CITY OF DEER PARK
FEBRUARY 21, 2017 - 6:30 PM
CITY COUNCIL WORKSHOP -
FINAL

COUNCIL CHAMBERS
710 E SAN AUGUSTINE
DEER PARK, TX 77536

Sherry Garrison, Council Position 1
Thane Harrison, Council Position 2
Tommy Ginn, Council Position 3

Bill Patterson, Council Position 4
Ron Martin, Council Position 5
Rae A. Sinor, Council Position 6

James Stokes, City Manager
Gary Jackson, Assistant City Manager

Jerry Mouton Jr., Mayor

Sandra Watkins TRMC,CMC City Secretary
Jim Fox, City Attorney

CALL TO ORDER

1. Presentation of check from the Southeast Texas Housing Finance Corporation to the City of Deer Park for the purchase of wellness equipment in McHenry Park at the E.M. Maxwell Adult Center.

PRE 17-004

Recommended Action: Applause and accept donation check. Discussion only during Workshop, staff recommends that Council take action on the agenda item during the Regular Council Meeting to authorize the purchase of the wellness equipment.

Attachments: TM-12059-16 Rev 2 City of Deer Park - Fitness Equipment

TM-12059-16-1A1R2

2. Discussion of issues relating to possible changes in the capital improvements and equipment requested by Touchstone Golf, LLC.

DIS 17-011

Recommended Action: Discussion only during Workshop. The Golf Course Committee recommends that Council take action on this item during the Regular Council Meeting to authorize the change in the capital improvements and equipment requested by Touchstone Golf, LLC as well as authorize the additional funds for the repair of the cannon.

Department: Parks & Recreation

Attachments: 06.28.16 Touchstone Capital Project List

2016 Capital Bid

2017 Proposed Capital Quote

2017 Cannon Repair Quotes

3. Discussion of issues relating to authorizing the Library to submit a grant application for 2018 Impact Grant through the Texas State Library and Archives Commission.

GRT 17-002

Recommended Action: Discussion Only in Workshop

Attachments: 2018 Grant Guidelines

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

4. Discussion of issues related to an amendment to the FY 2016-2017 Deer Park Police Department Forfeiture Account Budget for the purchase of Rapid Deployment Armor packages for Police Officers.   DIS 16-166

> *Attachments:*   Vest memo
>
>   vest spreadsheet
>
>   US armor quote (1)
>
>   OSS quote
>
>   Cop Stop quote

5. Report - Update on activities of the South East Texas Housing Finance Corporation and the Deer Park Housing Market from Troy Cothran.   RPT 17-011

> *Recommended Action:*   Discussion Only in Workshop
>
> *Department:*   City Council

6. Discussion of issues relating to the City website re-design.   DIS 17-014

> *Recommended Action:*   Discussion only in Workshop.
>
> *Attachments:*   CivicPlus Original Contract
>
>   Fire Department Contract
>
>   Website Committee Meeting 2.2.17
>
>   Final Web site redesign and usability powepoint

7. Discussion of issues relating to the Fiscal Year 2017-2018 Budget Calendar.   DIS 17-015

> *Recommended Action:*   Discussion only.
>
> *Department:*   City Manager's Office
>
> *Attachments:*   BudgetCalendarFY2017-2018_council+boards.Draft-Council

ADJOURN

_____

Shannon Bennett, TRMC
Acting City Secretary

Posted on Bulletin Board
February 17, 2017

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 72 hours prior to any meeting. Please contact the City Secretary's office at 281.478.7248 for further information.

The Mission of the City of Deer Park is to deliver exemplary municipal services that provide the community a high quality of life consistent with our history, culture and unique character.

City of Deer Park

Legislation Details (With Text)

File #:	PRE 17-004	**Version:** 1	**Name:**		
Type:	Presentation		**Status:**	Agenda Ready	
File created:	2/2/2017		**In control:**	City Council Workshop	
On agenda:	2/21/2017		**Final action:**		
Title:	Presentation of check from the Southeast Texas Housing Finance Corporation to the City of Deer Park for the purchase of wellness equipment in McHenry Park at the E.M. Maxwell Adult Center.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	TM-12059-16 Rev 2 City of Deer Park - Fitness Equipment				
	TM-12059-16-1A1R2				

Date	Ver.	Action By	Action	Result
2/21/2017	1	City Council Workshop		

Presentation of check from the Southeast Texas Housing Finance Corporation to the City of Deer Park for the purchase of wellness equipment in McHenry Park at the E.M. Maxwell Adult Center.

Summary:

The South East Texas Housing Finance Corporation (SETH-FC) recently announced its member cities, of which Deer Park is one, could apply for a $50,000 grant to fund a project which benefits their community. Staff met with SETH-FC officials to discuss potential projects, and concluded our preferred project was to add wellness equipment in McHenry Park, located just east of the Maxwell Center. SETH-FC officials were excited to endorse this project, considering it will serve our senior adult population and thus complies with their intent in offering the grant. SETH-FC Executive Director Ron Williams and Deer Park's appointee to the SETH-FC Board of Directors, Mr. Troy Cothran, both will be present on Tuesday evening to present a $50,000 grant check to the City.

Fiscal/Budgetary Impact:

This is a $50,000 grant with no match required.

Applause and accept donation check. Discussion only during Workshop, staff recommends that Council take action on the agenda item during the Regular Council Meeting to authorize the purchase of the wellness equipment.

by Total Recreation Products, Inc.
17802 Grant Road Cypress, Texas 77429
Phone: 281-351-2402
Toll Free: 800-392-9909
Fax: 281-351-2493

QUOTE
#76639

01/26/2017

TM-12059-16 Rev 2 City of Deer Park - Fitness Equipment

City of Deer Park
Attn: Jacob Zuniga
610 E. San Augustine
Deer Park, TX 77536
Phone: 281-478-2050
Fax: 281-479-8091
jzuniga@deerparktx.org

Ship To Zip: 77304

Quantity	Part #	Description	Unit Price	Amount
1	RDU	Game Time - Fitness Equipment	$29,471.00	$29,471.00
		(3) 13565 -- Fitness Sign Post For Sticker		
		(1) 14900 -- Assisted Balance Walk		
		(1) 14901 -- Assisted Step Trainer		
		(1) 14902 -- Assisted Functional Trainer		
		(1) 14903 -- Step Around Station		
		(1) 14904 -- Skill Trainer		
		(1) 13246S -- Hand Cycle (Surface Mount)		
		(1) 13248S -- Recumbent Cycle (Surface Mount)		
		(1) 13255S -- Elliptical (Surface Mount)		
		(1) 13555S -- Chest Press Single - Surface Mount		
		(1) 13556S -- Lat Pull Down Single - Surface Mount		
1	RFQ22431	GT-Impax - 980 SF Poured in Place Surfacing, 50/50 Standard EPDM Color - Aromatic Binder. 0.5" System Depth to Accommodate 0' CFH. - *Pricing includes $1,094.10 discount, freight, and installation.*	$8,559.28	$8,559.28
1	INSTALL	Game Time - Installation of Above Equipment - *Installation of Above Equipment Only; Site work includes the installation of 980 SF Concrete slab for fitness equipment, and 20' of 4' wide sidewalk. No other site work, demolition or concrete work included. Acquisition of any and all permits is the sole responsibility of the customer.*	$15,140.04	$15,140.04

**QUOTE
#76639**

01/26/2017

Freight Calculated to Installer Address

SubTotal:	$53,170.32
Discount:	($5,304.78)
Estimated Freight:	$2,134.46
Total Amount:	**$50,000.00**

DUE TO FLUCTUATING FUEL COSTS, FREIGHT SHOWN IS ESTIMATED FREIGHT. ACTUAL FREIGHT WILL BE DETERMINED AT THE TIME OF YOUR ORDER. PLEASE FEEL FREE TO CONTACT US TO VERIFY CURRENT FREIGHT CHARGES PRIOR TO PLACING YOUR ORDER.

Contract: Buy Board Contract #512-16

Important Terms & Conditions - Please Review

To place an order, you must provide one of the following: a Purchase Order assigned to GameTime; or this Price Quotation, signed by an authorized purchaser, with a check made payable to GameTime. GameTime will also accept payment by Visa, MasterCard, or American Express. A current approved credit application is required for Net 30 terms.

This quotation explicitly excludes any and all items not expressly specified or identified above. No other product, equipment, or service is included, regardless of any Contract Document, Contract Section, Plans, Specifications, Drawing, or Addendum. Delivery for most GameTime equipment is approximately 5-6 weeks after all order documents have been received and payment terms have been approved. A current, approved credit application is required for N30 terms. To place an order, you must provide a purchase order or a signed Total Recreation Products, Inc. (hereafter described as TRP) quote, assigned to GameTime. Neither general contractor nor subcontractor contracts can be accepted. Purchase documents that contain indemnity or hold harmless conditions cannot be accepted. Retainage is not permitted. The following must be received before your order can be processed: complete billing and shipping addresses, a contact name and phone #, and all color choices. Manufacturer's colors may vary from year to year. You are responsible for ensuring that any required submittal approvals are completed before placing your order for processing. TRP reserves the right to limit submittals to one copy. Shop drawings, bluelines, sepias, are not available. Closeout documents may be limited to GameTime or TRP standard issue. If Sales Tax Exempt, a copy of your tax exemption form or resale certificate must accompany your order, or any applicable sales tax, will be added to your invoice. Most GameTime products are shipped from the Ft. Payne, AL plant. GameTime cannot hold orders or store equipment. Equipment is invoiced when shipped. If a cash sale, your payment must be received in full before the order will be processed. Contractors must also provide copies of current, fully executed bid/performance/payment bonds, as applicable. Pricing shown does not include any charges for permits, bonding, prevailing wage, or additional insured certifications. Unless otherwise noted, any quantity of surfacing or playcurbs quoted has been calculated specifically for the equipment and layout shown. No additional surfacing or curbing is included, and no allowance has been made, for an unleveled, convoluted or larger site, or for a different layout. Neither GameTime nor TRP is responsible for any surface, curbing, border, or drain that is provided by others. Also please confirm that your area is adequate for the equipment that you are purchasing.

Installation charges, if quoted, are for a "standard" installation unless specifically noted to be otherwise. Installation charges are due upon completion. Standard installations are based upon a soil work site, that is freely accessible by truck, (no fencing, tree/landscaping or utility obstacles, etc.), and level, (+/- 1-2% maximum slope). An accessible water source must be available to the installer. Any site work that is not expressly described is excluded. Standard installation does not include any extra or additional machinery, drillers, etc., for rock excavation. If rock conditions are encountered, additional charges will apply. Standard installations generally require from 2-10 business days to complete, depending upon the amount and type of equipment, site conditions, weather, and the installer's schedule. Work may or may not be performed in consecutive days. Playcurbs are staked in, not set in concrete. Engineered wood fiber and shredded rubber surfacings are spread, not compacted, rolled, or watered. Landscape timbers are not warranted. The Customer is responsible for locating and clearly marking all underground utilities in the installation area before any installation work can begin. The installer is not responsible for damages, repairs, or discontinuance of business due to damaged utilities. If applicable, sprinkler system locates, re-working and repairs are excluded from installation charges. Installation of all products, (equipment, borders, fall surfacing and amenities) are as quoted and approved by acceptance of quotes and drawings. As a precautionary measure, work in progress areas will be taped off at the end of the workday. Pier spoils from installation shall be spread at site, site will be left rough grade. The installer is not responsible for any damages or re-work resulting from after hours events or activities during the work in progress period. Temporary fencing is only provided by specific request, and additional charges will apply. Collectively and/or individually, not the manufacturer, TRP, their representatives, nor the installation company shall be held liable for any damages resulting from misuse, vandalism, or neglect. Any deviations from approved and accepted placement of all items, along with additional work, over and above quoted items, will be chargeable to the customer. Once work is completed the customer will be notified if present at the job site, and all responsibility of any new work will be transferred to the customer. The customer is responsible for maintaining the integrity of completed installation work until all components have seated and/or cured (concrete footings, etc.). Your project site must be completely prepared and ready to receive your equipment before any installation work begins. Acquisition of any and all permits is the sole responsibility of the customer. Additional charges may be billed for any extra hours or trips needed as a result of the work site not being ready. Neither the installation contractor, GameTime nor TRP will be responsible for delays caused by shortages, incorrect parts, weather conditions, other contractors, or lack of site readiness.

