



## City of Abilene City Council Agenda

Shane Price, Council Member  
Bruce Kreidler, Council Member  
Kyle McAlister, Council  
Member  
Robert Hanna, City Manager

Norm Archibald,  
Mayor

Anthony Williams, Mayor Pro-tem  
Jay Hardaway, Council Member  
Steve Savage, Council Member  
Stanley Smith, Interim City  
Attorney  
Danette Dunlap, City Secretary

**Notice is hereby given of a meeting of the City Council of City of Abilene to be held on Thursday, March 24, 2016 at 8:30 AM at 555 Walnut Street, for the purpose of considering the following agenda items. All agenda items are subject to action. The City Council reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.**

**1. CALL TO ORDER**

**2. INVOCATION**

1. Councilman Steve Savage

**3. PLEDGE TO THE UNITED STATES FLAG AND THE TEXAS FLAG**

**4. PRESENTATIONS, RECOGNITIONS, PROCLAMATIONS AND ANNOUNCEMENTS**

1. **Proclamation:** National Community Development Week
2. **Proclamation:** Lions White Cane Day
3. **Proclamation:** National Animal Control Officer Week
4. Presentation of the Commercial Business Outstanding Service Award to LaVoz 93.3
5. Presentation of the 2015 Lone Star Legacy Award for Grover Nelson Park

**5. MINUTES**

1. Approval of the minutes from the Regular Called Meeting March 10, 2016

**6. CONSENT AGENDA**

All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or Citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately.

1. **Ordinance:** *(First Reading)* **Z-2016-08** A request from Stripes West at I-20, agent Stripes LLC, to rezone property from AO (Agricultural Open Space) to GC (General Commercial) zoning, being approximately 10.01 acres located at the southwest corner of Interstate 20 & Loop 322; and setting a public hearing for April 14, 2016. *(Schoening)*
  2. **Ordinance:** On Appeal *(First Reading)* **Z-2016-09** A request from Stellar Development Company to rezone property from LI (Light Industrial) to GR (General Retail) zoning, located at 11 & 15 Windmill Cir; and setting a public hearing for April 28, 2016. *(Schoening)*
  3. **Ordinance:** *(First Reading)* **Z-2016-10** A request from Robert Martinez, to rezone property from PD-37 (Planned Development) & AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning, being approximately 49.03 acres located on the south side of the 4000-4200 Blocks of Forrest Hill Rd; and setting a public hearing for April 14, 2016. *(Schoening)*
  4. **Ordinance:** *(First Reading)* **Z-2016-11** A request from EHT to rezone property from AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning, being approximately 64.39 acres located at the southeast corner of Antilley Rd & Pebble Beach; and setting a public hearing for April 14, 2016. *(Schoening)*
  5. **Ordinance:** *(First Reading)* **Z-2016-12** A request from EHT to rezone property from AO (Agricultural Open Space) to RS-8 (Single-Family Residential) zoning, being approximately 117.16 acres and being all property on the east side of Hardwick Rd from 6449 to 7449 Hardwick Rd, not including 6749, 6815, & 7229 Hardwick Rd; and setting a public hearing for April 14, 2016. *(Schoening)*
  6. **Ordinance:** *(First Reading)* **Z-2016-13** A request from Timothy A. Richards to rezone property from AO (Agricultural Open Space) to LI (Light Industrial) & HI (Heavy Industrial) zoning, located at 3550 E. Hwy 80; and setting a public hearing for April 14, 2016. *(Schoening)*
  7. **Resolution:** Authorizing the City Manager to execute an agreement with Restroom Facilities Ltd through BuyBoard contract #423-13 for the purchase of two restrooms to be located with the two new splash pads. *(Andrews)*
  8. **Resolution:** Approving the Strategic Plan for the Abilene Public Library. *(Andrews)*
  9. **Resolution:** Authorizing an Amendment to the on demand contract with Jacob and Martin, Ltd. for Engineering Services for Industrial Boulevard Water Line Replacement, between Danville Street and Treadaway Boulevard. *(Taylor)*
  10. **Resolution:** Award of bid for the CityLink roof replacement. *(Dolton)*
- 7. REGULAR AGENDA - ORDINANCES AND PUBLIC HEARINGS - RESOLUTIONS**
1. **Resolution:** Authorizing the City Manager to negotiate and execute an agreement with Speed Fab-Crete in an amount not to exceed \$427,125 to provide Construction Manager at Risk (CMAR) services, including the Preconstruction Fee for Station 4 and Construction Phase Fee for Fire Stations 3, 4, and 7. *(Bell)*
  2. **Resolution:** Authorizing the City Manager to enter into an agreement with Iteris,

Inc. for the City of Abilene Signal System Upgrade 2015 bond projects. **(Rice)**

3. **Resolution:** Authorizing the City Manager to enter into a Professional Engineering Services agreement with eHT for the design of the Central Business District (CBD) Concrete Streets project. **(Rice)**
4. **Resolution:** Authorizing the City Manager to execute a Memorandum of "Agreement" between the City of Abilene and the Abilene Youth Sports Authority (AYSA) for the lease of real property and construction of a youth sports facility **(Childers)**
5. **Resolution:** Award of Bid - Contract for Printing and copy services. **(Rains)**

## **8. EXECUTIVE SESSION**

**The City Council of the City of Abilene reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code Sections**

- 1. 551.071 (Consultation with Attorney)**
- 2. 551.072 (Deliberations about Real Property)**
- 3. 551.073 (Deliberations about Gifts and Donations),**
- 4. 551.074 (Personnel Matters)**
- 5. 551.087 (Business Prospect/Economic Development)**
- 6.. 551.076 (Deliberations about Security Devices)**

## **9. RECONVENE**

1. Any action if needed from Executive Session

## **10. REGULAR AGENDA**

1. **Resolution:** Development Corporation Of Abilene (DCOA) Funding Support for a New Texas State Technical College (TSTC) Abilene Campus. **(Sharp)**

## **11. ADJOURNMENT**

*In compliance with the Americans with Disabilities Act, the City of Abilene will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact Danette Dunlap, City Secretary, at 325-676-6202.*

## **CERTIFICATION**

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of the City of Abilene, Texas, on the \_\_\_\_\_ day of March, 2016, at \_\_\_\_\_.

*Danette Dunlap, TRMC, CPM*  
City Secretary

## **EXECUTIVE SESSION**

### **(Consultation with Attorney) Section 551.071**

The following pending litigation subjects which may be discussed are:

- 1) City of Abilene, Texas v. Aurora Bumgarner; 104th Judicial District Court, Taylor County, Texas; filed November 17, 2011

- 2) Tammy Cass, et al. v. City of Abilene, et al.; No. 1:13-CV-00177-C; In the United States District Court, Northern District of Texas, Abilene Division, filed October 24, 2013
- 3) Joyce Janette Riddle v. City of Abilene; Cause No. 48519-A; 42nd Judicial District Court, Taylor County, Texas, served October 31, 2013
- 4) Chad Carter v. City of Abilene, Texas; Cause No. 10138-D, In the 350th Judicial District Court, Taylor County, Texas, filed June 17, 2014
- 5) Gary Lee and Marilu Lee Corpian v. City of Abilene, Cause No. 48,766-A in the 42nd District Court 2015
- 6) Margarita Mitchell, et al. v. The City of Abilene, et al., filed in the 350th Judicial District Court, Taylor County, Texas, on October 21, 2015
- 7) Susan Lewis King & Austin King MD vs Ken Paxton, Attorney General of Texas and the City of Abilene. Cause No. D-1-GN-16-001160

**(Personnel) Section 551.074**

City Council may consider appointment, employment, reassignment, duties, discipline, or dismissal of public officers or employees, City Manager, City Attorney, Municipal Court Judge, City Secretary, and City Board and Commission Members. The following Boards and Commissions may be discussed:

Abilene Economic Development Company, Inc.  
Abilene Health Facilities Development Corp.  
Abilene Higher Education Facilities Corporation  
Abilene-Taylor County Events Venue District  
Board of Adjustments  
Board of Building Standards  
Civic Abilene, Inc.  
Civil Service Commission  
Development Corporation of Abilene, Inc.  
Friends of Safety City Board  
Frontier Texas! Board of Directors  
Abilene Housing Authority  
Landmarks Commission  
Library Board  
Local Redevelopment Authority  
Mechanical/Plumbing/Electrical & Swimming Pool Board of Appeals  
Mental Health-Mental Retardation Board of Trustees  
9-1-1 Emergency Communications District Board of Managers  
Parks & Recreation Board  
Planning and Zoning Commission  
Taylor County Appraisal District  
West Central Texas Municipal Water District  
Tax Increment Reinvestment Zone Board

**(Real Property) Section 551.072**

- A) Discussion regarding property adjoining 517 N Pioneer Drive

**(Business Prospect/Economic Development) Section 551.087**



A) Development Corporation of Abilene funding support for a new Texas State Technical College (TSTC) Abilene campus.

**(Deliberations about Gifts and Donations) Section 551.073**

**(Deliberations about Security Devices) Section 551.076**



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Lesli Andrews, Director of Community Services**

**SUBJECT: Presentation of the Commercial Business Outstanding Service Award to LaVoz 93.3**

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**GENERAL INFORMATION**

The Abilene Recreation Division and La Voz 93.3 FM is a locally owned radio station was recently awarded with the Commercial Business Outstanding Service Award. The station owner, Pete Garcia and his team have played an integral part in the success of the Abilene Recreation Division events and programs. They have provided manpower to volunteer at various Recreation events, assisted in generating buzz for the Recreation Division through Social Media, and have given employees on air access to promote special needs or events. These free services have allowed the Recreation Division to increase attendance at special events, recruit more candidates for employment, and have an avenue to market new events and programs. The staff of La Voz has a passion for quality of life programs and with their volunteer efforts Abilene has an unlimited sky. The Recreation staff accepted the awarded on behalf of LaVoz Radio at the Texas Recreation and Park Society Expo.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

**BOARD OR COMMISSION RECOMMENDATION**



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Lesli Andrews, Director of Community Services**

**SUBJECT: Presentation of the 2015 Lone Star Legacy Award for Grover Nelson Park**

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**GENERAL INFORMATION**

Grover Nelson Park was recently awarded with Lone Star Legacy distinction. This award was presented to staff at the 2016 Texas Recreation and Park Society Expo. A Lone Star Legacy Park is classified as a park that holds special prominence in the local community and the state of Texas. To qualify for consideration, the park must have endured the test of time and become iconic to those who have visited, played and rested on its grounds. Parks must be a minimum of 50 years old to qualify for this award. There are currently 33 Lone Star Parks in Texas and this is Abilene's 2<sup>nd</sup> park to receive this distinction, Rose Park was recognized in 2014.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

**BOARD OR COMMISSION RECOMMENDATION**



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Dana Schoening, Director Planning & Development Services**

**SUBJECT: Ordinance: (First Reading) Z-2016-08 A request from Stripes West at I-20, agent Stripes LLC, to rezone property from AO (Agricultural Open Space) to GC (General Commercial) zoning, being approximately 10.01 acres located at the southwest corner of Interstate 20 & Loop 322; and setting a public hearing for April 14, 2016. *(Schoening)***

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**GENERAL INFORMATION**

Currently the property is undeveloped. The adjacent properties are also largely undeveloped with only a few businesses & homes nearby. The applicant is proposing to develop a large fuel sales & convenience store development. Due to its location at the intersection of 2 expressways, the site will cater to large trucks in addition to passenger vehicles.

The Future Land Use section of the Comprehensive Plan designates this general area as low density residential with open space. Interstate 20 & Loop 322 are both designated as 'expressway' on the Master Thoroughfare Plan. EN 10<sup>th</sup> St is designated as an 'arterial' roadway and an 'enhancement corridor'. The property just outside of the 'Gateway/Business- Industrial' area located further east along I-20. It is anticipated that this area will develop as a retail/commercial node. The intersection of the 2 expressways and an arterial street creates a node that lends itself to future office & retail uses. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

Staff recommends approval as requested.

**BOARD OR COMMISSION RECOMMENDATION**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk,

Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**ATTACHMENTS:**

Description	Type
▣ Ordinance Cover	Ordinance
▣ Ordinance Exhibit	Ordinance
▣ Staff Report with Maps	Backup Material

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:

PART 1: That Chapter 23, part known as the Land Development Code of the City of Abilene, is hereby amended by changing the zoning district boundaries as set out in Exhibit "A," attached hereto and made a part of this ordinance for all purposes.

PART 2: That any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

PART 3: That the Planning Director be, and is hereby authorized and directed to change the official Zoning Map of the City of Abilene to correctly reflect the amendments thereto.

PASSED ON FIRST READING this 24<sup>th</sup> day of March, A.D. 2016.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 19<sup>th</sup> day of February 2016, the same being more than fifteen (15) days prior to a public hearing to be held in the Council Chamber of the City Hall in Abilene, Texas, at 8:30 a.m., on the 14<sup>th</sup> day of April, 2016 to permit the public to be heard prior to final consideration of this ordinance. Said ordinance, being a penal ordinance, becomes effective ten (10) days after its publication in the newspaper, as provided by Section 19 of the Charter of the City of Abilene.

PASSED ON SECOND AND FINAL READING THIS 14<sup>th</sup> day of April, A.D. 2016.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

APPROVED:

\_\_\_\_\_  
CITY ATTORNEY

ORDINANCE NO. \_\_\_\_\_

EXHIBIT "A"

Rezone property from AO (Agricultural Open Space) to GC (General Commercial) zoning.

Legal Description:

A1431 SUR 32 B A L SE/4, ACRES 9.73



Location:

Being ±10.01 acres located at the southwest corner of Interstate 20 & Loop 322

-END-

# ZONING CASE Z-2016-08

## STAFF REPORT



### APPLICANT INFORMATION:

Stripes West at I-20

Agent: Stripes LLC

### HEARING DATES:

P & Z Commission: March 7, 2016

City Council 1<sup>st</sup> Reading: March 24, 2016

City Council 2<sup>nd</sup> Reading: April 14, 2016

### LOCATION:

Being approximately 10.01 acres located at the southwest corner of Interstate 20 & Loop 322

### REQUESTED ACTION:

Rezone property from AO (Agricultural Open Space) to GC (General Commercial) zoning



### SITE CHARACTERISTICS:

The subject parcel totals approximately 10.01 acres and is currently zoned AO. It is currently undeveloped and proposed to be a large fuel sales & convenience store development. The adjacent properties are zoned AO to the west and GC to the south. The property across Loop 322 to the east is zoned AO. There is a mix of AO, GC, GR (General Retail), & LI (Light Industrial) across Interstate 20.

### ZONING HISTORY:

The property was annexed in 1964 and zoned AO at that time.

### ANALYSIS:

#### • Current Planning Analysis

Currently the property is undeveloped. The adjacent properties are also largely undeveloped with only a few businesses & homes nearby. The applicant is proposing to develop a large fuel sales & convenience store development. Due to its location at the intersection of 2 expressways, the site will cater to large trucks in addition to passenger vehicles.

#### • Comprehensive Planning Analysis

The Future Land Use section of the Comprehensive Plan designates this general area as low density residential with open space. Interstate 20 & Loop 322 are both designated as 'expressway' on the Master Thoroughfare Plan. EN 10<sup>th</sup> St is designated as an 'arterial' roadway and an 'enhancement corridor'. The property just outside of the 'Gateway/Business-Industrial' area located further east along I-20. It is anticipated that this area will develop as a retail/commercial node. The intersection of the 2 expressways and an arterial street creates a node that lends itself to future office & retail uses. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.



**PLANNING STAFF RECOMMENDATION:**

Staff recommends approval as requested.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

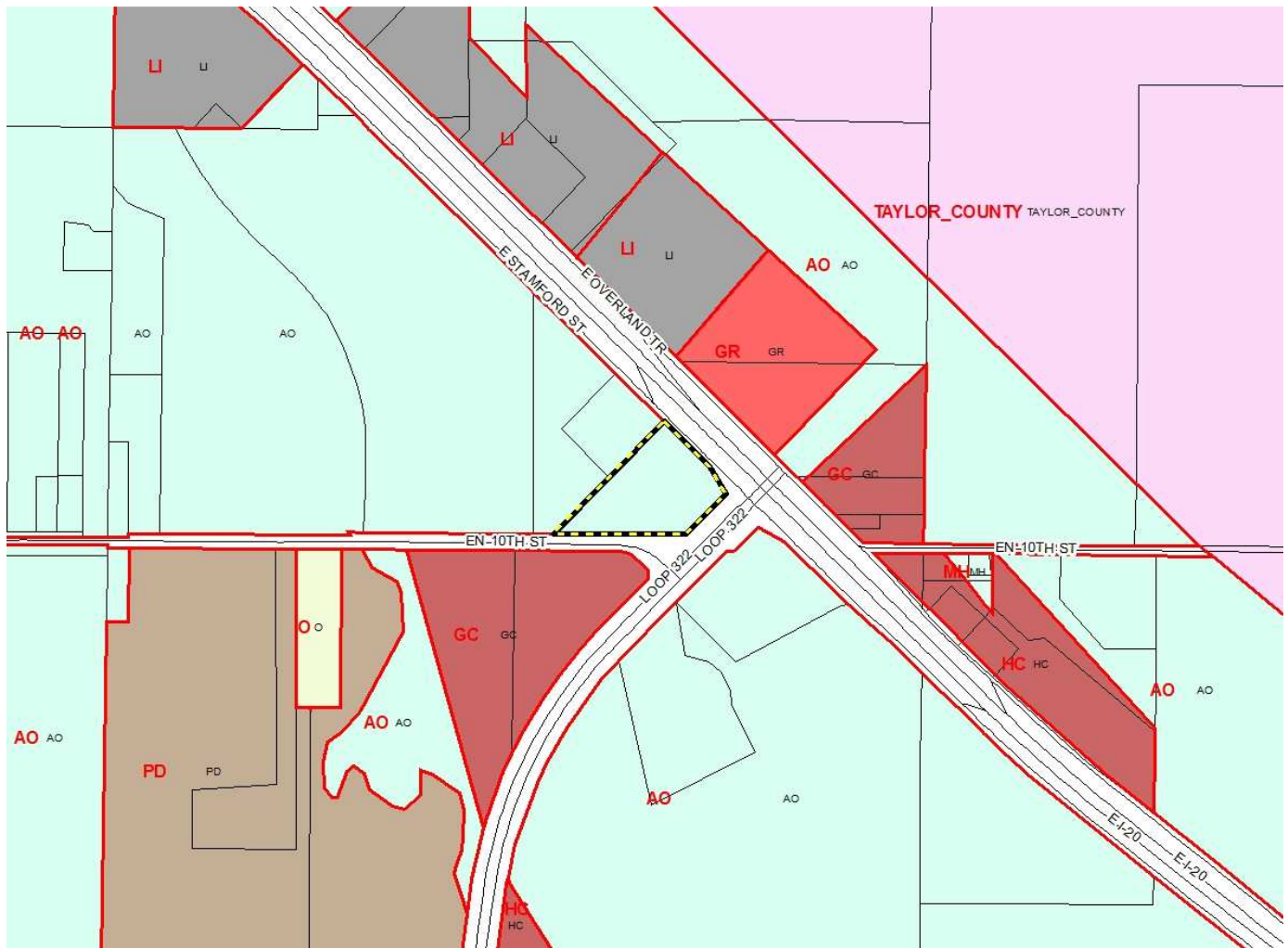
**NOTIFICATION:**

Property owners within a 200-foot radius were notified of the request.

OWNER	ADDRESS	RESPONSE
LEIJA LETICIA	2601 E STAMFORD ST	
FIRST FINANCIAL TRUST & ASSET	2401 E STAMFORD ST	
ABILENE CHRISTIAN UNIVERSITY		
FIRST FINANCIAL TRUST & ASSET	2598 EN 10TH ST	
TOWN & COUNTRY FOOD STORES INC		

0 in Favor- **Y**  
0 Opposed- **N**













**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Dana Schoening, Director Planning & Development Services**

**SUBJECT: Ordinance: On Appeal (First Reading) Z-2016-09 A request from Stellar Development Company to rezone property from LI (Light Industrial) to GR (General Retail) zoning, located at 11 & 15 Windmill Cir; and setting a public hearing for April 28, 2016. (Schoening)**

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**GENERAL INFORMATION**

Currently the property is undeveloped. The adjacent properties are halfway developed with industrial uses to the south & west and a mix of retail & services uses to the north. The newer Sam's Club business is located due north from this site. Abilene Regional Hospital is located nearby to the south. The applicant is proposing to develop a tax-credit apartment complex. Due to its location just off the freeway, the site will have adequate access.

The Future Land Use section of the Comprehensive Plan designates this general area as part of a 'Gateway/Mixed Use' area with the primary focus at the intersection of Beltway S. and Hwy 83/84 but extending north along the highway to include this area. Additionally, a 'Special Activity Center' is designated at the intersection of Antilley Rd & Hwy 83/84 where the hospital is located. This area is slowly transitioning away from the industrial zoning to a retail/commercial area. The location just off the highway and its proximity to the Sam's Club and the hospital lends itself to future multi-family, office & retail uses. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**SPECIAL CONSIDERATIONS**

As provided for in City of Abilene Land Development Code Article 4, Division 1, Section 1.4.1.3(I)(1), when a written protest against the amendment is signed by the owners of twenty percent (20%) or more of either the area of the lots or land covered by the proposed change, or the area of the lots or land immediately adjoining the area covered by the proposed change and extending two hundred feet (200') from that area, a zoning amendment shall not become effective except by the favorable vote of three fourths of all members of the City Council.

Regarding this particular rezoning item, three property owners have opposed the rezoning. Together these property owners constitute 39% of the land area within the radius area. The 200' radius area is the legally defined public notification area as provided for in Land Development Code and Texas State Statutes for rezoning applications. Therefore, because opposition is from 20% or more of land area in the public notification area, a super-majority vote of the City Council is required to approve an ordinance for this rezoning item.

For explanation on the 200' radius area constituting the public notification area, the radius begins at the property line of the property proposed for rezoning. The actual property area proposed for rezoning is not included as part of the public notification area. Only the 200' radius area constitutes the public notification area, therefore the portion of the three properties located within the 200' radius area constitutes over 20% of the total land area that defines the 200' radius area.

### **FUNDING/FISCAL IMPACT**

### **STAFF RECOMMENDATION**

Staff recommends approval as requested.

### **BOARD OR COMMISSION RECOMMENDATION**

The Planning and Zoning Commission recommends **denial** by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

### **ATTACHMENTS:**

Description	Type
▣ Ord Cover Updated	Cover Memo
▣ Ordinance Exhibit	Ordinance
▣ Staff Report with Maps	Backup Material
▣ Surrounding Property Owner Responses within 200 feet	Backup Material
▣ All Surrounding Property Owner Responses	Backup Material
▣ Appeal Letter	Backup Material

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:

PART 1: That Chapter 23, part known as the Land Development Code of the City of Abilene, is hereby amended by changing the zoning district boundaries as set out in Exhibit "A," attached hereto and made a part of this ordinance for all purposes.

PART 2: That any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

PART 3: That the Planning Director be, and is hereby authorized and directed to change the official Zoning Map of the City of Abilene to correctly reflect the amendments thereto.

PASSED ON FIRST READING this 24<sup>th</sup> day of March, A.D. 2016.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 19<sup>th</sup> day of February 2016, the same being more than fifteen (15) days prior to a public hearing to be held in the Council Chamber of the City Hall in Abilene, Texas, at 8:30 a.m., on the 28<sup>th</sup> day of April, 2016 to permit the public to be heard prior to final consideration of this ordinance. Said ordinance, being a penal ordinance, becomes effective ten (10) days after its publication in the newspaper, as provided by Section 19 of the Charter of the City of Abilene.

PASSED ON SECOND AND FINAL READING THIS 28<sup>th</sup> day of April, A.D. 2016.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

APPROVED:

\_\_\_\_\_  
CITY ATTORNEY



ORDINANCE NO. \_\_\_\_\_

EXHIBIT "A"

Rezone property from LI (Light Industrial) to GR (General Retail) zoning.

Legal Description:

WINDMILL ACRES, BLOCK A, LOT 111 REP  
WINDMILL ACRES, BLOCK A, LOT 112 REP



Location:  
11 & 15 Windmill Cir

-END-

# ZONING CASE Z-2016-09

## STAFF REPORT



### APPLICANT INFORMATION:

Stellar Development Company

### HEARING DATES:

P & Z Commission: March 7, 2016

City Council 1<sup>st</sup> Reading: March 24, 2016

City Council 2<sup>nd</sup> Reading: April 14, 2016

### LOCATION:

11 & 15 Windmill Cir

### REQUESTED ACTION:

Rezone property from LI (Light Industrial) to GR (General Retail) zoning



### SITE CHARACTERISTICS:

The subject parcel totals approximately 2.51 acres and is currently zoned LI. It is undeveloped and proposed to be a tax-credit apartment project. The adjacent properties are zoned PD (Planned Development) & GC (General Commercial) to the north, GR to the east, LI & GC to the south, and LI to the west.

### ZONING HISTORY:

The property was annexed in 1978 and zoned LI in 1979.

### ANALYSIS:

#### • Current Planning Analysis

Currently the property is undeveloped. The adjacent properties are halfway developed with industrial uses to the south & west and a mix of retail & services uses to the north. The newer Sam's Club business is located due north from this site. Abilene Regional Hospital is located nearby to the south. The applicant is proposing to develop a tax-credit apartment complex. Due to its location just off the freeway, the site will have adequate access.

#### • Comprehensive Planning Analysis

The Future Land Use section of the Comprehensive Plan designates this general area as part of a 'Gateway/Mixed Use' area with the primary focus at the intersection of Beltway S. and Hwy 83/84 but extending north along the highway to include this area. Additionally, a 'Special Activity Center' is designated at the intersection of Antilley Rd & Hwy 83/84 where the hospital is located. This area is slowly transitioning away from the industrial zoning to a retail/commercial area. The location just off the highway and its proximity to the Sam's Club and the hospital lends itself to future multi-family, office & retail uses. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**PLANNING STAFF RECOMMENDATION:**

Staff recommends approval as requested.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

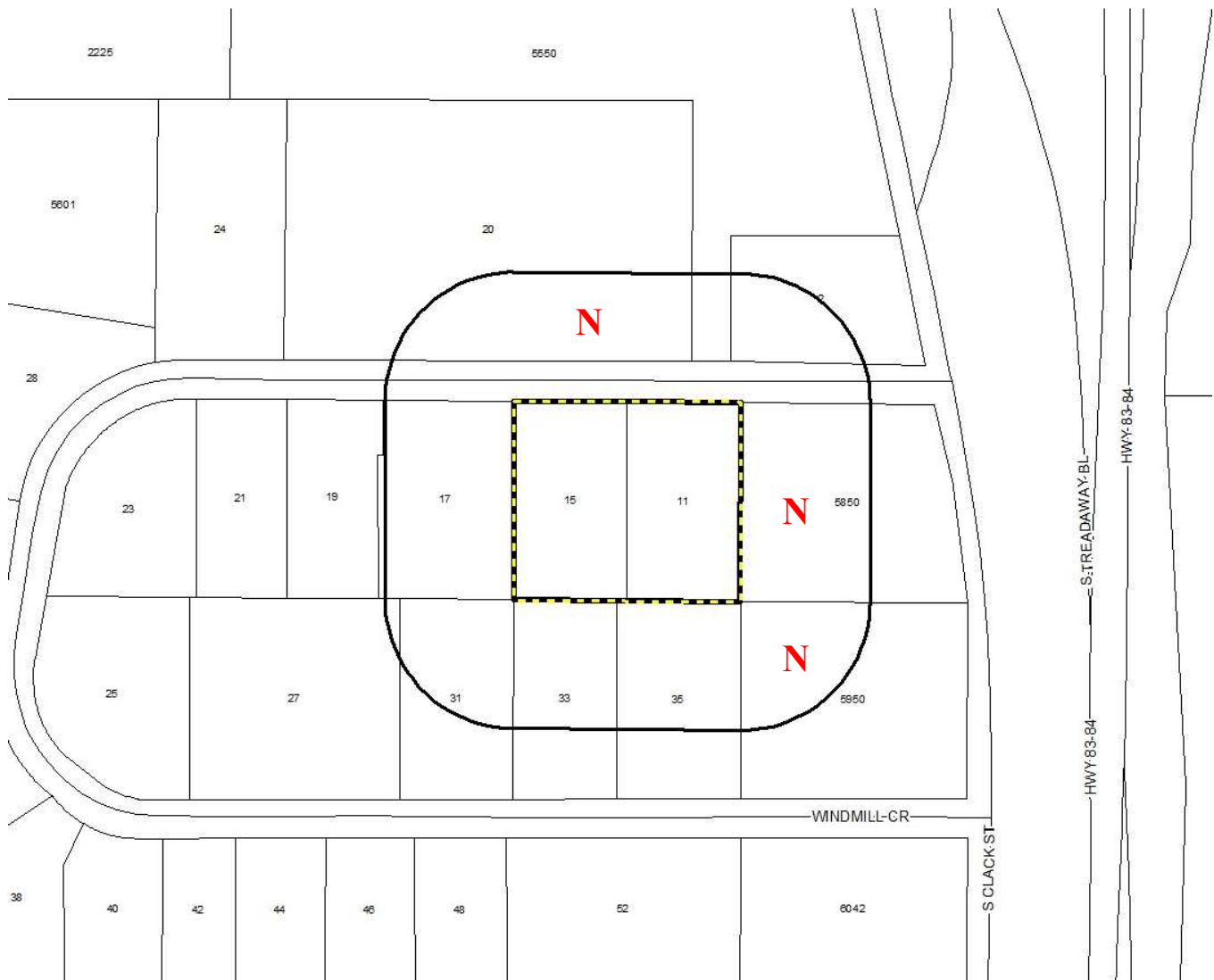
The Planning and Zoning Commission recommends denial by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

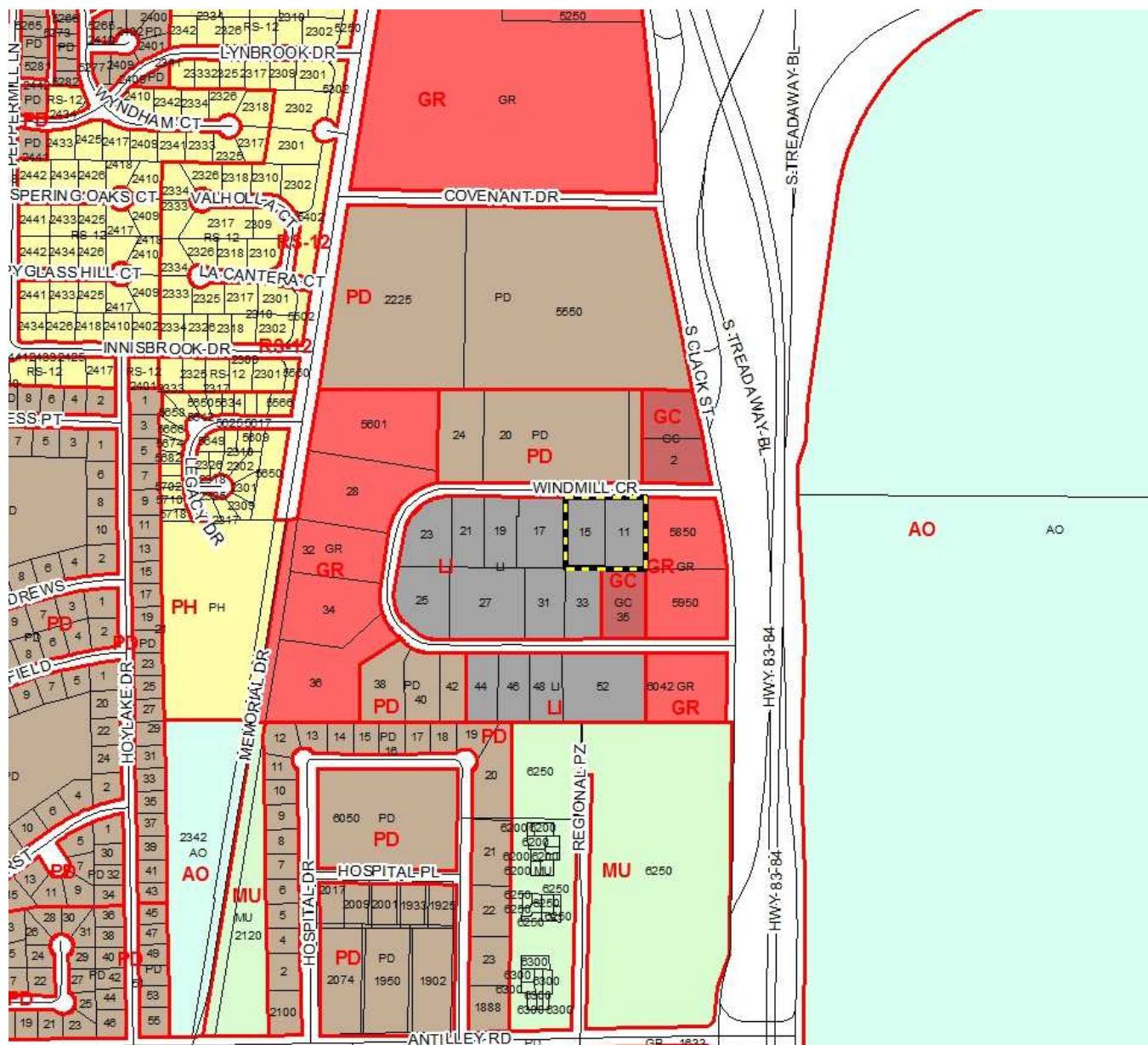
**NOTIFICATION:**

Property owners within a 200-foot radius were notified of the request.

