1,500 sq. ft. to 2,000 sq. ft. of living space)	\$90.00
New single-family residential (2,001 sq. ft. to 2,500 sq. ft. of living space)	\$100.00

CITY OF PORT LAVACA

New single-family residential (2,501 sq. ft. and greater sq. ft. of living space)	\$150.00
New single-family residential (one 200 amp meter loop per unit maximum)	
Residential remodel, repair or inspection	\$45.00
Meter loop or temporary pole	\$25.00

Type of Plumbing Service	Permit Fee
<i>Plumbing fees:</i>	
<i>New single-family residential</i>	
Two bathrooms	\$65.00
Over two bathrooms	\$65.00, plus the per fixture rate from the list below:
<i>Commercial and over two-bath residential</i>	
Plumbing fixture, floor drain, trap or gas fixture	\$4.00
House sewer (new, repair or replace)	\$7.00
Gas supply line (new, repair or replace)	\$7.00
Water heater or vent	\$7.00
Installation, alteration or repair of water piping and/or water treatment equipment	\$7.00
Replace or alteration of drainage or vent piping	\$7.00
<i>Vacuum breakers/ backflow prevention devices:</i>	
One to five devices	\$7.00
Over five devices, each	\$1.50
Reroute	\$75.00

<i>Mechanical fees:</i>	\$0.50 per square foot
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CITY OF PORT LAVACA

<i>Heating, ventilating, ductwork, air-conditioning and refrigeration systems</i>

(Ord. No. G-7-06, § 3, 9-11-2006; Ord. No. G-1-12, art. II, 3-12-2012; Ord. No. G-7-16 , § 1, 4-11-2016; Ord. No. G-10-16 , art. II, 9-12-2016; Ord. No. G-3-17 , art. II, 11-13-2017; Ord. No. G-10-19 , 8-12-2019)
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The amendments are not due to a rate change, Below the 2016 Bureau Veritas fee table, and the 2021 Bureau Veritas fee table have the exact rate of charges for the plan review and the inspections. The 2021 improvements of the table explain the rates in a more feasible manner to understand and calculate. The Bureau Veritas 2021 fee table will replace the highlighted area of the current fee schedule in Municode, referenced above in this memo.

These fees were adopted by City Council on May 10, 2021, as a part of the updated Bureau Veritas service contract.

Internally this amendment to Appendix A will allow staff to build the Incode software program to properly reflect and calculate rates for each permit issued. Thus, improving the data integrity of the Development Services department revenue in the following years, and building transparency and consistency with the building community and residence in regard to the building fee rates.

CITY OF PORT LAVACA

The 2021 Bureau Veritas contract fee table is as follows:

ATTACHMENT B FEE SCHEDULE

Construction Code Services

Fee Table 1 - Commercial and Multi-Family construction plan review

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$50. ⁰⁰
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$70.69 for the first \$10,000. ⁰⁰ plus \$5.46 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$152.59 for the first \$25,000. ⁰⁰ plus \$3.94 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$251.09 for the first \$50,000. ⁰⁰ plus \$2.73 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$387.59 for the first \$100,000. ⁰⁰ plus \$2.19 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,263.59 for the first \$500,000. ⁰⁰ plus \$1.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$2,188.59 for the first \$1,000,000. ⁰⁰ plus \$1.23 for each additional \$1000. ⁰⁰

Fee Table 2 - Commercial and Multi-Family construction inspection

Valuation	Fee
\$1. ⁰⁰ to \$10,000. ⁰⁰	\$76. ⁹²
\$10,001. ⁰⁰ to \$25,000. ⁰⁰	\$108.75 for the first \$10,000. ⁰⁰ plus \$8.40 for each additional \$1000. ⁰⁰
\$25,001. ⁰⁰ to \$50,000. ⁰⁰	\$234.75 for the first \$25,000. ⁰⁰ plus \$6.06 for each additional \$1000. ⁰⁰
\$50,001. ⁰⁰ to \$100,000. ⁰⁰	\$386.25 for the first \$50,000. ⁰⁰ plus \$4.20 for each additional \$1000. ⁰⁰
\$100,001. ⁰⁰ to \$500,000. ⁰⁰	\$596.25 for the first \$100,000. ⁰⁰ plus \$3.36 for each additional \$1000. ⁰⁰
\$500,001. ⁰⁰ to \$1,000,000. ⁰⁰	\$1,940.25 for the first \$500,000. ⁰⁰ plus \$2.85 for each additional \$1000. ⁰⁰
\$1,000,001. ⁰⁰ and up	\$3,365.25 for the first \$1,000,000. ⁰⁰ plus \$1.89 for each additional \$1000. ⁰⁰