 If you are receiving your equipment, you are responsible for unloading and accepting delivery from the freight company and reporting any damaged freight or shortages on the freight bill at the time. You will also be responsible for a complete inventory of your received equipment and reporting any discrepancies to us immediately. Neither the freight company nor the manufacturer will resolve shipment discrepancies that are not reported immediately. Make sure that all items have been received before any type of installation work is scheduled. The freight carrier will be instructed to call your designated contact 24 hours before delivery to arrange a delivery appointment.

Once accepted, orders can only be changed or canceled with the consent of GameTime and TRP, and on terms that will indemnify them against loss. Changed or canceled orders are subject to a $100.00 service charge. Additionally, canceled orders are subject to a 25% restocking fee, plus freight charges (to and from). Built-to-order equipment orders are non-cancelable. Changes to orders that have been shipped and invoiced are subject to the above $100.00 service charge plus additional restocking/return charges of 25%. Non-returnable items shall be charged at full invoice value. Any return transportation charges shall be for the Buyer's account. Replacement parts are also subject to the cancellation/returns policy. Please carefully review any research information that has been sent to you and confirm that you are ordering the correct replacement parts for your equipment. This quotation is valid 30 days. After 30 days, please request an updated quote. Prices may be subject to material and fuel surcharges at the time of shipment and are subject to change without notice. Current prices will apply at the time of shipment. Acceptance of this quote indicates your agreement to GameTime's credit terms, which are net 30 days, FOB shipping with approved credit. Any deviations from this proposal may invalidate the quoted pricing and/or terms.

THIS QUOTATION IS SUBJECT TO POLICES IN THE CURRENT GAMETIME PARK AND PLAYGROUND CATALOG AND THE FOLLOWING TERMS AND CONDITIONS. OUR QUOTATION IS BASED ON SHIPMENT OF ALL ITEMS AT ONE TIME TO A SINGLE DESTINATION, UNLESS NOTED, AND CHANGES ARE SUBJECT TO PRICE ADJUSTMENT. PURCHASES IN EXCESS OF $1,000.00 TO BE SUPPORTED BY YOUR WRITTEN PURCHASE ORDER MADE OUT TO GAMETIME, C/O TOTAL RECREATION.

Please complete and return with your required form of payment:

Acceptance of quotation:

Accepted By (printed): _____   P.O. No: _____

Signature: _____   Date: _____

Title: _____   Phone: _____

Facsimilie: _____   Purchase Amount: **$50,000.00**

Order Information:

Bill To: _____   Ship To: _____

Company: _____   Company: _____

Attn: _____   Attn: _____

Address: _____   Address: _____

City, State, Zip: _____   City, State, Zip: _____

Contact: _____   Contact: _____
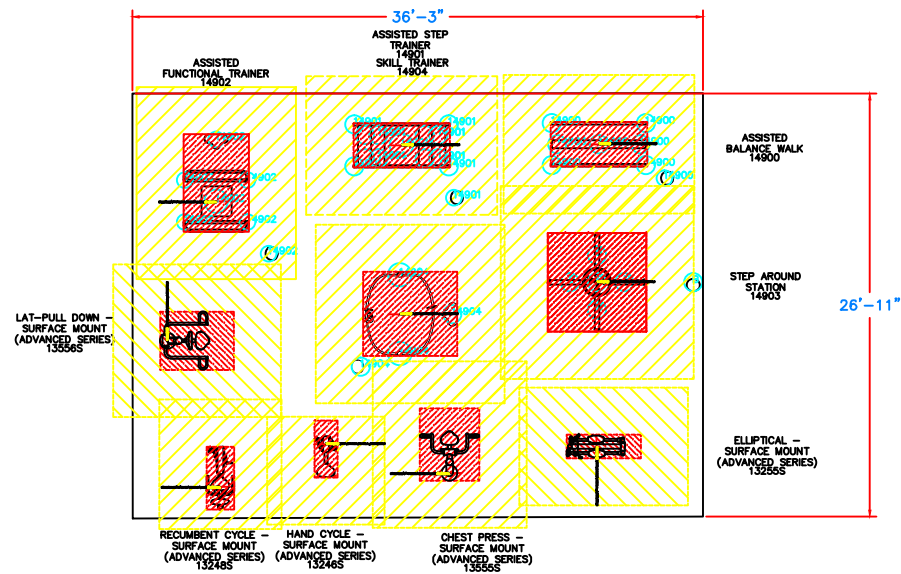
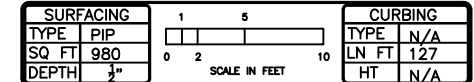Email Address: _____   Email Address:_____

Tel: _____   Tel: _____

Fax: _____   **Fax:** _____

For non-taxable purchases: Please also provide a copy of your Sales Tax Exemption Certificate or Resale Certificate.

36'-3"

ASSISTED STEP
TRAINER
14901
SKILL TRAINER
14904

ASSISTED
FUNCTIONAL TRAINER
14902

ASSISTED
BALANCE WALK
14900

STEP AROUND
STATION
14903

26'-11"

LAT-PULL DOWN —
SURFACE MOUNT
(ADVANCED SERIES)
13556S

ELLIPTICAL —
SURFACE MOUNT
(ADVANCED SERIES)
13255S

RECUMBENT CYCLE —
SURFACE MOUNT
(ADVANCED SERIES)
13248S

HAND CYCLE —
SURFACE MOUNT
(ADVANCED SERIES)
13246S

CHEST PRESS —
SURFACE MOUNT
(ADVANCED SERIES)
13555S

SURFACING						CURBING	
TYPE	PIP		1	5		TYPE	N/A
SQ FT	980					LN FT	127
DEPTH	½"		0 2		10	HT	N/A

SCALE IN FEET

City of Deer Park
Senior Fitness Center
Deer Park, TX
Representative
Total Recreation Products, Inc.

This unit includes play events and
routes of travel specifically designed
to meet the 2010 DOJ ADA
(Americans with Disabilities Act)
Standards for Accessible Design.

Total Elevated Play Components	-	
Total Elevated Play Components Accessible By Ramp	-	Required
Total Elevated Components Accessible By Transfer	-	Required
Total Accessible Ground Level Components Shown	-	Required
Total Different Types Of Ground Level Components	-	Required

This play
equipment is
recommended
for children ages
Adult

Minimum Area Required:
36' 3" x 26' 11"
Scale:
This drawing can be
scaled only when in
an 18" x 24" format

IMPORTANT: Soft resilient surfacing
should be placed in the use zones of all
equipment, as specified for each type of
equipment, and at depths to meet the
critical fall heights as specified by the U.S.
Consumer Product Safety Commission,
ASTM standard F 1487 and Canadian
Standard CAN/CSA-Z-614

Drawn By:
MG
Date:
01/26/2017
Drawing Name:
TM-12059-16-1A1R2

File #:	DIS 17-011	**Version:**	1	Name:	
Type:	Discussion			**Status:**	Agenda Ready
File created:	1/30/2017			**In control:**	City Council Workshop
On agenda:	2/21/2017			**Final action:**	
Title:	Discussion of issues relating to possible changes in the capital improvements and equipment requested by Touchstone Golf, LLC.				
Sponsors:	Parks & Recreation				
Indexes:					
Code sections:					
Attachments:	06.28.16 Touchstone Capital Project List 2016 Capital Bid 2017 Proposed Capital Quote 2017 Cannon Repair Quotes				

Date	Ver.	Action By	Action	Result
2/21/2017	1	City Council Workshop		

Discussion of issues relating to possible changes in the capital improvements and equipment requested by Touchstone Golf, LLC.

Summary:

During the term of the lease with Touchstone Golf, Touchstone originally agreed to pay at least two hundred thousand dollars ($200,000.00) in the first lease year, and one hundred fifty thousand dollars ($150,000.00) in the second lease year and one hundred thousand dollars ($100,000.00) in the third lease year. To date, through the end of the third lease year, Touchstone has made capital contributions to the Battleground Golf Course in the amount of $515,668.00 exceeding the required contributions by $65,668.00.

On June 6, 2016 during a Golf Course Committee meeting, Touchstone requested assistance from the City for additional capital improvements and equipment that were needed at the course. On June 28, 2016, Mike Shoelen attended both the Workshop and Council Meeting and presented the request below. The City Council did authorize the requested funds for the capital improvement projects requested by Touchstone Golf, LLC. Since then Touchstone has purchased both the chemical storage building and the aerifier and have received quotes for the remainder of the projects which exceed the proposed funding. Below is a list of the capital improvements and equipment Touchstone asked the City to Fund and what has been completed to date:

	Requested	Spent
Chemical Storage Building	$ 6,000	$ 4,200.00
Deep Tine Aerifier	$14,000	$14,682.68
"Bird Baths" / Drainage on Greens	$10,000	
Tree Removal	$10,000	
Cart Path Drainage Improvements	$ 5,000	
Lake Bed Erosion Improvements	$15,000	
TOTAL	**$60,000**	**$18,882.68**

On January 13, 2017 during a Golf Course Committee meeting, Touchstone, after receiving bids exceeding the budget requested, asked the City to revise the capital improvement project priorities as follows based on new quotes for the revised scope of work:

Lake Bed Erosion Improvements	$25,750.00
Driving range - replace mats with sod	$ 6,920.00
Driving range drainage repair	$ 6,750.00
TOTAL	**$39,420.00**

During the same meeting, Touchstone requested that the City authorize and fund repairs to the symbolic cannon as follows:

Cannon Repair by Doyle Cowart	$ 3,000.00
Décor Wheel Replacements	$ 1,292.27
TOTAL	**$ 4,292.27**

Mike Shoelen will once again be present at both the Workshop and Council Meeting to present the information and to answer any questions that you might have.

Fiscal/Budgetary Impact:

In June, the City authorized $60,000.00 from the Golf Course Lease Fund (Fund 84) for the additional Capital Improvement projects. Additional funds are requested to cover the cost of the cannon repairs.

Fund Balance as of February 15, 2017	$ 91,494.05
Revised Capital Improvements	$ 39,420.00
Cannon Repair	$ 4,292.27
Remaining Fund Balance	**$ 47,781.78**

If the City authorizes the requested funds for the repair of the cannon, the remaining fund balance of $47,781.78 will be available for emergency expenditures or other capital projects in the future.

Discussion only during Workshop. The Golf Course Committee recommends that Council take action on this item during the Regular Council Meeting to authorize the change in the capital improvements and equipment requested by Touchstone Golf, LLC as well as authorize the additional funds for the repair of the cannon.

Capital Project & Equipment Request for June 28, 2016 Council Workshop

- Chemical Storage -- $6,000
- Deep Tine Aerifier -- $14,000
- "Bird Baths"/Drainage on Greens – $10,000
- Tree Removal -- $10,000
- Cart Path Drainage -- $5,000
- Lake Bed Erosion -- $15,000

- *Range Cart – off set by Club Car cart lease refund*

Battleground Golf Course
Capital Expenditures Bid 2016

	Jack Hargrove Construction	JGCC Golf & Sports Turf	VM Golf Services
Enlarge Tees #13 & #17	$19,665.00	$16,450.00	$20,895.00
Sub-surface drain lines (approx 1175 lf)	$7,755.00	$22,306.25	$21,435.00
Rip Rap Lake banks (approx. 1045 lf)	$61,446.00	$49,054.75	$22,340.00
Lower collars	$1,500.00	$9,540.00	$17,635.00
Total	$90,366.00	$97,351.00	$82,305.00
Total minus rip rap	$28,920.00	$48,296.25	$59,965.00

VM GOLF SERVICES, INC.

Battleground Golf Course
Deer Park, TX
Miscellaneous work

12/12/16

Mr. Mike Shoelen
General Manager
Battleground GC
Deer park, TX

Mike,
Pursuant to your request, the following is our quote for the work you have requested to be done.

The Work:
1. Lake slope repair- Fill eroded areas along approx. 250 lf of lake edge. Compact fill and cover with 12" of 6"-12" bull rock.
2. Driving range- Remove existing decomposed granite (for mates), replace with topsoil and sod with Tif419.
3. Driving range drainage- Install approx. 450 lf of French drain along back of range tee. Daylight discharge..