OWNER	ADDRESS	RESPONSE
HASTEN FAMILY INVESTMENTS LTD	27 WINDMILL CR	
PICKENS REX F	31 WINDMILL CR	
KAERWER FLOYD	15 WINDMILL CR	
PRICE DALE K & JANICE W	2 WINDMILL CR	
WINDMILL CIRCLE PARTNERS LP	5950 S CLACK ST	Opposed
ADAMS LYNN	17 WINDMILL CR	
RANDELL DAVID J	33 WINDMILL CR	
RANDELL DAVID J	35 WINDMILL CR	
WINDMILL CIRCLE PARTNERS LP	5850 S CLACK ST	Opposed
KAERWER FLOYD	11 WINDMILL CR	
STORAGE EVOLUTION LTD	20 WINDMILL CR	Opposed
SAMS REAL ESTATE BUSINESS TR	5550 S CLACK ST	

0 in Favor- **Y**  
3 Opposed- **N**











For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: WINDMILL CIRCLE PARTNERS LP

Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242

email: tconder@Condercompany.com

I am in favor ☐

I am opposed ☒

Additional Comments:

*This would constitute "spot" zoning and would be in contradiction to past city policy.*

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: STORAGE EVOLUTION LTD

Address: 20 WINDMILL CR

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242

email:

I am in favor ☐

I am opposed ☒

Additional Comments:

*I am against any subsidized or low income projects in this area. This is typically a very nicely developed high end area with higher income demographics.*  
*Richard Keller*



For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5950 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

I BELIEVE THIS TO BE AN IMPROPER REQUEST. WHY WOULD A DEVELOPER WANT TO DEVELOP IN AN AREA DOMINATED BY LIGHT INDUSTRIAL USES?

## **Bryner, Ben**

---

**From:** Tony Conder <tconder@condercompany.com>  
**Sent:** Monday, February 29, 2016 3:05 PM  
**To:** Bryner, Ben; Reports, Planning  
**Subject:** Zoning Opposition Z-2016-09

To whom it may concern:

I am opposed to the zoning request by Stellar Development to rezone property along Windmill Circle to General Retail for use as a multifamily project. The area is dominated by light industrial uses and is not suitable for a residential community. I have been developing in this sector of the city for over a decade and this request is not congruent with the uses of the property as developed or as anticipated to be developed. I own and/or represent the ownership for the approximately 38 acres located north of Sam's Wholesale owned by Village Investment Partners, LP, 2317 Preston Trail, 2301 Hilton Head, and the property along Clack and Windmill Circle owned by Windmill Circle Partners, LP.

I appreciate your consideration and respectfully request denial of the application.

Best regards,

Tony Conder

The Conder Company  
4150 Southwest Drive  
Suite 210  
Abilene, Texas 79606

Phone 325-692-9141  
Fax 325-692-9321



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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

Betty Pierce  
2325 Lynbrook Dr.  
79606

I am in favor ☐

I am opposed ☒

Additional Comments:

Traffic is already a nightmare at that exit location. This would be totally unacceptable. Please do not further degrade our neighborhood

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

We are very opposed to the request for this zoning change. We live in the nearby neighborhood "Waterside at Wyndham" and feel this zoning change would not be for the best interest of our neighborhood or the surrounding neighborhoods.

Robert & Karla Hamil  
5253 Willow Wood Dr.  
Abilene TX 79606

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Eric Zavaleta  
2301 Lynbrook Dr.  
Abilene, TX 79606  
512-632-2535  
e24013@hotmail.com

I strongly oppose this zoning change. Stellar's interest in an "affordable housing" project in this area will have detrimental effects on my neighborhood and property. Stellar is a low-income, tax credit, multifamily developer and their interest in spot zoning this land to fulfill their purposes is not acceptable. I strongly suggest their request be denied.

CASE #: Z-2016-09

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

I strongly disagree with spot zoning this property for this purpose. *[Signature]* 3/2/16

Tarrance Parish  
2442 Whispering Oaks Ct.  
Ab. TX 79606 - 325-665-7601

CASE #: Z-2016-09

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Richard Wolfe  
2418 Whispering Oaks Ct.

That is a terrible place for apartments. It will increase the traffic in our neighborhood since there is only one-way access down Clack. Plus, the offramp from Treadaway is bad enough now with people stopping on it to turn on Windmill. With a 100 or more residents, that would only get worse.

CASE #: Z-2016-09

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[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Katie Wick  
2410 Wyndham Ct.  
Abilene 79606

We live on Wyndham Ct near where this housing project would go in, and this would very negatively impact our property values. D.

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Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

MARK ALDRIDGE  
2317 LACANTERA CT.  
ABILENE, TX 79606

THERE IS A GREAT DEAL OF COMMERCIAL TRAFFIC GOING DOWN THIS STREET. ADDING MULTI-FAMILY UNITS TO THIS AREA WOULD NOT BE GOOD.

CASE #: Z-2016-09

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Address: 20 WINDMILL CR

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

I am against any subsidized or low income projects in this area. This is typically a very nicely developed high end area with higher income demographics.  
Richard Keller

CASE #: Z-2016-09

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242

email: [burchell@bdlmTexas.com](mailto:burchell@bdlmTexas.com)

I am in favor ☐  
Additional Comments:

I am opposed ☒

I do not understand why a developer would want to put in a "Low Income" housing development in an area which is primarily light industrial & commercial businesses.

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[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

Robert Og  
2326 Fifthman  
Abilene, TX  
79606

I am in favor ☐

I am opposed ☒

Additional Comments:

This is absurd !! This is NOT a residential area - I work @ the hospital - This will be a nightmare in traffic, SAMS, Ambulances, Kids in streets - You have got to be kidding, - Madler

CASE #: Z-2016-09

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

I BELIEVE THIS TO BE AN IMPROPER REQUEST. WHY WOULD A DEVELOPER WANT TO DEVELOP IN AN AREA DOMINATED BY LIGHT INDUSTRIAL USES?

CASE #: Z-2016-09

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242

email: [tconder@Condercompany.com](mailto:tconder@Condercompany.com)

I am in favor ☐

I am opposed ☒

Additional Comments:

This would constitute "spot" zoning and would be in contradiction to past city policy.



CITY OF  
ABILENE

WINDMILL CIRCLE PARTNERS LP  
4150 SOUTHWEST DR  
STE 210  
ABILENE, TX 79606-2292

NOTICE OF PUBLIC HEARING

RE: Rezoning Application Number Z-2016-09

2/25/2016

The Planning and Zoning Commission will hold a public hearing on **Monday, March 7, 2016**, at **1:30 PM**, in the City Council Chambers, 2nd Floor, City Hall, N. 5<sup>th</sup> and Walnut Streets, for the purpose of considering a request from Stellar Development Company to rezone property from LI (Light Industrial) to GR (General Retail) zoning, located at 11 & 15 Windmill Cir.

This hearing is open to any interested person. Opinions, objections and/or comments relative to this matter may be expressed in writing or in person at the hearing. At the bottom of this letter is a form that you may cut off, fill out, and mail. Comments are also accepted by email or fax as listed below.

The attached map shows the area of the request. Only that area which is bounded by the cross-hatched line on the map is being considered for rezoning. The solid boundary line around the subject area is only a notification area. If approved by the Planning and Zoning Commission or if denied and appealed to the City Council within the specified ten day period, this case will be heard by the City Council for 2<sup>nd</sup> and Final Reading with a public hearing on **April 14, 2016**, at 8:30 a.m., City Council Chambers, 2nd Floor, City Hall.

---

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

I would like to let you know that we do not support this spot re-zoning. I question a company and a commission that would develop a residential property in an industrial area. Please reconsider your decision.  
Scott & Sondi Chapel  
2342 Lynbrook Dr / Abilene

**Boarts, Donna**

---

**From:** Kevin Carlton <klcortho@att.net>  
**Sent:** Sunday, March 6, 2016 10:17 PM  
**To:** Reports, Planning  
**Subject:** Case# Z-2016-09

To whom it my concern,

I will not be able to attend the public hearing on Monday, March 7, 2016 at 1:30 pm. However, I am very much AGAINST rezoning the land located at 11 & 15 Windmill Circle. It is my understanding that Stellar Development Company plans to build "affordable housing" on that property. I do not see the benefit to changing the current commercial zoning to allow multi-family dwellings in this area. Being so close to Abilene Regional and other professional health care offices, I believe the area should be developed with more professional or commercial offices.

Thank you for your attention to this matter, Kevin Carlton, DDS, MS

Sent from my iPad

---

**Boarts, Donna**

---

**From:** Eric Gillis <ekgillis@me.com>  
**Sent:** Friday, March 4, 2016 12:15 PM  
**To:** Reports, Planning  
**Subject:** Zoning change

I am writing this to OPPOSE the zoning change on Windmill Circle. As a resident of Wyndam, this brings down my property values. There is a lot of land in ABilene, place this low income housing property elsewhere. Putting it here would be POOR PLANNING on the part of the City of Abilene.

Katie Gillis

Sent from my iPhone



## Boarts, Donna

---

**From:** Peter Lauve <plauve@cbsins.com>  
**Sent:** Monday, February 29, 2016 4:00 PM  
**To:** Reports, Planning  
**Subject:** Case#: Z-2016-09

I oppose the proposal to rezone this property from Light Industrial to General Retail. It is an isolated, geographically landlocked industrial area that has no potential for residential density. The area is appropriately zoned LI, and should remain so.

*Peter C. Lauve, CPCU*



[www.cbsins.com](http://www.cbsins.com)  
3005 S. Treadaway  
Abilene, TX 79602  
(325) 695-0222 ph  
(325) 695-0228 fx

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## **Boarts, Donna**

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**From:** Tony Conder <tconder@condercompany.com>  
**Sent:** Monday, February 29, 2016 3:05 PM  
**To:** Bryner, Ben; Reports, Planning  
**Subject:** Zoning Opposition Z-2016-09

To whom it may concern:

I am opposed to the zoning request by Stellar Development to rezone property along Windmill Circle to General Retail for use as a multifamily project. The area is dominated by light industrial uses and is not suitable for a residential community. I have been developing in this sector of the city for over a decade and this request is not congruent with the uses of the property as developed or as anticipated to be developed. I own and/or represent the ownership for the approximately 38 acres located north of Sam's Wholesale owned by Village Investment Partners, LP, 2317 Preston Trail, 2301 Hilton Head, and the property along Clack and Windmill Circle owned by Windmill Circle Partners, LP.

I appreciate your consideration and respectfully request denial of the application.

Best regards,

Tony Conder

The Conder Company  
4150 Southwest Drive  
Suite 210  
Abilene, Texas 79606

Phone 325-692-9141  
Fax 325-692-9321



## **Bryner, Ben**

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**From:** Reports, Planning  
**Sent:** Monday, March 07, 2016 11:35 AM  
**To:** Bryner, Ben  
**Subject:** FW: Case# Z-2016-09

-----Original Message-----

**From:** Shanna Viola [mailto:ssviola@yahoo.com]  
**Sent:** Monday, March 7, 2016 11:24 AM  
**To:** Reports, Planning  
**Subject:** Case# Z-2016-09

I am emailing you about my concerns for proposed land development for multifamily housing on Windmill Circle. I OPPOSE this development as a homeowner in the area. I am very concerned about any further multifamily development in the Wylie School District. I know that there are several planned developments already approved. Our campuses are overcrowded and our infrastructure is not adequate to handle more people, traffic, etc. I feel that a multifamily development should be considered near existing infrastructure designed to help those that live in the housing. There is plenty of land in Abilene neighborhoods that needs to be rejuvenated. There are already schools, roads and services adequate to accommodate these residents near those areas. Please consider my opinion and concerns with this and future development matters.

Respectfully,  
Shanna Viola  
18 Cypress Point St.  
Abilene, TX 79606

Sent from my iPhone

[donniesnider@acuk.edu](mailto:donniesnider@acuk.edu)

**3. Phone Number**

(325) 370-1244

**4. Complaint Type**

(o) Land Use

**5. Comments**

City of Abilene Zoning and Planning Commission,

I would like to request a no vote for the Stellar Development Company to rezone property from commercial, light industrial to general retail. I am opposed to this company building a low income, tax credit, multifamily facility on the property located between Choice Medical and the access road Windmill Circle. I live at 2309 Preston Trail in the Villages of Abilene subdivision. It is my opinion this development would negatively affect property values in FairWay Oaks, Wyndam, Waterside and Villages of Abilene subdivisions. In addition I believe it would place an economic hardship on Wylie Public Schools with these tenants paying lower( if any) property taxes to support Wylie schools and housing a disproportionately larger student population than residential housing.

Thanks for considering my request

Thank you,  
City of Abilene

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This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

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Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

ACCLAIMED PROFESSIONAL SOLUTIONS, INC.  
by Stephen L Smith, President  
STEPHEN L SMITH

17 WINDMILL CR

1000/1000

ACCLAIMED PRO. SOLUTIONS

03/02/2016 09:38 FAX 325 677 1956

CASE #: Z-2016-00

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

JAMES BEUNS  
17 WINDMILL CR  
ABILENE, TX 79606

CASE #: Z-2016-09

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Address: 5850 S CLACK ST

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Dana Smith  
17 Windmill Circle  
Abilene, TX 79606

[dana.choice@gmail.com](mailto:dana.choice@gmail.com)



**For the PLANNING & ZONING COMMISSION**

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[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

DARWIN BREEDING  
WYNDHAM PLACE  
325 829-3285

**For the PLANNING & ZONING COMMISSION**

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[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Tiffany King  
2317 Wyndham Ct  
Abilene Tx  
79606

Vanessa Zientek  
2333 Biltmore Ct 79606

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

Lon Zientek  
2333 Biltmore Ct  
Abilene TX 79606

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242

email: niprte@suddenlink.net

I am in favor ☐

I am opposed ☒

Additional Comments:

200/1002

03/04/2016 FRI 8:03 FAX 325 696 7747 LOS PRODUCTION

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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Name: WINDMILL CIRCLE PARTNERS LP

Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242

email: adavis@petrosmith.com

I am in favor ☐

I am opposed ☒

Additional Comments:

200/2002

03/04/2016 FRI 8:03 FAX 325 696 7747 LOS PRODUCTION

**Boarts, Donna**

---

**From:** Tmbible@yahoo.com  
**Sent:** Friday, March 4, 2016 2:44 PM  
**To:** Reports, Planning  
**Subject:** Case #: Z-2016-09

We are opposed to Case #: Z-2016-09

Tommy and Mindy Bible  
2426 Innisbrook  
Abilene, TX 79606

**Boarts, Donna**

---

**From:** Sjpurpura <sjpurpura@sbcglobal.net>  
**Sent:** Friday, March 4, 2016 10:33 AM  
**To:** Reports, Planning  
**Subject:** Refining application number Z-2016-09

James and Shelly Purpura  
2434 Innisbrook Dr.

I understand a public hearing will be held Monday, March 7th, 2016 for the purpose of considering a request to rezone property located at 11 & 15 Windmill circle. We are strongly opposed with the request. Please take in consideration all the concerned parties who have responded with the same feelings regarding zoning changes.

Thank you,  
James and Shelly Purpura  
2434 Innisbrook dr.

Sent from my iPad

---

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242

email:

Sam1murphy@  
yahoo.com

I am in favor ☐

I am opposed ☒

Additional Comments:

---

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242

email:

I am in favor ☐

I am opposed ☐

Additional Comments:

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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Name: WINDMILL CIRCLE PARTNERS LP

Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Len Tadvick  
2325 Wyndham Ct.  
Abilene, TX 79606

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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Name: WINDMILL CIRCLE PARTNERS LP

Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
planning@abilenetx.com

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Kristin Tadvick  
2325 Wyndham Ct.  
Abilene, TX 79606  
829-6437



**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jeremy King  
2317 Wynham Ct  
Abilene, Tx 79606

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

I strongly oppose this zoning change request  
Kim Parish

Kim Parish  
2442 Whispering Oaks  
Abilene Tx 79606

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Larry + Barbara Pittman  
11 Turnberry  
Abilene, TX 79606

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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Address: 5950 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

I BELIEVE THIS TO BE AN IMPROPER REQUEST. WHY WOULD A DEVELOPER WANT TO DEVELOP IN AN AREA DOMINATED BY LIGHT INDUSTRIAL USES?

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

1 / 1

10:41:01 a.m. 03-03-2016

Sunoco-Abilene

325-677-8822

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

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**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2018-09**

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

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**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2018-09**

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Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Eddie & Candy Rains  
2433 Innisbrook Dr.  
Abilene, TX 79602

MAY 03 2016 07:14 PM RAINS

For the PLANNING & ZONING COMMISSION

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Address: 5850 S CLACK ST

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Barry + Julie McLeod  
2409 Spyglass Hill Ct.  
Abilene Tx 79606

For the PLANNING & ZONING COMMISSION

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jaime Adams  
25 Pinehurst St.  
Abilene, TX 79606



**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jordan Adams  
25 Pinehurst St  
Abilene, TX 79606

---

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

LUKE NELSON  
2301 BILTMORE  
ABILENE, TX 79606

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242

email:

I am in favor ☐

Additional Comments:

I am opposed ☒

BRADEN NELSON  
2425 JIMSBROOK  
ABILENE, TX 79606

**For the PLANNING & ZONING COMMISSION**

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Name: WINDMILL CIRCLE PARTNERS LP

Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242

email:

I am in favor ☐

Additional Comments:

I am opposed ☒

TIM NELSON  
5410 PEPPERMILL LN  
ABILENE, TX 79606

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

Additional Comments:

I am opposed ☒

Name: Ching Y Lee  
Address: 5402 Peppermill Lane  
Abilene, TX 79606  
Ching Y Lee

**For the PLANNING & ZONING COMMISSION**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

Additional Comments:

I am opposed ☒

Name: Sabrina L Lee  
Address: 5402 Peppermill Lane  
Abilene, TX 79606

Sabrina Lee

For the PLANNING & ZONING COMMISSION

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jason Weltzin  
3254 S. 27th  
Abilene, TX 79605

For the PLANNING & ZONING COMMISSION

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Ed Moulin  
Diane Doonan  
2434 whispering oaks Ct.  
Abilene, TX 79606

For the PLANNING & ZONING COMMISSION

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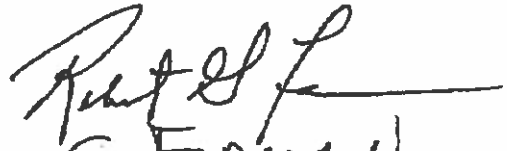
Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 80, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

  
Robert G. Forman  
2441 Innisbrook Dr.  
Abilene

For the PLANNING & ZONING COMMISSION

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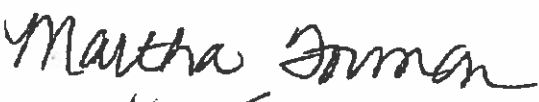
Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 80, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

  
Martha Forman  
2441 Innisbrook  
Abilene, Texas  
79606

For the PLANNING & ZONING COMMISSION

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jim Adams  
6 Fairway Oaks BLVD  
Abilene, TX 79606

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jane Adams  
6 Fairway Oaks BLVD  
Abilene, TX 79606



**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-08**

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

MONICA DANIEL  
2402 Waterside Ct  
Abilene, TX 79606

I will be out of town at the time of meeting and I want my  
voice heard.

---

**Boarts, Donna**

**From:** Joan Batson <davjobatson@gmail.com>  
**Sent:** Wednesday, March 2, 2016 4:02 PM  
**To:** Reports, Planning  
**Subject:** Zoning changes

I am opposed to the proposed zoning changes on Windmill Circle near Sam's Club.

Joan Batson  
2334 Wyndham Court.  
Abilene, TX

Sent from my iPhone

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenebx.com](mailto:planning@abilenebx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

Additional Comments:

I am opposed ☒

MICHAEL C DANIEL  
2402 WATERSIDE CT  
ABILENE, TX 79606

---

**Boarts, Donna**

**From:** Tiffany King <tiffany@themotes.org>  
**Sent:** Wednesday, March 2, 2016 9:11 AM  
**To:** Reports, Planning  
**Subject:** Case # Z-2016-09

I am writing to indicate my opposition in the rezoning of the property located at 11 & 15 Windmill Circle from light industrial to general retail.

Tiffany King  
2317 Wyndham Ct

Sent from my iPhone

---

**Boarts, Donna**

**From:** Tiffany King <tiffany@themotes.org>  
**Sent:** Wednesday, March 2, 2016 9:14 AM  
**To:** Reports, Planning  
**Subject:** Case # Z- 2016-09

I am writing to indicate my opposition in the rezoning of the property located at 11 & 15 Windmill Circle from light industrial to general retail.

Jeremy King  
2317 Wyndham Ct

Sent from my iPhone

For the PLANNING & ZONING COMMISSION

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CASE #: Z-2016-09

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

Randal Crosswhite  
2434 Spyglass Hill Ct.  
Abilene, TX 79606

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-09

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

Randal Crosswhite  
2434 Spyglass Hill Ct.  
Abilene TX 79606

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

Additional Comments:

I am opposed ☒

Jennifer Green  
5281 Peppermill Lane  
Abilene, TX 79606

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

Additional Comments:

I am opposed ☒

Jason Heyerman  
2333 La Cartera Ct.  
Abilene, TX 79606  
325-518-9509

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Becky Poindexter

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

FAX 3-1-16



**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

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Address: 5850 S CLACK ST

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P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Don Poindexter

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

WILLIAM A. FORD III  
2417 INNISBROOK DR  
ABILENE TX 79606

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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Name: WINDMILL CIRCLE PARTNERS LP  
Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 80, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Jeff Abernathy  
2409 Whispering Oak  
Abilene TX 79606

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

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P.O. Box 80, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐

I am opposed ☒

Additional Comments:

Shawna Abernathy  
2409 Whispering Oaks  
Abilene TX 79606





**WINDMILL CIRCLE PARTNERS LP**  
**4150 SOUTHWEST DR**  
**STE 210**  
**ABILENE, TX 79606-2292**

**NOTICE OF PUBLIC HEARING**

**RE: Rezoning Application Number Z-2016-09**

**2/25/2016**

The Planning and Zoning Commission will hold a public hearing on **Monday, March 7, 2016**, at **1:30 PM**, in the City Council Chambers, 2nd Floor, City Hall, N. 5<sup>th</sup> and Walnut Streets, for the purpose of considering a request from Stellar Development Company to rezone property from LI (Light Industrial) to GR (General Retail) zoning, located at 11 & 15 Windmill Cir.

This hearing is open to any interested person. Opinions, objections and/or comments relative to this matter may be expressed in writing or in person at the hearing. At the bottom of this letter is a form that you may cut off, fill out, and mail. Comments are also accepted by email or fax as listed below.

The attached map shows the area of the request. Only that area which is bounded by the cross-hatched line on the map is being considered for rezoning. The solid boundary line around the subject area is only a notification area. If approved by the Planning and Zoning Commission or if denied and appealed to the City Council within the specified ten day period, this case will be heard by the City Council for 2<sup>nd</sup> and Final Reading with a public hearing on **April 14, 2016**, at 8:30 a.m., City Council Chambers, 2nd Floor, City Hall.

**For the PLANNING & ZONING COMMISSION**

Please call at (325) 676-6237 if you have any questions about this notice.

**CASE #: Z-2016-09**

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

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Address: 5850 S CLACK ST

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604  
[planning@abilenetx.com](mailto:planning@abilenetx.com)

Fax #: (325) 676-6242  
email:

I am in favor ☐  
Additional Comments:

I am opposed ☒

*Judy & Phil Lanman*  
*35 Hoxlake Dr*  
*Abilene Tx 79606*

**Bryner, Ben**

---

**From:** Reports, Planning  
**Sent:** Monday, March 07, 2016 10:55 AM  
**To:** Bryner, Ben  
**Subject:** FW: Case# Z-2016-09

Donna J. Boarts  
Planning & Development Services  
Administrative Secretary  
[Donna.Boarts@abilenetx.com](mailto:Donna.Boarts@abilenetx.com)  
(325)676-6237 Office  
(325)676-6242 Fax

**From:** Christy Farnsworth [mailto:c.farnsworth32@gmail.com]  
**Sent:** Monday, March 7, 2016 9:26 AM  
**To:** Reports, Planning  
**Subject:** Case# Z-2016-09

I am opposed to case # Z-2016-09 pertaining to a request from Stellar Development Company asking to rezone property from Light Industrial to General Retail zoning located at 11 and 15 Windmill Circle.

John E. Farnsworth, Jr.

**Bryner, Ben**

---

**From:** Reports, Planning  
**Sent:** Monday, March 07, 2016 10:55 AM  
**To:** Bryner, Ben  
**Subject:** FW: Case # Z-2016-09

Donna J. Boarts  
Planning & Development Services  
Administrative Secretary  
[Donna.Boarts@abilenetx.com](mailto:Donna.Boarts@abilenetx.com)  
(325)676-6237 Office  
(325)676-6242 Fax

**From:** Christy Farnsworth [mailto:[c.farnsworth32@gmail.com](mailto:c.farnsworth32@gmail.com)]  
**Sent:** Monday, March 7, 2016 9:29 AM  
**To:** Reports, Planning  
**Subject:** Case # Z-2016-09

Please be advised that I, Christy Farnsworth, am opposed to case # Z-2016-09 pertaining to a request from Stellar Development Company asking to rezone property from Light Industrial to General Retail zoning located at 11 and 15 Windmill Circle.

Sincerely, Christy Farnsworth

**Boarts, Donna**

---

**From:** gary webb <webbgl@yahoo.com>  
**Sent:** Tuesday, March 1, 2016 10:24 AM  
**To:** Reports, Planning  
**Subject:** Opposition to rezoning Application Number Z-2016-09  
**Attachments:** New document.pdf

Attached is a scanned copy of formal notice of my opposition to the referenced rezoning request.

If you would like additional comments or concerns, please feel free to contact me.

Gary L. Webb  
cell:325.370.6450

Sent from my iPhone

★ check attached PDF

**Boarts, Donna**

---

**From:** Kristy and Paul McDonough <ksmcdonough89@gmail.com>  
**Sent:** Wednesday, March 2, 2016 8:01 AM  
**To:** Reports, Planning  
**Subject:** I am opposed

I am opposed to the case # Z-2016-09 to change the zoning for this area. This is not a good idea for our area.

Kristina McDonough  
2433 Whispering Oaks Court  
Abilene, TX 79606

**Boarts, Donna**

---

**From:** Kristy and Paul McDonough <ksmcdonough89@gmail.com>  
**Sent:** Wednesday, March 2, 2016 8:02 AM  
**To:** Reports, Planning  
**Subject:** I am opposed

I am opposed to the case # Z-2016-09 to change the zoning for this area. This is not a good idea for our area.

Paul  
McDonough  
2433 Whispering Oaks Court  
Abilene, TX 79606

---

---

# CHOATE

---

---

## LAW FIRM, PLLC

MAILING ADDRESS:  
PO BOX 206  
ABILENE, TEXAS 79604

ATTORNEYS AT LAW  
104 PINE STREET, SUITE 301  
ALEXANDER BUILDING  
ABILENE, TEXAS 79601

THOMAS W. CHOATE  
tomchoate@choatelawoffice.com  
MATTHEW W. CHOATE  
mwchoate@choatelawoffice.com

TELEPHONE (325)672-5070  
TELECOPY (325)672-5073

March 16, 2016

Hand Delivered

Danette Dunlap  
City Secretary, City of Abilene  
555 Walnut Street  
Abilene, Texas 79601

**Re:           City of Abilene Zoning Case: Z-2016-09**  
**Notice of Appeal**

Dear Dunlap:

With this correspondence I am delivering and filing with you, pursuant to City of Abilene Land Development Code, Section 1.4.1.3(f)(2), a written appeal of the recommendation of denial by the City of Abilene Planning and Zoning Commission of the request for rezoning made by Stellar Development Company in Zoning Case: Z-2016-09. That recommendation of denial was made on March 7, 2016, less than ten (10) days prior to this date, and as such, the Notice of Appeal delivered with this correspondence is timely made.