Fee Table 3 - Construction or Improvement of a Residential Dwelling

New Residential Construction	
Plan Review and Inspection Fee	
Square Footage (S.F.)	Fee
0 - 1,500 S.F.	\$785.00
1,501 - 10,000 S.F.	\$785.00 for the first 1,500 S.F. plus \$0.35 for each additional S.F. to and including 10,000 S.F.
Over 10,000 S.F.	\$3,760.00 for the first 10,000 S.F. plus \$0.15 for each additional S.F. over 10,000 S.F.

CITY OF PORT LAVACA

Plan Review Only	
Plan Review Fee Only Per Dwelling Unit, a new plan for previously reviewed plan or Master Plan	\$200.00 per Plan or per Address
Plan review fee when a permit has been issued for the dwelling and the construction plans are altered such that an additional plan review is required (excludes new plan)	\$150.00 per Plan or per Address
Alterations / Additions / Improvements for Residential Construction	
Trade Permits	Fee
Building, Mechanical, Electrical, Plumbing, Fuel Gas and similar	\$100.00 per trade
Other project types not listed above	\$160.00 per trade
Miscellaneous residential projects such as, but not limited to, Accessory Structures, Fences, Pools, etc.	See Fee Table 2

* All fees billed upon issuance of the permit by the jurisdiction

PART II - CODE OF ORDINANCES
Appendix A FEES, RATES AND CHARGES

Item 9.

CHAPTER 50—UTILITIES

Section Number	Subject	Fee Amount
50-52(b)	Inspection fee	
<i>Water table</i>		
50-67	<i>Water user rates:</i>	
50-67	<i>Residential:</i>	
	Base charge 0—2,000 gallons	\$17.00 per month
	Guadalupe-Blanco River Authority (GBRA) fee	\$6.18 per month \$7.54 per month
	2,001—5,000 gallons	\$4.78 per 1,000 gallons
	5,001—25,000 gallons	\$5.26 per 1,000 gallons
	Over 25,000 gallons	\$5.97 per 1,000 gallons
50-67	<i>Small Commercial:</i>	
	Base charge 0—2,000 gallons ¾—1½-inch meter	\$19.50 per month
	Guadalupe-Blanco River Authority (GBRA) fee	\$6.18 per month \$7.54 per month
	2,001—5,000 gallons	\$4.95 per 1,000 gallons
	5,001—25,000 gallons	\$5.26 per 1,000 gallons
	Over 25,000 gallons	\$5.97 per 1,000 gallons
50-67	<i>Large commercial:</i>	
	Base charge 2—6-inch water meter	\$37.00 per month
	Guadalupe-Blanco River Authority (GBRA) fee	\$6.18 per month \$7.54 per month
	0—5,000 gallons	\$4.95 per 1,000 gallons
	5,001—25,000 gallons	\$5.26 per 1,000 gallons
	Over 25,000 gallons	\$5.97 per 1,000 gallons
50-67	<i>Outside city limits:</i>	

PART II - CODE OF ORDINANCES
Appendix A FEES, RATES AND CHARGES

Item 9.