Pricing:
1. Lake slope repair- $ 25,750.00
2. Driving range tee repair- $ 6,920.00
3. French drain- $ 6,750.00
   Total cost of work- $ 39,420.00

This proposal includes all labor, equipment and incidentals required to complete the project,

For further information or clarifications, please contact me at (915) 727-8544.

Sincerely,

Mike Perez
President

GCBAA

BID PROPOSAL FOR 1841 FIELD CARRIAGE + CANNON
6 POUNDER

BID INCLUDES ITEMS BELOW:

1. PICK UP CANNON FROM GOLF COURSE
2. DISMANTLE CANNON CARRIAGE
3. ALL IRON HARDWARE REMOVED, STRIPPED, PAINTED
4. ALL WOOD PIECES REPLACED:
   1. LIMBER + TRAIL
   2. BOTH CHEEKS
   3. AXLE

5. WHEELS to BE SUPPLIED + PAID FOR BY OWNER
6. ALL WOOD to BE REASSEMBLE
7. CANNON BARRELL to BE PAINTED + REFITTED onto CARRIAGE
8. STAIN OR PAINT All WOOD PARTS:
   A. THIS IS AT THE
      DECISION OF THE OWNER
9. CANNON CARRIAGE Will BE RESTORED WITH SOLID OAK
10. DROP OFF CANNON + CARRIAGE @ GOLF COURSE

The COWARTS Would Like to Say THANK You For Considering Us
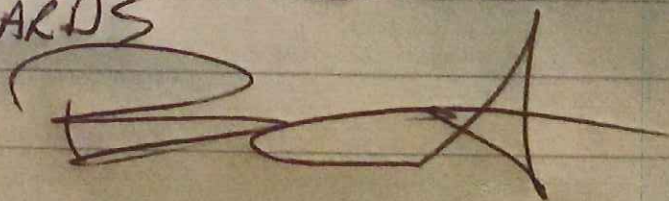to WORK On Your FIELD CARRIAGE + CANNON.
We Consider It An Honor to Work On Such A
HISTORICAL Piece.
We WANT to SUBMIT A FAIR Price For All Work
@ $3000.00

BEST REGARDS

Doyle Cowart Jr

HANSEN WHEEL & WAGON SHOP

40979 245th St
Letcher, SD 57359

SALES ORDER

Date	S.O. No.
7/28/2016	2396

Name / Address	Ship To
Mike Shoelen Battleground Golf Course at Deer Park 1600 Georgia Deer Park, TX 77536	

Customer Phone	Customer E-mail	Terms	Rep	Due Date	P.O. No.
(281) 478-4653	mshoelen@battlegroundgolfcou...		Ardis	7/28/2016	

Item	Description	Ordered	U/M	Invoiced	Rate	Class	Amount
IWX057	Heavy Decor Wheel - 57 Dia - 3 in Steel Tire	2		0	525.00	Retail	1,050.00T
Freight Sale...	Freight Costs-Pallet weight 270lbs			0	242.27	Retail	242.27T

I, the customer, approve this order as outlined above and agree to the terms and conditions of the sale. 4% SD Sales Tax applicable only for on-site customer pickups or shipments

Signature _____

Subtotal	$1,292.27
Sales Tax (0.0%)	$0.00
Total	$1,292.27

City of Deer Park

Legislation Details (With Text)

File #:	GRT 17-002	**Version:** 1	**Name:**	
Type:	Grants		**Status:**	Agenda Ready
File created:	2/10/2017		**In control:**	City Council Workshop
On agenda:	2/21/2017		**Final action:**	
Title:	Discussion of issues relating to authorizing the Library to submit a grant application for 2018 Impact Grant through the Texas State Library and Archives Commission.			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	2018 Grant Guidelines			

Date	Ver.	Action By	Action	Result
2/21/2017	1	City Council Workshop		

Discussion of issues relating to authorizing the Library to submit a grant application for 2018 Impact Grant through the Texas State Library and Archives Commission.

Summary:

Discussion to seek permission to apply for an Impact Grant under the Business/Workforce Development and Digital Literacy 2018 Focus Area. The grant would provide funds for the Library to purchase National Center for Construction Education and Research (NCCER) trainee guides to enhance our program offerings for patrons seeking to work in industrial fields. In additional to purchasing these materials, the Library will collaborate with experts to inform patrons on subjects relevant to industrial work. New classes, branded as "The Industrial Intelligence Series," will be taught in the Library's technology lab along with our other career and technology classes. The addition of the trainee guides will allow us to target these patrons and make a significant contribution to workforce development in the community. The library will seek up to $10,000 to purchase these materials, which cost considerably more than an average best seller.

The Library plans to partner with organizations in the area such as San Jacinto College, SCORE and Workforce Solutions to hold industrial career classes in the tech lab. Subjects will include how to get a job in the petrochemical industry, preparing for the NCCER assessments, knowing what areas are in demand and what it is like to work at the plants. These classes will be held in the Library's technology lab along with our regular career and technology classes.

If the Impact Grant is awarded, the City will be reimbursed for the expenses incurred in this purchase.

Fiscal/Budgetary Impact:

No budgetary impact. If grant is approved, the City will be reimbursed for all expenditures.

Discussion Only in Workshop
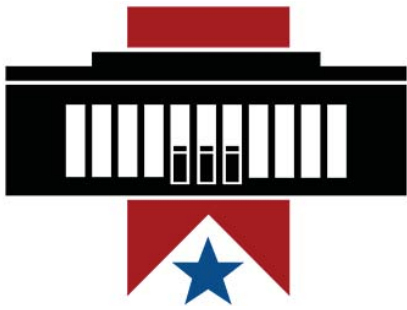
TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Notice of Funding Opportunity

State Fiscal Year (SFY) 2018

Impact Grant
Program Guidelines

Application Due Date:
Monday, March 6, 2017

Table of Contents

**Comments regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to:
Director and Librarian**

P. O. Box 12927 ◆ Austin, Texas 78711-2927
512-463-5460 ◆ 512-463-5436 fax

Cover: Street scene in Desdemona, TX, during oil boom, ca. 1919. Photo by John D. Waring, Jr. *Prints & Photographs Collection, #1966/160-1, Texas State Library and Archives Commission.*

A. Program Description

Want to try out a new idea for serving your community? Want to implement a best practice that will improve service delivery? Have an innovative notion you want to test? The new **Impact Grants for Library Innovation and Improvement** may be just what your library needs. Focused on broad community needs for economic recovery, early childhood literacy, and electronic access to information, **Impact Grants** are designed to distribute funding as broadly as possible to impact lives all across Texas.

Goals and Purposes (13 TAC §2.910)

The purpose of this grant is to encourage libraries to create or expand their programming and services in innovative ways that directly impact the lives of Texans. The grant provides seed funding for new library programming or services, or to improve existing programming and services that support best practices in the field.

The programming must be new to the library's community, or improve existing services, and must be sustainable after the first year of grant funding with other or local resources. Libraries or library systems may be awarded more than one grant in a single grant cycle provided the applications are in different focus areas. Applicants will not be awarded a grant for the same, or nearly the same, project in two consecutive grant cycles.

Applications for FY 2018 will be accepted in three focus areas:

1. Business/Workforce Development and Digital Literacy
2. Family and Early Childhood Literacy
3. E-content Access and Delivery

These focus areas address state needs and goals as identified in the Texas LSTA 5 Year Plan (www.tsl.texas.gov/sites/default/files/public/tslac/ld/pubs/lstaplan/LSTA2013_Final.pdf).

Successful applicants will use the uniform outcome and measure described under each focus area to report the impact of the programming on the library's community to the Texas State Library and Archives Commission (TSLAC). TSLAC will provide the necessary evaluation instruments for grantees.

2018 Focus Areas

1. Business/Workforce Development and Digital Literacy (Impact 1)

This focus area supports library programs designed to enhance Texas business and workforce development, including entrepreneurial endeavors, and improve the technology skills of Texans so that they may use computers and online/electronic resources to enhance their economic and personal goals. The grant may fund expenses such as: equipment and supplies to establish a business and/or workforce development center at the library (e.g., computer stations) or mobile digital literacy training lab; staff or contract personnel to provide training; or staff training to acquire in-house skills to deliver training to patrons. Projects that include collaboration with local Workforce offices, chambers of commerce, community organizations, other libraries, or businesses will be given preference.

Need
 Texans of working age need access to resources and services for business and workforce development in order to prosper.

Goal
 Texans will enhance their business and workforce development, including entrepreneurial endeavors, through use of materials and services at their libraries.

Outcome
 Library patrons in project-sponsored programs improve their technology and/or business skills.

Measure
 The number of project participants who report, using a Likert scale survey, that they feel more confident in their basic computer skills, searching databases/online information, online workforce/job skills, business management, or other specified computer/technology skills upon program completion.

2. Family and Early Childhood Literacy (Impact 2)

This focus area supports library-sponsored family and early childhood literacy programs to help Texans build a strong foundation for early learning, success in school, and lifelong learning. Funds may support expenses such as: staff or contract personnel to provide programming, staff training to acquire in-house skills to deliver programming, and equipment and supplies to provide such programs, including early literacy computers and programs. Use of best practices such as *Día (El Día de los niños/El día de los libros, Born to Read — It's Never Too Early to Start! (www.ala.org/alsc/issuesadv/borntoread), Every Child Ready to Read (www.everychildreadytoread.org/)*, or other model library programs are encouraged. Projects that include collaboration with local Workforce and Head Start offices, community organizations, other libraries, or businesses will be given preference.

Need
 Texans of all ages need access to services and resources to further their formal and informal learning goals.

Goal
 Texans will have access to library services to build a strong foundation for early learning, success in school, and lifelong learning.

Outcome
 Texas parents or caregivers and children in project-sponsored programs acquire skills that enhance family and early childhood literacy.

Measure
 The number of parents or caregivers who report, using a Likert scale survey, that they feel more confident with family and/or early childhood literacy skills and value the library as a contributor to their quality of life and that of their children.

3. E-content Access and Delivery (Impact 3)

This focus area supports library services to enhance library patrons' access to electronic information and materials. Funds may support expenses such as: equipment (e.g., e-book readers or tablet computers); e-content; adoption of mobile technology or other new technology that enhances patron access; staff training to provide patron assistance with e-content; and supplies to provide programs or training to library patrons. Some potential programs may include enhanced children's and youth services programs, working with patrons to create their own contributed e-content, roving reference, and digital collection development. For projects that include acquisition of e-content (e.g., e-books), those projects that share e-content as part of a consortium or group will be given preference.

Need
 All Texans and Texas communities need access to Internet-connected resources and services and the support they need to use them successfully.

Goal
 Texans and Texas communities will have access to Internet-connected resources and services through Texas libraries to meet community and personal goals and the support they need to use them successfully.

Outcome
 Texans have enhanced access to electronic information and/or materials.

Measure
 The number of library patrons using funded materials/services that report, using a survey, enhanced access to and satisfaction with information and/or materials to meet educational, economic, or other personal goals.

B. Award Information

Approximately $250,000 is expected to be available for Impact Grants, subject to approval by the Texas State Library and Archives Commission and the availability of funds. Funding is provided by the federal Institute of Museum and Library Services (IMLS) as a subaward of IMLS' Grants to States Program under the Library Services and Technology Act.

Federal Award Identification Number (FAIN): LS-00-17-0044-17

Catalog of Federal Domestic Assistance (CFDA) Number: 45.310

Maximum Award

Applications of all sizes are encouraged up to $10,000. While the request may be part of a larger program, awards will not exceed $10,000.

Length of Funding

Funding will be for one state fiscal year (September 1, 2017–August 31, 2018).

C. Eligibility Information

Through their governing authority, accredited public libraries, local public library systems, libraries that are members of the TexShare Library Consortium, or non-profit organizations that are applying on behalf of accredited libraries and/or TexShare members, are eligible to apply for funds. Public library applicants must be accredited by the Texas State Library and Archives Commission for the fiscal year in which the grant contracts are issued. Libraries and library systems will not be awarded grants in the same focus area in consecutive years.

There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

Applicants may be awarded more than one Impact grant in a single grant cycle provided the applications are in different focus areas. Applicants will not be awarded a grant for the same, or nearly the same, project in two consecutive grant cycles.

Eligible Expenses

This grant program may fund costs for staff, equipment**, capital expenditures, supplies, professional services, and other typical operating expenses, as permitted by 13 TAC §2.116 (Uniform Grants Management Standards). The grant may also cover indirect costs as permitted in 2 CFR 200.