As indicated in the Notice of Appeal, same has been submitted and is filed by the undersigned on behalf of Stellar Development Company; and with regard to and as evidence of that capacity, also delivered with this correspondence is a true and correct copy of a Special Power of Attorney and Designation of Representative from Stellar Development Company authorizing the undersigned and the Choate Law Firm, PLLC, to act on its behalf.

Thirdly, by copy of this correspondence (and the Notice of Appeal and Special Power of Attorney and Designation of Representative). I am advising the Interim City Attorney and the Director of Planning and Development Service of this appeal. Please note also that it has been agreed that the final hearing on this matter will occur April 28, 2016.

Finally, it is requested that you date and execute the acknowledgement found hereinbelow to evidence timely filing of the Notice of Appeal. Thank you.

Very truly yours,

Choate Law Firm, PLLC

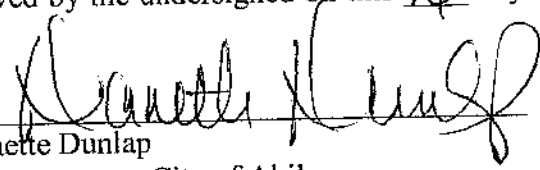
By: \_\_\_\_\_

Thomas W. Choate

TWC:hvv[031516]



Acknowledged that this correspondence, the Notice of Appeal, and the Special Power of Attorney and Designation of Representative were received by the undersigned on this 16 day of March, 2016.

  
\_\_\_\_\_  
Danette Dunlap  
City Secretary, City of Abilene

- cc Stanley E. Smith  
Interim City Attorney  
City of Abilene  
555 Walnut  
Abilene, Texas 79601
- cc Dana Schoening  
Director, Planning and Development Services  
City of Abilene  
555 Walnut  
Abilene, Texas 79601
- cc Paul D. Stell  
c/o Stellar Development Company  
6502 Slide Road, Ste. 403  
Lubbock, Texas 79424

Choate Law Firm, PLLC  
P.O. Box 206  
Abilene, Texas 79604  
(325) 672-5070  
(325) 672-5073 (Fax)

Attorneys for Stellar Development Company

CITY OF ABILENE  
ZONING CASE: Z-2016-09

NOTICE OF APPEAL

Notice of Appeal is hereby given by, for and on behalf of Stellar Development Company, Applicant in Zoning Case: Z-2016-09, pursuant to City of Abilene Land Development Code, Section 1.4.1.3(f)(2)(3) and (4), from a recommendation of denial by the Planning and Zoning Commission of the City of Abilene of Applicant's request for rezoning of property located at 11 and 15 Windmill Circle, Abilene, Texas, on March 7, 2016; and Applicant further requests that upon final hearing the City Council of the City of Abilene, pursuant to City of Abilene Land Development Code, Section 1.4.1.3(g), act to approve the rezoning proposed.

Submitted and filed with the City Secretary, City of Abilene, Texas, on this 16<sup>th</sup> day of March, 2016.

Respectfully submitted:

STELLAR DEVELOPMENT COMPANY  
6502 Slide Road, Ste. 403  
Lubbock, Texas 79424

By: \_\_\_\_\_



Choate Law Firm, PLLC  
PO Box 206  
Abilene, Texas 79604  
Thomas W. Choate  
State Bar No. 04214500

Attorneys and Authorized Representatives of  
Stellar Development Company by virtue of  
Special Power of Attorney and Designation of  
Representative dated March 9, 2016

Choate Law Firm, PLLC  
Attorneys at Law  
P. O. Box 206  
Abilene, Texas 79604  
(325) 672-5070/672-5073 (FAX)

Attorneys for Stellar Development Company

In Re: City of Abilene  
Zoning Case: Z-2016-09

Parcel: 11 & 15 Windmill Cir.  
Abilene, Texas 79606

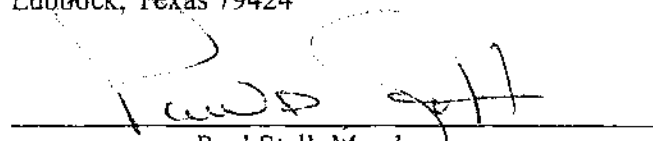
**SPECIAL POWER OF ATTORNEY AND  
DESIGNATION OF REPRESENTATIVE**

TO: CITY OF ABILENE/CITY COUNCIL OF CITY OF ABILENE

The undersigned, PAUL STELL, Member and authorized representative of STELLAR DEVELOPMENT COMPANY, a Texas limited liability company, and the owner of the above referenced "Parcel", hereby authorizes the Thomas W. Choate and the attorneys of the Choate Law Firm, PLLC, of Abilene, Texas, to act as attorney in fact and the authorized representative for STELLAR DEVELOPMENT COMPANY, and with full power of substitution to act for and on behalf of STELLAR DEVELOPMENT COMPANY, in the above referenced matter and any appeal related to same, and to represent the interest of STELLAR DEVELOPMENT COMPANY, in any matters arising out of, as a result of or related to the above referenced matter and the real property for which rezoning has been requested.

DATED: March 9, 2016.

STELLAR DEVELOPMENT COMPANY  
6502 Slide Road, Ste. 403  
Lubbock, Texas 79424

  
Paul Stell, Member

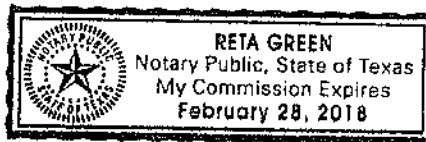
THE STATE OF TEXAS  
COUNTY OF LUBBOCK

§  
§  
§

This instrument was acknowledged before me on the 10th day of March, 2016, by Paul Stell, Member of Stellar Development Company, on behalf of and as the act and deed of the said Stellar Development Company.

*Reta Green*

Notary Public, State of Texas





**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Dana Schoening, Director Planning & Development Services**

**SUBJECT: Ordinance: (First Reading) Z-2016-10 A request from Robert Martinez, to rezone property from PD-37 (Planned Development) & AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning, being approximately 49.03 acres located on the south side of the 4000-4200 Blocks of Forrest Hill Rd; and setting a public hearing for April 14, 2016. *(Schoening)***

---

**GENERAL INFORMATION**

Currently the property is undeveloped. The adjacent properties are halfway developed with single-family residential development to the north & south. The Mesa Springs retirement community exists to the west. The applicant is proposing to develop a new single-family residential subdivision similar to the adjacent similar developments. PD-37 was created to allow for the Mesa Springs development but indicated the majority of the property (to the east) to allow for medium-density residential (RM-3 at the time) development.

The Future Land Use section of the Comprehensive Plan designates this general area as 'low density residential'. There is a flood hazard area along the western edge of the proposed site that affects a portion of the property, especially in the southern portion. Forrest Hill Rd is designated as a 'collector' roadway. A planned collector roadway is also required in the southern portion of the property. The subdivision will have primary access from Forrest Hill Rd with connections to the Mesquite Forest subdivision to the south and street stub-outs to the east & west for future connection. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

Staff recommends approval as requested.

**BOARD OR COMMISSION RECOMMENDATION**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**ATTACHMENTS:**

Description	Type
▣ Ordinance Cover	Ordinance
▣ Ordinance Exhibit	Ordinance
▣ Staff Report with Maps	Backup Material
▣ Surrounding Property Owner Responses	Backup Material

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:

PART 1: That Chapter 23, part known as the Land Development Code of the City of Abilene, is hereby amended by changing the zoning district boundaries as set out in Exhibit "A," attached hereto and made a part of this ordinance for all purposes.

PART 2: That any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

PART 3: That the Planning Director be, and is hereby authorized and directed to change the official Zoning Map of the City of Abilene to correctly reflect the amendments thereto.

PASSED ON FIRST READING this 24<sup>th</sup> day of March, A.D. 2016.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 19<sup>th</sup> day of February 2016, the same being more than fifteen (15) days prior to a public hearing to be held in the Council Chamber of the City Hall in Abilene, Texas, at 8:30 a.m., on the 14<sup>th</sup> day of April, 2016 to permit the public to be heard prior to final consideration of this ordinance. Said ordinance, being a penal ordinance, becomes effective ten (10) days after its publication in the newspaper, as provided by Section 19 of the Charter of the City of Abilene.

PASSED ON SECOND AND FINAL READING THIS 14<sup>th</sup> day of April, A.D. 2016.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

APPROVED:

\_\_\_\_\_  
CITY ATTORNEY

ORDINANCE NO. \_\_\_\_\_

EXHIBIT "A"

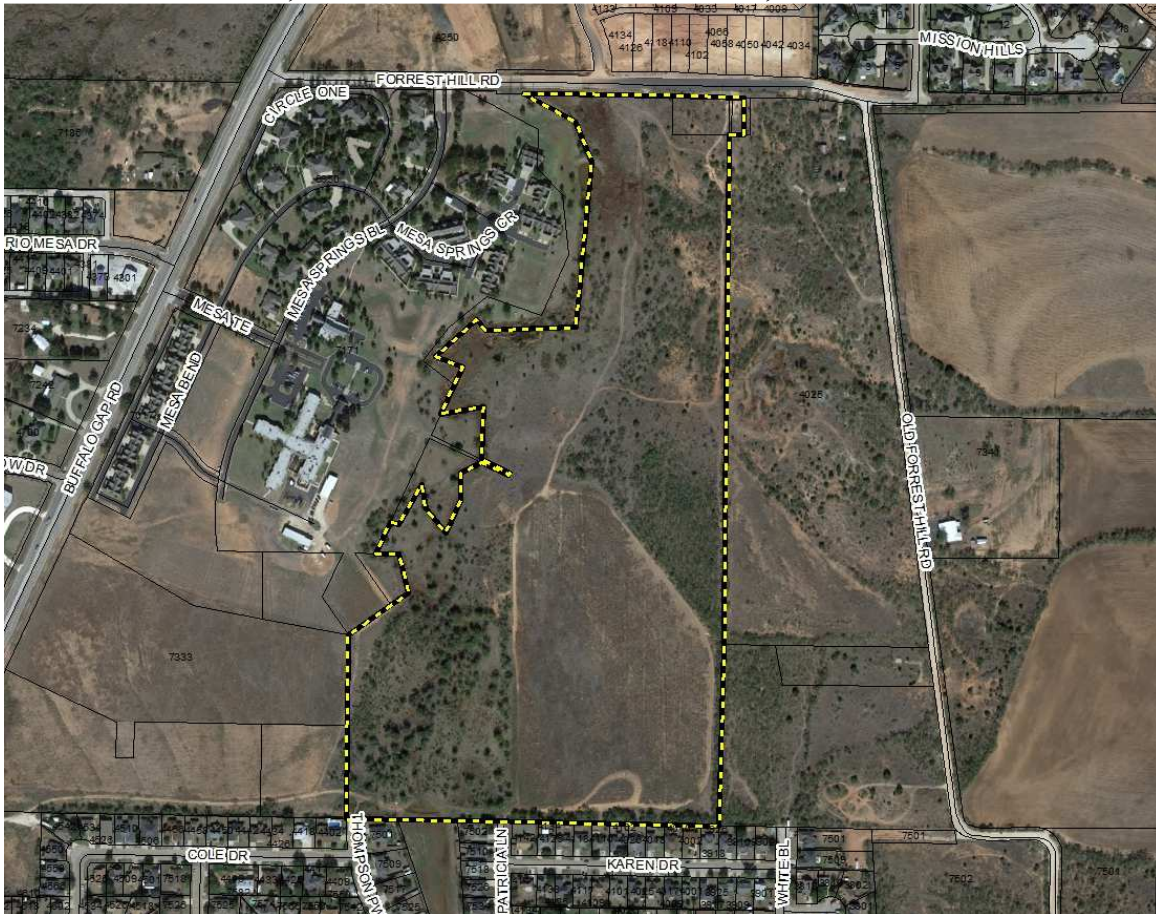
Rezone property from PD-37 (Planned Development) & AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning.

Legal Description:

A1259 G E HARLAND PRE, ACRES 48.442

A1259 G E HARLAND PRE, ACRES 0.444

A1366 T C GARNER, TRACT 50 X 150 NW COR SUB 1, ACRES 0.145



Location:

Being ±49.03 acres located on the south side of the 4000-4200 Blocks of Forrest Hill Rd

-END-



# ZONING CASE Z-2016-10

## STAFF REPORT



### APPLICANT INFORMATION:

Robert Martinez

### HEARING DATES:

P & Z Commission: March 7, 2016

City Council 1<sup>st</sup> Reading: March 24, 2016

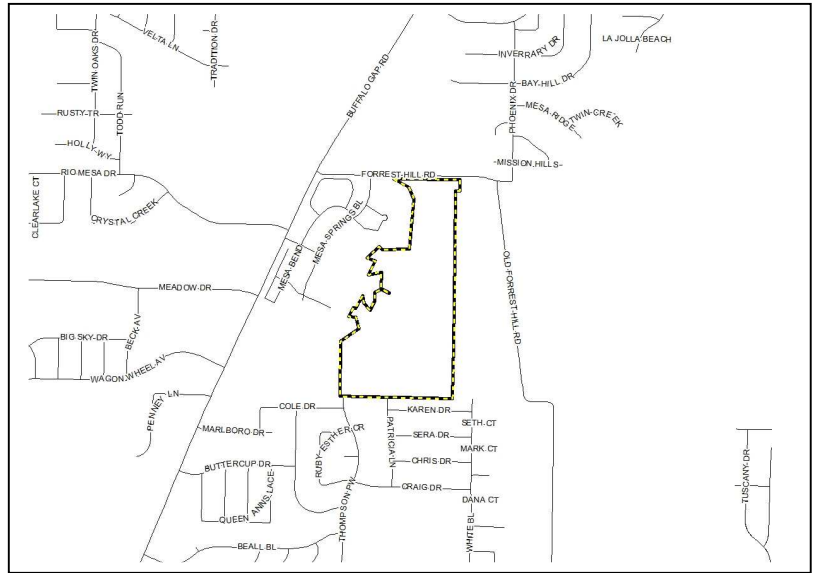
City Council 2<sup>nd</sup> Reading: April 14, 2016

### LOCATION:

Being ±49.03 acres located on the south side of the 4000-4200 Blocks of Forrest Hill Rd

### REQUESTED ACTION:

Rezone property from PD-37 (Planned Development) & AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning



### SITE CHARACTERISTICS:

The subject parcel totals approximately 49.03 acres and is currently zoned PD-37 and AO. It is undeveloped and proposed to be a new single-family residential subdivision. The adjacent properties are zoned AO & RS-6 to the north, AO to the east, RS-6 to the south, and PD-37 to the west.

### ZONING HISTORY:

The property was annexed in 1980 and zoned PD-37 in 1986 to accommodate the Mesa Springs development.

### ANALYSIS:

#### • Current Planning Analysis

Currently the property is undeveloped. The adjacent properties are halfway developed with single-family residential development to the north & south. The Mesa Springs retirement community exists to the west. The applicant is proposing to develop a new single-family residential subdivision similar to the adjacent similar developments. PD-37 was created to allow for the Mesa Springs development but indicated the majority of the property (to the east) to allow for medium-density residential (RM-3 at the time) development.

#### • Comprehensive Planning Analysis

The Future Land Use section of the Comprehensive Plan designates this general area as 'low density residential'. There is a flood hazard area along the western edge of the proposed site that affects a portion of the property, especially in the southern portion. Forrest Hill Rd is designated as a 'collector' roadway. A planned collector roadway is also required in the southern portion of the property. The subdivision will have primary access from Forrest Hill Rd with connections to the Mesquite Forest subdivision to the south and street stub-outs to

the east & west for future connection. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

## **PLANNING STAFF RECOMMENDATION:**

Staff recommends approval as requested.

## **PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

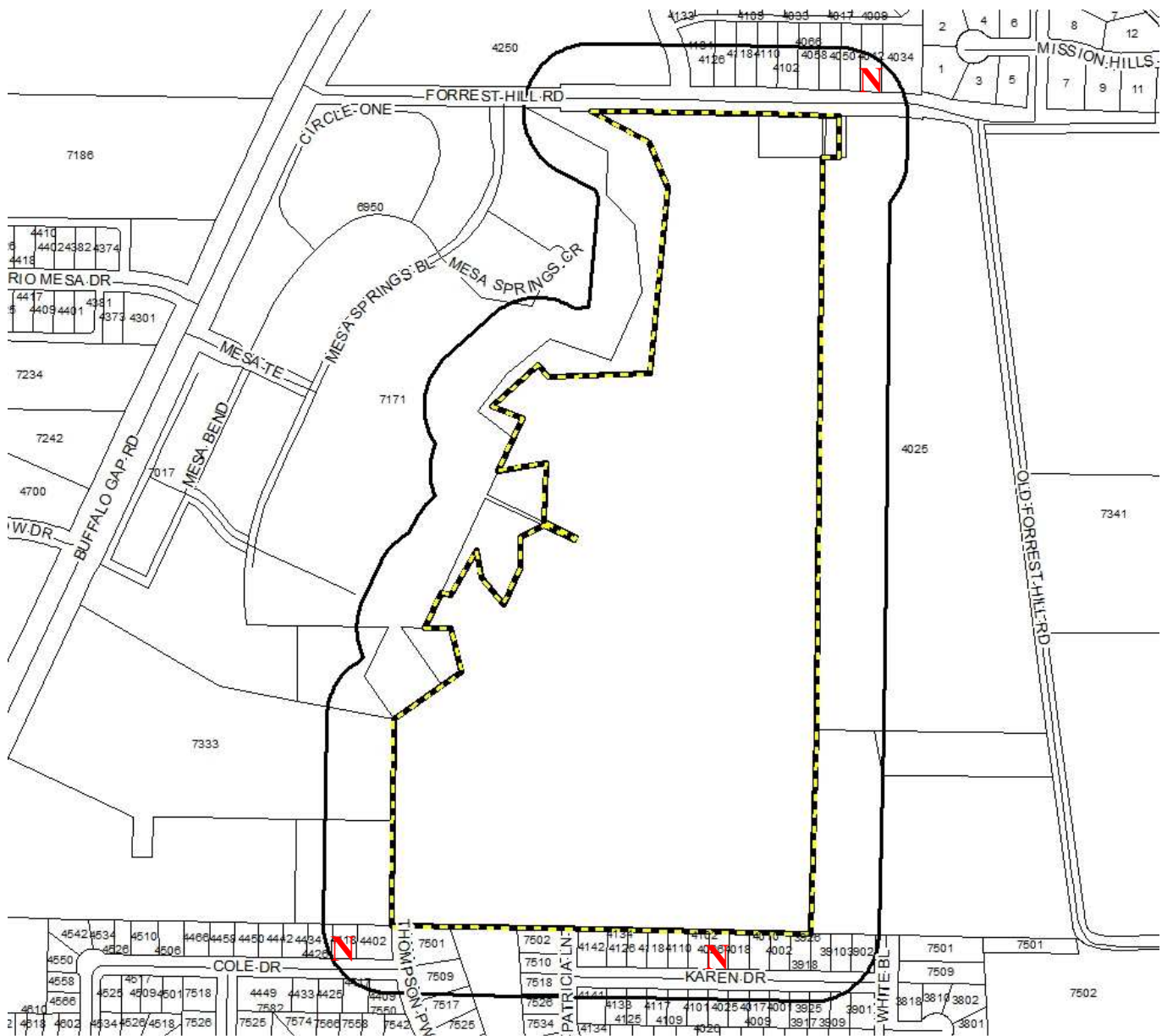
## **NOTIFICATION:**

Property owners within a 200-foot radius were notified of the request.

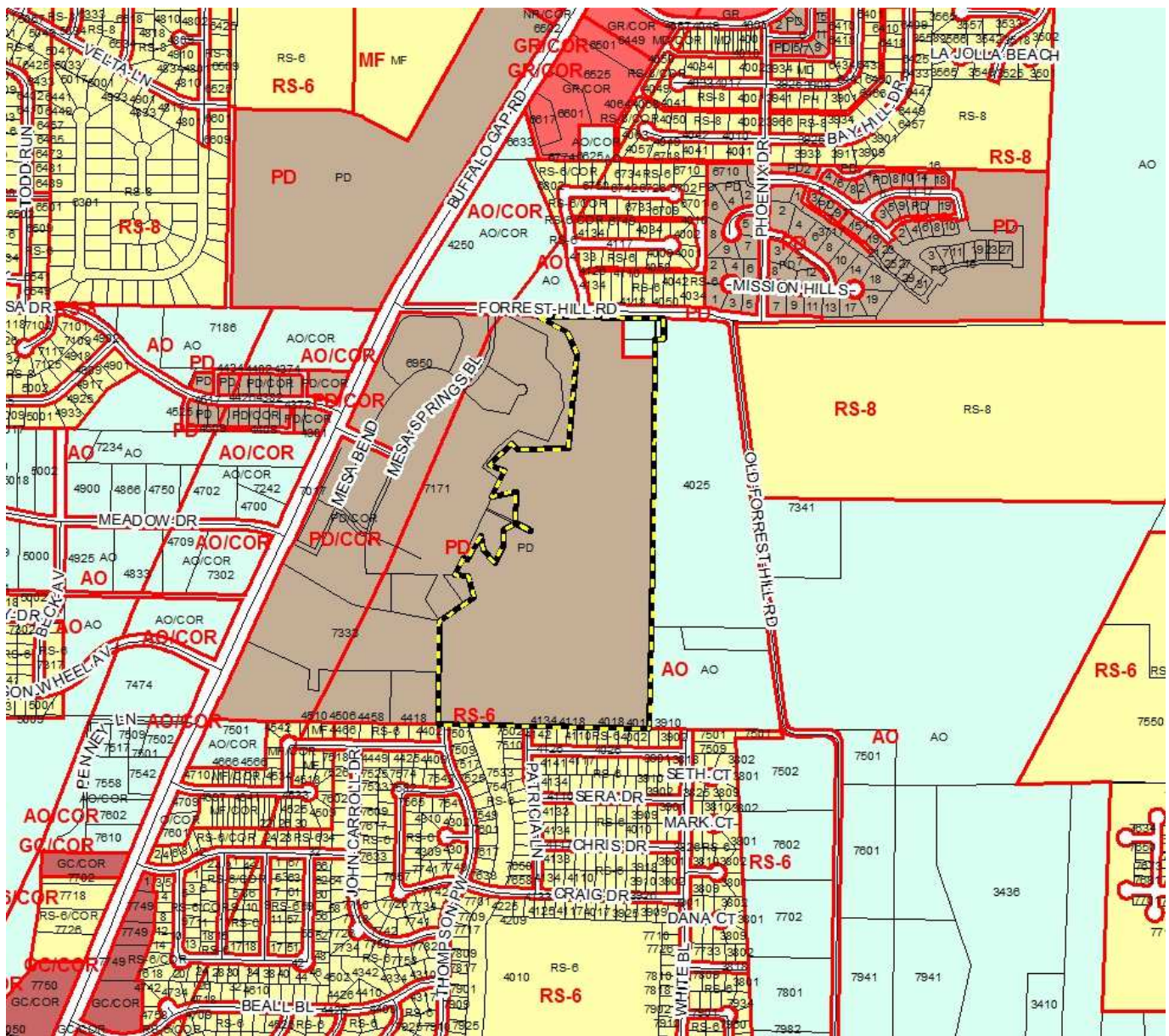
OWNER	ADDRESS	RESPONSE
AJWO INC	4134 FORREST HILL RD	
FRITZ ALICIA	3926 KAREN DR	
AJWO INC	4250 FORREST HILL RD	
CALDWELL CHARLES & MARY	4418 COLE DR	Opposed
NICHOLS KIRK W & LYNNETTE K	4118 KAREN DR	
RIO MESA HEALTH HOLDINGS LLC		
SCIOTO PROPERTIES SP 16 LLC	4417 COLE DR	
MOSS PAMELA	3917 KAREN DR	
RIEVE RAYMOND BROOKS	3925 KAREN DR	
MILLER SAMANTHA M	4117 KAREN DR	
WOLLENBERG ROBERT RAYMOND	4017 KAREN DR	
EDWARDS JANET L	4142 KAREN DR	
AJWO INC	4118 FORREST HILL RD	
AJWO INC	4058 FORREST HILL RD	
MARTINEZ ROBERT & REBECCA		
BETLEY ADAM	4102 KAREN DR	
YOUNG TERRY R & TIFFANY R	4002 KAREN DR	
MARTINEZ ROBERT & REBECCA		
JOHNSON JACKQUELINE T	3918 KAREN DR	
KNIGHTSTEP DANIEL D & JANENE L	4025 KAREN DR	
RAMOS RUBY LYN & LAURO	4125 KAREN DR	
FERNANDEZ JOSEPH & RANDI	3909 KAREN DR	
AJWO INC		
INTERNATIONAL MEDICAL CHRISTIAN MINISTRIES INC		
HOWELL DENNIS H & HELEN JEWELL	7526 PATRICIA LN	
MARTINEZ ROBERT & REBECCA		
SAENZ LARRY E & LILIANNA	4010 KAREN DR	
LIVINGSTON JOEL D & BOBBI J	7510 PATRICIA LN	
NIBLETT JOHN ROBERT	4426 COLE DR	
THOMPSON J W REV TRUST	4025 FORREST HILL RD	
WEILERT STEVE G & VALERIE J	4126 KAREN DR	
LAIL BARBARA A	7517 THOMPSON PW	
AJWO INC	4034 FORREST HILL RD	

	4050 FORREST HILL RD	
WILLIAMS RUDDIE MILTON JR & MELISSA JANELL	3910 KAREN DR	
DELANCY CHARLES EMORY & LYNN ELLEN	4026 KAREN DR	Opposed
ROCHA JOHN N	4110 KAREN DR	
RICKERT GARY	4133 KAREN DR	
WEST LOGAN E	3902 KAREN DR	
OSORIO ERIKA	4018 KAREN DR	
RIO MESA HEALTH HOLDINGS LLC	7171 BUFFALO GAP RD	
AJWO INC		
AJWO INC	4110 FORREST HILL RD	
WYLIE UNITED METHODIST CHURCH	7333 BUFFALO GAP RD	
GRIFFIN JAMES B & MARGARET C	4402 COLE DR	
BERRY KENNY RAY & NATALIE CAROL	7501 THOMPSON PW	
MASSEY JAMES C JR	7518 PATRICIA LN	
JOHNSON JUSTIN	7509 THOMPSON PW	
GIANNOPOULOS NICKOLAOS & ERZSEBET	4409 COLE DR	
LANIER PROPERTIES LLC	4141 KAREN DR	
THORNBURGH HELEN N	4134 KAREN DR	
ROMAN VICTOR M & LAURA I	4001 KAREN DR	
HARRIS JUDY	4101 KAREN DR	
GILL BEVERLY J	7502 PATRICIA LN	
HOLCOMBE BEAUREGARD J & LASHONDA	4009 KAREN DR	
WELLS FARGO BANK NA	4109 KAREN DR	
RIO MESA HEALTH HOLDINGS LLC		
RIO MESA HEALTH HOLDINGS LLC		
AJWO INC	4126 FORREST HILL RD	
AJWO INC	4102 FORREST HILL RD	
MINEAR TOBY L & DIANA F	4042 FORREST HILL RD	Opposed
AJWO INC	4066 FORREST HILL RD	