CHAPTER 54—WATERWAYS		
	<i>Tariffs:</i>	
	Oysters per sack	\$0.30 \$0.00
	Oysters per barrel	\$0.90 \$0.00
	Shrimp per ton	\$8.00 \$0.00
	Crude/condensate per barrel	\$0.10
	Crude/condensate per ton of bulk	\$0.65
	Railcars	
	—Railcar/per day	\$75.00
	Public Dock Space	
	Per day for 200-250' barges Per day per barge	\$200.00
	Harbor of Refuge	
	Dockage Space - LF/month	\$3.30
	Use of Rail Spur- LS/month	#1,000***
	Marina Rates	
	Dockage Space - LF/month	\$6.30
	110 v. 30-amp Connection - per month	\$52.50
	220 v. 50-amp Connection - per month	\$105.00
	Water and Trash Included in all rentals If paid annually, will discount one month's rental	
	Transient rate < 35 ft.	\$15.75
	Transient rate > 35 ft.	\$21.00
(Ord. No. G-1-19 , art. II, 1-14-2019; Ord. No. G-4-20 , art. II, 9-14-2020; Ord. No. G-3-21 , art. II, 5-10-2021)		

)

COMMUNICATION

SUBJECT: Consider reviewing bids and award construction contract for the 2021 Capital Improvement project (CIP) for East George Street reconstruction. Presenter is Jody Weaver

INFORMATION:

CITY OF PORT LAVACA

COUNCIL MEETING: SEPTEMBER 1, 2021**AGENDA ITEM __****DATE:** 8.24.21**TO:** HONORABLE MAYOR AND CITY COUNCIL MEMBERS**FROM:** JODY WEAVER, INTERIM CITY MANAGER**SUBJECT:** 2020-21 CIP – E. GEORGE ST. STREET RECONSTRUCTION

BACKGROUND:

The CIP plan for 2020-21 includes \$880,000 to reconstruct George Street from Virginia to Commerce St. In October 2020 an engineering contract was awarded to CivilCorp in the amount of \$95,000 for this project, leaving \$785,000 available for construction.

FINANCIAL IMPACT:

We recently advertised for bids in the Port Lavaca Wave and received two bids on August 17. The Apparent Low Bidder was Lester Contracting with a bid of \$627,435.25. The project is to be completed within 150 days of the Notice to Proceed.

A Recommendation for Award Letter from CivilCorp and a bid tabulation is attached.

RECOMMENDATION:

Staff recommends an award of a construction contract to Lester Contracting in the amount of \$627,435.25.

ATTACHMENTS:

- Letter of Recommendation and Bid Tabulation



August 19, 2021

Ms. Jody Weaver
City Manager
City of Port Lavaca

Re: 2021 Capital Improvements Project – George Street Reconstruction Project

Dear Jody:

We have reviewed the following two bids received for the 2021 Capital Improvements Project – George Street Reconstruction project on August 17, 2021:

<u>Contractor</u>	<u>Bid Amount</u>
Lester Contracting Inc.	\$627,435.25
Brannan Paving Co., Ltd.	\$667,720.35

Lester Contracting is the low bidder. The Engineer's Estimate was \$624,000.

The bid tabulation is attached to this letter.

There are 150 calendar days allowed for the project as stipulated in the bid documents.

I recommend awarding this project to Lester Contracting, Inc. in the amount of \$627,435.25. Please let me know if you have any questions or need me to provide any other information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Randy P. Janak".