The purpose of this grant is *not* for collection development or other activities primarily focused on the acquisition of library materials or resources, or digitization projects, except as noted in the grant guidelines.

*** Equipment costing $5,000 or more per unit will require approval from IMLS before purchase.*

Ineligible Expenses

This grant program will NOT fund the following costs:

a. Building construction, renovation, or repair, including fixtures and services
b. Food, beverages, or food delivery equipment or services
c. Awards, honoraria, prizes, or gifts
d. Equipment or technology not specifically needed to carry out the goals of the grant
e. Transportation/travel for participants or non-grant funded personnel
f. Databases currently offered or similar to ones offered by the agency (i.e., a magazine index database may not be purchased if a comparable one is provided by the agency)
g. Collection development purchases not targeted directly to the grant goals nor integral to the service program
h. Advertising or public relations costs not directly related to promoting awareness of grant-funded activities
i. Performers or presenters whose purpose is to entertain rather than to educate
j. Other expenses as excluded in the guidelines

D. Application and Submission Information

TSLAC strongly encourages potential applicants to attend or review the archives of three webinars to learn more about the competitive grant programs and process (www.tsl.texas.gov/ld/workshops/webinars/index.html):

- *2018 Funding Opportunities — TSLAC Competitive Grants* — Thursday, January 12, 2017; 2-3:30 p.m.

- *Applying for TSLAC Competitive Grants: What You Need to Know for FY 2018* — Thursday, January 19, 2017; 2-3:30 p.m.

- *Applying for TSLAC Competitive Grants Q & A* — Tuesday, February 7, 2017; 2-3 p.m.

Project Development and Draft Review

The Texas State Library and Archives Commission (TSLAC) recommends that applicants discuss their projects with TSLAC staff before developing a proposal. TSLAC consultants are available to help throughout application development and in determining the best grant program for your project. For more information, contact Erica McCormick at 512-463-5527 or via e-mail at grants@tsl.texas.gov.

TSLAC also strongly encourages applicants to submit a draft of the proposal to TSLAC for review. TSLAC has created a Microsoft® Word® grant application template, available on the TSLAC website at https://www.tsl.texas.gov/ld/funding/index.html for applicants to use in preparing a draft which can then be used to populate the online application.

To allow adequate time to review the draft proposal, submit the draft via e-mail to grants@tsl.texas.gov, with the subject line "2018 Draft Proposal," **by Friday, February 10, 2017.**

Grant Management System (GMS) Access

TSLAC uses a grant management system or GMS that enables applicants to apply for grants electronically through a web portal at https://grants.tsl.texas.gov. Applications and required documents must be submitted in GMS by the due date in order to be eligible for consideration. To submit your application online, you must have an active GMS account. To create or activate an account, please have your director send an e-mail requesting access with your name and contact information to grants@tsl.texas.gov. the e-mail should reference "GMS Access" in the subject line. TSLAC staff will review the request and grant appropriate access.

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may request paper copies of materials from Erica McCormick, TSLAC Grants Administrator, at 512-463-5527, via e-mail at grants@tsl.texas.gov.

Application Components

The grant application consists of the following components to be submitted in GMS (unless noted):

1. Application certification form (print, sign, and upload)

2. Program narrative and budget

3. Children's Internet Protection Act (CIPA) certification form (print, sign, and upload)

4. Letters of cooperation (if applicable) — If the project is collaborative in nature, letters of cooperation indicating commitment of time, funds, volunteers, or other resources must be submitted from all participating organizations. Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS.

5. Letters of support (optional) — A maximum of three (3) letters of general support may also be submitted. Letters should be addressed to Erica McCormick, Grants Administrator, TSLAC, P. O. Box 12927, Austin, Texas 78711-2927. Applicants are encouraged to upload letters in GMS.

Other requirements

Before submitting an application, the applicant organization must have a current and active D-U-N-S® Number and SAM.gov (System for Award Management) registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® and SAM registrations are not active and current at the time of submission, your proposal will be rejected; if they are not active and current at the time of an award, your proposal cannot be funded.

Information on how to obtain a DUNS number may be found on D&B's website (fedgov.dnb.com/webform) or by calling D&B, toll-free, at 866-705-5711. Information regarding SAM registration may be found at www.sam.gov. Obtaining a DUNS number and registering in SAM.gov is free.

Who can submit the online application?

Any individual authorized to use GMS and having the correct security role will be able to submit the application in GMS. Applicants will still be required to submit the signed application certification in GMS. The application certification must be signed by an individual authorized to enter into contracts with the State of Texas (e.g., county judge, city manager, etc.).

Deadline and Submission

Completed applications and *__all__* required documents must be submitted in GMS **by 11:59 p.m. Central Time, Monday, March 6, 2017.** *Please be advised that technical support will not be available after 5 p.m., Monday, March 6, 2017.*

In the event that you are unable to submit your application and/or required documentation via GMS, you may submit documents via mail, e-mail, or fax. Please send to the attention of: **2018 Grants, Library Development & Networking Division,** via e-mail to grants@tsl.texas.gov, fax at 512-936-2306, or mail to Library Development & Networking Division, TSLAC, P. O. Box 12927, Austin, TX 78711, (TSLAC street address: 1201 Brazos, Austin, TX 78701).

Late submissions may be considered for review on a case-by-case basis following the TSLAC protest procedures as outlined in Section F (13 TAC §2.55) and decision by the Director and Librarian.

Program Timeline

January 2017	Guidelines released
February 10, 2017	Draft proposals due to TSLAC for review (recommended, but not required)
March 6, 2017	Applications and required forms due in GMS
April/May 2017	Application packets evaluated by Grant Review Panel
June 2017	Applicants notified of Grant Review Panel recommendations
August 2017	Commission meets and approves projects; Contracts issued
September 1, 2017	Projects begin
August 31, 2018	Projects end

E. Application Review Information

Criteria for Award

This grant program is competitive. The Grant Review Panel will score proposals on the 11 criteria listed below (13 TAC §2.912). The maximum number of points for each category is shown.

The detailed scoring rubric that will be used by the Impact Grant Review Panel is provided on the following pages.

1. **Applicant Information (10 points)**
    Describe your library, mission, strategic goals, and capacity to complete the project successfully.

2. **Community Need (10 points)**
    Describe the community you serve, why the program is needed, and the targeted audience; also describe how the need was determined.

3. **Project activities (20 points)**
    Describe project activities from start to finish. Projects that include collaboration or acquire e-content as part of a consortium or group will be given preference.

4. **Innovation or Improvement (5 points)**
    Describe how the project is innovative for your community, or how the project will enhance or improve current programs and services and/or how the program/service integrates an established best practice in the field.

5. **Timetable (5 points)**
    Present a timetable for project activities within the project year (state fiscal year) (i.e., a list of actions with a date by which they will be accomplished).

6. **Alignment with Desired Outcome (10 points)**
    Explain how the project aligns with the desired uniform outcome for your chosen focus area as set by the grant guidelines.

7. **Budget (10 points)**
    Provide a complete budget and budget narrative describing how costs were determined and justified. All costs must be justified. There is no requirement for cost sharing, matching funds, or cost participation with this grant program.

8. **Personnel (5 points)**
    Describe who is responsible for project activities and their qualifications to perform these duties.

9. **Evaluation/Documentation of Impact (10 points)**
    Describe how you will accurately collect, maintain, and provide the uniform performance measures, as listed under your chosen focus area, to TSLAC. Also describe how you will administer the survey. *Note: TSLAC will provide the survey instrument.* Funded programs will be required to use outcomes-based evaluation methods and submit a completed IMLS Outcomes Logic Model template, which is downloadable from the application screen in the online application system (GMS). Funded programs will also be required to evaluate their programs in accordance with Legislative Budget Board (LBB) measures.

10. **Marketing (5 points)**
    Describe how you will publicize the programs or services to the community and how you will share best practices and lessons learned with the library community.

11. **Sustainability (10 points)**
    Describe how the program or services will be supported with other funding after the grant period ends. Plans must demonstrate that the program will be continued after the close of the grant period. Projects that include collaboration or acquire e-content as part of a consortium or group, will be given preference.

Peer Review (13 TAC §2.113)

(a) The commission may use peer review panels to evaluate applications in competitive grant programs.

(b) The director and librarian may select professionals, citizens, community leaders, and agency and library staff to evaluate grant applications. Peer reviewers must have appropriate training or service on citizen boards in an oversight capacity and may not evaluate grant applications in which there is, or is a possible appearance of, a conflict of interest.

(c) The agency staff will distribute selected applications to reviewers and will provide written instructions or training for peer reviewers. Reviewers must complete any training prior to reviewing applications.

(d) The reviewers score each application according to the review criteria and requirements stated in the grant guidelines.

(e) Each peer review evaluation of an application for competitive grants shall be appropriately documented by the peer reviewer conducting the evaluation. The documentation shall include the scores assigned by the peer reviewer. The peer reviewer may also include comments that may be shared with the applicant.

(f) To be eligible for review, each application must be submitted by the specified deadline with all required components and all necessary authorization signatures.

Funding Decisions (13 TAC §2.114)

(a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding. Final approval of a grant award is solely at the determination of the Texas State Library and Archives Commission.

(b) Applications for grant funding will be evaluated only upon the information provided in the written application.

(c) The agency staff may negotiate with selected applicants to determine the terms of the award. To receive an award, the applicant must accept any additional or special terms and conditions listed in the grant contract and any changes in the grant application.

(d) The agency staff will notify unsuccessful applicants in writing.

Awarding of Grants (13 TAC §2.115)

The commission has the right to reject applications or cancel or modify a grant solicitation at any point before a contract is signed. The award of any grant is subject to the availability of funds.

TSLAC Staff Responsibility (13 TAC §2.117)

The Texas State Library and Archives Commission (TSLAC) staff will review each application packet for the following:

- Legal eligibility of the institution to participate in this grant program and appropriate authorizing signature
- Conformance to the federal and state regulations pertaining to grants
- Inclusion of unallowable costs
- Errors in arithmetic or cost calculations
- Submission of all required forms
- Compliance with submission procedures and deadlines
- Relevance and appropriateness of the project design and activities to the purpose of the grant program

Agency staff will raise issues and questions regarding the needs, methods, staffing, and costs of the applications. Staff will also raise concerns regarding the relevance and appropriateness of the project design and activities to the purpose of the grant program. Staff comments will be sent to the grant review panel with the applications for consideration by the panel.

Applicants will be sent a copy of the staff comments to give applicants an opportunity to respond in writing. Applicants may not modify the grant proposal in any way; however, applicants' responses to staff will be distributed to the panel.

Applications with significant errors, omissions, or eligibility issues will not be rated. Applications in which the project design and activities are not relevant and appropriate to the purpose of the grant program will be ineligible.

Agency staff will be available to offer technical assistance to reviewers.

Grant Review Panel Responsibility (13 TAC §2.117)

Applications will be scored using the following process:

(1) The peer reviewers will review all complete and eligible grant applications forwarded to them by agency staff and complete a rating form for each. Each reviewer will evaluate the proposal in relation to the specific requirements of the criteria and will assign a value, depending on the points assigned to each criterion.

(2) No reviewer who is associated with an applicant or with an application, or who stands to benefit directly from an application, will evaluate that application. Any reviewer who feels unable to evaluate a particular application fairly may choose not to review that application.

(3) Reviewers will consider and assess the strengths and weaknesses of any proposed project only on the basis of the documents submitted. Considerations of geographical distribution, demographics, type of library, or personality will not influence the assessment of a proposal by the review panel. The panel members must make their own, individual, decisions regarding the applications. The panel may discuss applications. The panel's recommendations will be compiled from the individual assessments, not as the result of a collective decision or vote.

(4) Reviewers may not discuss proposals with any applicant before the proposals are reviewed. Agency staff is available to provide technical assistance to reviewers. Agency staff will conduct all negotiations and communications with the applicants.

(5) Reviewers may recommend setting conditions for funding a given application or group of applications (e.g., adjusting the project budget, revising project objectives, modifying the timetable, amending the evaluation methodology, etc.). The recommendation must include a statement of the reasons for setting such conditions. Reviewers who are ineligible to evaluate a given proposal will not participate in the discussion of funding conditions.