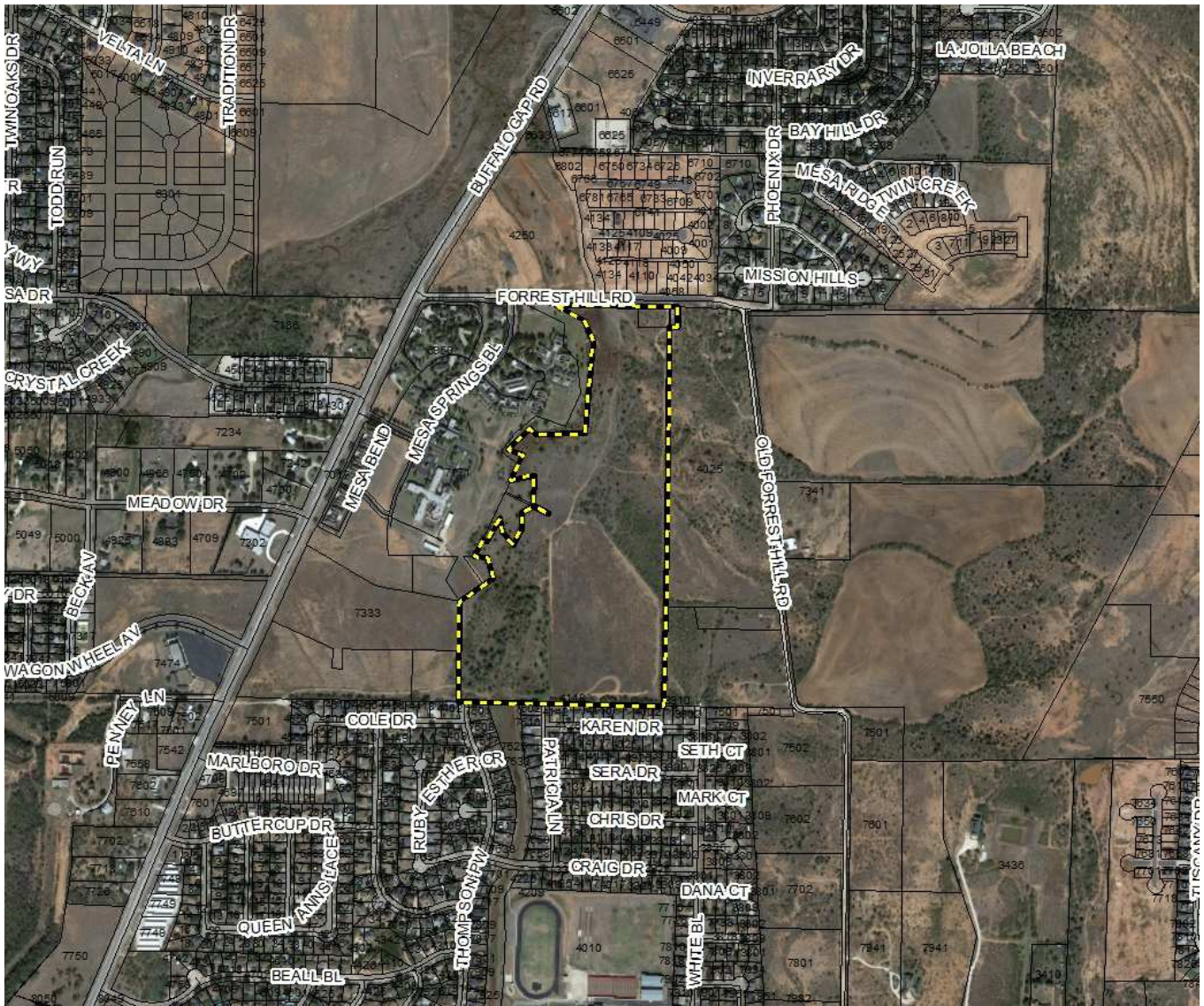
0 in Favor- **Y**  
 3 Opposed- **N**



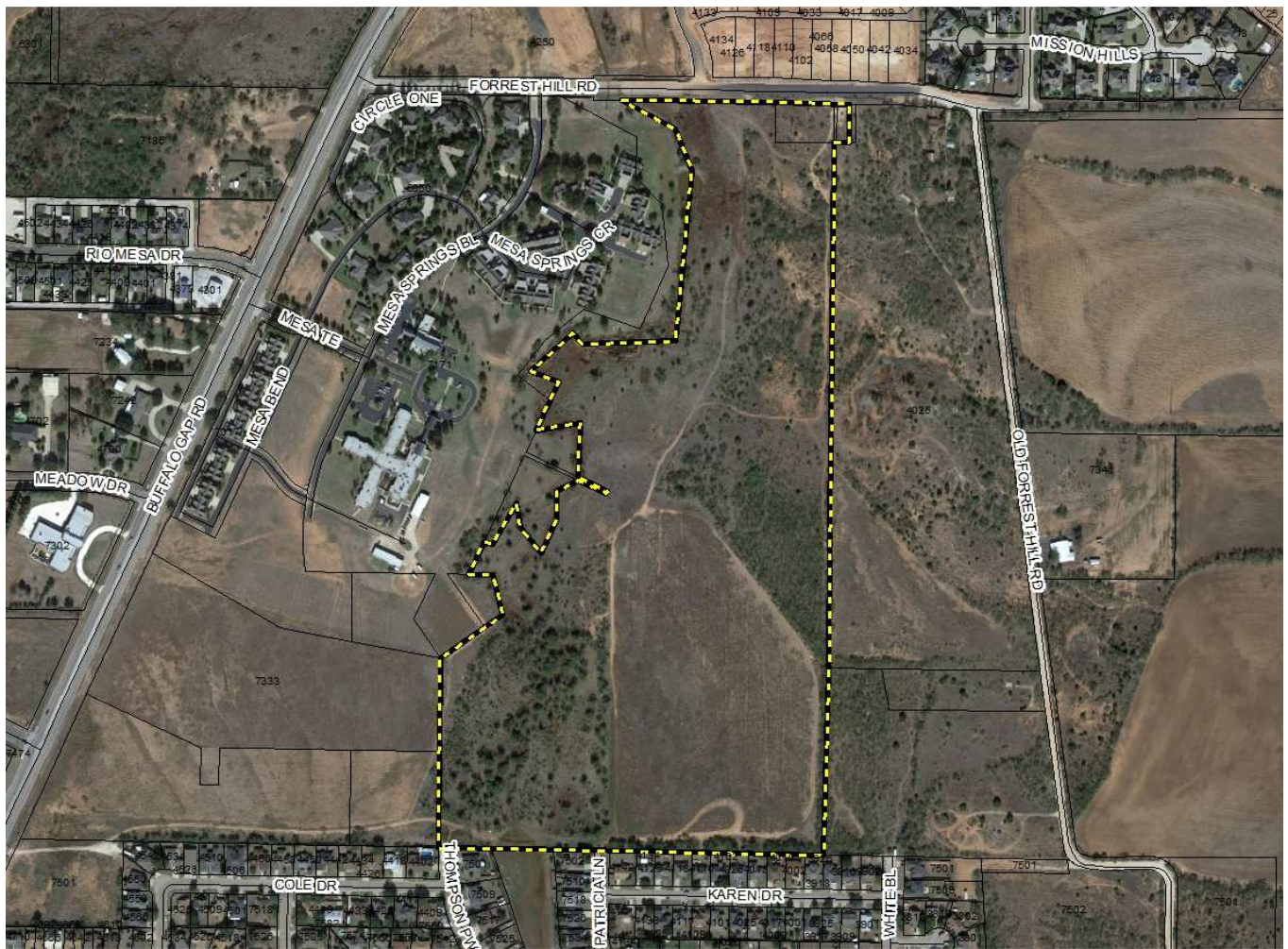






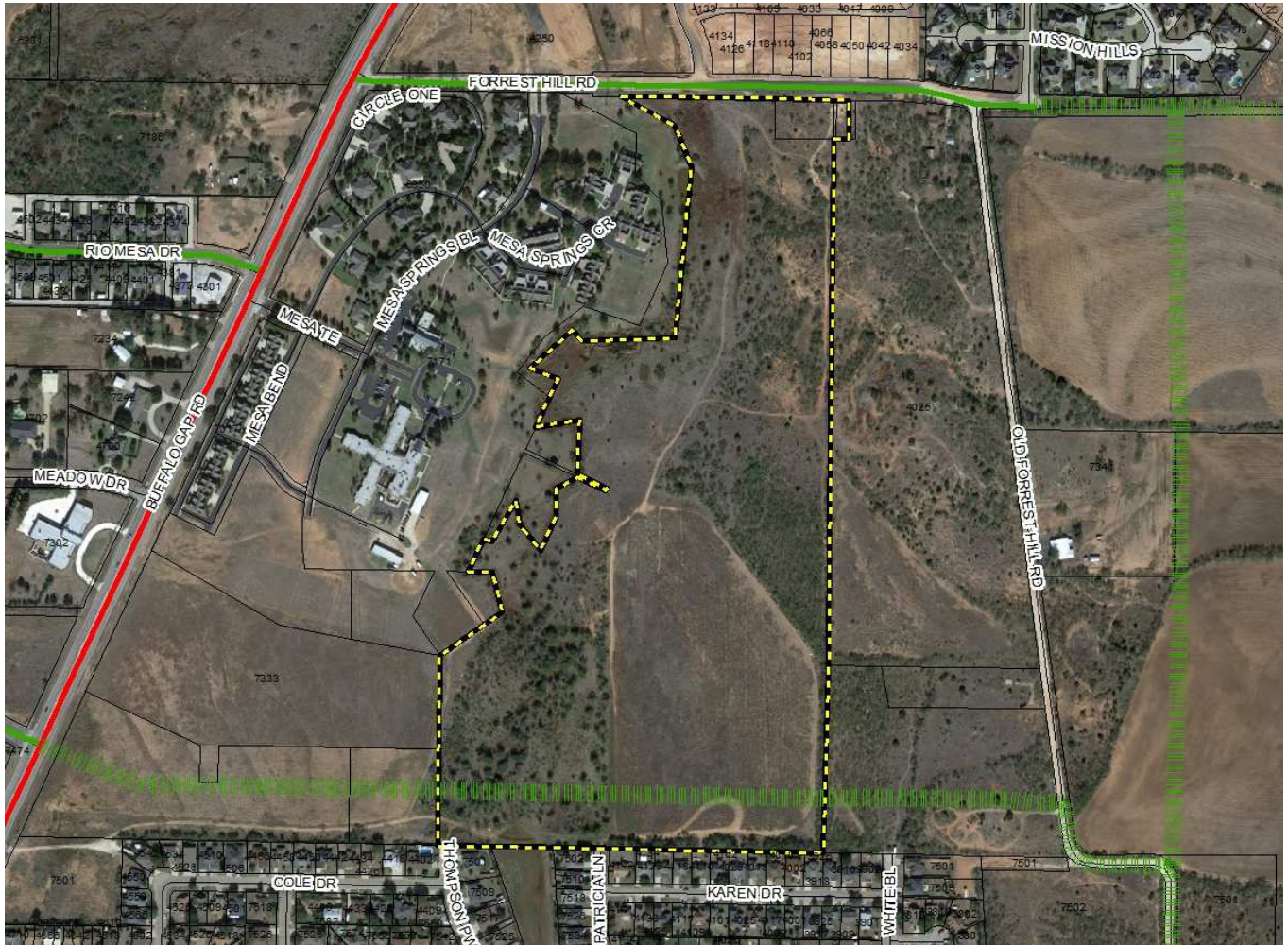






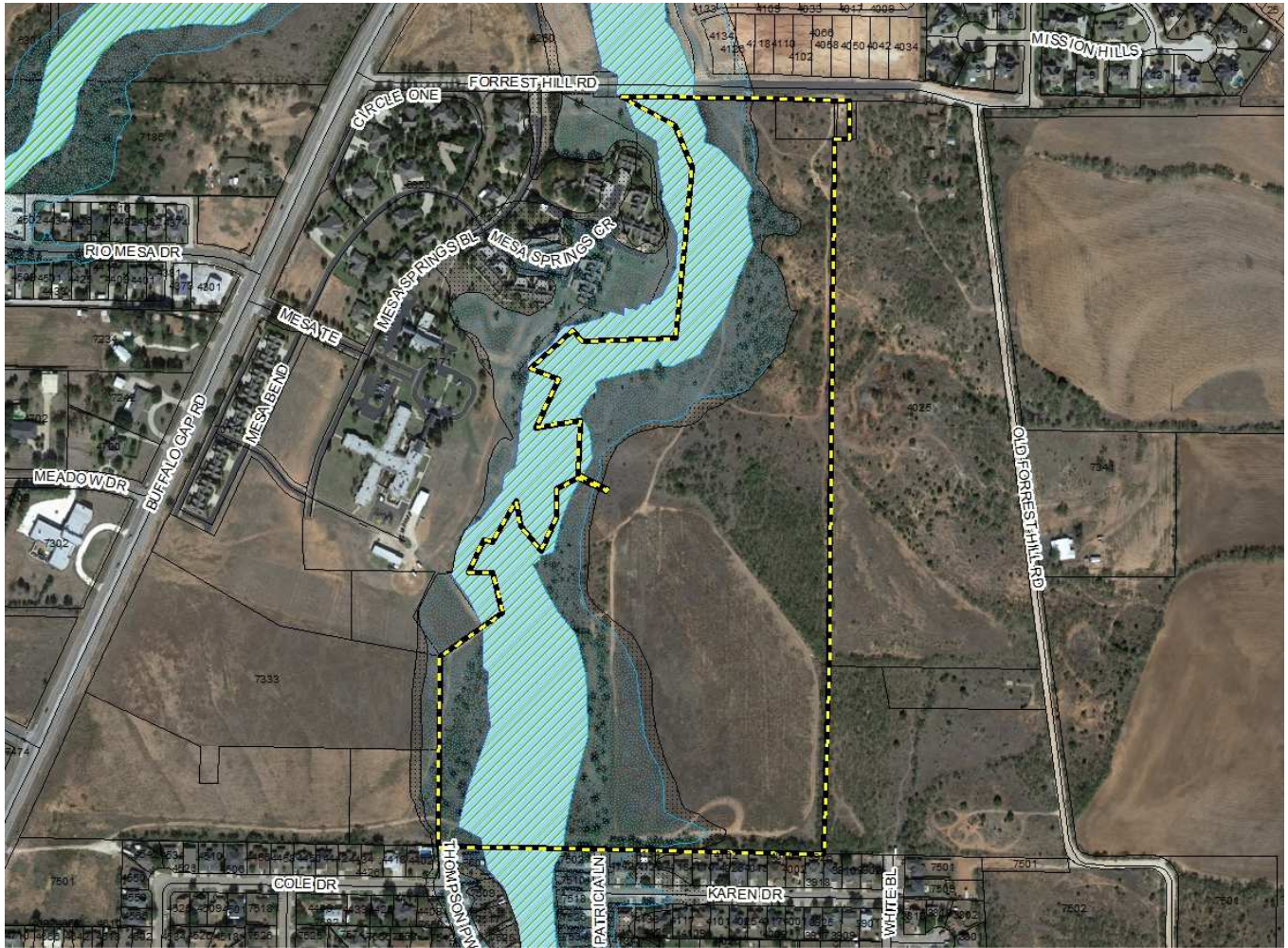


## MASTER THOROUGHFARE PLAN





## FLOOD HAZARD AREA MAP



For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-10

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: MINEAR TOBY L & DIANA F

Address: 4042 FORREST HILL RD

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604

Fax #: (325) 676-6242  
email: [planning@abilenetx.com](mailto:planning@abilenetx.com)

I am in favor ☐

I am opposed ☒

Additional Comments:

We do not want excessive traffic on Our street  
so depending on houses may bring down my property  
value

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-10

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: CALDWELL CHARLES & MARY

Address: 4418 COLE DR

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604

Fax #: (325) 676-6242  
email: [planning@abilenetx.com](mailto:planning@abilenetx.com)

I am in favor ☐

I am opposed ☒

Additional Comments:

we moved here 16 years ago to get away from construction  
and the crowded neighborhoods. I guess we didn't  
move far enough.

Charles Caldwell  
27 Feb 2016



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Dana Schoening, Director Planning & Development Services**

**SUBJECT: Ordinance: (First Reading) Z-2016-11 A request from EHT to rezone property from AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning, being approximately 64.39 acres located at the southeast corner of Antilley Rd & Pebble Beach; and setting a public hearing for April 14, 2016. *(Schoening)***

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**GENERAL INFORMATION**

Currently the property is undeveloped. The adjacent properties are halfway developed with single-family residential development to the north (Fairway Oaks) & west (Pebble Beach & Mesa Ridge) and the remaining areas being undeveloped. The applicant is proposing to develop a new single-family residential subdivision similar to the adjacent similar developments.

The Future Land Use section of the Comprehensive Plan designates this general area as 'low density residential'. There is a flood hazard area along the eastern edge of the proposed site that affects a portion of the property. Antilley Rd is designated as an 'arterial' roadway. A planned collector roadway is also required along the southern edge of the property. The subdivision will have primary access from Antilley Rd with connections to the Pebble Beach subdivision to the west and street stub-outs to the east for future connection. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

Staff recommends approval as requested.

**BOARD OR COMMISSION RECOMMENDATION**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**ATTACHMENTS:**

Description	Type
▣ Ordinance Cover	Ordinance
▣ Ordinance Exhibit	Ordinance
▣ Staff Report with Maps	Backup Material
▣ Surrounding Property Owner Response	Backup Material

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:

PART 1: That Chapter 23, part known as the Land Development Code of the City of Abilene, is hereby amended by changing the zoning district boundaries as set out in Exhibit "A," attached hereto and made a part of this ordinance for all purposes.

PART 2: That any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

PART 3: That the Planning Director be, and is hereby authorized and directed to change the official Zoning Map of the City of Abilene to correctly reflect the amendments thereto.

PASSED ON FIRST READING this 24<sup>th</sup> day of March, A.D. 2016.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 19<sup>th</sup> day of February 2016, the same being more than fifteen (15) days prior to a public hearing to be held in the Council Chamber of the City Hall in Abilene, Texas, at 8:30 a.m., on the 14<sup>th</sup> day of April, 2016 to permit the public to be heard prior to final consideration of this ordinance. Said ordinance, being a penal ordinance, becomes effective ten (10) days after its publication in the newspaper, as provided by Section 19 of the Charter of the City of Abilene.

PASSED ON SECOND AND FINAL READING THIS 14<sup>th</sup> day of April, A.D. 2016.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

APPROVED:

\_\_\_\_\_  
CITY ATTORNEY



ORDINANCE NO. \_\_\_\_\_

EXHIBIT "A"

Rezone property from AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning.

Legal Description:

A PORTION OF A1295 C A DONAVAN PRE, ACRES 88.888



Location:

Being ±64.39 acres located at the southeast corner of Antilley Rd & Pebble Beach

-END-

# ZONING CASE Z-2016-11

## STAFF REPORT



### APPLICANT INFORMATION:

EHT

### HEARING DATES:

P & Z Commission: March 7, 2016

City Council 1<sup>st</sup> Reading: March 24, 2016

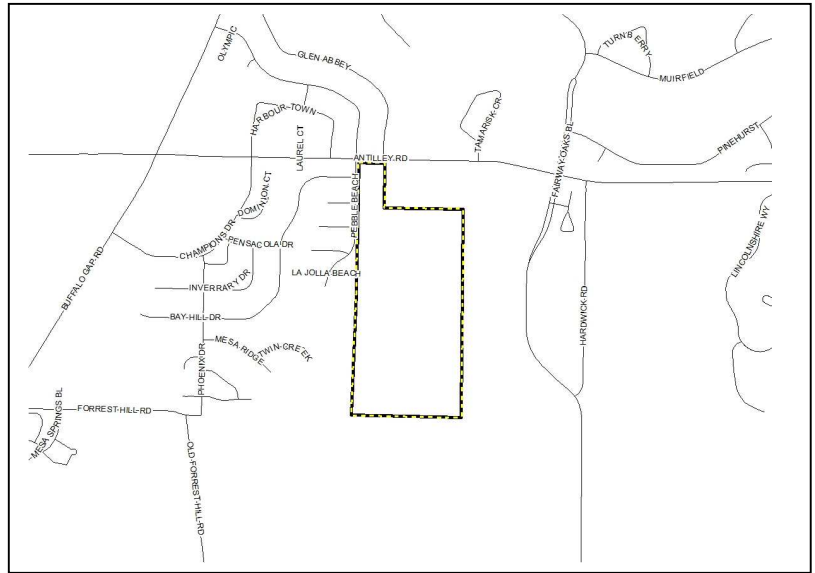
City Council 2<sup>nd</sup> Reading: April 14, 2016

### LOCATION:

Being ±64.39 acres located at the southeast corner of Antilley Rd & Pebble Beach

### REQUESTED ACTION:

Rezone property from AO (Agricultural Open Space) to RS-6 (Single-Family Residential) zoning



### SITE CHARACTERISTICS:

The subject parcel totals approximately 64.39 acres and is currently zoned AO. It is undeveloped and proposed to be a new single-family residential subdivision. The adjacent properties are zoned PD-4 (Planned Development) to the north, AO to the east, RS-8 (Single-Family Residential) to the south, and a mix of RS-8, PH (Patio Home Single-Family Residential), & PD to the west.

### ZONING HISTORY:

The property was annexed in 1980 and zoned AO at that time.

### ANALYSIS:

#### • Current Planning Analysis

Currently the property is undeveloped. The adjacent properties are halfway developed with single-family residential development to the north (Fairway Oaks) & west (Pebble Beach & Mesa Ridge) and the remaining areas being undeveloped. The applicant is proposing to develop a new single-family residential subdivision similar to the adjacent similar developments.

#### • Comprehensive Planning Analysis

The Future Land Use section of the Comprehensive Plan designates this general area as 'low density residential'. There is a flood hazard area along the eastern edge of the proposed site that affects a portion of the property. Antilley Rd is designated as an 'arterial' roadway. A planned collector roadway is also required along the southern edge of the property. The subdivision will have primary access from Antilley Rd with connections to the Pebble Beach subdivision to the west and street stub-outs to the east for future connection. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**PLANNING STAFF RECOMMENDATION:**

Staff recommends approval as requested.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**NOTIFICATION:**

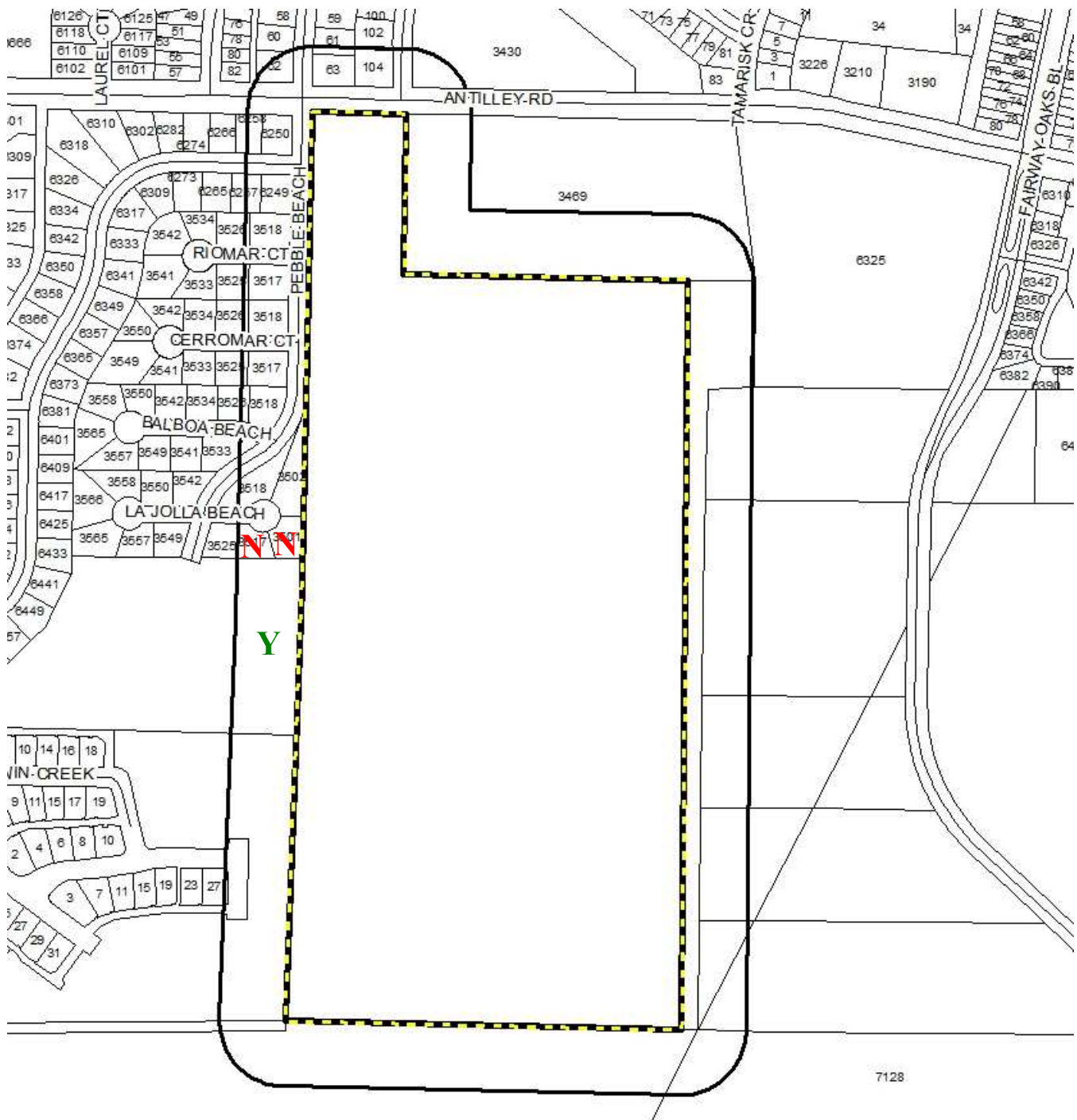
Property owners within a 200-foot radius were notified of the request.

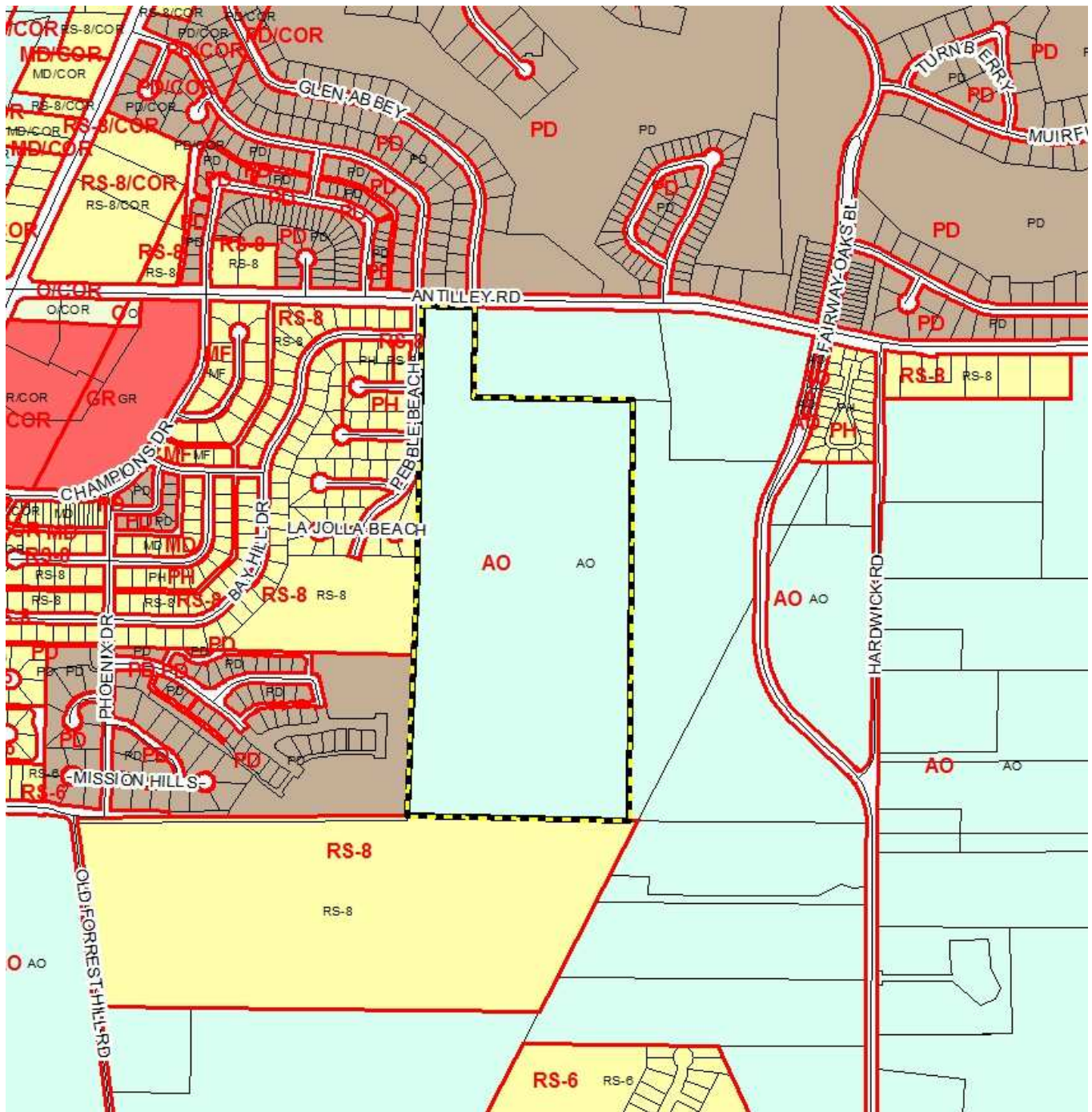
OWNER	ADDRESS	RESPONSE
MC LEAN MIKE C & MICHELLE L	104 GLEN ABBEY	
WILLIAMS GEORGE TOBY & MELANY SUSAN	3517 RIOMAR CT	
NEWBERRY MICHAEL & DEBRA	6250 BAY HILL DR	
ELAM JAMES H & BARBARA J	3533 BALBOA BEACH	
SMITH DONALD R & EDNA B		In Favor
MC LEAN W T & CONNIE C	63 PEBBLE BEACH	
HYMER JON MITCHELL & REALYNN RENEE	3502 LA JOLLA BEACH	
HANLEY SAM C & JOAN G	3501 LA JOLLA BEACH	Opposed
HANLEY SAM C & JOAN G	3517 LA JOLLA BEACH	Opposed
CRAIG CAROL KEITH IND EXEC	3517 CERROMAR CT	
DEFFENBAUGH GEORGE WARREN & PAMELA	62 PEBBLE BEACH	
BYRD MIKE		
WYLIE UNITED METHODIST CH	3430 ANTILLEY RD	
MESA RIDGE ESTATES INC		
KALLA FAMILY LP		
LEMEN ROBERT MITCH & DENISE C	6258 BAY HILL DR	
BYRD MIKE		
NOLEN KAREN L	3518 BALBOA BEACH	
ALVAREZ REY JR & SHANNA	60 PEBBLE BEACH	
BATKO STEVEN L & MARIE C	61 PEBBLE BEACH	
CONNELL ROGER	3526 BALBOA BEACH	
MC LEAN MIKE & MICHELLE	102 GLEN ABBEY	
HERNANDEZ VENTURA MICHAEL & SANDRA V	3518 RIOMAR CT	
DULIN BUDDY R & ELIZABETH H	6249 BAY HILL DR	
CHENGSON JOHN MARGARET	3526 RIOMAR CT	
VASQUEZ SAMUEL H & SHELLY N	3518 CERROMAR CT	
COX SHARON B	6257 BAY HILL DR	
VALENTINE STEVEN M & ANGELA	3526 CERROMAR CT	
GODFREY BRIAN M & ANGELA C	3525 CERROMAR CT	
PRESTON DUB	3525 LA JOLLA BEACH	
BULLOCK ROBERT H & NICOLE C	3469 ANTILLEY RD	
SMITH THOMAS C	3518 LA JOLLA BEACH	
MESA RIDGE ESTATES INC		
BYRD MIKE	7128 HARDWICK RD	
PAUL DAVID G & CHRISTINE M	27 MONARCH DR	
FLOOD JOHN D & JANET L	3525 RIOMAR CT	