Randy P. Janak, PE
Vice President – Victoria Office

XC: Wayne Shaffer – City of Port Lavaca

Attachment

**Bid Tabulation for the
2021 Capital Improvements Projects - George Street Reconstruction Project**

ITEM NO.	SPEC NO.	DESCRIPTION	QUANTITY PER UNIT	UNIT	LESTER CONTRACTING		BRANNAN PAVING COMPANY	
					UNIT PRICE	AMOUNT BID (QTY x UNIT PRICE)	UNIT PRICE	AMOUNT BID (QTY x UNIT PRICE)
1	100	Remove Tree and Backfill, Complete	9	EA	\$ 450.00	\$ 4,050.00	\$ 388.00	\$ 3,492.00
2	104	Remove Concrete (Curb & Gutter), Complete	1713	LF	\$ 3.50	\$ 5,995.50	\$ 3.00	\$ 5,139.00
3	104	Remove Concrete (Driveway), Complete	150	SY	\$ 23.00	\$ 3,450.00	\$ 19.00	\$ 2,850.00
4	104	Remove Concrete (Sidewalk), Complete	82	SY	\$ 23.00	\$ 1,886.00	\$ 19.00	\$ 1,558.00
5	110	Excavation (Roadway), Complete	1187	CY	\$ 17.50	\$ 20,772.50	\$ 15.64	\$ 18,564.68
6	132	Embankment (Final)(Dens Cont)(Ty A), Complete in Place	55	CY	\$ 17.50	\$ 962.50	\$ 20.00	\$ 1,100.00
7	162	Block Sodding	424	SY	\$ 10.00	\$ 4,240.00	\$ 10.50	\$ 4,452.00
8	168	Vegetative Watering	6	MG	\$ 150.00	\$ 900.00	\$ 250.00	\$ 1,500.00
9	247	Flex Base (Ty A Gr 2) 10", Complete in Place	1073	CY	\$ 92.50	\$ 99,252.50	\$ 75.83	\$ 81,365.59
10	275	Lime Treat Subgrade (6"), Complete in Place	4146	SY	\$ 7.75	\$ 32,131.50	\$ 4.84	\$ 20,066.64
11	316	Asphalt RC-250, Complete in Place	715	GAL	\$ 6.75	\$ 4,826.25	\$ 10.00	\$ 7,150.00
12	316	Asphalt (AC-15P or CRS-2P), Complete in Place	1502	GAL	\$ 5.25	\$ 7,885.50	\$ 7.50	\$ 11,265.00
13	316	Aggregate Material (Ty B Gr 5)(Underseal) Complete in Place	26	CY	\$ 400.75	\$ 10,419.50	\$ 250.00	\$ 6,500.00
14	316	Aggregate Material (Ty PE Gr 3 SAC-B)(Seal Coat) Complete in Place	36	CY	\$ 314.25	\$ 11,313.00	\$ 230.00	\$ 8,280.00
15		Geogrid (Tensor TX5, Tensor TX-130S, Tensor BX-1200, or Terra Grid RX-1200) Complete in Place	4146	SY	\$ 3.00	\$ 12,438.00	\$ 2.57	\$ 10,655.22
16	340	D-Gr HMA (SQ) Ty D (SAC-B)(PG64-22)(Surf)(2"), Complete in Place	394	TON	\$ 150.00	\$ 59,100.00	\$ 124.11	\$ 48,899.34
17	464	RC Pipe (CI III)(18") Including Cement Stabilized Sand Backfill, Complete in Place	210	LF	\$ 115.00	\$ 24,150.00	\$ 110.00	\$ 23,100.00
17A.	464	RC Pipe (CI III)(15") Including Cement Stabilized Sand Backfill, Complete in Place	29	LF	\$ 173.00	\$ 5,017.00	\$ 110.00	\$ 3,190.00
17B.	464	Grouted Storm Sewer Connection, Complete in Place	1	EA	\$ 585.00	\$ 585.00	\$ 700.00	\$ 700.00
18	465	Curb Inlet (3'x5') PCO w/ 3'x5' PB (Including Cement Stabilized Backfill), Complete in Place	9	EA	\$ 4,650.00	\$ 41,850.00	\$ 5,800.00	\$ 52,200.00
19	465	Curb Inlet (Ext)(Comp)(Ty E), Complete in Place	2	EA	\$ 1,050.00	\$ 2,100.00	\$ 5,800.00	\$ 11,600.00
20	465	Round Manhole (48") PRM (Including Cement Stabilized Backfill), Complete in Place	3	EA	\$ 5,235.00	\$ 15,705.00	\$ 5,500.00	\$ 16,500.00
21	496	Remove Inlet, Complete	8	EA	\$ 315.00	\$ 2,520.00	\$ 3,500.00	\$ 28,000.00
22	496	Remove Manhole, Complete	2	EA	\$ 315.00	\$ 630.00	\$ 3,200.00	\$ 6,400.00
23	496	Remove Storm Sewer Pipe, Complete	151	LF	\$ 15.00	\$ 2,265.00	\$ 75.00	\$ 11,325.00
24	500	Mobilization	1	LS	\$ 37,500.00	\$ 37,500.00	\$ 59,670.00	\$ 59,670.00
25	502	Barricades, Signs and Traffic Handling	5	MO	\$ 1,000.00	\$ 5,000.00	\$ 3,275.00	\$ 16,375.00
26	506	Temporary Sediment Control Fence, Complete in Place	240	LF	\$ 3.00	\$ 720.00	\$ 2.00	\$ 480.00
27	506	Temporary Sediment Control Fence (Remove), Complete in Place	240	LF	\$ 0.50	\$ 120.00	\$ 1.00	\$ 240.00
28	529	Concrete Curb and Gutter (Ty II)(Reinforced), Complete in Place	1750	LF	\$ 34.00	\$ 59,500.00	\$ 28.30	\$ 49,525.00
29	529	Curb (Mono)(Sidewalk), Complete in Place	78	LF	\$ 21.50	\$ 1,677.00	\$ 18.00	\$ 1,404.00
30	530	Concrete Driveways (4"), Complete in Place	250	SY	\$ 117.00	\$ 29,250.00	\$ 97.20	\$ 24,300.00