(6) Reviewers will submit their evaluation forms to the agency. In order to be counted, the forms must arrive before the specified due date.

Decision Making Process (13 TAC §2.118)

To be considered eligible for funding by the commission, any application must receive a minimum adjusted mean score of more than 60 percent of the maximum points available. To reduce the impact of scores that are exceedingly high or low, or otherwise outside the range of scores from other reviewers, agency staff will tabulate the panel's work using calculations such as an adjusted mean score.

(1) Applications will be ranked in priority order by score for consideration by the commission.

(2) If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced grant with the next ranked applicant.

(3) If the panel recommends funding an application that, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The applicant will be informed of this situation prior to presentation to the commission and may negotiate a revision to the application. A positive recommendation to the commission will be contingent upon successfully completing these negotiations prior to the commission meeting.

(4) If the panel is unable to produce a set of recommendations for funding, the agency staff will use the same evaluation procedures to develop recommendations to the commission.

Multiple Applications (13 TAC §2.119)

Applicants for competitive grants may submit more than one grant application for different projects, in different grant programs. Applicants may not submit the same, or nearly the same, application in more than one grant category. Applicants may submit more than one grant application for a grant program if the grant program has specified categories for application and the proposals submitted are not the same, or nearly the same, project.

Scoring Rubric

Project Scoring Total in Eleven Areas: 100 points
Relevance and appropriateness of the project design and activities to the goals and purpose of the Impact grant program will be considered in the scoring of all criteria. Members of the Grant Review Panel may score each criteria as follows: **0-1 points:** Project does not meet the goals and purposes of the Impact grant program **2-3 points:** Project partially meets the goals and purposes of the Impact grant program. **4-5 points:** Project is a clear fit for the goals and purposes of the Impact grant program

1. Applicant Information (Points: Raw score = 5 max, weight = 2; Final score = 10 max)

Applicant describes their library, their mission, strategic goals, and their capacity to complete the project successfully.

0-1 points	2-3 points	4-5 points
• Library, mission, and strategic goals not described. • No description of library's capacity to complete the project successfully.	• Library, mission and strategic goals partially or incompletely described. • Provides some description of library's capacity to successfully complete project.	• Library, mission and strategic goals clearly described. • Provides thorough description of library's capacity to successfully complete project.

2. Community Need (Points: Raw score = 5 max, weight = 2; Final score = 10 max)

Applicant describes the community they serve, why the program is needed, and the target audience. Applicant also describes how the need was determined.

0-1 points	2-3 points	4-5 points
• Community to be served is not described. • Provides no evidence of need for program; or community need does not relate to proposed project. • Does not describe needs assessment process and/or how need was determined (i.e., no description of community served, demographic statistics, library records or evidence or surveys).	• Community to be served is partially or incompletely described. • Provides partial/some evidence of need for program; community need vaguely relates to proposed project. • Needs assessment process seems vague and incompletely describes how stated need was determined.	• Community is clearly defined. • Provides clear and convincing evidence of need for program and why they are best suited to meet this need. • Clearly describes needs assessment process including how stated need was determined (e.g., statistics, records, surveys).

3. Project activities (Points: Raw score = 5 max, weight = 4; Final score = 20 max)		
Applicant describes project activities from start to finish.		
0-1 points	2-3 points	4-5 points
• Program activities lack definition and are unclear. • Project appears to lack direction and planning, and does not relate to described needs.	• Services, programs and activities are defined. • Project has direction and some relationship to described needs.	• Services, programs and activities are clearly defined, including timelines and resources required. • Project shows evidence of clear direction and planning and strong relationship to described needs. • Project includes collaboration or acquisition of e-content as part of a consortium or group.

4. Innovation or Improvement (Points: Raw score = 5 max, weight = 1; Final score = 5 max)		
Applicant describes how the project is innovative for their community, or how the project will enhance or improve current programs and services and/or how the program/service integrates an established best practice in the field.		
0-1 points	2-3 points	4-5 points
• No description of how project is innovative, an enhancement/improvement of current programs and services, and/or integrates established best practice in the field.	• Partial or incomplete description of how project is innovative, an enhancement/improvement of current programs or services, and/or integrates established best practice in the field.	• Makes a thorough case for how project is innovative, an enhancement / improvement of current programs or services, and/or integrates established best practice in the field.

5. Timetable (Points: Raw score = 5 max, weight = 1; Final score = 5 max)		
Applicant presents a timetable for project activities within the project year (state fiscal year) (i.e., a list of actions with a date by which they will be accomplished.)		
0-1 points	2-3 points	4-5 points
• Timetable is missing or incomplete (i.e., does not include a list of actions with specific target dates for completion).	• Timetable exists, but is not clearly relevant to achieving the project goals. • Timetable seems unachievable within the project period. • No time given for staff to be hired, if applicable.	• Timetable includes a list of actions with specific target dates and is clearly relevant to achieving the established objectives. • Timetable seems achievable within the project period. • Realistic timeline for hiring of new staff, if applicable.

6. Alignment with Desired Outcome (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant explains how their project aligns with the desired uniform outcome for the chosen focus area as set by the grant guidelines.		
0-1 points	2-3 points	4-5 points
• Project does not align with desired uniform outcome, or description is not present.	• Project only partially aligns with uniform goal. Description vague.	• Project clearly aligns with uniform outcome.

7. Budget (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant provides a complete budget and budget narrative describing how costs were determined and justified. All costs must be justified.		
0-1 points	2-3 points	4-5 points
• Budget table is incomplete. • Provides no narrative description (justification), beyond the budget column, of how funds will be spent.	• Budget table is complete. • Budget narrative description exists but does not clearly relate to the project and sources for costs are not stated. • Items listed in the budget description do not match those in the budget form. • Costs do not seem reasonable and description is unclear.	• Budget table is complete and clearly describes how the dollars will be used for the project. • Clearly identifies source of stated costs and justification for their reasonableness. • Items listed in the budget description match those in the budget form.

8. Personnel (Points: Raw score = 5 max, weight = 1; Final score = 5 max)		
Applicant describes who is responsible for project activities and their qualifications to perform these duties.		
0-1 points	2-3 points	4-5 points
• No description of key personnel and their qualifications to perform these duties. • No job descriptions for new hires. • No description of time spent on project by each staff member.	• Some description of key personnel and their qualifications. • Partial or seemingly incomplete job descriptions available for new hires. • Time spent on project by each staff member only partially identified and justified.	• Describes qualifications of key personnel in detail, including past experience with similar projects, and how each will contribute to the project's success. • Full job descriptions provided for new hires. • Time spent on project by each staff member identified and justified.

9. Evaluation/Documentation of Impact (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant describes how they will accurately collect, maintain, and provide the uniform measure as listed under the chosen focus area. Applicants set achievable, measurable outcomes, and present a reasonable method to collect data. Applicants present a method to count users of the services as well as administer the survey to measure the effectiveness of the service. *Note:* TSLAC will provide the survey instrument. **Note:** Some projects lend themselves to outcomes-based evaluation (OBE) better than others. TSLAC strongly encourages the use of OBE, but we do not require it for proposals, and points should not be deducted from strong evaluation plans that use outputs instead of outcomes when it is reasonable not to employ OBE.		
0-1 points	2-3 points	4-5 points
• Description of how measure will be collected, maintained, and provided to TSLAC is not provided. • Description of how survey will be administered is not provided.	• Description of how measure will be collected, maintained, and provided to TSLAC is vague or not complete. • Description of how survey will be administered is brief.	• Description of how measure will be collected, maintained, and provided to TSLAC is thorough and complete. • Description of how survey will be administered is thorough and complete.

10. Marketing (Points: Raw score = 5 max, weight = 1; Final score = 5 max)		
Applicant describes how they will publicize the programs or services to their community, and how they will share best practices and lessons learned with the library community.		
0-1 points	2-3 points	4-5 points
• Provides no description of how programs or services will be publicized or marketed to their community. • Provides no mention of sharing best practices or lessons learned with larger library community.	• Description of how programs or services will be publicized or marketed to their community is vague or not complete. • Sharing best practices or lessons learned with larger library community is addressed but not clearly spelled out.	• Description of how programs or services will be publicized or marketed to their community is well described. • Sharing best practices or lessons learned with larger library community is clearly described.
11. Sustainability (Points: Raw score = 5 max, weight = 2; Final score = 10 max)		
Applicant describes how the program or service will be supported with other funding after the grant period ends. Plans must demonstrate that the program will be continued after the close of the grant period.		
0-1 points	2-3 points	4-5 points
• Description of resources used to support/sustain the project after grant completion is vague and unspecific.	• Some evidence of future support/sustainability described.	• Clear evidence of sustainability described. • A written commitment of future support from governing bodies is provided, if applicable. • Project includes collaboration or acquisition of e-content as part of a consortium or group.

F. Award Administration Information

Notice of Award

Applicants will be notified of the grant review panel's recommendations via e-mail. The notification will include the applicant rankings, panel recommendation, panel comments and scores relevant to respective applications, and protest procedures, which are also included in this notice.

The panel recommendations will be submitted to the Texas State Library and Archives Commission at its August meeting for consideration and approval. Once the awards have been approved, successful applicants will receive instructions on how to proceed and mandatory training required for all TSLAC competitive grant recipients.

Protest Procedure — Texas State Library and Archives Commission, 13 TAC §2.55

(a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.

(b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.

(c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.

(d) A protest must be in writing and identified as a protest under this section, and contain the following:

   (1) A description of the protestant's interest in the matter
   (2) The issue(s) to be resolved and remedy(s) requested
   (3) The protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated
   (4) The protestant's affirmation that facts set forth in the protest are true
   (5) A certification that a copy of the protest has been mailed or delivered to all interested persons

(e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.

(f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.

(g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:

   (1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;
   (2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
   (3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.

(h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.

(i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.

(j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.

(k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.

(l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.

(m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.

(n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.

(o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

Policy Requirements

TSLAC competitive grant recipients are subject to the State of Texas Uniform Grant Management Standards (UGMS) (*https://www.comptroller.texas.gov/purchasing/docs/ugms.pdf*) and federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Supercircular) *(https://federalregister.gov/a/2013-30465).*

Reporting

Grantees must submit financial and performance reports at scheduled intervals throughout the reporting period as will be outlined in the grant contract. Reports will be submitted electronically through TSLAC's Grant Management System (GMS).

G. Contacts

TSLAC staff members are available during regular business hours (8 a.m.-5 p.m., Central) to assist with competitive grants.

Erica McCormick, Grants Administrator
Phone: 512-463-5527, 800-252-9386 (toll free)
Fax: 512-936-2306
E-mail: grants@tsl.texas.gov

City of Deer Park

Legislation Details (With Text)

File #:	DIS 16-166	**Version:** 1	**Name:**	
Type:	Discussion		**Status:**	Agenda Ready
File created:	11/2/2016		**In control:**	City Council Workshop
On agenda:	2/21/2017		**Final action:**	
Title:	Discussion of issues related to an amendment to the FY 2016-2017 Deer Park Police Department Forfeiture Account Budget for the purchase of Rapid Deployment Armor packages for Police Officers.			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	Vest memo			
	vest spreadsheet			
	US armor quote (1)			
	OSS quote			
	Cop Stop quote			

Date	Ver.	Action By	Action	Result

Discussion of issues related to an amendment to the FY 2016-2017 Deer Park Police Department Forfeiture Account Budget for the purchase of Rapid Deployment Armor packages for Police Officers.

Summary:

After recent ambush attacks on police officers using high-powered rifles, particularly the attack in Dallas that killed five police officers, many police departments are providing officers with body armor specifically designed to stop these types of rounds. Because the need for this type of protective body armor became evident only after completion of the budget process, funding for Rapid Deployment Armor packages was not included in the Fiscal Year 2016-2017 Budget.

Because of the escalating attacks on police officers, the City is requesting a budget amendment to the Police Department Forfeiture Fund (Special Revenue Fund) in the amount of $17,229 to purchase 27 Rapid Deployment Armor packages to equip first responding officers. Each deployment rifle plate package costs $627 and includes two plates, a carrier, and police identification patches. The total amount of $17,229 includes a shipping charge of approximately $300.

The Deer Park Citizens Police Academy Alumni Association is donating $2,508 to purchase four packages, which will equip the School Resource Officers. The remaining $14,721 will be funded by the prior year revenues of the Police Department Forfeiture Fund, which are available for this purpose.