1 in Favor- **Y**

2 Opposed- **N**







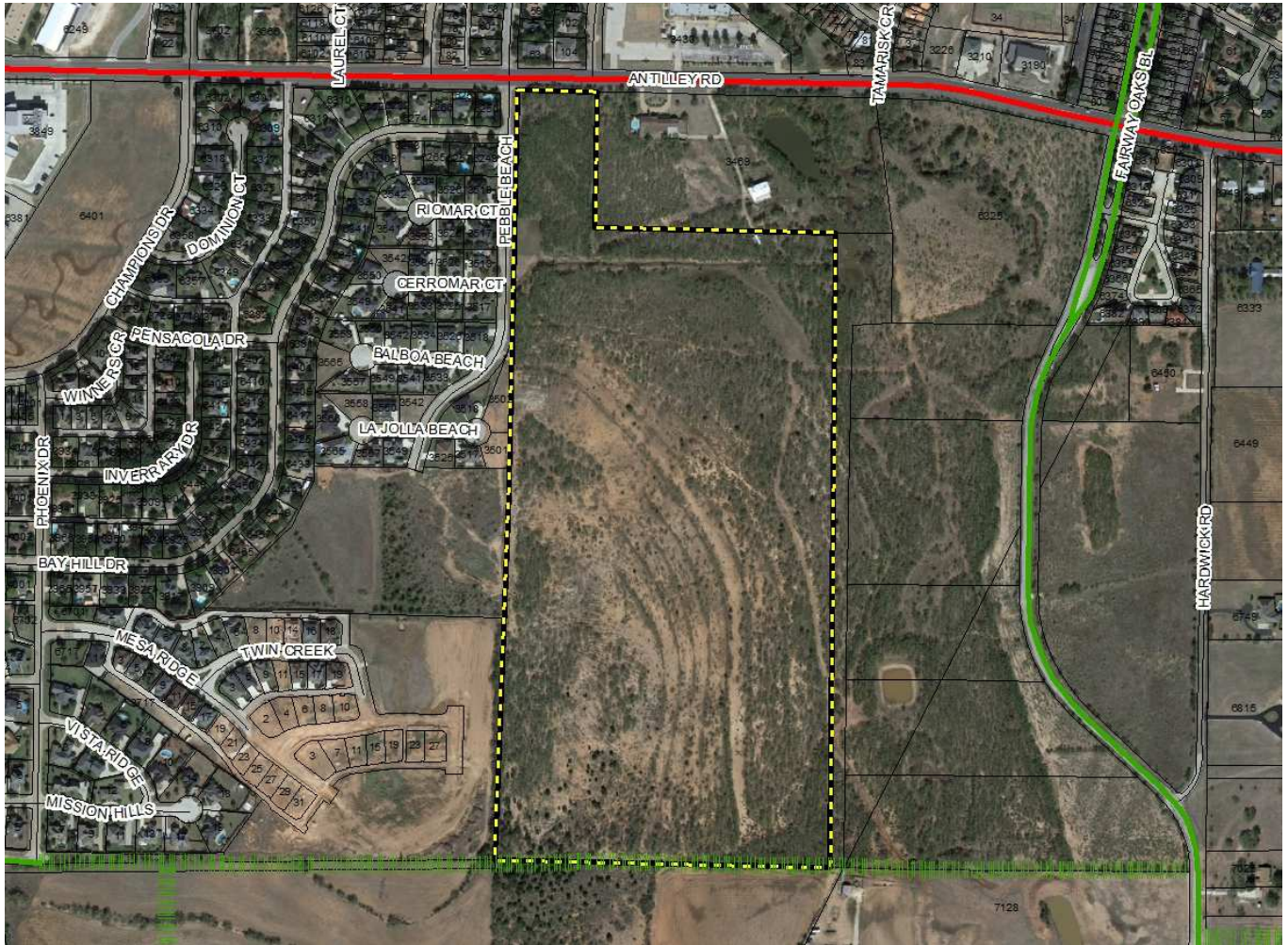






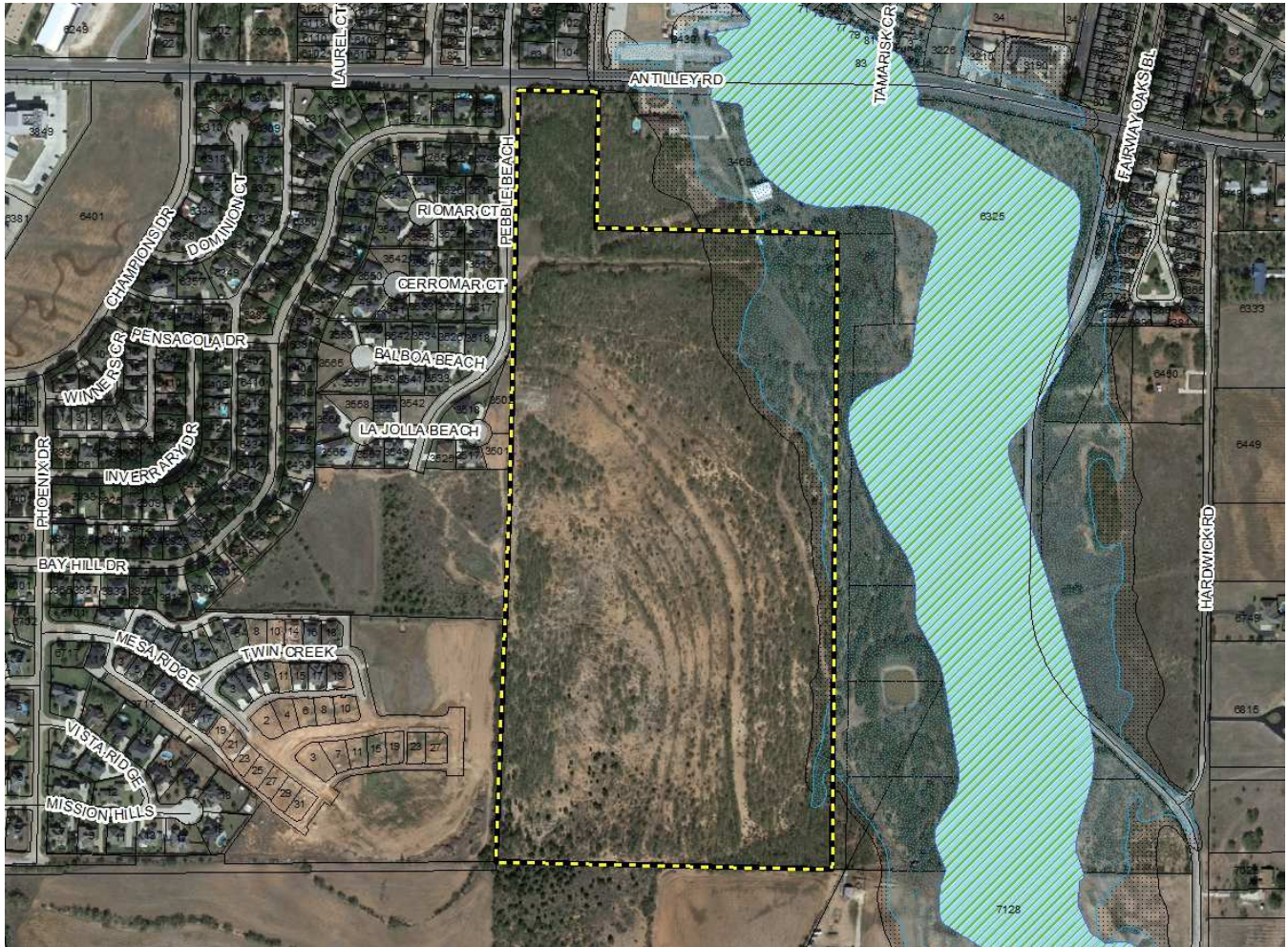


## MASTER THOROUGHFARE PLAN





## FLOOD HAZARD AREA MAP



For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-11

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: HANLEY SAM C & JOAN G  
Address: 3517 LA JOLLA BEACH

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604

Fax #: (325) 676-6242  
email: [planning@abilenetx.com](mailto:planning@abilenetx.com)

3/2/2016

I am in favor ☐

I am opposed ☒

Additional Comments:

ALREADY FLOODS ON PEBBLE BCH AND WILL BE INCREASED DRAINAGE PROBLEM WITH TOPOGRAPHY ON THIS TRACT OF LAND WITH ADDITIONAL HARDSCAPE--ALREADY EXCESS RUNOFF FROM MESA RIDGE LOTS TO SOUTH!!

TRUST ALLEYWAYS WILL BE UTILIZED WHEN PLANNING THIS DEVELOPMENT.

For the PLANNING & ZONING COMMISSION

Please call at (325) 676-6237 if you have any questions about this notice.

CASE #: Z-2016-11

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also fax or email your position to the fax number or email address also listed below. All correspondence must include your name and address.

Name: HANLEY SAM C & JOAN G  
Address: 3501 LA JOLLA BEACH

Mailing To: Planning and Development Services  
P.O. Box 60, Abilene TX 79604

Fax #: (325) 676-6242  
email: [planning@abilenetx.com](mailto:planning@abilenetx.com)

3/2/2016

I am in favor ☐

I am opposed ☒

Additional Comments:

ALREADY FLOODS ON PEBBLE BCH AND WILL BE INCREASED DRAINAGE PROBLEM WITH TOPOGRAPHY ON THIS TRACT OF LAND WITH ADDITIONAL HARDSCAPE--ALREADY EXCESS RUNOFF FROM MESA RIDGE LOTS TO SOUTH!!

TRUST ALLEYWAYS WILL BE UTILIZED WHEN PLANNING THIS DEVELOPMENT



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Dana Schoening, Director Planning & Development Services**

**SUBJECT: Ordinance: (First Reading) Z-2016-12 A request from EHT to rezone property from AO (Agricultural Open Space) to RS-8 (Single-Family Residential) zoning, being approximately 117.16 acres and being all property on the east side of Hardwick Rd from 6449 to 7449 Hardwick Rd, not including 6749, 6815, & 7229 Hardwick Rd; and setting a public hearing for April 14, 2016. *(Schoening)***

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**GENERAL INFORMATION**

Currently the property is undeveloped. The adjacent properties are partially developed with large lot single-family residential development up and down Hardwick Rd and the Wesley Court senior project to the northeast. The applicant is proposing to develop a new single-family residential subdivision similar to the nearby single-family residential developments.

The Future Land Use section of the Comprehensive Plan designates this general area as 'low density residential'. There is a flood hazard area along the western edge of the proposed site that only affects the southwestern portion of the property. Both Hardwick Rd & Waldrop Rd are designated as 'collector' roadways. A planned collector roadway is also required in the middle of the property in an east/west alignment. The subdivision will have primary access from Hardwick Rd with connections to Waldrop Rd and the proposed collector road. Street stub-outs to the east where appropriate will be required for future connection. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

Staff recommends approval as requested.

**BOARD OR COMMISSION RECOMMENDATION**



The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**ATTACHMENTS:**

Description	Type
▣ Ordinance Cover	Ordinance
▣ Ordinance Exhibit	Ordinance
▣ Staff Report with Maps	Backup Material

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:

PART 1: That Chapter 23, part known as the Land Development Code of the City of Abilene, is hereby amended by changing the zoning district boundaries as set out in Exhibit "A," attached hereto and made a part of this ordinance for all purposes.

PART 2: That any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

PART 3: That the Planning Director be, and is hereby authorized and directed to change the official Zoning Map of the City of Abilene to correctly reflect the amendments thereto.

PASSED ON FIRST READING this 24<sup>th</sup> day of March, A.D. 2016.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 19<sup>th</sup> day of February 2016, the same being more than fifteen (15) days prior to a public hearing to be held in the Council Chamber of the City Hall in Abilene, Texas, at 8:30 a.m., on the 14<sup>th</sup> day of April, 2016 to permit the public to be heard prior to final consideration of this ordinance. Said ordinance, being a penal ordinance, becomes effective ten (10) days after its publication in the newspaper, as provided by Section 19 of the Charter of the City of Abilene.

PASSED ON SECOND AND FINAL READING THIS 14<sup>th</sup> day of April, A.D. 2016.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

APPROVED:

\_\_\_\_\_  
CITY ATTORNEY

ORDINANCE NO. \_\_\_\_\_

EXHIBIT "A"

Rezone property from AO (Agricultural Open Space) to RS-8 (Single-Family Residential) zoning.

Legal Description:

A0830 SUR 12 L A L NW/4, TRACT 1 FASSHAUER, ACRES 10.0285

A0830 SUR 12 L A L NW/4, TRACT 3 OF 1 FASSHAUER, ACRES 11.1115

RAINEY ADDN, BLOCK A, LOT E PT OF 1, ACRES 8.291

A0830 SUR 12 L A L NW/4, TRACT 1 FASSHAUER, ACRES 10.5

A0830 SUR 12 L A L NW/4, TRACT PT TR 5 OF 1 FASSHAUER, ACRES 2.408

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT PRT TR 5, ACRES 0.092

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT PRT TR 5, ACRES 2

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT 6, ACRES 12.394

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT PRT TR 7 & 8, ACRES 20.984

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT 8, ACRES 3.85

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT 9, ACRES 15

A0831 SUR 12 L A L SW/4, BLOCK SUB 8, TRACT 10, ACRES 15.358



Location:

Being ±117.16 acres and being all property on the east side of Hardwick Rd from 6449 to 7449 Hardwick Rd, not including 6749, 6815, & 7229 Hardwick Rd

-END-

# ZONING CASE Z-2016-12

## STAFF REPORT



### APPLICANT INFORMATION:

EHT

### HEARING DATES:

P & Z Commission: March 7, 2016

City Council 1<sup>st</sup> Reading: March 24, 2016

City Council 2<sup>nd</sup> Reading: April 14, 2016

### LOCATION:

Being ±117.16 acres and being all property on the east side of Hardwick Rd from 6449 to 7449 Hardwick Rd, not including 6749, 6815, & 7229 Hardwick Rd

### REQUESTED ACTION:

Rezone property from AO (Agricultural Open Space) to RS-8 (Single-Family Residential) zoning



### SITE CHARACTERISTICS:

The subject parcel totals approximately 117.16 acres and is currently zoned AO. It is undeveloped and proposed to be a new single-family residential subdivision. The adjacent properties are zoned AO to the north, a mix of MD (Medium Density Residential), AO, & PD (Planned Development) to the east, AO to the south, and AO to the west.

### ZONING HISTORY:

The property was annexed in 1980 and zoned AO at that time.

### ANALYSIS:

#### • Current Planning Analysis

Currently the property is undeveloped. The adjacent properties are partially developed with large lot single-family residential development up and down Hardwick Rd and the Wesley Court senior project to the northeast. The applicant is proposing to develop a new single-family residential subdivision similar to the nearby single-family residential developments.

#### • Comprehensive Planning Analysis

The Future Land Use section of the Comprehensive Plan designates this general area as 'low density residential'. There is a flood hazard area along the western edge of the proposed site that only affects the southwestern portion of the property. Both Hardwick Rd & Waldrop Rd are designated as 'collector' roadways. A planned collector roadway is also required in the middle of the property in an east/west alignment. The subdivision will have primary access from Hardwick Rd with connections to Waldrop Rd and the proposed collector road. Street stub-outs to the east where appropriate will be required for future connection. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**PLANNING STAFF RECOMMENDATION:**

Staff recommends approval as requested.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**NOTIFICATION:**

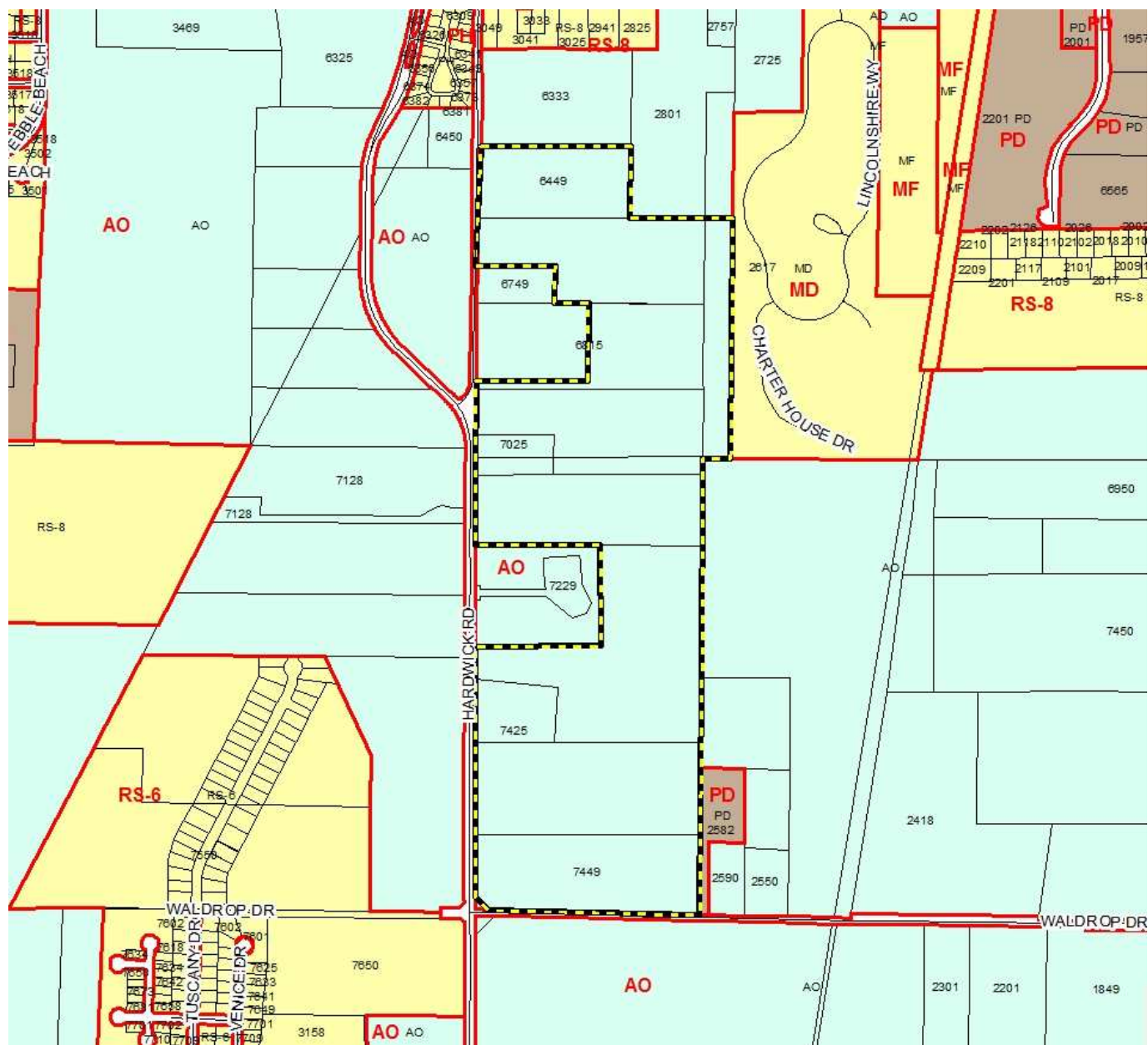
Property owners within a 200-foot radius were notified of the request.

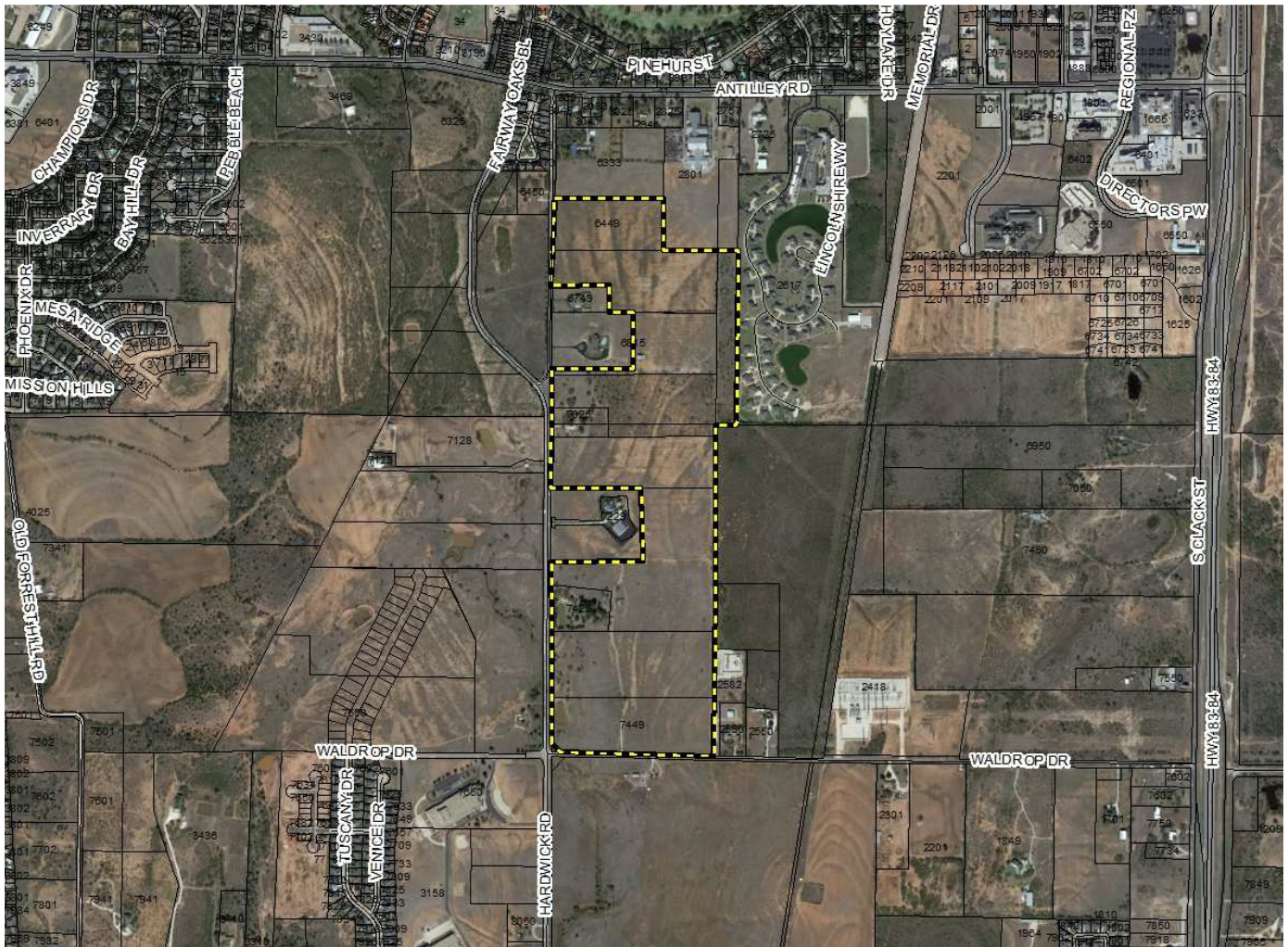
OWNER	ADDRESS	RESPONSE
BYRD MIKE		
FALA MICHAEL R & DIANE L	6749 HARDWICK RD	
FENTON DAVID & KIM	6449 HARDWICK RD	
BYRD MIKE		
ER PROPCO WC LLC	2617 ANTILLEY RD	
ANDERSON JUSTIN & BRANDIE		Opposed
BYRD MIKE		
BYRD MICHAEL		
PATTERSON PAUL F JR	6333 HARDWICK RD	
ZION EVANGELICAL LUTHERAN CONG	2801 ANTILLEY RD	
GOLDEN SPREAD ELECTRIC COOP INC	2582 WALDROP DR	
BYRD MIKE	7128 HARDWICK RD	
FENTON DAVID & KIM		
BYRD MIKE		
WYLIE IND SCHOOL DIST	7650 HARDWICK RD	
BYRD MIKE		
BYRD MIKE		
WILSON RICKY D II & RACHEL L	6815 HARDWICK RD	
GRAHAM SARA L TR		In Favor
BYRD MIKE	7449 HARDWICK RD	
WOMACK BARBARA	6450 HARDWICK RD	
ARTHUR JOHN STEVEN		
BYRD MICHAEL	7025 HARDWICK RD	
TAYLOR ELECTRIC COOP INC	2590 WALDROP DR	In Favor
BYRD MIKE	7425 HARDWICK RD	
STRICKLIN JACK JR		
BYRD MICHAEL		
ZION EVANGELICAL LUTHERAN		
BYRD MIKE	7128 HARDWICK RD	
STRICKLIN JACK L		
BYRD MIKE		
CITY OF ABILENE		
ANDERSON JUSTIN & BRANDIE	7229 HARDWICK RD	Opposed
BYRD MIKE		
BYRD MIKE		

2 in Favor- **Y**  
2 Opposed- **N**

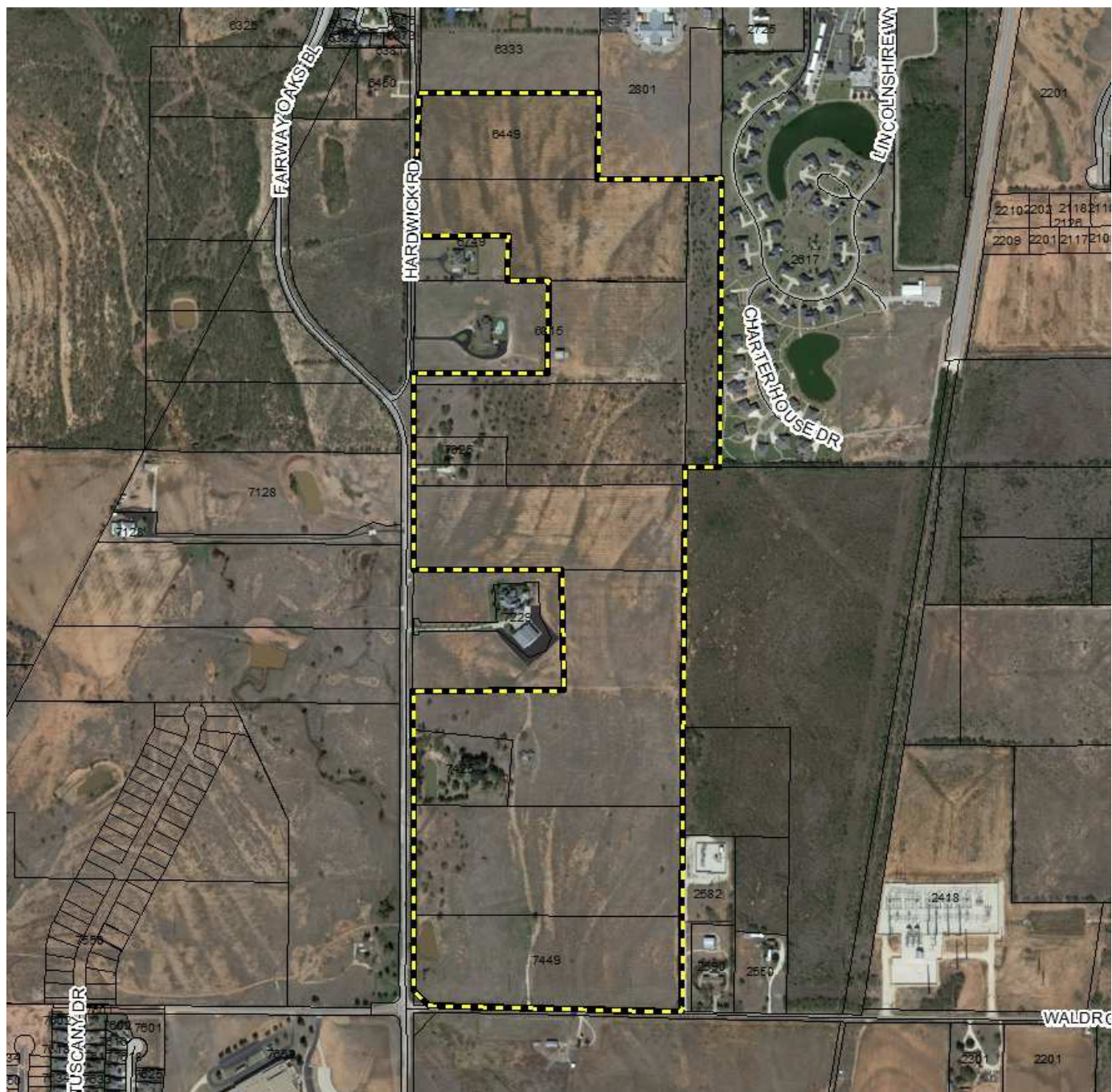






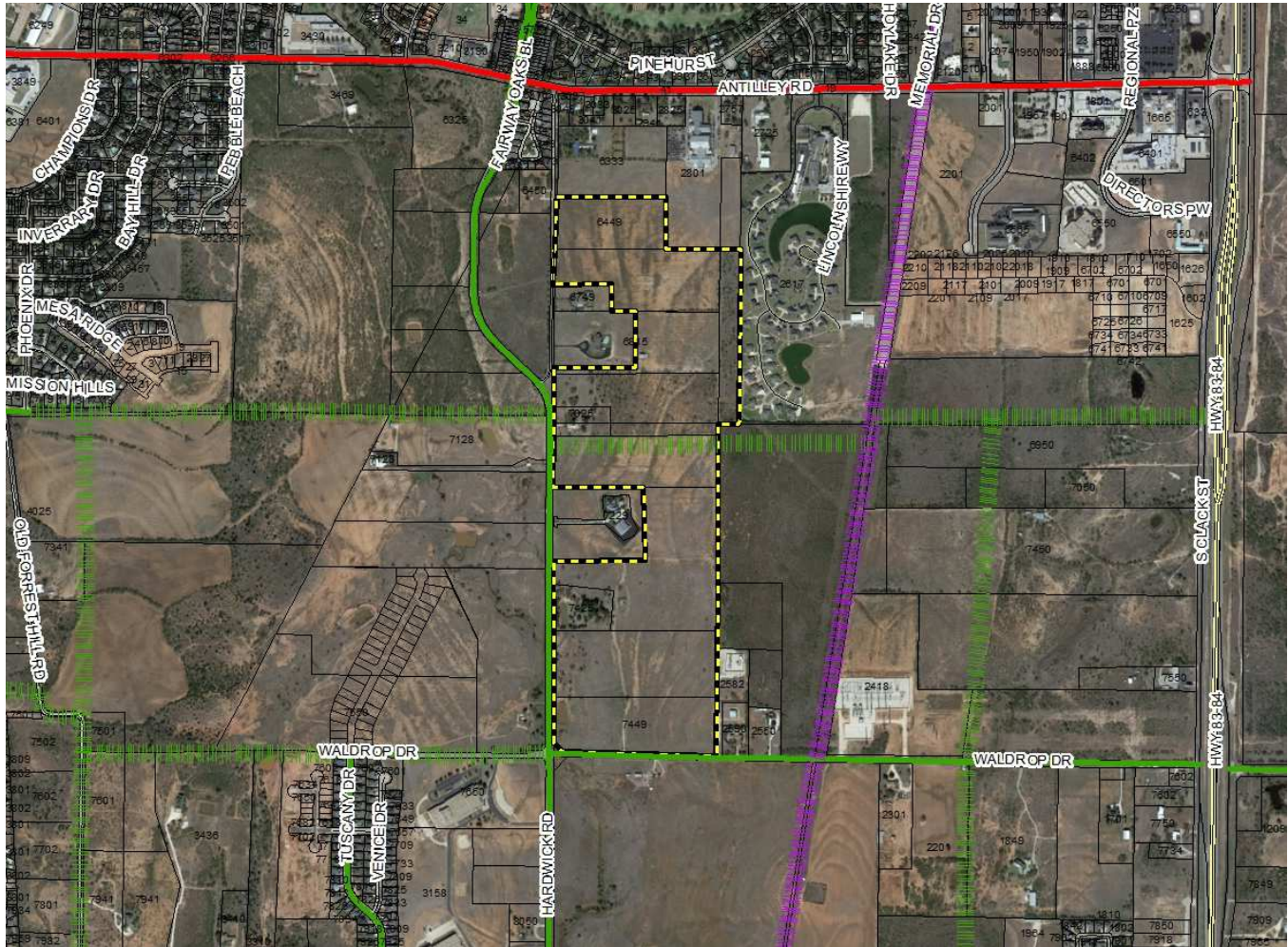






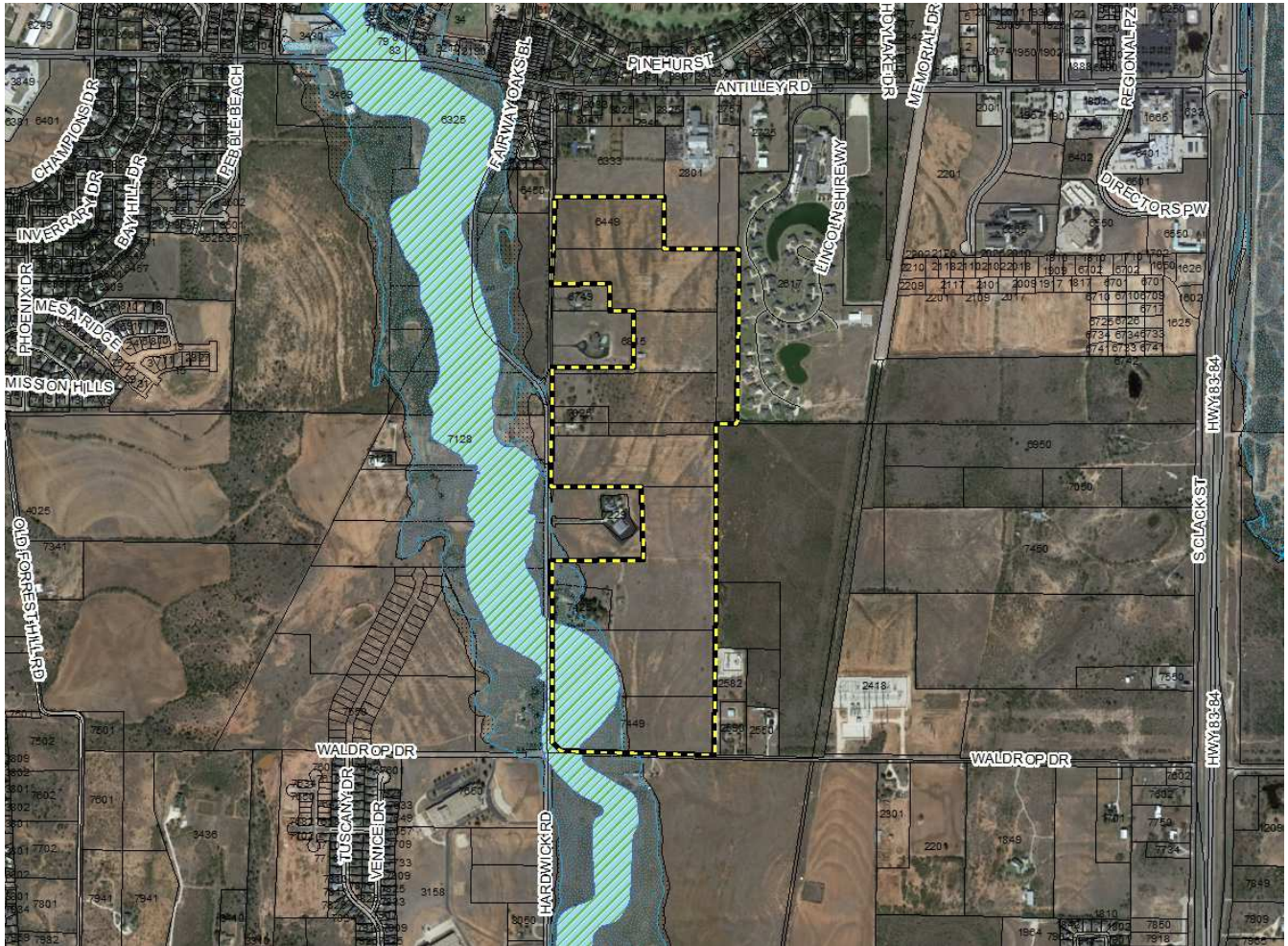


# MASTER THOROUGHFARE PLAN





# FLOOD HAZARD AREA MAP





**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Dana Schoening, Director Planning & Development Services**

**SUBJECT: Ordinance: (First Reading) Z-2016-13 A request from Timothy A. Richards to rezone property from AO (Agricultural Open Space) to LI (Light Industrial) & HI (Heavy Industrial) zoning, located at 3550 E. Hwy 80; and setting a public hearing for April 14, 2016. (Schoening)**