ITEM NO.	SPEC NO.	DESCRIPTION	QUANTITY PER UNIT	UNIT	LESTER CONTRACTING		BRANNAN PAVING COMPANY	
					UNIT PRICE	AMOUNT BID (QTY x UNIT PRICE)	UNIT PRICE	AMOUNT BID (QTY x UNIT PRICE)
31	530	Gravel Driveways (6"), Complete in Place	14	SY	\$ 34.00	\$ 476.00	\$31.17	\$436.38
32	531	Concrete Sidewalk (4"), Complete in Place	375	SY	\$ 101.50	\$ 38,062.50	\$84.50	\$31,687.50
33	531	Curb Ramp Ty 10, Complete in Place	3	EA	\$ 4,210.00	\$ 12,630.00	\$3,500.00	\$10,500.00
34	531	Curb Ramp Ty 10 (MOD), Complete in Place	2	EA	\$ 4,210.00	\$ 8,420.00	\$3,500.00	\$7,000.00
35	531	Curb Ramp Ty 1, Complete in Place	3	EA	\$ 4,210.00	\$ 12,630.00	\$3,500.00	\$10,500.00
36	531	Curb Ramp Ty 2, Complete in Place	2	EA	\$ 5,650.00	\$ 11,300.00	\$4,700.00	\$9,400.00
37		Fence (Wooden)(Remov and Replace)	25	LF	\$ 25.00	\$ 625.00	\$32.00	\$800.00
38	644	Remove and Relocate Roadside Signs, Complete in Place	8	EA	\$ 155.00	\$ 1,240.00	\$300.00	\$2,400.00
39	2260	Remove Fire Hydrant Assembly	1	EA	\$ 445.00	\$ 445.00	\$2,500.00	\$2,500.00
40	2660	Install Fire Hydrant Assembly, Including Fire Hydrant, Gate Valve & Box, Tee, and "6 PVC C900 Water Pipe, Complete in Place	1	EA	\$ 7,120.00	\$ 7,120.00	\$7,000.00	\$7,000.00
41	2260	8" Water Main Lowering, Including 4-45° Bends, 8" PVC C900 Water Pipe, Complete in Place	2	EA	\$ 4,100.00	\$ 8,200.00	\$7,000.00	\$14,000.00
41A	2260	12" Water Main Lowering, Including 4-45° Bends, 12" PVC C900 Water Pipe, Complete in Place	1	EA	\$ 4,675.00	\$ 4,675.00	\$7,000.00	\$7,000.00
42	2260	Abandon Water Valve, Complete	1	EA	\$ 250.00	\$ 250.00	\$150.00	\$150.00
43	2260	Adjust Existing Water Valve to Grade by Lowering Top and Raising Top to Finished Grade with New Valve Lid and Stand and Concrete Disk, Complete in Place	6	EA	\$ 350.00	\$ 2,100.00	\$900.00	\$5,400.00
44	2730	Install 48" Dia. Fiberglass Manhole, Complete in Place	2	EA	\$ 4,350.00	\$ 8,700.00	\$6,500.00	\$13,000.00
45	2730	Adjust Top of Sewer Cleanout and Install New Cleanout Box to Finished Grade, Complete in Place	5	EA	\$ 350.00	\$ 1,750.00	\$1,500.00	\$7,500.00
46		Project Sign, Complete in Place	1	EA	\$ 600.00	\$ 600.00	\$600.00	\$600.00
GRAND TOTAL						\$ 627,435.25		\$667,720.35