An amendment in the amount of $17,229 for the purchase 27 Rapid Deployment Armor packages to equip first responding officers is proposed for the Fiscal Year 2016-2017 Budget of the Police Department Forfeiture Fund.

Fiscal/Budgetary Impact:

An additional $17,229 will be added to the Fiscal Year 2016-2017 Budget of the Police Department Forfeiture Fund for the purchase 27 Rapid Deployment Armor packages to equip first responding officers (12-300-4314, Protective Clothing) and

will be funded by a donation of $2,508 from the Deer Park Citizens Police Academy Alumni Association with the balance of $14,721 to be funded by the prior year revenues of the of the Police Department Forfeiture Fund, which are available for this purpose.

Recommended action:

Discussion only during workshop. A proposed ordinance to amend the FY 2016-2017 Budget is included on the February 21, 2017 Regular Council meeting Agenda. .

US Armor is not part of any cooperative purchasing agreement. I have attached the three quotes and added them to the overall workbook for reference.

While there are heavier and lighter vests on the market our researched pointed us towards US Armor because we felt it was a good compromise between weight and price.

The quote from US Armor provides us with a local sales rep who will custom fit each officer with the proper size plates and vest carrier. These plates are also single curved so they will fit better and be more comfortable during any periods of extended wear. The vest carriers were sturdy construction and had added support for the plates which reduced the weight sitting on the bottom Velcro flap and reducing wear and tear.

The quote from Cop Stop was the heaviest vest package and made with inferior products. The material on the vest carrier was thin and only single stitched so the possible of greater wear and tear and frequent replacement is of concern. These plates are also single curved but one size fits all construction. With officers ranging from 100 lbs. to almost 300 lbs. one size fits all is not practical. These plates were also not NIJS certified and instead used their own brand of certification.

The quote from Officer Survival Solutions were flat steel plates. These are the cheapest to make but offer the least comfort. The vest carrier was of moderate construction but there was no extra support for the plates causing the total weight of the plate to rest on the bottom Velcro flap of the vest leading to concerns of wear and tear and frequent replacement issues.   These plates are also one size fits all does not offer the flexibility between varying officer body types.

All the quoted plates were level 3+ or greater which is rated for rifle rounds. If cared for properly it is possible for the plates to last the entire career of the officer 20+ years. Due to their rigid construction they do not need replacement every 5 years.

Thanks,

Christopher D. Brown
Lieutenant Community Services Division
Deer Park Police Department
2911 Center Street
Deer Park, Texas 77536
(281) 930-2142
cbrown@deerparktx.org

Deer Park Rifle Vests

each vests consists of 1 carrier, 2 plates, and set of patches.

company	Carrier	per Plate	Patches	approx. vest weight	Total per vest
US Armour	$126.00	$243.00	$15.00	10.5 lbs	$627.00
OSS	$35	$185	free	15.5 lbs	$405.00
CopStop	$96	$180	$15.00	16.5 lbs	$471.00

Funding	Forefiture	CPAAA	
# requested	23	4	
shipping*	$300.00		*estimated
Total	$300.00	$0.00	

2017/18 budget will include the purchase of another 27 vests to oufit the rest of the department.

U.S. ARMOR
you'll wear it.™

U.S. Armor Corporation

10715 Bloomfield Avenue

Santa Fe Springs, CA 90670, USA

Ph: (800) 443-9798 Fax: (562) 207-4238

	Sales Quotation

FOR	Deer Park Police Dept	Date	01/25/2017
	2911 Center St.		Valid 90 days
	Deer Park, TX 77536-4942		
Fax			
Email	cbrown@deerparktx.org		
Web	Lt. Chris Brown (281) 930-2150		

Qty.	Description	Unit Price	Total
27	US Armor Rifle Plate Carrier (RPC) #F-500316	$126.00	$3,402.00
54	Level 3+ rifle plate #F-3410-10x12	243.00	13,122.00
		Subtotal	$16,524.00
		Shipping & Handling	*300.00
		TOTAL	$16,824.00

Other information:

Delivery in 8-10 weeks after receipt of order and completion of officer measurements.

*Shipping is estimated

Shipping in bulk with plates inserted in carriers.

Proudly Made in the USA

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*Thank you for choosing **U.S. Armor**, The Most Trusted Name in Body Armor!*

Fred Laughlin

OFFICER SURVIVAL SOLUTIONS

QUOTE

Officer Survival Solutions
6352 Corte Del Abeto,. Suite B
Carlsbad, CA 92011

Phone: (858) 776-4425
support@officersurvivalsolutions.com
www.officersurvivalsolutions.com

QUOTE # 10880-16R   *Date: 11/14/16*

To: Deer Park Police Department
2911 Center street
Deer Park, TX 77536

Ship To: **TBD**

Your Order #	Our Order #	Sales Rep.	FOB	Ship Via	Terms	Tax ID	Proposed Shipping Date
		MCB		Ground	Due upon receipt	45-2086147	

Quantity	Item	Color	Description	Discount %	Tax	Unit Price	Total
51	OSS-RDY	BLK	Rapid Deployment Armor Response Package	Custom Discount	TBD	405.00	20,655.00
			Includes: (2) OSS Level IV NIJ CERTIFIED Stand Alone 10x12 Multi Hit Capabilities				
			(1) Black Rapid Deployment Armor Plate Carrier w/ Police Identifier front and rear				
			(1) Double rifle magazine Pouch (Bungee Top)				

Subtotal	20,665.00
Tax	-0-
Shipping	1511.00
Misc.	
Balance	22,176.00

Special remarks:

" Its not a matter of IF, It's a matter of WHEN, and will you be prepared ?"

- Marc C. Barry - President, OSS

WWW.OFFICERSURVIVALSOLUTIONS.COM

Quote

ONSITE CUSTOM EMBROIDERY & ALTERATIONS

To: Deer Park Police Dept.
     Sgt. Patton

Salesperson	Title	Date Issued
Matthew Zimmer	Operations Manager	12/9/16

Description	Unit Price
2014G Lv4 Hard Plate (Stand Alone)	$ 180.00
X-Cal Lv3/Lv4 Hard Plate (ICW-In Conjunction With)	106.00
Tac PH Plate Carrier-MOLLE, Blk	96.00
Condor Sentry Plate Carrier-MOLLE, Blk	39.00

Quotation herein contained is guaranteed for 30 days from date unless otherwise stated after which prices are subject to change. This quotation is in answer to your request. Any changes in specifications will necessitate a new quotation. This quotation shall supersede all previous quotations.

Thank you for your business!

Info.copstop@gmail.com
6831 Broadway St Suite F, Pearland, TX (281) 412-7358

City of Deer Park

Legislation Details (With Text)

File #:	RPT 17-011	**Version:** 1	**Name:**	
Type:	Report		**Status:**	Agenda Ready
File created:	2/9/2017		**In control:**	City Council Workshop
On agenda:	2/21/2017		**Final action:**	
Title:	Report - Update on activities of the South East Texas Housing Finance Corporation and the Deer Park Housing Market from Troy Cothran.			
Sponsors:	City Council			
Indexes:				
Code sections:				
Attachments:				

Date	Ver.	Action By	Action	Result
2/21/2017	1	City Council Workshop		

Report - Update on activities of the South East Texas Housing Finance Corporation and the Deer Park Housing Market from Troy Cothran.

Summary:

The South East Texas Housing Finance Corporation (SETHFC) exists to assist individuals in purchasing homes. The Corporation offers homebuyer education classes, grants to assist with down payment and closing costs, mortgage credit assistance programs, etc. SETHFC is governed by a Board of Directors comprised of appointees from municipalities and counties throughout South East Texas, including Deer Park.

For many years, Mr. Troy Cothran has been the City of Deer Park's representative to the SETHFC Board of Directors, and presently serves as Chairman of the Board. He was re-appointed to this position by the Deer Park City Council in March 2016. Mr. Cothran attends City Council meetings annually to provide an update on the activities of SETHFC and the housing market in Deer Park.

Fiscal/Budgetary Impact:

N/A

Discussion Only in Workshop

City of Deer Park

Legislation Details (With Text)

File #:	DIS 17-014	**Version:** 1	**Name:**	
Type:	Discussion		**Status:**	Agenda Ready
File created:	2/8/2017		**In control:**	City Council Workshop
On agenda:	2/21/2017		**Final action:**	
Title:	Discussion of issues relating to the City website re-design.			
Sponsors:				
Indexes:				
Code sections:				
Attachments:	CivicPlus Original Contract			
	Fire Department Contract			
	Website Committee Meeting 2.2.17			
	Final Web site redesign and usability powepoint			

Date	Ver.	Action By	Action	Result
2/21/2017	1	City Council Workshop		

Discussion of issues relating to the City website re-design.

Summary:

The City website, deerparktx.gov is a vital information and community engagement tool. Residents are able to obtain current information about city meetings, events, programs and activities, as well as conduct certain business on-line. The current website, created through CIVICPLUS in January 2013 had a total cost of $49,774. After forty-eight (48) consecutive months under the terms of our contract and associated pricing, we are now fully eligible for a basic redesign at no cost.

The original site and now the re-design, is steered by the Website Committee. The committee has seventeen (17) staff members representing all departments across the city. The role of the committee is to examine strategies for making the most effective use of the City's website focusing on the latest innovation and user satisfaction.

Discussion:

This is an informational item only. We wanted to present to Council the purpose of the re-design, project scope and a timeline and discuss the website usability assessment. We will also be adding a Fire Department section to the City website not in the re-design scope but done simultaneously.

Fiscal/Budgetary Impact:

There is no cost for the re-design.

Discussion only in Workshop.

Project Development with Optional Redesign

Organization	City of Deer Park		URL	http://www.deerparktx.gov/
Street Address	710 E San Augustine			
Address 2				
City	Deer Park	State TX	Postal Code	77536

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone	Linda McHone 281-924-0601
Emergency Contact & Mobile Phone	Bobbie Magee 281-932-2775
Emergency Contact & Mobile Phone	Paul Kurtz 713-294-1958

Billing Contact	Bobbie Magee		E-Mail	bmagee@deerparktx.org
Phone	281-478-2039	Ext.	Fax	281-476-5689
Billing Address	PO Box 700			
Address 2	I.T. Services			
City	Deer Park	ST TX	Postal Code	77536
Tax ID #	74-6000660		Sales Tax Exempt #	Yes
Billing Terms	Annual		Account Rep	Carrie Broeckelmann
Info Required on Invoice (PO or Job #)				

Contract Contact	Linda McHone		Email	mchone@deerparktx.org
Phone	281-478-2036	Ext.	Fax	

Project Contact	Linda McHone		Email	mchone@deerparktx.org
Phone	281-478-2036	Ext.	Fax	

Terms & Conditions

Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus ("CivicPlus") will create a unique website for the City of Deer Park ("Client") that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.

2. After 48 consecutive months under these terms and associated pricing, Client becomes fully eligible for a CP Basic Redesign at no additional cost. See Exhibit B for complete details.

Additional Services

3. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, site modification, Training services (Project Development Services), Additional Page and/or Graphic Design that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred.

4. Client may contract with CivicPlus for additional Annual Support, Maintenance & Hosting services that exceed those defined in Exhibit A. CivicPlus will invoice Client for annual services immediately prior to project Go-Live. Modules that incur additional usage fees may be purchased and activated at any time.

5. Acceptance of this Agreement signifies Client's approval of any billable time specifically related to training services as detailed in Exhibit A, wherein a stated number of attendees is specified. Coverage for additional attendees not covered under this agreement is billed at a per diem rate specified in Exhibit A.

Billing & Payment Terms

6. One-third of the total First Year Fee will be billed upon completion of design; one-third of the total First Year Fee will be billed upon completion of content. The remainder of the total First Year Fee and any additional Project Development services will be invoiced upon Go Live.

7. The Client shall sign a project completion and acceptance form prior to project go-live. The date may be extended if material system or operational failures are encountered. Immediately after completing training the final bill for the project development services will be billable and payable. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.

8. Total First Year invoices are due by the first of the following month, but no later than 30 days from invoice date. Project Development will be discontinued if payment is not made within 30 days after the invoice due date.