---

**GENERAL INFORMATION**

Currently the property is developed with an old motel that has been out of business for many years. The adjacent properties are developed with single-family residential development to the north & east and industrial uses to the south & west. The applicant is proposing to use the front ±247 feet as an auto repair shop with the remaining area to the rear for storage of vehicles. The future plan for the rear area is a salvage yard use specifically for auto salvage. The salvage use is designated as 'scrap & waste material' in the Land Development Code and requires approval of a Conditional Use Permit by the City Council. This would be a separate request in the future.

The Future Land Use section of the Comprehensive Plan designates this general area as part of a 'Gateway/Business-Industrial' designation. East Highway 80 is designated as an 'arterial' roadway. There is a flood hazard area that only affects the front portion of the property. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

**STAFF RECOMMENDATION**

Staff recommends approval as requested.

**BOARD OR COMMISSION RECOMMENDATION**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

**ATTACHMENTS:**

Description	Type
▣ Ordinance Cover	Ordinance
▣ Ordinance Exhibit	Ordinance
▣ Staff Report with Maps	Backup Material

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF ABILENE, TEXAS, AMENDING CHAPTER 23, "LAND DEVELOPMENT CODE," OF THE ABILENE MUNICIPAL CODE, BY CHANGING THE ZONING DISTRICT BOUNDARIES AFFECTING CERTAIN PROPERTIES; CALLING A PUBLIC HEARING; PROVIDING A PENALTY AND AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:

PART 1: That Chapter 23, part known as the Land Development Code of the City of Abilene, is hereby amended by changing the zoning district boundaries as set out in Exhibit "A," attached hereto and made a part of this ordinance for all purposes.

PART 2: That any person, firm or corporation violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be punished by a fine of not more than Five Hundred Dollars (\$500.00). Each day such violation shall continue or be permitted to continue, shall be deemed a separate offense.

PART 3: That the Planning Director be, and is hereby authorized and directed to change the official Zoning Map of the City of Abilene to correctly reflect the amendments thereto.

PASSED ON FIRST READING this 24<sup>th</sup> day of March, A.D. 2016.

A notice of the time and place, where and when said ordinance would be given a public hearing and considered for final passage, was published in the Abilene Reporter-News, a daily newspaper of general circulation in the City of Abilene, said publication being on the 19<sup>th</sup> day of February 2016, the same being more than fifteen (15) days prior to a public hearing to be held in the Council Chamber of the City Hall in Abilene, Texas, at 8:30 a.m., on the 14<sup>th</sup> day of April, 2016 to permit the public to be heard prior to final consideration of this ordinance. Said ordinance, being a penal ordinance, becomes effective ten (10) days after its publication in the newspaper, as provided by Section 19 of the Charter of the City of Abilene.

PASSED ON SECOND AND FINAL READING THIS 14<sup>th</sup> day of April, A.D. 2016.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

APPROVED:

\_\_\_\_\_  
CITY ATTORNEY



ORDINANCE NO. \_\_\_\_\_

EXHIBIT "A"

Rezone property from AO (Agricultural Open Space) to LI (Light Industrial) & HI (Heavy Industrial) zoning.

Legal Description:

SILVER SPUR ADDN, BLOCK A, LOT W .995 AC



Location:  
3550 E. Hwy 80

-END-

# ZONING CASE Z-2016-13

## STAFF REPORT



### APPLICANT INFORMATION:

Timothy A. Richards

### HEARING DATES:

P & Z Commission: March 7, 2016

City Council 1<sup>st</sup> Reading: March 24, 2016

City Council 2<sup>nd</sup> Reading: April 14, 2016

### LOCATION:

3550 E. Hwy 80

### REQUESTED ACTION:

Rezone property from AO (Agricultural Open Space) to LI (Light Industrial) & HI (Heavy Industrial) zoning



### SITE CHARACTERISTICS:

The subject parcel totals approximately 0.99 acres and is currently zoned AO. It is developed with an old motel use that has been out of business for many years. The adjacent properties are zoned AO to the north, AO to the east, LI to the south, and LI to the west.

### ZONING HISTORY:

The property was annexed in 1964 and zoned AO at that time.

### ANALYSIS:

#### • Current Planning Analysis

Currently the property is developed with an old motel that has been out of business for many years. The adjacent properties are developed with single-family residential development to the north & east and industrial uses to the south & west. The applicant is proposing to use the front ±247 feet as an auto repair shop with the remaining area to the rear for storage of vehicles. The future plan for the rear area is a salvage yard use specifically for auto salvage. The salvage use is designated as 'scrap & waste material' in the Land Development Code and requires approval of a Conditional Use Permit by the City Council. This would be a separate request in the future.

#### • Comprehensive Planning Analysis

The Future Land Use section of the Comprehensive Plan designates this general area as part of a 'Gateway/Business-Industrial' designation. East Highway 80 is designated as an 'arterial' roadway. There is a flood hazard area that only affects the front portion of the property. The requested zoning is deemed compatible with the Future Land Use Map and the adjacent properties.

**PLANNING STAFF RECOMMENDATION:**

Staff recommends approval as requested.

**PLANNING AND ZONING COMMISSION RECOMMENDATION:**

The Planning and Zoning Commission recommends approval as requested by a vote of 5 in favor (Calk, Dunnahoo, McClarty, Rosenbaum, & Famble) and none opposed.

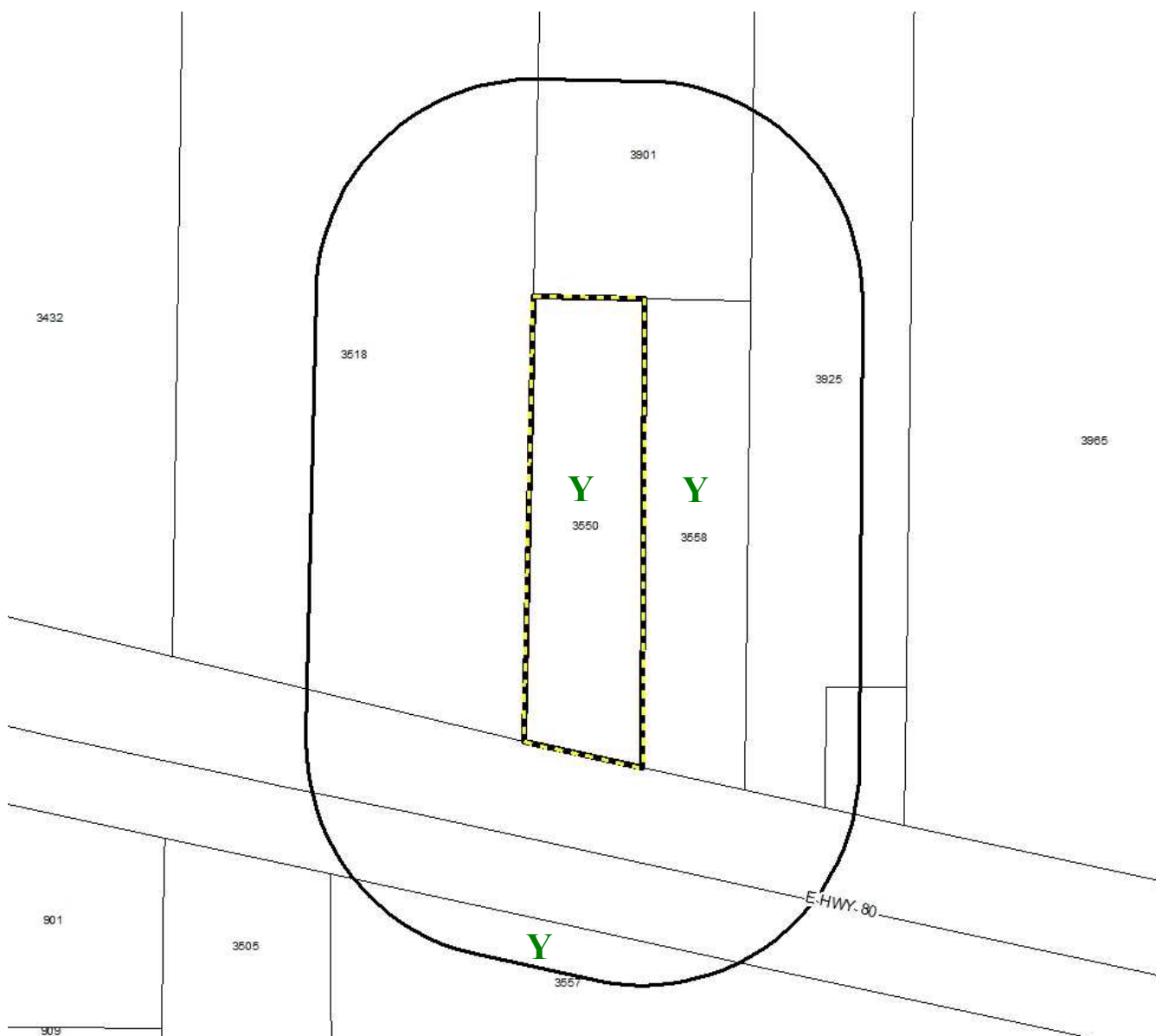
**NOTIFICATION:**

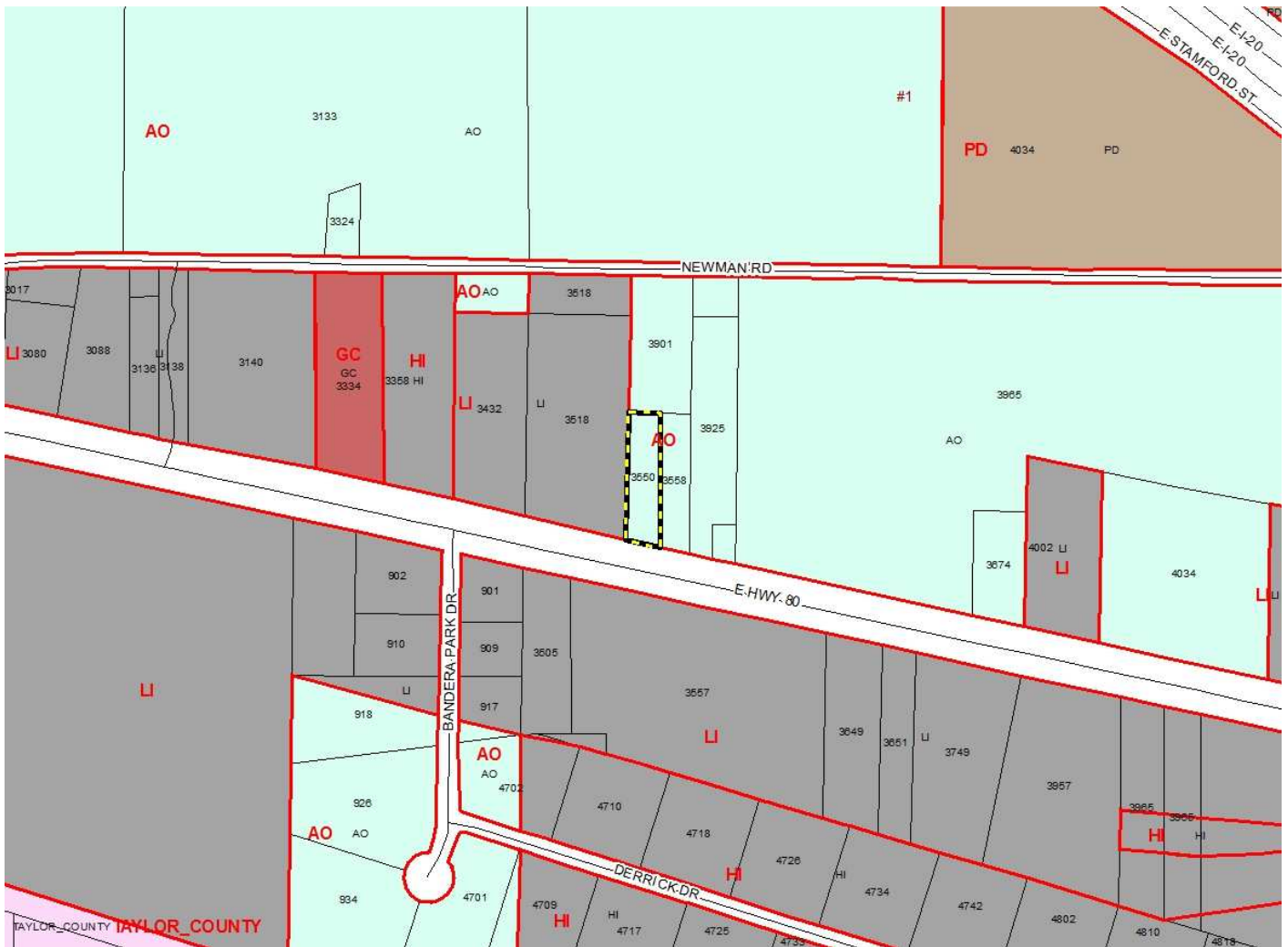
Property owners within a 200-foot radius were notified of the request.

OWNER	ADDRESS	RESPONSE
MC GUIRE TOM	3925 NEWMAN RD	
HENNIG W R	3518 E HWY 80	
ADAMS TERRY J	3558 E HWY 80	In Favor
SHOMANSUROFF BOKHODIR & RICHARDS TIMOTHY ALLEN	3550 E HWY 80	In Favor
RICHARDS TIMOTHY A & PATTY R	3901 A NEWMAN RD	
CABINETTECH INC	3557 E HWY 80	In Favor
MC GUIRE TOM		

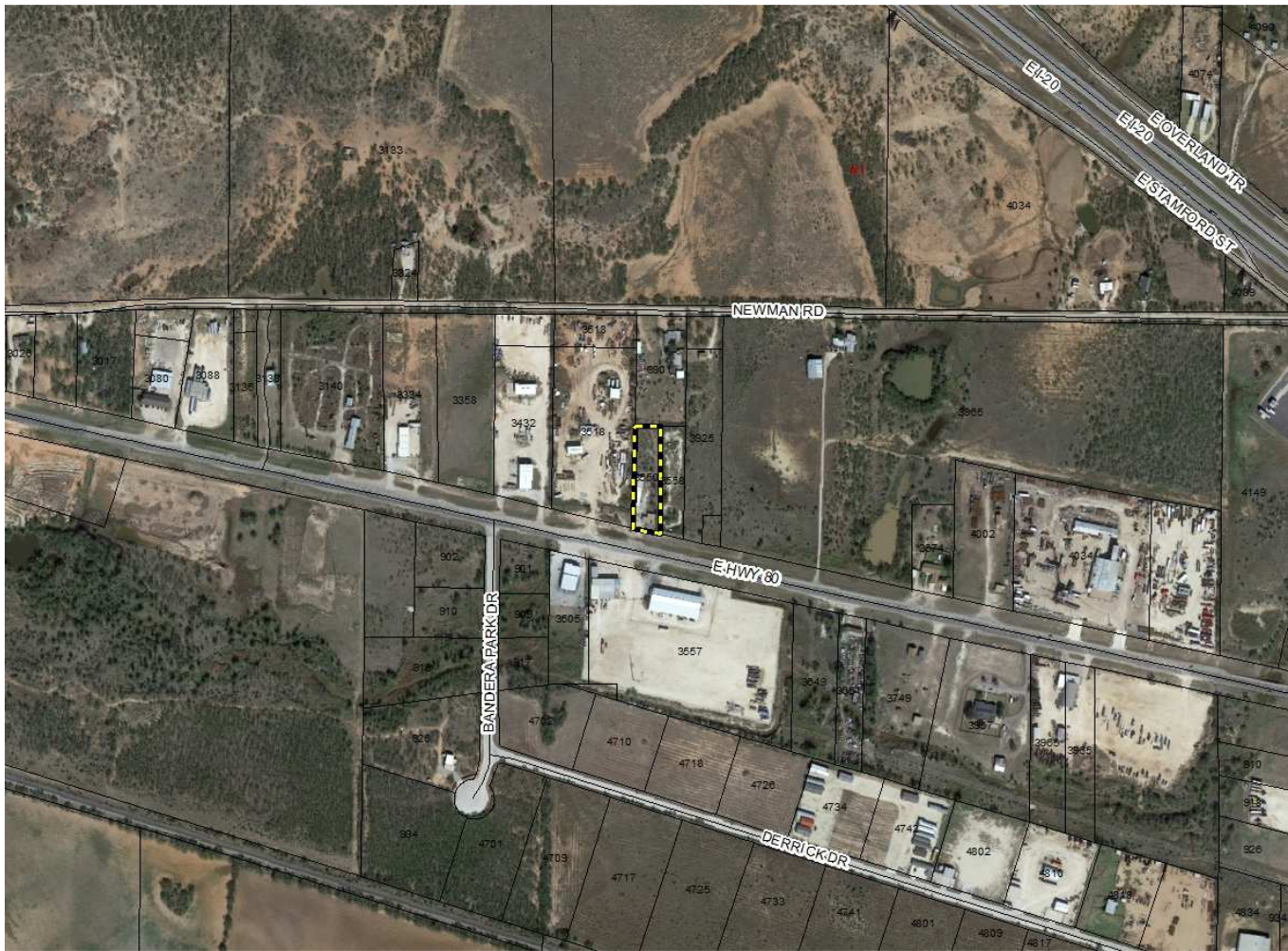
3 in Favor- **Y**

0 Opposed- **N**











## REQUESTED ZONING





**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Lesli Andrews, Director of Community Services**

**Resolution: Authorizing the City Manager to execute an agreement with Restroom  
SUBJECT: Facilities Ltd through BuyBoard contract #423-13 for the purchase of two restrooms to  
be located with the two new splash pads. (*Andrews*)**

---

**GENERAL INFORMATION**

On May 9, 2015, voters approved Proposition 7 which allowed the issuance of \$2,500,000 in General Obligation Bonds for the construction of four new splash pads. On February 25, 2016, the City Council authorized the City Manager to execute an agreement with Vortex USA Inc. for the construction of two splash pads. This item is to authorize the purchase of two restrooms from Restroom Facilities Ltd (RFL) to support the splash pads.

**SPECIAL CONSIDERATIONS**

The restrooms were selected via the City's participation with BuyBoard. BuyBoard is a purchasing cooperative which means that participating contracts and vendors have been competitively procured and meet all of the local and state procurement guidelines.

The restrooms at both parks will be identical and designed to be durable and maintenance friendly. They will both feature metal roofs, stainless steel fixtures, a drinking fountain, and the Corworth management system. The Corworth management system offers a great deal of information and service efficiency to the Parks Division. The system allows for remote monitoring of the facility as it relates to temperature, water use and status of the doors (locked/unlocked/open). There have been instances when vandalism has occurred at park restrooms and this system has the ability to send alerts such as when a fixture is broken or the doors have been breached.

**FUNDING/FISCAL IMPACT**

\$203,773.14 from the \$2,500,000 in voter approved General Obligation Bonds.

**STAFF RECOMMENDATION**

Approval of a resolution authorizing the City Manager to execute an agreement with Restroom Facilities Ltd through BuyBoard contract #423-13 for the purchase of two restrooms.

## **BOARD OR COMMISSION RECOMMENDATION**

N/A

### **ATTACHMENTS:**

Description	Type
▣ Resolution	Resolution Letter
▣ Quote	Backup Material
▣ BuyBoard #1	Backup Material
▣ BuyBoard #2	Backup Material
▣ BuyBoard #3	Backup Material

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH RESTROOM FACILITIES LTD THROUGH THE CITY'S BUY BOARD CONTRACT FOR THE PURCHASE OF TWO RESTROOMS.**

**WHEREAS**, on May 9, 2015, voters approved Proposition 7 which allowed the issuance of \$2,500,000 in General Obligation Bonds for the construction of four new splash pads; and

**WHEREAS**, the two restrooms will support the splash pads; and

**WHEREAS**, the restrooms were selected via the City's purchasing cooperative contract with Buy Board; and

**WHEREAS**, both restrooms will feature metal roofs, stainless steel fixtures, a drinking fountain, and the Corworth management system.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:**

Part 1: The City Manager is hereby authorized to execute an agreement with Restroom Facilities Ltd for two park restrooms through Buy Board Contract #423-13.

Part 2: That this Resolution shall take effect immediately from and after passage.

**ADOPTED this 24th day of March, 2016.**

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norman Archibald, Mayor

APPROVED:

\_\_\_\_\_  
Stanley Smith, Interim City Attorney

### TURNKEY QUOTATION

**PROJECT NAME: ABILENE SPLASH PARKS**  
**OWNER: CITY OF ABILENE, TEXAS**  
**DATE: MARCH 11, 2016**

Restroom Facilities Limited (RFL), the Nation's leading specialized restroom design/build firm since 1988, offers to furnish and install, per plans and specifications, subject to our attached Scope of Work, and the Standard Terms and Conditions of Sale, which become part of our offer to sell.

#### BUYBOARD CONTRACT 423-13

<b>RFL BASE MODEL # AB202</b>	<b>@</b>	<b>\$ 52,758.00</b>
<b>METAL ROOF ADD</b>	<b>@</b>	<b>\$ 1,446.00</b>
<b>STAINLESS STEEL FIXTURES ADD</b>	<b>@</b>	<b>\$ 8,853.00</b>
<b>DUAL HEIGHT ADA DRINKING FOUNTAIN ADD</b>	<b>@</b>	<b>\$ 3,825.00</b>
<b>BABY CHANGING STATIONS (2 Stations) ADD</b>	<b>@</b>	<b>\$ 1,469.00</b>
<b>FLOOD VENTS (4 vents) ADD</b>	<b>@</b>	<b>\$ 2,000.00</b>
<b>STD EPOXY FLOOR IN RESTROOMS ADD</b>	<b>@</b>	<b>\$ 668.00</b>
<b>CORWORTH MANAGEMENT SYSTEM ADD</b>	<b>@</b>	<b>\$ 9,500.00</b>
<b>1 YEAR DATA / UPDATE PLAN FOR CMS ADD</b>	<b>@</b>	<b>\$ 900.00</b>
<b>INSTALL</b>	<b>@</b>	<b>\$ 9,000.00</b>
<b>TOTAL WITH BUYBOARD DISCOUNT</b>	<b>@</b>	<b>\$ 90,419.00</b>
 <b>FREIGHT AND CRANE</b>	 <b>@</b>	 <b>\$ 8,500.00</b>
<b>PAYMENT &amp; PERFORMANCE BOND</b>	<b>@</b>	<b>\$ 2,967.57</b>
<b>TOTAL BUYBOARD W/ FREIGHT AND CRANE</b>	<b>@</b>	<b>\$101,886.57</b>

**TOTAL AMOUNT FOR 2 BUILDINGS                      \$203,773.14**

Note: You must itemize your purchasing document as shown in this quote.

Payment terms: 90% in progress billings during construction; and balance of 10% upon completion of delivery and installation, no retention. Payment of 90% must be received by RFL prior to scheduling of delivery and installation. Thank you for considering RFL as your restroom specialist for this project.

\_\_\_\_Initial      \_\_\_\_Initial

Page 1 of 8



## **HOW WE WORK**

Once plans have been approved and engineer stamped, the manufacturing process begins. Typically, the construction time frame is approximately 90-120 days and begins with execution of sales order and receipt of approved submittals, color selections and progress payments. In-plant inspection reports and certifications will be provided by an independent inspection agency. The client must prepare the site in accordance with the "Scope of Work by Client" attached and coordinate any required on site inspections. After the site prep has been completed, our crew arrives to perform the installation. They will verify elevation, offsets, location, and access.

### **Exclusions:**

- A. Sidewalks beyond building slab.
- B. Site issues beyond the control of RFL.
- C. Damage to existing improvements.
- D. Protection of existing utilities, landscaping, and improvements.
- E. If required per geotech report, footing, piers, and/or select fill labor and materials to be provided by others.
- F. Excavation and backfill.

## **CLIENT'S SCOPE OF WORK**

### **TURNKEY INSTALLATION OF RESTROOM BUILDING WITH ATTACHED SLAB**

#### **1. SURVEY STAKES:**

Provide ten foot offset stakes and locate front corners of building, existing utilities, and inverts within the area of construction. Locate and mark final slab elevation.

#### **2. SUBGRADE PAD:**

Preparing the site is fairly simple. Detailed instructions to prepare the building site are as follows:

- 2.1. Excavate down ten inches below the finish floor elevation (the slab is eight inches thick on top of a two inch sand bed).
- 2.2. If soils are poor, it may be necessary to import six inches of Class II base rock, and pour for a footing and/or piers. (This is not necessary if native soils will compact)
- 2.3. Compact to 95%, or to local code requirement.
- 2.4. Compact one foot over in all directions (over build).
- 2.5. Supply approximately five cubic yards of clean sand, on side of site, for fine grading.
- 2.6. Excavate and backfill trenches up to and within building pad for RFL supplied underground utility service kits.
- 2.7. Provide water and inspection for RFL supplied underground sewer kit.

- 2.8. Depending on weather, all irrigation should be turned off prior to delivery to allow the surrounding soils to dry and bear the weight of the truck and crane.
- 2.9. Check corner locations against plans for proper sizing.
- 2.10. Verify finish floor elevation for concrete slab (shipped fully attached to the building.)
- 2.11. Excavate one foot perimeter footing if required by local code to specified depth.

**3. SITE ACCESS AND STORAGE:**

Provide suitable safe clear access to allow a crane (up to 110 tons), and the building on a semi-trailer (up to 40 tons) to reach site (14' width, 70' length, and 14' in height). If path to site is over existing utilities, sidewalks, or other damageable areas, proper marking, plating or other appropriate protection must be provided by CLIENT. CLIENT is responsible for removing any overhead obstructions (i.e. power lines, trees). This proposal provides for a 110 ton crane with access to within 25' of the building pad. The proposal is based on four (4) hours of crane time. If access is limited a larger crane may be required. All additional crane costs shall be borne by the CLIENT. A direct route to the project site is assumed. Should routes be altered due to road closures or restrictions, additional fees may apply.

**4. UTILITIES:**

Bring water, sewer, and power (if applicable) utilities into point of connection Christy boxes (supplied by RFL), within six feet of the building line at the location shown on our plan.

- 4.1. Water: RFL will furnish and install a water point of connection (isolation valve), from mechanical chase to a Christy box six feet from the building line. CLIENT must connect service to valve.
- 4.2. Sewer: RFL will furnish and install a sewer point of connection from mechanical chase to a Christy box six feet from the building line. CLIENT must connect service.
- 4.3. Electrical: (when this option is chosen) RFL will furnish and install a PVC conduit and a Christy box to the point of connection six feet from the building line. CLIENT to pull the electrical service line through the conduit and connect to the main panel lugs inside the building. All electrical inside the building will be furnished and installed by RFL, except as noted above in exclusions.
- 4.4. If the utilities are not available when we depart the site, testing and minor leaks will be the responsibility of the CLIENT.
- 4.5. A minimum 1½" line with 25 gpm at 60 psi pressure minimum is required to ensure that water closets will operate as designed. If this is not available an auxiliary holding tank may be required.

**5. SPECIAL CONDITIONS AND COSTS:**

If specifications by owner require any testing or special inspections, costs, if any, shall be borne by CLIENT.

\_\_\_\_Initial \_\_\_\_Initial

Page 3 of 8

**6. PERMITS AND FEES:**

All building permits and fees shall be borne by CLIENT.

**7. INSPECTIONS:**

It is very important that the CLIENT understand that our costs are based upon fast track construction and that delays for inspection are an impediment to the timely completion of the project. We seek the full cooperation of the CLIENT and local building officials or project inspectors in accomplishing this end. We require that all inspections be scheduled with adequate notice to ensure that the underground plumbing and electrical work is approved prior to placement of building. We require that final inspection and acceptance by owner and building officials be performed immediately following RFL's completion of installation. We also require final inspection and acceptance immediately following RFL's conclusion of any correction items.

**8. SITE CLEANUP AND DEBRIS REMOVAL:**

CLIENT shall provide an on-site trash bin for disposal of one pick up load of debris. All excess spoils shall be responsibility of CLIENT. All rough and final grading shall be by CLIENT.

**9. SOILS INFORMATION:**

Even though the building department may not require an official soils report, it is always a good idea to obtain one. Our slab requires a minimum allowable soil bearing pressure of 1,000 psf. This value needs to be confirmed, on site, by the owner, or through the owner's contractor, and not by RFL. The need to obtain a soils report is only a recommendation by RFL. Ultimately, it is up to the owner and the local jurisdiction to decide whether or not to pursue evaluating the soils beyond the generally conservative assumptions given in current applicable codes.

**STANDARD TERMS AND CONDITIONS OF SALE**

**1. LINKAGE:**

These Terms and Conditions of Sale shall apply and form a part of the Company's Offer to Sell and supersede all other expressed or implied terms and be linked to our Agreement for work whether or not signed by the Purchaser.

**2. ACCEPTANCE:**

Unless otherwise expressly stated herein, the Company's Offer supersedes all previous quotations and expires, unless accepted by purchaser, within thirty (30) days from date of Offer. None of the Terms and Conditions contained in this quotation may be added to, modified, superseded or otherwise altered except by a written instrument signed by the President of the Company. Each shipment to buyer from the Company shall be deemed to be only under these Terms and Conditions of Sale, which shall become part

\_\_\_\_Initial \_\_\_\_Initial

Page 4 of 8

1707 Colt Circle, Marble Falls, Texas 78654 ● Phone: 512.222.5454 ● [www.restroomfacilities.com](http://www.restroomfacilities.com)

of our Offer to Sell, notwithstanding any Terms and Conditions that may be contained in any purchase order or other form of the buyer, notwithstanding the shipment, acceptance of payment or similar act of the Company. All Purchase Orders when accepted by the Company at 1707 Colt Circle, Marble Falls, Texas 78654, will be in accordance with the Laws of the State of Texas. All orders are subject to review by the Company in accordance with the Company's Offer to Sell before final acceptance is authorized. All disputes shall be governed by applicable Texas Law and all claims shall be filed and litigated in Burnet County, Texas, with the prevailing party recovering attorney's fees.

3. **PRICES:**

Sales tax is not required provided the structure is installed by RFL. All Use taxes, and applicable in plant taxes, permits and fees are paid for by RFL. If payment is not made by client in accordance with the Contract Terms, interest will be charged at the rate of 1-1/2% (one and one-half percent) per month until paid. If an order is accepted by the Company, and a delivery date is accepted by the Client, and delivery is delayed by the Client, payment of all but 10% is due upon completion at the Point of Manufacture. A 1-1/2% (one and one-half percent) per month added fee shall be due for each month the shipment is delayed.

4. **TERMINATION:**

Purchaser shall be responsible for costs of work performed which will include overhead and profit. Contract may not be cancelled once production has commenced.

5. **TITLE AND LIEN RIGHTS:**

All Products remain the personal property of the Company, whether or not affixed to any other real property or structure, until the price (including any notes given therefore) of the equipment has been fully paid in cash. The Company shall, in the event of the purchaser's default, have the right to enter upon any premises and repossess such structures and equipment wherever it may be located.

6. **LACHES:**

Failure of the Company to exercise any right or remedy under this contract shall not be deemed a waiver of such right, nor shall any lien or other right of the Company be lost or impaired by laches or in any manner or by any act or failure to act.

7. **LIMITATION OF LIABILITY:**

The aggregate total liability of the Company under the contract, whether for breach of warranty or otherwise shall in no event exceed the contract price. Buyer agrees to indemnify and holds harmless the Company from all claims by third parties which extend beyond the foregoing limitations on the Company's liability.

8. **DELIVERY:**

\_\_\_\_Initial \_\_\_\_Initial

Page 5 of 8

Except as may be otherwise specified in the attached Offer, delivery will be F.O.B. Abilene, TX. Time of delivery is an estimate only. The Company shall in no event be liable for delays caused by fires, acts of God, strikes, labor difficulties, acts of Government or military, delays in transportation or procurement of materials or causes of any kind beyond the Company's immediate control. If building is ready for shipment and Customer delays said shipment, Company shall store the facility at the point of manufacturing and charge 1-1/2% (one and one-half percent) per month as a storage charge. If shipment arrives and site is not ready, Owner shall pay any off-site storage fees as applicable.

9. **WARRANTY:**

All Products produced by the company are warranted to the purchaser to be free from defects in material, workmanship and title. The Company will replace or repair, at its option, defects in workmanship or any part which is proven defective within one year from delivery. This warranty applies only where the Company has been notified in writing of the defect within the warranty period and where any equipment has been properly operated and maintained in accordance with the Company's instructions: the Company having no responsibility for abuse, neglect or improper storage. Should any issues arise where additional work must be performed RFL retains the right to perform this work at the earliest opportunity. Should it be necessary to have this work performed by others due to the nature of the work or a conflict in scheduling, RFL must be notified 48 hours in advance in writing and given the opportunity to perform said work. Should it be necessary to have this work performed by others a written estimate must be approved by RFL in advance of any work being undertaken. The Company assigns any and all warranties for fixtures, appliances, and other equipment manufactured by others to said other manufacturer. Due to its nature, concrete is prone to settling and cracking. Minor cracking in the concrete is normal and is not the responsibility of RFL. We use high quality 304 stainless steel in our products and under certain conditions and/or improper maintenance stainless steel may rust. Minor rust spots or discoloration are not the responsibility of RFL. The foregoing shall constitute the said liability of the Company and the sole remedy to the purchaser. Company's warranties as set forth in this paragraph are exclusive and are in lieu of, and purchaser hereby waives all other warranties, expressed or implied, including without limitation, any implied warranties or merchantability and fitness. This warranty shall be void if payment in full for the project is not received by the Company in accordance with these Terms and Conditions of Sale.

10. **CREDIT:**

(Deposit and Progress Payments)

11. **MUNICIPAL AND FEDERAL GOVERNMENT AGENCIES:**

Orders may require deposits or progress payments. If buyer's financial situation justifies such action, the Company may at its election require payment in advance or cancel the order as to any unshipped item and require payment of its reasonable cancellation

\_\_\_\_Initial \_\_\_\_Initial

Page 6 of 8



charges. If the buyer delays completion of manufacture or a delay in shipment, the Company shall require payment according to the percentage of completion. In the event of the default of the buyer, the Company is entitled to the full amount due including reasonable attorneys fees, costs, storage, expenses of physical recovery, and interest at 1-1/2% (one and one/half percent) per month.

12. **CLIENTS AND NON-GOVERNMENT AGENCIES:**

Orders may require deposits or advance payment as well as progress payments subject to the buyer's credit worthiness in accordance with the Company's applicable credit policies. Breach of any payment terms shall accelerate full payment which shall be due the balance of the contract amount including change orders.

Restroom Facilities Limited

\_\_\_\_\_  
John Putman, President

\_\_\_\_\_  
Date

Client Name

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

Page 8 of 8



P.O. Box 400  
Austin, TX 78767-0400  
800.695.2919 | 512.467.0222 | Fax: 800.211.5454  
buyboard.com

July 25, 2013

Sent Via E-mail: carl@corworth.com

Carl Hackney  
Restroom Facilities Ltd.  
1707 Colt Cir.  
Marble Falls TX 78654

**Proposal Name & Number:** Parks & Recreation Equipment, Field Lighting Products & Installation #423-13

Congratulations, your company has been successful on the above referenced proposal! This contract will be effective October 1, 2013. The contract documents are those identified in Section 3 of the General Terms and Conditions of the specifications.

To see the items your company has been awarded, please review the proposal tabulation #423-13 on the following web-site: [www.vendor.buyboard.com](http://www.vendor.buyboard.com). Only items marked as awarded to your company can be sold through the BuyBoard contract. In addition, on this website you will find the membership list which will provide you with the names of all entities with membership in our purchasing cooperative.

Attached to this letter you will find the following documents:

Vendor Quick Reference Sheet  
Electronic Catalog Format Instructions  
Vendor Billing Procedures

**Receipt of a purchase order directly from a Cooperative member is not within the guidelines of the Cooperative.** Accepting orders directly from member entities may result in a violation of the State of Texas competitive bid statute and cancellation of the proposal award therefore all orders must be processed through the Cooperative in order to comply. We request your assistance in immediately forwarding by fax (1-800-211-5454) to the cooperative any orders received directly from member entities. If by chance an order sent directly to you has been unintentionally processed, please fax it to the Cooperative (1-800-211-5454) and note it as **RECORD ONLY** to prevent duplication.

**Per proposal specifications, awarded vendors will have 60 days to submit their electronic catalog including pricing. If the electronic data is not provided within 60 days of notice of award, we reserve the right to inactivate any company's award information from the BuyBoard until such time the electronic data is received.**

On behalf of the Texas Association of School Boards, we appreciate your interest in the Cooperative and we are looking forward to your participation in the program. If you have any questions, please contact me at 800-695-2919 ext. 7127.

Sincerely,  
Melonie Perry  
Bid Administrator



The Local Government Purchasing Cooperative is endorsed by the Texas Association of School Boards, Texas Municipal League, Texas Association of Counties, and the Texas Association of School Administrators.



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13789

## PROPOSER'S AGREEMENT AND SIGNATURE

**Proposal Name:** Parks & Recreation Equipment,  
Field Lighting Products & Installation

**Proposal Opening Date and Time:**  
April 16, 2013 at 2:00 PM

**Proposal Number:** 423-13

**Location of Proposal Opening:**  
Texas Association of School Boards, Inc.  
BuyBoard Department  
12007 Research Blvd.  
Austin, TX 78759

**Contract Time Period:** October 1, 2013 through  
September 30, 2014 with two (2) possible one-year  
renewals.

**Anticipated Cooperative Board Meeting Date:**  
July 2013

Restroom Facilities Ltd.  
Name of Proposing Company

4/15/13  
Date

1707 Colt Circle  
Street Address

[Signature]  
Signature of Authorized Company Official

Marble Falls, TX 78654  
City, State, Zip

CARL R HACKNEY  
Printed Name of Authorized Company Official

512.222.5454  
Telephone Number of Authorized Company Official

SALES MGR  
Position or Title of Authorized Company Official

512.222.3154  
Fax Number of Authorized Company Official

88-0243514  
Federal ID Number

The proposing company ("you" or "your") hereby acknowledges and agrees as follows:

1. You have carefully examined and understand all Cooperative information and documentation associated with this Proposal Invitation, including the Instructions, General Terms and Conditions, Attachments/Forms, Item Specifications, and Line Items (collectively "Requirements");
2. By your response ("Proposal") to this Proposal Invitation, you propose to supply the products or services submitted at the prices quoted in your Proposal and in strict compliance with the Requirements, unless specific deviations or exceptions are noted in the Proposal;
3. Any and all deviations and exceptions to the Requirements have been noted in your Proposal and no others will be claimed;



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4. If the Cooperative accepts any part of your Proposal and awards you a contract, you will furnish all awarded products or services at the prices quoted and in strict compliance with the Requirements (unless specific exceptions are noted in the Proposal), including without limitation the Requirements related to:
  - a. conducting business with Cooperative members, including offering pricing to members that is the best you offer compared to similar customers;
  - b. payment of a service fee in the amount specified and as provided for in this Proposal Invitation;
  - c. the **possible** award of a piggy-back contract by another governmental entity, in which event you will offer the awarded goods and services in accordance with the Requirements; and
  - d. submitting price sheets or catalogs in the proper format for posting on the BuyBoard as a prerequisite to activation of your contract;
5. You have clearly identified any information in your Proposal that you believe to be confidential or proprietary or that you do not consider to be public information subject to public disclosure under a Texas Public Information Act request or similar public information law;
6. The individual signing this Agreement is duly authorized to enter into the contractual relationship represented by this Proposal Invitation on your behalf and bind you to the Requirements, and such individual (and any individual signing a Form) is authorized and has the requisite knowledge to provide the information and make the representations and certifications required in the Requirements;
7. You have carefully reviewed your Proposal, and certify that all information provided is true, complete and accurate, and you authorize the Cooperative to take such action as it deems appropriate to verify such information; and
8. Any misstatement, falsification, or omission in your Proposal, whenever or however discovered, may disqualify you from consideration for a contract award under this Proposal Invitation or result in termination of an award or any other remedy or action provided for in the General Terms and Conditions or by law.



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## VENDOR PURCHASE ORDER, REQUEST FOR QUOTES, AND INVOICE RECEIPT OPTIONS

Company: Restroom Facilities Ltd. General Contact Name: Carl Hackney

**Purchase Orders:** Purchase orders from Cooperative members will be available through the Internet or by facsimile.

Option 1: Internet. Vendors need Internet access and at least one e-mail address so that notification of new orders can be sent to the Internet contact when a new purchase order arrives. An information guide will be provided to vendors that choose this option to assist them with retrieving their orders.

Option 2: Fax. Vendors need a designated fax line available at all times to receive purchase orders.

Please choose only one (1) of the following options for receipt of purchase orders and provide the requested information:

☒ I will use the INTERNET to receive purchase orders.

E-mail Address: carl@corworth.com

Internet Contact: Carl Hackney Phone: 512.222.5454

Alternate E-mail Address: howard@corworth.com

Alternate Internet Contact: Howard Blorthing Phone: 512.222.5454

☐ I will receive purchase orders via FAX.

Fax Number: \_\_\_\_\_

Fax Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Request for Quotes ("RFQ"):** Cooperative members will send RFQs to you by e-mail. Please provide e-mail addresses for the receipt of RFQs:

E-mail Address: carl@corworth.com

Alternate E-mail Address: howard@corworth.com

**Invoices:** Your company will be billed monthly for the service fee due under a contract awarded under this Proposal Invitation. **All invoices are sent via e-mail.** Please provide the following address, contact and e-mail information for receipt of service fee invoices and related communications:

Mailing address: 1707 Colt Circle Department: A/R Sales

City: Marble Falls State: TX Zip Code: 78654

Contact Name: Carl Hackney Phone: 512.222.5454

Fax: 512.222.3154 E-mail Address: carl@corworth.com

Alternative E-mail Address: howard@corworth.com





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## **FELONY CONVICTION DISCLOSURE AND DEBARMENT CERTIFICATION**

### **FELONY CONVICTION DISCLOSURE**

Subsection (a) of Section 44.034 of the Texas Education Code (Notification of Criminal History of Contractor) states: "A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Section 44.034 further states in Subsection (b): "A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

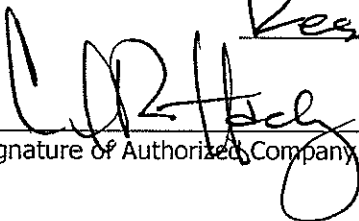
Please check (✓) one of the following:

- ☐ My company is a publicly-held corporation. (Advance notice requirement does not apply to publicly-held corporation.)  
☒ My company is not owned or operated by anyone who has been convicted of a felony.  
☐ My company is owned/operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): \_\_\_\_\_

Details of Conviction(s): \_\_\_\_\_

By signature below, I certify that the above information is true, complete and accurate and that I am authorized by my company to make this certification.

  
Signature of Authorized Company Official

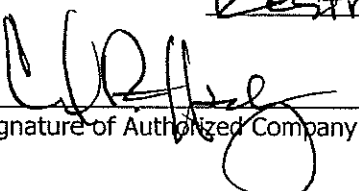
Restroom Facilities Ltd.  
Company Name

CARL R HACKNEY  
Printed Name

### **DEBARMENT CERTIFICATION**

Neither my company nor an owner or principal of my company has been debarred, suspended or otherwise made ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension," as described in the Federal Register and Rules and Regulations.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

  
Signature of Authorized Company Official

Restroom Facilities Ltd.  
Company Name

CARL R HACKNEY  
Printed Name



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### **RESIDENT/NONRESIDENT CERTIFICATION**

Chapter 2252, Subchapter A, of the Texas Government Code establishes certain requirements applicable to proposers who are not Texas residents. Under the statute, a "resident" proposer is a person whose principal place of business is in Texas, including a person whose ultimate parent company or majority owner has its principal place of business in Texas. A "nonresident" proposer is a person who is not a Texas resident. Please indicate the status of your company as a "resident" proposer or a "nonresident" proposer under these definitions. Please check (✓) one of the following.

☒ I certify that my company is a **Resident Proposer.**

☐ I certify that my company is a **Nonresident Proposer.**

If your company is a Nonresident Proposer, you must provide the following information for your resident state (the state in which your company's principal place of business is located):

_____ Company Name	_____ Address	
_____ City	_____ State	_____ Zip Code

A. Does your resident state require a proposer whose principal place of business is in Texas to under-price proposers whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract?

☐ Yes  
☐ No

B. What is the prescribed amount or percentage? \$ \_\_\_\_\_ or \_\_\_\_\_ %

### **VENDOR EMPLOYMENT CERTIFICATION**

Section 44.031(b) of the Texas Education Code establishes certain criteria that a school district must consider when determining to whom to award a contract. Among the criteria for certain contracts is whether the vendor or the vendor's ultimate parent or majority owner (i) has its principal place of business in Texas; or (ii) employs at least 500 people in Texas.

If neither your company nor the ultimate parent company or majority owner has its principal place of business in Texas, does your company, ultimate parent company, or majority owner employ at least 500 people in Texas? Please check (✓) one of the following.

☐ Yes  
☐ No

By signature below, I certify that the information in Sections 1 (*Resident/Nonresident Certification*) and 2 (*Vendor Employment Certification*) above is true, complete and accurate and that I am authorized by my company to make this certification.

Restroom Facilities Ltd.  
Company Name

[Signature]  
Signature of Authorized Company Official  
FORM D

CAROL D. HICKLEY  
Printed Name

Form 1-1-2012 PAPER



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## **MINORITY/WOMEN-OWNED BUSINESS ENTERPRISE/ HISTORICALLY UNDERUTILIZED BUSINESS CERTIFICATION**

A proposer that has been certified as a Minority/Women Business Enterprise (also known as a "Historically Underutilized Business" or "HUB" and all referred to in this form as a "MWBE") is encouraged to indicate its MWBE certification status when responding to this Proposal Invitation. The electronic catalogs will indicate MWBE certifications for vendors that properly indicate and document their MWBE certification on this form.

Please check (✓) all that apply

☐ I certify that my company has been certified as a MWBE in the following categories:

☐ **Minority Owned Business**

☐ **Women Owned Business**

**Certificate Number:**

\_\_\_\_\_

**Name of Certifying Agency:**

\_\_\_\_\_

☒ My company has **NOT** been certified as a MWBE.

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

Restroom Facilities Ltd.

Company Name

[Signature]

Signature of Authorized Company Official

CAROL HICKNEY

Printed Name



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## **DEVIATION AND COMPLIANCE SIGNATURE FORM**

If your company intends to deviate from the General Terms and Conditions, Item Specifications or other requirements associated with this Proposal Invitation, you must list all such deviations on this form, and provide complete and detailed information regarding the deviations on this form, an attachment to this form, or elsewhere in your Proposal. (If you do not provide the information on or as an attachment to this form, the information must be clearly identified in your Proposal.) The Cooperative will consider any deviations in its contract award decision, and reserves the right to accept or reject a proposal based upon any submitted deviation.

In the absence of any deviation identified and described in accordance with the above, your company must fully comply with the General Terms and Conditions, Item Specifications and all other requirements associated with this Proposal Invitation if awarded a contract under this Proposal Invitation.

- ☒ **No;** Deviations  
☐ **Yes;** Deviations

List and fully explain any deviations you are submitting:

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### **PLEASE PROVIDE THE FOLLOWING INFORMATION:**

1. Shipping Via: ☐ Common Carrier ☐ Company Truck ☒ Other:

Heavy equipment hauler

2. Payment Terms: ☒ Net 30 days ☐ 1% in 10/Net 30 days ☐ Other:

3. Number of Days for Delivery: 120 ARO

4. Vendor Reference/Quote Number: 423-13

5. State your return policy: No returns - will fix warranty items on-site

6. Are electronic payments acceptable? ☐ Yes ☒ No

Restroom Facilities Ltd.

Company Name

[Signature]  
Signature of Authorized Company Official

Carol R. Heschler  
Printed Name



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## **DEALERSHIP LISTINGS**

If you have more than one location that will service a contract awarded under this Proposal Invitation, please list each location below. If additional sheets are required, please duplicate this form as necessary.

N/A  
Company Name

Address

City State Zip

Phone Number Fax Number

Contact Person

N/A  
Company Name

Address

City State Zip

Phone Number Fax Number

Contact Person



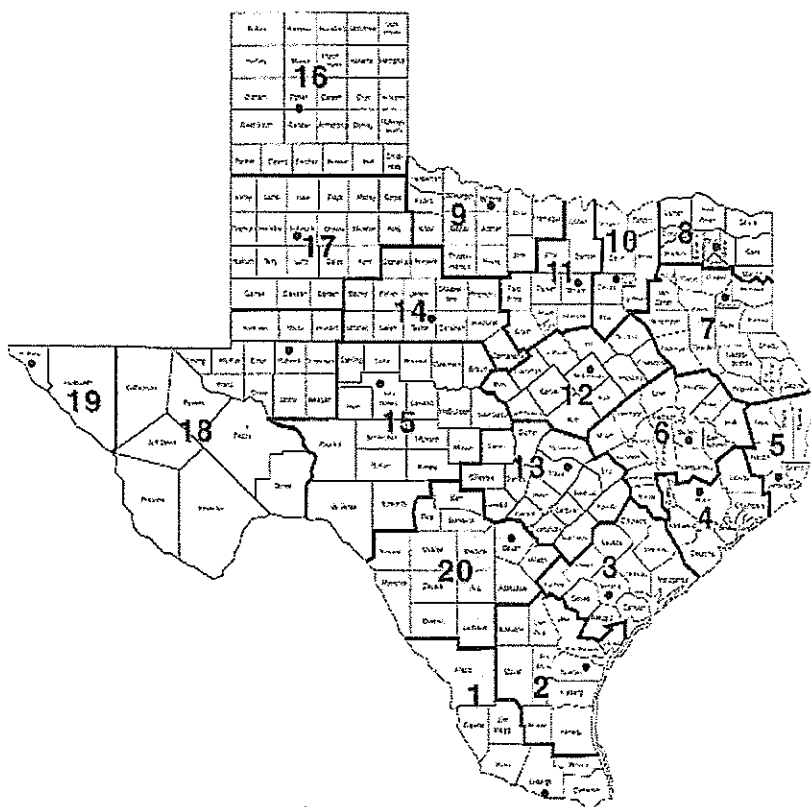
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## TEXAS REGIONAL SERVICE DESIGNATION

**Unless you designate otherwise on this form, you agree to service members of The Local Government Purchasing Cooperative statewide!**

The Cooperative (referred to as "Texas Cooperative" in this Form H and Form I, State Service Designation) offers vendors the opportunity to service its members throughout the entire State of Texas. If you do not plan to service all Texas Cooperative members statewide, you **must** indicate the specific regions you will service on this form. Additionally, if you do not plan to service Texas Cooperative members (i.e., if you will service only states other than Texas), you must so indicate on this form.

### Regional Education Service Centers



- ☒ I will service Texas Cooperative members statewide.
- ☐ I will not service Texas Cooperative members statewide. I will only service members in the regions checked below:

Region	Headquarters
<input type="checkbox"/> 1	Edinburg
<input type="checkbox"/> 2	Corpus Christi
<input type="checkbox"/> 3	Victoria
<input type="checkbox"/> 4	Houston
<input type="checkbox"/> 5	Beaumont
<input type="checkbox"/> 6	Huntsville
<input type="checkbox"/> 7	Kilgore
<input type="checkbox"/> 8	Mount Pleasant
<input type="checkbox"/> 9	Wichita Falls
<input type="checkbox"/> 10	Richardson
<input type="checkbox"/> 11	Fort Worth
<input type="checkbox"/> 12	Waco
<input type="checkbox"/> 13	Austin
<input type="checkbox"/> 14	Abilene
<input type="checkbox"/> 15	San Angelo
<input type="checkbox"/> 16	Amarillo
<input type="checkbox"/> 17	Lubbock
<input type="checkbox"/> 18	Midland
<input type="checkbox"/> 19	El Paso
<input type="checkbox"/> 20	San Antonio

Restroom Facilities Ltd  
Company Name

[Signature]  
Signature of Authorized Company Official

Carl R. Hackney  
Printed Name

- ☐ I will not service members of the Texas Cooperative.





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## STATE SERVICE DESIGNATION

The Cooperative offers vendors the opportunity to service other governmental entities in the United States, including intergovernmental purchasing cooperatives such as the National Purchasing Cooperative BuyBoard. You must complete this form if you plan to service the entire United States, or will service only the specific states indicated. *(Note: If you plan to service Texas Cooperative members, be sure that you complete Form H, Texas Regional Service Designation.)*

☒ I will service all states in the United States.

☐ I will not service all states in the United States. I will service only the states checked below:

- |  |   |
|--|---|
| <input type="checkbox"/> Alabama   | <input type="checkbox"/> Nebraska       |
| <input type="checkbox"/> Alaska  | <input type="checkbox"/> Nevada         |
| <input type="checkbox"/> Arizona   | <input type="checkbox"/> New Hampshire  |
| <input type="checkbox"/> Arkansas  | <input type="checkbox"/> New Jersey     |
| <input type="checkbox"/> California (Public Contract Code 20118 & 20652) | <input type="checkbox"/> New Mexico     |
| <input type="checkbox"/> Colorado  | <input type="checkbox"/> New York       |
| <input type="checkbox"/> Connecticut                                     | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> Delaware  | <input type="checkbox"/> North Dakota   |
| <input type="checkbox"/> District of Columbia                            | <input type="checkbox"/> Ohio           |
| <input type="checkbox"/> Florida   | <input type="checkbox"/> Oklahoma       |
| <input type="checkbox"/> Georgia   | <input type="checkbox"/> Oregon         |
| <input type="checkbox"/> Hawaii  | <input type="checkbox"/> Pennsylvania   |
| <input type="checkbox"/> Idaho   | <input type="checkbox"/> Rhode Island   |
| <input type="checkbox"/> Illinois  | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Indiana   | <input type="checkbox"/> South Dakota   |
| <input type="checkbox"/> Iowa  | <input type="checkbox"/> Tennessee      |
| <input type="checkbox"/> Kansas  | <input type="checkbox"/> Texas          |
| <input type="checkbox"/> Kentucky  | <input type="checkbox"/> Utah           |
| <input type="checkbox"/> Louisiana                                       | <input type="checkbox"/> Vermont        |
| <input type="checkbox"/> Maine   | <input type="checkbox"/> Virginia       |
| <input type="checkbox"/> Maryland  | <input type="checkbox"/> Washington     |
| <input type="checkbox"/> Massachusetts                                   | <input type="checkbox"/> West Virginia  |
| <input type="checkbox"/> Michigan  | <input type="checkbox"/> Wisconsin      |
| <input type="checkbox"/> Minnesota                                       | <input type="checkbox"/> Wyoming        |
| <input type="checkbox"/> Mississippi                                     |   |
| <input type="checkbox"/> Missouri  |   |
| <input type="checkbox"/> Montana   |   |

This form will be used to ensure that you can service other governmental entities throughout the United States as indicated. Your signature below confirms that you understand your service commitments during the term of a contract awarded under this proposal.

Restroom Facilities Ltd.  
Company Name

[Signature]  
Signature of Authorized Company Official

CAROL HACKNEY  
Printed Name



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In accordance with the Terms and Conditions associated with this Proposal Invitation, a contract awarded under this Proposal Invitation may be "piggy-backed" by another governmental entity. The National Purchasing Cooperative is an intergovernmental purchasing cooperative formed by certain school districts outside of Texas to serve its members throughout the United States. If you agree to be considered for a piggy-back award by the National Purchasing Cooperative, you agree to the following terms and agree to serve National Purchasing Cooperative members in the states you have indicated on Form I, State Service Designation, in your Proposal.

### **NATIONAL PURCHASING COOPERATIVE VENDOR AWARD AGREEMENT**

**By signing this form, Proposer (referred to in this Agreement as "Vendor") agrees as follows:**

1. Vendor acknowledges that if The Local Government Purchasing Cooperative ("Texas Cooperative") awards Vendor a contract under this Proposal Invitation ("Underlying Award"), the National Purchasing Cooperative ("National Cooperative") may - but is not required to - "piggy-back" on or re-award all or a portion of that Underlying Award ("Piggy-Back Award"). By signing this National Cooperative Vendor Award Agreement ("Agreement"), Vendor accepts and agrees to be bound by any such Piggy-Back Award as provided for herein.
2. In the event National Cooperative awards Vendor a Piggy-Back Award, the National Cooperative Administrator ("BuyBoard Administrator") will notify Vendor in writing of such Piggy-Back Award, which award shall commence on the effective date stated in the Notice and end on the expiration date of the Underlying Award, subject to annual renewals as authorized in writing by the BuyBoard Administrator. Vendor agrees that no further signature or other action is required of Vendor in order for the Piggy-Back Award and this Agreement to be binding upon Vendor. Vendor further agrees that no interlineations or changes to this Agreement by Vendor will be binding on National Cooperative, unless such changes are agreed to by its BuyBoard Administrator in writing.
3. Vendor agrees that it shall offer its goods and services to National Cooperative members at the same unit pricing and same general terms and conditions, subject to applicable state laws in the state of purchase, as required by the Underlying Award. However, nothing in this Agreement prevents Vendor from offering National Cooperative members better (i.e., lower) competitive pricing and more favorable terms and conditions than those in the Underlying Award.
4. Vendor hereby agrees and confirms that it will serve those states it has designated on Form I (State Service Designation Form) of this Proposal Invitation. Any changes to the states designated on Form I must be approved in writing by the BuyBoard Administrator.
5. Vendor agrees to pay National Cooperative the service fee provided for in the Underlying Award based on the amount of purchases generated from National Cooperative members through the Piggy-Back Award. Vendor shall remit payment to National Cooperative on such schedule as it specifies (which shall not be more often than monthly). Further, upon request, Vendor shall provide National Cooperative with copies of all purchase orders generated from National Cooperative members for purposes of reviewing and verifying purchase activity. Vendor further agrees that National Cooperative shall have the right, upon reasonable written notice, to review Vendor's records pertaining to purchases made by National Cooperative members in order to verify the accuracy of service fees.