9. Invoicing for Year 2 Annual Support, Maintenance & Hosting begins one (1) year from contract signing.

10. Annual Support, Maintenance & Hosting invoices may be prorated in order to correlate with the Client's budget year, and are invoiced prior to the year of service.

11. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Support, Maintenance & Hosting will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.

12. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or $5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).

13. Provided the Client's account is current, at any time the Client may request an electronic copy of the website graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay $250 per completed request. Provided the Client's account is current, upon termination of services Client may request a complimentary electronic copy of website Customer Content and CivicPlus Government Content Management System ("GCMS") software.

Agreement Renewal

14. This contract shall remain in effect for a period of one year (12 months) from signing. In the event that neither party gives 60 days' notice prior to the end of the initial or any subsequent term, this Agreement may be renewed for an additional contract term. After 48 consecutive months under the terms of this contract and associated pricing, Client will be fully eligible for a CP Basic Redesign at no additional cost.

15. Either party may terminate the agreement at the end of the contract term by providing the other party with 60 days written notice prior to the contract renewal date.

16. In the event of contract termination, Client forfeits eligibility for the CP Basic Redesign and all funds applied to such eligibility.

17. Each year this Agreement renews, a technology investment and benefit fee of 3 percent (%) of the total Annual Support, Maintenance & Hosting costs will be applied.

Support

18. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.

19. Support includes providing technical support of the GCMS software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.

20. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.

21. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

Marketing

22. Client will work with the CivicPlus Marketing Department to make a reasonable attempt to gather information and meet deadlines associated with website award contest entries throughout the term of this agreement, and to create a case study related to their website.

23. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.

24. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.

25. Client allows CivicPlus to display a "Powered by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.

Intellectual Property, Ownership & Content Responsibility

26. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content, as well as the GCMS software.

27. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.

28. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS software in any way; (ii) modify or make derivative works based upon the GCMS software; (iii) create Internet "links" to the GCMS software or "frame" or "mirror" any GCMS administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS software, or (c) copy any ideas, features, functions or graphics of the GCMS software.

29. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS software are trademarks of CivicPlus, and no right or license is granted to use them.

Indemnification

30. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the negligence or willful misconduct on the part of CivicPlus. If Client and CivicPlus are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. This paragraph is not intended to benefit entities not a party to this contract.

31. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.

32. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

Force Majeure

33. No party shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by force majeure, meaning any act of God, storm, fire, casualty, unanticipated work stoppage, strike, lockout, labor dispute, civic disturbance, riot, war, national emergency, act of Government, act of public enemy, or other cause of similar or dissimilar nature beyond its control.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

City of Deer Park   Date   1-2-13

CivicPlus   Date   1-9-13

Sign and e-mail or Fax this Copy	**And – Mail Two (2) Signed Originals**
Attn: Contract Manager	CivicPlus Contract Manager
Email: SalesCoordinators@CivicPlus.com	317 Houston St., Suite E
Fax: 785-587-8951	Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank—

Page 4 of 4

CivicPlus • 317 Houston St., Suite E • Manhattan, KS 66502 • www.CivicPlus.com
Toll Free 888-228-2233 • Accounting Ext. 291 • Support Ext. 307 • Fax 785-587-8951

Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid through January 31, 2013.

Project Development	$49,774
First Year's Annual Support, Maintenance & Hosting *Server Storage not to exceed 30 GB; Media Center Storage not to exceed 10 GB*	Included
Total Fees Year 1	**$49,774**

Year 2 and Beyond Annual Support for Maintenance & Hosting will be offered at an annual cost of *(Subject to annual 3% increase year 3 and beyond)*	$7,795

--Remainder of this page left intentionally blank--

Project Development

Phase 1: Analysis and Timeline Development Deliverable: Project Timeline and worksheets	$4,114
Phase 2: Website Design Deliverable: Website Design Composition	$11,942
Phase 3: Navigation Architecture Development Deliverable: Navigation structure optimized for your website	$1,582
Phase 4: Modules and Site Setup Deliverable: Set up fully functional site, software that runs the site, and site's statistical analysis.	$5,114
Phase 5: Content Development up to **100** standard pages and up to **500** supporting elements Deliverable: Website content development and module content.	$5,775
Phase 6: Test and Review, Establish Future Expectations Deliverable: List of items that need to be addressed	$3,374
Phase 7: 4 Days of On-Site Training for up to 16 employees *Quote includes travel expenses ($80 per person per day for the 17th attendee and beyond)* Deliverable: Train System Administrator(s) on GCMS Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	$8,000
Phase 8: Go-Live and Project Review Deliverable: Final project review report	$2,452
Phase 9: Marketing Deliverable: Registration of site with all major search engines	$621
Phase 10: Ongoing Consultation Deliverable: Site review with recommendations for enhancements to improve visitor interaction; layout, design and content recommendations.	Included
Additional Functionality	
Google Translation Tool	Included
Unlimited Users - Citizen's Request Tracker	Included
Six (6) Department Header Packages to include a unique banner and navigation for each	Included
Gov 2.0 Upgrades	
Blog Share	Included
Facebook Integration Twitter Integration	Included
Options Included in One-Time Fee	
On-Site Strategic Planning with Individual Departments Three days of meetings (up to 18 departments) to interpret current processes and services, resulting in recommendation for website solutions. *Quote includes travel expenses.* Deliverable: A document summarizing the meetings, with analysis and recommendations. Design information gathered.	$6,800
Total Project Development Fee	$49,774
First Year Annual Support, Maintenance and Hosting Fee Server storage not to exceed 30 GB; Media Center storage not to exceed 10 GB	Included
Total Fees Year 1	**$49,774**

Project Development Includes the Following:

Modules	Functionality
• Agenda Center	• Action Items Queue
• Alerts Center & Emergency Alert Notification	• Audit Trail / History Log
• Archive Center	• Automated PDF Converter
• Bid Postings	• Automatic Content Archiving
• Blog	• Content Library
• Business/Resource Directory	• Dynamic Breadcrumbs
• Calendar	• Dynamic Sitemap
• Carbon Calculator	• Expiring Items Library
• Citizen Request Tracker™ (5 users)	• Generic Mobile App (iOS & Android)
• Community Voice™	• Graphic Link Administration
• Document Center	• Links Redirect and Broken Links Finder
• ePayment Center	• Menu Management
• Facilities & Reservations	• Mouse-over Menu Structure
• Frequently Asked Questions	• MuniMobile™
• Forms Center	• Online Editor for Editing and Page Creation (WYSIWYG)
• Healthy City	• Online Web Statistics (Only with CivicPlus Hosting)
• Intranet	• Page Wizard w/Multiple Layouts
• Job Postings	• Printer Friendly/Email Page
• License & Permits	• Rotating Content
• Media Center with Live Streaming Video	• RSS
• My Dashboard	• Search Engine Registration
• News Flash	• Site Layout Options
• Notify Me® Email & SMS Text Subscription	• Site Search & Entry Log
• Online Job Application with 1 Generic Application	• Slideshow
• Opinion Poll	• Social Media Integration (Facebook & Twitter)
• Photo Gallery	• User & Group Administration Rights
• Postcard	• Web Page Upload Utility
• Quick Links	• Website Administrative Log
• Real Estate Locator	
• Spotlight	
• Staff Directory	

Annual Support, Maintenance & Hosting Service Include the Following:

Support	Maintenance of CivicPlus Application & Modules	Hosting
7-7 (CST) Mon-Fri (excluding holidays)	Install Service Patches for OS	Shared Web/SQL Server
24/7 Emergency Support	Upgrades	DNS Consulting & Maintenance
Dedicated Support Personnel	Fixes	Monitor Bandwidth-Router Traffic
2-hour Response during Normal Hours	Improvements	Redundant ISP
Usability Improvements	Integration	Redundant Cooling
Integration New & Upgraded Services	Testing	Natural Gas Powered Generator
Proactive Support for Updates & Fixes	Development	Daily Tape Backup
Online Training Manuals	Usage License	Intrusion Detection & Prevention
Monthly Newsletters		Antivirus Protection
Phone Consulting		Upgrade Hardware
CivicPlus Connection		

CivicPlus • 317 Houston St., Suite E • Manhattan, KS 66502 • www.CivicPlus.com
Toll Free 888-228-2233 • Accounting Ext. 291 • Support Ext. 307 • Fax 785-587-8951

Exhibit A 3 of 3

Exhibit B – Redesign Details

CivicPlus Project Development Services & Scope of Services for CP Basic Redesign
- New design   - Redevelop banner   *Redevelop* navigation method (may choose top drop-down or other options)   - Design setup - wireframe   - Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)   - Project Management   - Testing   - Review   - Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will **not** be rewritten, reformatted or pages broken up (shortened or re-sectioned)   - Site styles and page layouts will be touched so all pages match the new design and migrate cleanly   - Spelling and broken links will be checked and reported if unable to correct

CivicPlus Department Header Package Sales Form

Organization	Deer Park, TX Fire Department	URL	http://www.deerparktx.gov/
Street Address	710 E. San Augustine		
Address 2			

City	Deer Park	State	TX	Postal Code	77536

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone	Nathan Bell (713) 305-3890
Emergency Contact & Mobile Phone	Paul Kurtz (713) 294-1958
Emergency Contact & Mobile Phone	XX

Project Contact	Nathan Bell	Email	nbell@deerparktx.org
Phone	(281) 478-2035 Ext.	Fax	

Billing Contact	Mike Ramos	E-Mail	itbilling@deerparktx.org
Phone	(281) 478-2033 Ext.	Fax	
Billing Address	710 E. San Augustine		
Address 2			

City	Deer Park	ST	TX	Postal Code	77536

Tax ID #	XX	Sales Tax Exempt #	1-74-6000660-8
Billing Terms	XX	Account Rep	Kayla Maldonado

Info Required on Invoice (PO or Job #)	XX

CivicPlus Project Development Services & Scope of Services for Department Header Package	
All Quotes are in US Dollars and Valid until 12/31/2016	
Project Details	**One Time Fee**
Design & Project Overview	
• Department Header with three design revisions • Administration shared with parent site • Same template as parent site with a new banner • Same design elements and color scheme as parent site • Unique URL (reverts to parent site's URL when department is visited) • Variant global navigation (global navigation buttons are not changed, only the text is replaced) CivicPlus will develop recommended navigation for an additional fee. • Existing and future modules shared with parent site (selecting "View All" on a department calendar takes you to the parent site's calendar) • Shared site search (returns results from both sites) • Content developed out of the overall pages purchased for parent site. Additional content development can be purchased. • Training not included	$3,500
Total Project Development Fee	$3,500
First Year Annual Services Fee Server storage not to exceed 10 GB	Included
Total Fees Year 1	**$3,500**

Hosting fees for your department header package are subject to the renewal terms of the original contract between CivicPlus and Deer Park, TX. The Total Fees for Year 1 will be invoiced upon Signing. Invoicing for Year 2 Annual Services begins January 1, 2018. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a $5.00 convenience fee.

2nd Year and Beyond Annual Services Fee *Subject to annual increase of 5% year 3 and beyond*	**$650**

Annual Services Include the Following:		
Support	**Maintenance of CivicPlus Application & Modules**	**Hosting**
7-7 (CST) Mon-Fri (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response during Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Natural Gas Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

_____	_____
FORMALNAME	Date 10-24-16
_____	_____
CivicPlus	Date 10/28/2016

Sign and e-mail or Fax this Copy	**And – Mail Two (2) Signed Originals**
Attn: Contract Manager	CivicPlus Contract Manager
Email: SalesCoordinators@CivicPlus.com	317 Houston St., Suite E
Fax: 785-587-8951	Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the agreement back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

WEBSITE COMMITTEE MEETING AGENDA

February 2, 2017 – 10 A.M. TO 11 A.M.

CITY HALL COUNCIL CHAMBERS
710 E. SAN AUGUSTINE, DEER PARK, TX 77536

1. WELCOME AND INTRODUCTIONS

2. CALL TO ORDER

3. AGENDA ITEMS
   a. Review Civic Plus scope
   b. Usability assessment update
   c. The good, bad, ugly and enhancements needed for the current website.
   d. Project timeline

4. CLOSING
   a. Future agenda items
   b. Set next meeting date

5. ADJOURNMENT

CP Service & License Agreement for Deer Park, TX

Exhibit B – Redesign Details

CivicPlus Project Development Services & Scope of Services for
CP Basic Redesign

- New design
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will *not* be rewritten, reformatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct

Civic Plus Websites:

http://www.cityofmontrose.org/

http://www.spartanburgcounty.org/

http://www.gulfshoresal.gov/

https://www.banff.ca/

http://www.cityofirving.org/

http://snohomishcountywa.gov/

http://www.frederickco.gov/

http://www.wvc-ut.gov/

http://www.springfieldmo.gov/

https://www.bexar.org/

https://www.eugene-or.gov/

https://www.plano.gov/

https://www.athensclarkecounty.com/

http://www.beavertonoregon.gov/

http://www.oskaloosaiowa.org/

http://www.pueblo.us/

Products

CivicPlus Government Content Management System	Included
CivicReady Emergency Alerts System	Not included
CivicHR Applicant Tracking System	Not included
CivicHR Onboarding System	Not included
CivicHR Performance Management System	Not included
CivicMobile App	Not included

Modules

Agenda Center	Included
Alert Center	Included
Archive Center	Included
Bids	Included
Blog	Included
Resource Directory	Included
Calendar	Included
Citizen Request Tracker	Included
5 users	Included
Additional users	Not included
CivicMedia	Included
CivicMedia additional storage	Not included
CivicSend	Not included
Community Connection	Included
Community Voice	Included
Document Center	Included
ePayment Center	Included
Third-party processing fees	Not included
Facilities & Reservations	Included
FAQs	Included
Form Center	Included
Jobs	Included
Custom job application	Not included
My Dashboard	Included
News Flash	Included
Notify Me	Included
Unlimited email subscribers	Included
500 SMS (text) subscribers	Included
Additional SMS (text) subscribers	Not included
Photo Gallery	Included
Quick Links	Included
Real Estate Locator	Included
Spotlight	Included
Staff Directory	Included

Additional Functionality

Design Essentials	Included
Design Center Pro	Not included
Predictive site search	Included
Website statistics	Included
User administration / permissions levels	Included
Intranet capability	Included

Phase 0: Kickoff	
Biweekly project status updates	Included
Expedited timeline (less than 20 weeks)	Not included
Research Consulting	Not included
Project Kickoff Meeting (webinar)	Included
Phase 1: Planning	
Biweekly project status updates	Included
Align Consulting	Not included
Design Discovery Meeting (webinar)	Included
Navigate Consulting	Not included
Content Preparation Meeting (webinar)	Included
Phase 2: Design	
Biweekly project status updates	Included
Logo / Branding development	Not included
Layout and Color Proposal	Included
Design Presentation Meeting (webinar)	Included
1 initial design concept	Included
Additional design concepts	Not included
Design revisions prior to design approval	Included
Design revisions after website launch	Not included
Custom design options/ add ons	
Custom buttons for individual pages	Included
Custom banners for individual pages	Included
7 Department Header Packages	Included
Custom theme (colors, fonts) for department header packages	Not included
PSD design templates for site maintenance - banners, buttons, etc.	Included
Color palette reference guide	Included
Social media avatar	Included
Favicon Application	Included
Favicon Design	Not included
Phase 3: Development	
Biweekly project status updates	Included
Content copied from 1 domain / existing website URL	Included
Copy of content from additional URLs for Department Header Packages	Not included
Mobile-responsiveness for design	Included
Phase 4: Review	
Biweekly project status updates	Included
Website Review Meeting	Included
Redesign Refresh Webinar Training	Included
Onsite Training	Not included
Optimize Consulting	Not included

Phase 5: Go Live	
Biweekly project status updates	Included
Usability Consulting	Not included
Pre-Launch Meeting	Included
Domain purchase	Not included
DNS configuration for 1 domain name	Included
DNS configuration for additional domains	Not included
Wild card SSL certificate	Not included
Custom SSL certificate	Not included

Civic Plus Basic Redesign Scope

- New Design

- Redevelop Banner

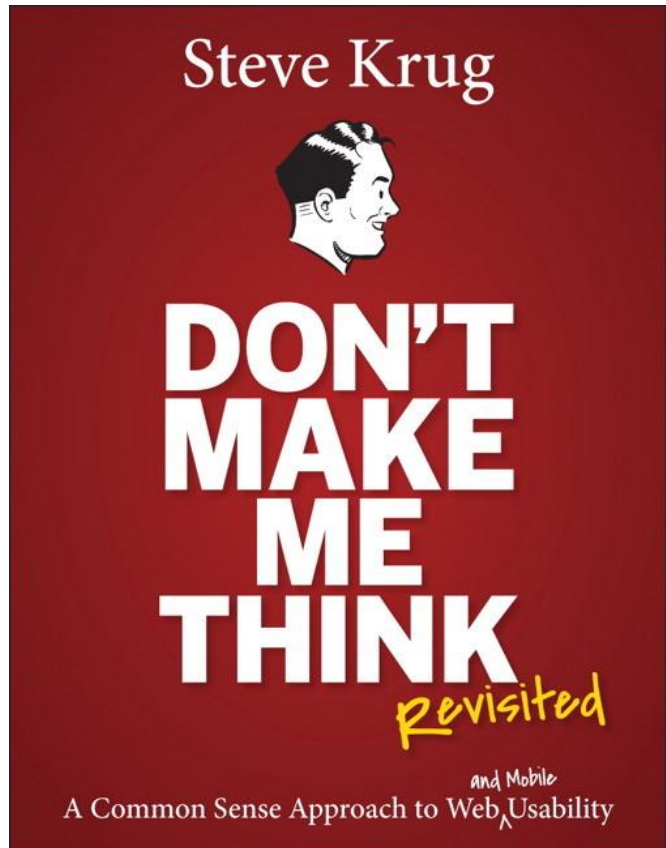- Redevelop Navigation Method

- Redevelop Graphic Elements of Website

City of Deer Park Web site usability assessment

A VERY QUICK OVERVIEW ABOUT A VERY EYE-OPENING PROCESS

Disclaimer:
We did not invent usability assessments...

Background research:
1. Research from at Texas Association of Municipal Information Officers case study
2. Material from Usability.gov – a site maintained by the U.S. Department of Health and Human Services
3. Two books by Steve Krug –
   1. Don't Make Me Think
   2. Rocket Surgery Made Easy

…we just adapted one to our site…

During the planning stages, we collected input from several groups including:

1. IT Department

2. Department Directors

3. Communications Committee

Purpose was to collect ideas for areas of improvement to the usability of the site, hopefully narrowing down processes/tasks that had historically resulted in the highest volume of customer calls or questions.

…resulting in a list of 10 volunteer tasks.

1. Find the City's **tax rate**.

2. What are the City's **rates for water and sewer**?

3. Find a copy of the City's **annual budget** and/or financial documents.

4. Locate the current **job openings** within the City of Deer Park.

5. Find more information on the Deer Park Police Department's **citizen programs**.

6. Find the City's Municipal **Code of Ordinances** Web site.

7. Sign up for a **Parks and Recreation program** through ActiveNet.

8. Locate an **agenda** for an upcoming City Council and/or Board meeting.

9. Find **contact information** for Norma's Country Dreams through the City site.

10. Find out which **day trash is picked** up in your neighborhood.

So who were our volunteers?

Active City 📘 **Users**

City Council member Rae Sinor

City Board/ Commission members

What was the general process?

We conducted about 15 assessments from

December 2016 – February 2017.

Each took between 30 minutes to one hour, allowing volunteers to complete the ten tasks and share impressions.

Assessments looked for: Process simplification, cross-linking potential, possible nomenclature changes,
and other areas of consideration.

Where do we go from here?

Our next steps are to:

1. Sort through our data

2. Find areas of possible adjustment

3. Confer with affected Departments/Web page managers

4. Integrate updates/ideas with the existing Web site redesign.

Questions?

Thank you!

City of Deer Park

710 E SAN AUGUSTINE
DEER PARK, TX 77536

Legislation Details (With Text)

File #:	DIS 17-015	**Version:** 1	**Name:**	
Type:	Discussion		**Status:**	Agenda Ready
File created:	2/10/2017		**In control:**	City Council Workshop
On agenda:	2/21/2017		**Final action:**	
Title:	Discussion of issues relating to the Fiscal Year 2017-2018 Budget Calendar.			
Sponsors:	City Manager's Office			
Indexes:				
Code sections:				
Attachments:	BudgetCalendarFY2017-2018_council+boards.Draft-Council			

Date	Ver.	Action By	Action	Result
2/21/2017	1	City Council Workshop		

Discussion of issues relating to the Fiscal Year 2017-2018 Budget Calendar.

Summary:

The current fiscal year began on October 1, 2016 and ends on September 30, 2017. The 2017-2018 fiscal year will begin on October 1, 2017. The process for developing a proposed FY 2017-2018 Budget will begin on March 27, 2017 with a Department Directors meeting regarding budget preparation and the budget process.

Attached is the proposed FY 2017-2018 Budget calendar. This calendar includes budget related workshops, meetings and hearings for the City staff, City Council, the CCPD Board, the FCPEMSD Board and the Deer Park Community Development Corporation Board. The schedule was designed to meet the requirements of the City Charter as well as applicable State statutes. The meeting dates involving the City Council are highlighted in yellow.

Fiscal/Budgetary Impact:

N/A

Discussion only.

CITY OF DEER PARK
BUDGET SCHEDULE FOR FY 2017-2018
(INCLUDES COUNCIL, CCPD, FCPEMSD & DPCDC)

Date	Time	Meeting Description
March 27	1:30 PM	Staff Meeting with Department Heads to discuss FY 2017-2018 budget process and distribute budget materials.
April 24	5:30 PM	DPCDC Board of Directors reviews preliminary FY 2017-2018 DPCDC Budget
May 1 - 25	TBD	City Manager/Assistant City Manager/Finance Director Meetings with Department Heads to discuss FY 2016-2017 budget estimates and FY 2017-2018 budget requests.
May 15	5:15 PM	CCPD Meeting – PD presents proposed CCPD budget to board. Board schedules public hearing on proposed budget *(Note: a P&Z Meeting is scheduled this evening.)*
May 15	5:45 PM	FCPEMSD Meeting – FD presents proposed FCPEMSD budget to board. Board schedules a public hearing on budget (Note: a P&Z Meeting is scheduled this evening.)
May 24		Notice for FCPEMSD public hearing on proposed FCPEMSD budget runs in newspaper.
May 24		Notice for CCPD public hearing on proposed CCPD budget runs in newspaper.
June 12	5:15 PM	CCPD public hearing on CCPD budget.
June 12	5:45 PM	FCPEMSD public hearing on FCPEMSD budget.
June 12	After P.H.	FCPEMSD budget workshop – (follows Public Hearing)
June 23	TBD	Distribute FY 2017-2018 Budget Workbooks to Council.
June 26	5:30 PM	City Council Budget Workshop.
June 27	5:30 PM	City Council Budget Workshop.
July 10	5:15 PM	CCPD Meeting to adopt CCPD budget. *(Board submits budget to Council)*
July 10	5:45 PM	FCPEMSD meeting to adopt FCPEMSD budget. *(Board submits budget to Council)*
July 18	7:30 PM	City Council calls for public hearing on proposed CCPD and FCPEMSD budgets.
July 24	5:30 PM	DPCDC adopts FY 2017-2018 Budget and submits to Council.
July 26		Notice for Council public hearing on CCPD budget runs in newspaper.
July 26		Notice for Council public hearing on FCPEMSD budget runs in newspaper.
July 31	5:30 PM	City Manager presents proposed budget to City Council. Council calls public hearing on proposed City budget. **(*Special Meeting*)**
August 9		Notice for Council public hearing on City budget runs in newspaper.
August 15	7:30 PM	Public Hearing on proposed City budget.
August 15	7:30 PM	Council workshop on FY 2017-2018 DPCDC Budget
August 15	7:30 PM	City Council public hearing on proposed CCPD budget. City Council approves or rejects the CCPD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 15	7:30 PM	City Council public hearing on proposed FCPEMSD budget. City Council approves or rejects the FCPEMSD Budget. If the governing body rejects the budget submitted by the board, the governing body and the board shall meet and together amend and approve the budget before the beginning of the fiscal year.
August 15	7:30 PM	City Council adopts FY 2017-2018 DPCDC Budget
Sept. 19	7:30 PM	City Council adopts FY 2017-2018 Budget.
Oct. 1		FY 2017-2018 begins.