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6. Vendor agrees that the Underlying Award, including its General Terms and Conditions, are adopted by reference to the fullest extent such provisions can reasonably apply to the post-proposal/contract award phase. The rights and responsibilities that would ordinarily inure to the Texas Cooperative pursuant to the Underlying Award shall inure to National Cooperative; and, conversely, the rights and responsibilities that would ordinarily inure to Vendor in the Underlying Award shall inure to Vendor in this Agreement. Vendor recognizes and agrees that Vendor and National Cooperative are the only parties to this Agreement, and that nothing in this Agreement has application to other third parties, including the Texas Cooperative. In the event of conflict between this Agreement and the terms of the Underlying Award, the terms of this Agreement shall control, and then only to the extent necessary to reconcile the conflict.

7. This Agreement shall be governed and construed in accordance with the laws of the State of Rhode Island and venue for any dispute shall lie in the federal district court of Alexandria, Virginia.

8. Vendor acknowledges and agrees that the award of a Piggy-Back Award is within the sole discretion of National Cooperative, and that this Agreement does not take effect unless and until National Cooperative awards Vendor a Piggy-Back Award and the BuyBoard Administrator notifies Vendor in writing of such Piggy-Back Award as provided for herein.

WHEREFORE, by signing below Vendor agrees to the foregoing and warrants that it has the authority to enter into this Agreement.

Restroom Facilities Ltd.

Name of Vendor

423-13

Proposal Invitation Number

  
Signature of Authorized Company Official

CARL R. HACKNEY  
Printed Name of Authorized Company Official

4/15/13  
Date



12007 Research Boulevard • Austin, Texas 78759-2439  
PH: 800-695-2919 • FAX: 800-211-5454 • www.vendor.buyboard.com

## **FEDERAL AND STATE/PURCHASING COOPERATIVE DISCOUNT COMPARISON FORM**

The Cooperative strives to provide its members with the best services and products at the best prices available. The Cooperative determines whether prices/discounts are fair and reasonable by comparing prices/discounts stated in your Proposal with prices/discounts you offer federal and state entities and other interlocal purchasing cooperatives (collectively referred to as "purchasing cooperative" in this form). Please respond to the following questions.

1. Provide the dollar value of sales to or through purchasing cooperatives at or based on an established catalog or market price during the previous 12-month period or the last fiscal year: \$ N/A (The period of the 12 month period is N/A / \_\_\_\_\_). In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s).

2. Based on your written discounting policies are the discounts you offer the Cooperative equal to or better than the best price you offer other purchasing cooperatives acquiring the same items regardless of quantity or terms and conditions?

YES ☒ NO ☐ (N/A)

3. Based on your written discounting policies, provide the information requested below for other purchasing cooperatives, either in the chart below or in an equivalent format. Rows should be added to accommodate as many purchasing cooperatives as required.

PURCHASING GROUP	DISCOUNT (%)	QUANTITY/VOLUME	FOB TERM
1. Federal General Services Adm.			
2. T-PASS			
3. U.S. Communities Purchasing Alliance			
4. The Cooperative Purchasing Network			
5. Houston-Galveston Area Council			
6. Other			

☒ **MY COMPANY DOES NOT CURRENTLY HAVE ANY OF THE ABOVE OR SIMILAR TYPE CONTRACTS.**

### **CURRENT BUYBOARD VENDORS**

If you are a current BuyBoard vendor, indicate the discount for your current BuyBoard contract and the proposed discount in this Proposal. Explain any difference between your current and proposed discounts.

Current Discount (%): \_\_\_\_\_ Proposed Discount (%): \_\_\_\_\_

Explanation: \_\_\_\_\_

By signature below, I certify that the above is true, complete and accurate and that I am authorized by my company to make this certification.

Restroom Facilities Ltd

Company Name

[Signature]

Signature of Authorized Company Official  
FORM K

CAROL R HADLEY  
Printed Name

Form 1-1-2012 PAPER



12007 Research Boulevard • Austin, Texas 78759-2439  
PH: 800-695-2919 • FAX: 800-211-5454 • www.vendor.buyboard.com

## REFERENCES AND PRICE/DISCOUNT INFORMATION

**PART I:** For your Proposal to be considered, you must supply a minimum of five (5) individual governmental entity references. Provide the information requested below, including the existing price/discounts you offer each customer. The Cooperative determines whether prices/discounts are fair and reasonable by comparing prices/discounts stated in your Proposal with the prices/discounts you offer other governmental customers. Attach additional pages if necessary.

Entity Name	Contact	Phone#	Discount	Quantity/ Volume	FOB Term
1. City of Redwood City	Valerie Matones	658. 780. 7000	8%	1	Destination
City of Los Gatos	Bruce Smith	408. 399. 5770	10%	1	"
City of Dublin	Rosemary Alex	925. 556. 4500	8%	1	"
City of Buttonwillow	Marie Parsons	661. 764. 5205	11%	1	"
City of South Gate	Paul Adams	323. 563. 9500	7%	1	"

Do you ever modify your written policies or standard governmental sales practices as identified in the above chart to give better discounts (lower prices) than indicated? YES ☐ NO ☒ If YES, please explain: Very competitive

bids in California where freight is higher for us than our competitors

**PART II:** For your Proposal to be considered, you must submit the Marketing Strategy you will use if the Cooperative accepts all or part of your Proposal. (Example: How you will initially inform Cooperative members of your BuyBoard contract, and how you will continue to support the BuyBoard for the duration of the contract period.) Attach additional pages if necessary.

By signature below, I certify that the above is true and correct and that I am authorized by my company to make this certification.

Restroom Facilities Ltd.  
Company Name

[Signature]  
Signature of Authorized Company Official

Carl R. Haskew  
Printed Name



## Parks/Recreation Equipment and Field Lighting Products-Proposal Invitation No. 423-13

\*(Catalogs/Pricelists must be submitted with Proposal or Proposal will not be considered.)

Item No.	Short Description	Full Description	Discount (%) Off Catalog/Pricelist or Pricelist	Catalog/Pricelist Name	Exceptions to Catalog Discount
<b>NOTE:</b> Vendors responding must be approved by the manufacturer to sell/install the brand of equipment submitted and vendors must submit an approval letter from each manufacturer with proposal. Manufacturer authorization letters must include the Texas regions in which equipment can be sold and installed.					
		<b>SECTION I: Parks &amp; Recreation Products</b>			
1	Discount (%) Off Catalog/Pricelist for: <b>Aquatic Playground &amp; Pool Equipment</b>	For all <b>Aquatic Playground &amp; Pool Equipment, Attachments &amp; Accessories</b> -- please state the Discount (%) Off Catalog/Pricelist	N/A		
2	Discount (%) Off Catalog/Pricelist for: <b>Outdoor Bleacher &amp; Seating Systems</b>	For all <b>Outdoor Bleachers and Seating Systems, Attachments &amp; Accessories</b> -- please state the Discount (%) Off Catalog/Pricelist	N/A		
3	Discount (%) Off Catalog/Pricelist for: <b>Outdoor Scoreboards</b>	For all <b>Outdoor Scoreboards, Attachments &amp; Accessories</b> -- please state the Discount (%) Off Catalog/Pricelist	N/A		
4	Discount (%) Off Catalog/Pricelist for: <b>Park Buildings &amp; Shelters</b>	For all <b>Park Buildings &amp; Shelters including picnic shelters, pavilions, bridges, restrooms, cabins, etc.</b> -- please state the Discount (%) Off Catalog/Pricelist	10%	Restroom Facilities Ltd.	None
5	Discount (%) Off Catalog/Pricelist for: <b>Park Drinking Fountains</b>	For all <b>Park Drinking Fountains, Attachments &amp; Accessories</b> -- please state the Discount (%) Off Catalog/Pricelist	N/A		

### PROPOSAL NOTE

- \*Required to be submitted with proposal





## Parks/Recreation Equipment and Field Lighting Products-Proposal Invitation No. 423-13

\*(Catalogs/Pricelists must be submitted with Proposal or Proposal will not be considered.)

Item No.	Short Description	SECTION II: Installation - Installation costs will be based on most current hourly labor rate available at time of proposal.	Hourly Labor Rate for Installation of Equipment		
15	Installation of <b>Playground Equipment</b>	<b>Installation of Playground Equipment</b> -- please state the Hourly Labor Rate for Installation of Equipment	\$ <u>          </u> /Hour		
16	Installation of <b>Outdoor Scoreboards</b>	<b>Installation of Outdoor Scoreboards</b> -- please state the Hourly Labor Rate for Installation of Equipment	\$ <u>          </u> /Hour		
17	Installation of <b>Signage Products</b>	<b>Installation of Signage Products, Marquees, Etc.</b> -- please state the Hourly Labor Rate for Installation of Equipment	\$ <u>          </u> /Hour		
18	Installation of <b>Bleachers &amp; Seating Systems</b>	<b>Installation of Bleachers &amp; Seating Systems</b> -- please state the Hourly Labor Rate for Installation of Equipment	\$ <u>          </u> /Hour		
19	Installation of <b>Park Buildings &amp; Shelters</b>	<b>Installation of Park Buildings &amp; Shelters</b> -- please state the Hourly Labor Rate for Installation of Equipment	\$ <u>112.56</u> /Hour		
20	Installation of <b>All Other Park &amp; Recreation Related Equipment/Products</b>	<b>Installation of All Other Park &amp; Recreation Related Equipment/Products</b> -- please state the Hourly Labor Rate for Installation of Equipment	\$ <u>          </u> /Hour		
<b>Item No.</b>	<b>Short Description</b>	<b>SECTION III: Repair/Replacement Parts</b>	<b>Discount (%) Off Catalog/Pricelist</b>	<b>Catalog/Pricelist Name</b>	<b>Exceptions to Catalog Discount</b>
21	Discount (%) Off Catalog/Pricelist for: <b>All Repair/Replacement Parts</b>	For <b>All Repair/Replacement Parts</b> -- please state the Discount (%) Off Catalog/Pricelist	<i>Warranty</i>		

### PROPOSAL NOTE

- \*Required to be submitted with proposal



P.O. Box 400  
Austin, TX 78767-0400  
800.695.2919 | 512.467.0222 | Fax: 800.211.5454  
buyboard.com

September 11, 2015

**Sent via email to: [carl@corworth.com](mailto:carl@corworth.com)**

Carl Hackney  
Restroom Facilities Ltd.  
1707 Colt Cir.  
Marble Falls TX 78654

RE: Parks & Recreation Equipment, Field Lighting Products & Installation  
BuyBoard Contract 423-13

The contract that The Local Government Purchasing Cooperative (BuyBoard) awarded your company under Parks & Recreation Equipment, Field Lighting Products & Installation, Proposal 423-13, will expire September 30, 2015.

At this time, we are renewing your contract through September 30, 2016. This will be the final renewal of this contract.

This contract renewal is for the awarded goods and services only. To the extent your company is no longer authorized by a manufacturer or manufacturers to sell awarded products, you may not sell such products under this contract, unless and until manufacturer authorization is obtained. All discounts, terms, and conditions of your proposal contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me immediately via email at [connie.burkett@tasb.org](mailto:connie.burkett@tasb.org).

**Reminder: The receipt of a purchase order directly from a Cooperative member is not within the guidelines of the Cooperative.** Accepting orders directly from a member entity may result in a violation of the State of Texas competitive bid statutes, and could cause cancellation of this proposal award. Therefore, all orders must be processed through the Cooperative in order to comply with the contract. We request your assistance in immediately forwarding orders received directly from member entities. Purchase orders may be sent to us either by fax (800-211-5454) or by email ([info@buyboard.com](mailto:info@buyboard.com)). If, by chance, an order sent directly to you has been unintentionally processed, please forward it to the Cooperative and mark it as **RECORD ONLY** to prevent duplication.

If you have questions or comments concerning this renewal, please contact me as soon as possible at [connie.burkett@tasb.org](mailto:connie.burkett@tasb.org). We appreciate your interest and participation in The Local Government Purchasing Cooperative.

Sincerely,

Connie W Burkett  
Contract Administrator



The Local Government Purchasing Cooperative is endorsed by the Texas Association of School Boards, Texas Municipal League, Texas Association of Counties, and the Texas Association of School Administrators.



P.O. Box 400  
Austin, TX 78767-0400  
800.695.2919 | 512.467.0222 | Fax: 800.211.5454  
buyboard.com

September 17, 2014

**Sent via email to: carl@corworth.com**

Carl Hackney  
Restroom Facilities Ltd.  
1707 Colt Cir.  
Marble Falls TX 78654

Re: Parks & Recreation Equipment, Field Lighting Products, & Installation  
BuyBoard Contract 423-13

The Local Government Purchasing Cooperative (BuyBoard) awarded your company Parks & Recreation Equipment, Field Lighting Products, & Installation, Proposal 423-13, effective October 1, 2013 – September 30, 2014, with two possible one-year renewals. At this time, we are renewing your contract through September 30, 2015.

All discounts, terms, and conditions of your proposal contract will remain the same. If you agree to this renewal, there is nothing you need to do. However, if you do not agree to this renewal, you must notify me immediately via email at [connie.burkett@tasb.org](mailto:connie.burkett@tasb.org).

**Reminder,** once a BuyBoard contract is awarded, vendors must generate a minimum of \$15,000 annually or they may not be offered a contract renewal. Evaluations will be made annually, prior to the expiration date of the contract term, and the BuyBoard reserves the right to discontinue the vendor's contract at that time.

If you have questions or comments concerning this renewal, please contact me as soon as possible at [connie.burkett@tasb.org](mailto:connie.burkett@tasb.org). We appreciate your interest in The Local Government Purchasing Cooperative.

Sincerely,

Connie W Burkett  
Contract Administrator



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Lesli Andrews, Director of Community Services**

**SUBJECT: Resolution: Approving the Strategic Plan for the Abilene Public Library. *(Andrews)***

---

**GENERAL INFORMATION**

In December of 2014, Dr. Julie Todaro, a well-known library consultant, was engaged by the Friends of Abilene Public Library to resume the strategic planning process she initiated under the guidance of City Librarian Ricki Brown. In June of 2015, the strategic plan process was completed including the use of focus groups, interviews and an extensive public survey. The Library Advisory Board reviewed the plan at their February 1, 2016 meeting and recommended the plan be forwarded to the City Council for approval.

**SPECIAL CONSIDERATIONS**

Due to the length of the document presented by Dr. Todaro, a special Library Advisory Committee was established that reviewed the total document. They distilled the document into a Strategic Goals Executive Summary to further clarify and define the direction for the Library. This document, combined with the longer one provided by Dr. Todaro, is considered by the Advisory Board to constitute the Strategic Plan for the Library.

The Texas State Library and Archives Commission requires an approved Strategic/Long Range plan for the Abilene Public Library to remain accredited.

**FUNDING/FISCAL IMPACT**

Identified priorities will be funded through existing Library operations and future budget processes where appropriate.

**STAFF RECOMMENDATION**

Approval of a resolution approving the Strategic Plan for the Abilene Public Library.

**BOARD OR COMMISSION RECOMMENDATION**

The Library Advisory Board approved the Strategic Plan and recommended that it be forwarded to the City Council for their consideration on February 1, 2016.

**ATTACHMENTS:**

Description	Type
▣ Strategic Plan Resolution	Resolution Letter
▣ Strategic Plan Executive Summary	Backup Material
▣ Strategic Plan	Backup Material
▣ Library Strategic Plan Presentation	Presentation

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS  
APPROVING THE STRATEGIC PLAN FOR THE ABILENE PUBLIC LIBRARY.**

**WHEREAS**, the Texas State Library and Archives Commission requires an approved Strategic Long Range Plan for the Abilene Public Library to remain accredited; and

**WHEREAS**, Friends of the Public Library engaged the consulting services of Dr. Julie Todaro to assist with the plan; and

**WHEREAS**, the Library Advisory Board approved the Strategic Plan at their meeting on February 1, 2016.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:**

Part 1: The City Council hereby approves the Strategic Plan for the Abilene Public Library.

Part 2: That this Resolution shall take effect immediately from and after passage.

**ADOPTED this 24th day of March, 2016.**

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norman Archibald, Mayor

APPROVED:

\_\_\_\_\_  
Stanley Smith, Interim City Attorney



## Abilene Public Library - Strategic Goals: FY 2015-2019

In December of 2014, Dr. Julie Todaro, a well-known library consultant, was engaged to resume the strategic planning process she initiated under the guidance of City Librarian Ricki Brown. In January of 2015 Dr. Todaro complied with that request, and by June of 2015 the strategic plan process had been completed resulting in a document of 257 pages. Dr. Todaro held focus groups, conducted interviews and prepared and compiled an extensive public survey on behalf of the strategic planning process.

Because such a document is exhaustive it was determined to review it with a select team of library users to narrow the results and distill them into a succinct roadmap for the library over the next three years.

The Strategic Plan team consisted of the following persons: Dennis Regan, Robert Carleton (later Clint Buck filling in for Mr. Carleton), Carrie Casada from the Library Advisory Board; Edward Smith from the Abilene Library Consortium, Jane Varner Beard from the Diane Graves Owens Foundation, and James Childers, Lesli Andrews and Lori Grumet from the City of Abilene Community Services Department.

The team met on several occasions and the following document is the result of their deliberations.

*Primary areas of focus: Facilities, Services and Outreach will be addressed in the next 3-5 years through individual action plan items in support of focus areas outlined below.*

### **Facilities:**

The team resonated with the original report that pointed out a number of significant deficiencies in the present library facilities and discussed the following priorities:

1. Develop a maker space for the library community.
2. Rehabilitate the Main Library.
3. Support the development of a Library at the Lincoln Middle School location.
4. Address facility needs at Mockingbird branch.
5. Support any short term items for the new location of South Branch.
6. Look for ways to incorporate technology into the library service module (circulation of hardware).

### **Service:**

Continue to look for ways we can better serve the expressed needs and desires of patrons, especially in technology, user space, meeting rooms and keep existing viable programs. The team proposed the following service areas be examined/pursued as part of an overall service strategy to the Abilene community:

1. Provide business development centers/service areas at Main library and South Branch by June 2017.

2. Community Needs Assessment –re: Harwood Model [www.theharwoodinstitute.org](http://www.theharwoodinstitute.org) ( The Harwood Model is a planning instrument that polls community members in a workshop format with an aim of assessing the level of service and types of quality of life issues that a community desires. It then seeks to identify how to incorporate local services and resources in support of moving to the desired level of service. The conversation is always broader than any one institution or service area. In April of 2015 – five members of the Abilene library community were trained in this model and hope to implement it in the future in Abilene.
3. Focus on literacy – According to the 2003 National Center for Education Statistics, 12% of residents of Taylor County do not have basic literacy skills. (latest year available). Nationally 14% of the population cannot read at all. In Taylor county that equates to 18,411 people who cannot read. Beginning literacy activities early and continuing them in the lifelong education model serves to improve many aspects of the community as a whole. Libraries and the services they offer are integral to reducing the literacy gap, especially for non-traditional students (youth and adult).
4. Develop robust partnerships in the community.
5. Advance access to information through technology.
6. Engage the community through volunteerism.

## **Outreach:**

Library service in Abilene has a strong customer base, yet of the more than 119,000 residents there are presently only 29,867 citizens have active library cards (about 25% of the population). Increasing the number of people using our library services is vital relative to future budget and other support considerations. Improved Outreach can promote education and utilization of our tax supported resources.

1. Develop a strong marketing plan to promote library services to the community. (Years 1-3)
2. Look for opportunities to deliver library items outside of normal program channels, i.e. home delivery, for hospitals/rehab facilities, kiosks/lockers, etc.
3. Develop and implement a strategy to provide needed services to local businesses.
4. Develop methodology to evaluate program effectiveness, outcomes, relevance and determine when to retire programming.
5. Develop new methods of reaching sectors of the community who are not library users.

## **Internal Improvements:**

All organizations have to change over time, or they become mired in traditional activities and do not grow and adapt to changing dynamics. The internal operations of the Library will need to be addressed to build a strong cohesive team that can implement strategic direction. A number of areas are evident for examination and action.

1. Metrics – what do we measure and why.
2. Staffing levels –what do they need to be and what is the best utilization of staff skill sets.
3. How We Compare – where are we-relative to peers.
4. Does our collection meet the needs of the community? - Collection HQ (Collection HQ is a software program that integrates with our library system and provides real-time analytics to assist us in making the best use of our materials funds. It promotes strategic weeding of the collection, and tailored purchasing to best fit the desires of the reading community.
5. Technology support and the changing dynamic of library collections (digital/physical)
  - a. City IT needs/Library IT needs.
  - b. Support for various platforms and equipment for staff.
  - c. Core Tech competencies for staff – developed and measured.
6. Costs – what does it cost to do business the way we are doing it – how can we be more effective.

A new planning committee will be formed in year 3 (2018/19) to revisit and extend the strategic plan for the next cycle. The team recommendation is that the plan be annually reviewed and updated.

Respectfully submitted:

Lori Grumet  
City Librarian  
Feb 1 2016



# APL: Strategic Plan

**2014-2015 Strategic Planning Process**

**Abilene Public Library**

**Dr. Julie Beth Todaro**

**[Julie.todaro@yahoo.com](mailto:Julie.todaro@yahoo.com)**

**June 2015**

## Table of Contents

1. Introduction
2. Strategic planning – background
3. Library mission/vision/goals
4. Facilities Report
  - a. South Branch
  - b. Central
5. Three year Management/Overarching Recommendations/Tasks for SP FY 2016; 2017; 2018
6. General project data/information

### Appendices

- Tools
  - 21<sup>st</sup> Century Libraries
  - Facilities walkthrough for decision making
- Survey - Central/APL Overall
- Survey - South Branch Information
- Interviews

## 1. Introduction

Strategic planning in organizations occurs at both the macro and micro levels providing data and recommendations for both vision and mission and goals or big picture (macro) issues as well as the “closer look” (micro) or objectives and strategies issues. And, although this report provides both approaches overall for Abilene Public Library, an additional micro view of South Branch is included in several areas of the report given the recent news of the move of South Branch Library to a new location. In addition, a second report on only South Branch has been created by pulling the South Branch information out of this report and re-issuing it to provide library and stakeholder planners an easier focus on the rapidly upcoming issue of the South Branch move. Other aspects of this larger, more encompassing report include the consultant’s:

- general worksheets for providing direction for reviewing facilities’ needs overall for existing environments;
- general worksheets for providing direction for reviewing facilities’ needs overall for new environments (Central and South Branch possibilities);
- general recommendations for providing a guide to specific areas of facilities including wayfinding and food and drink in libraries; and,
- 21<sup>st</sup> century library content used for report background, and presentations to staff and stakeholders.

Finally, a chart has been created as a management “to do” list and should serve as a recommendation for the APL Director in moving forward quickly for the remainder of 2015 and the 2016 calendar years.



## 2. Strategic planning – background

Strategic planning can be defined as progressive decision-making given data gathered and assessed. While older strategic planning content typically spanned five to ten years, contemporary strategic planning spans three to five years given fluctuating economies, rapidly-changing markets and the nature of – in this case – the library profession. In these technology-driven digital and actual or “in-person” environments, classic and contemporary functions must be balanced creating hybrid facilities, services and resources designed to meet diverse constituent needs.

Abilene Public Library has been committed to planning and strategic planning processes for – literally -decades. These processes have included extensive involvement from city administrators, library boards, staff, APL Friends, area partners, community members, various consultants (facilities, planning) and these extensive discussions have resulted in many successes such as branch libraries, extensive community programs and expanded technology. Content from these processes has generated ideas and pathways to realizing the dreams of the variety of supporters of APL. My consultant process for this planning season began in 2013 with contact from the previous director and then was continued with the new director in 2014 and has included gathering content on trends in public libraries in general as well as trends in Texas public libraries and other types and sizes of libraries (partners); and,

- gathering, reviewing and assessing data on APL libraries,
- gathering, reviewing and assessing APL library documents
- a review of past consultant recommendations for APL
- a review of current community documents (Economic Development, city planning, downtown organizations, community plans by adjacent institutions, older telecommunication content is available, etc.)
- a review of area library plans such as individual and aggregated library plans through the Abilene Library Consortium
- designing, gathering and assessing data from a survey designed for Abilene library staff,
- designing, gathering and assessing data from a survey designed for Abilene library stakeholders and community members,
- meeting with the APL staff for guided discussion group,
- meetings with city management;
- meetings with specific stakeholders including board members, the Friends and existing and potential partners.

Finally, all strategic planning processes begin with “people.” These people include those who need to be asked to contribute, those who need to contribute AND support the process and those who need to contribute, support AND assist in the realization of the plan. Organizations today – and especially libraries – are short on this last critical category of people and identifying those who can step up and help realize the plans must be a critical first step. And – even though these roles and responsibilities are typically short term in nature - the work serves as an excellent training ground for both leadership and management. A chart has been added to the appendices to aid in this process. (See “Appendices”)

### 3. Library Mission/Vision/Directions

There are a myriad of ways to craft an organization's overarching statements of purpose and direction. In fact, most organizations do not have a vision statement, rather they have a mission statement and a set of goals or in more contemporary results-driven language in librarianship – service responses.

#### Mission/Vision

Abilene Public Library has a mission statement that is used in its entirety on the Library's website and a shorter, more abbreviated mission statement that it used – for example – on its Annual Report.

Website	Annual Report/2014
<i>"The mission of the Abilene Public Library is to provide materials, services, and programs to help community residents obtain information which meets their personal, educational, professional, and recreational needs. Special emphasis is placed on providing current, high-demand, high-interest materials in a variety of formats for individuals of all ages; providing accurate, useful and timely information for job-related and personal interests; and encouraging young children to develop an interest in reading and learning."</i>	<i>"The mission of the Abilene Public Library is to provide materials, services, and programs to help community residents obtain information which meets their personal, educational, professional and recreational needs."</i>

While both APL statements are well written, current, and philosophically correct, other Abilene city departments reference the city of Abilene's mission statement *"We work together to build a community of the highest quality for present and future generations."* within their own mission statement and also have a value statement.

It is appropriate – going into a time of change and planning (Central, South, etc.) that the library revisit its mission statement – and specifically to see if the "special emphasis" section is still as current as the library would like it to be. In addition, the library should

explore integrating statements on “place” or “destination” concepts given the APL upcoming years of changes to existing and new facilities. Other areas of inclusion in a new or revised mission statement (and/or new vision statement) might speak to “special emphasis” on “community engagement,” “serving special segments of the Abilene and Abilene-area community,” “partnerships” and more specific use of technology references more than the current “variety of formats” phrase used in the existing mission statement.

## **General Directions Statements**

The approach to forming goals or directions in libraries has changed over the last two decades and has moved from libraries identifying – through planning - overarching goals and strategic objectives to guide budgeting and decision making to libraries choosing – based on data collection and assessment for “results” – from a list of service responses or areas of focus. The first set of service responses included areas included such as “gateway to technology” and the second set expanded choices of focus and include “Basic Literacy,” “Business and Career Information,” “Commons,” “Community Referral,” “Consumer Information,” “Culture Awareness,” “Current Topics and Titles,” and others with a focus on formal and lifelong learning, reference or general information, content from local, state, regional and federal government entities, information literacy, and genealogy and local history. While these areas are still used for planning in many libraries, newer planning for results initiatives have identified the following areas for public library planning and goal setting.

These eighteen areas are expressed in action terms and although all elements are typically what public libraries do, designing goals for eighteen areas is unrealistic. Within the areas listed below; however, are a number of areas appropriate to goal setting given the APL current planning process and results from data gathering. These areas are bold-faced below.

## **Public Library Service Responses – complete list w/bold-faced areas recommended** **[Http://www.ala.org/PLA](http://www.ala.org/PLA)**

1. ***“Be an Informed Citizen: Local, national, and world affairs. Residents will have the information they need to support and promote democracy, to fulfill their civic responsibilities at the local, state, and national levels, and to fully participate in community decision-making.***

2. **Build Successful Enterprises: Business and non-profit support.** Business owners and non-profit organization directors and their managers will have the resources they need to develop and maintain strong, viable organizations.
3. **Celebrate Diversity: Cultural awareness.** Residents will have programs and services that promote appreciation and understanding of their personal heritage and the heritage of others in the community.
4. **Connect to the Online World: Public Internet access.** Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.
5. **Create Young Readers: Early literacy.** Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.
6. **Discover Your Roots: Genealogy and local history.** Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.
7. **Express Creativity: Create and share content.** Residents will have the services and support they need to express themselves by creating original print, video, audio, or visual content in a real-world or online environment.
8. **Get Facts Fast: Ready reference.** Residents will have someone to answer their questions on a wide array of topics of personal interest.
9. **Know Your Community: Community resources and services.** Residents will have a central source for information about the wide variety of programs, services, and activities provided by community agencies and organizations.
10. **Learn to Read and Write: Adult, teen, and family literacy.** Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.
11. **Make Career Choices: Job and career development.** Adults and teens will have the skills and resources they need to identify career opportunities that suit their individual strengths and interests.

- 12. Make Informed Decisions: Health, wealth, and other life choices. Residents will have the resources they need to identify and analyze risks, benefits, and alternatives before making decisions that affect their lives.*
- 13. Satisfy Curiosity: Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.*
- 14. Stimulate Imagination: Reading, viewing, and listening for pleasure. Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing, and listening experiences.*
- 15. Succeed in School: Homework help. Patrons will have the resources they need to succeed in school.*
- 16. Understand How to Find, Evaluate, and Use Information: Information fluency. Residents will know when they need information to resolve an issue or answer a question and will have the skills to search for, locate, evaluate, and effectively use information to meet their needs.*
- 17. Visit a Comfortable Place: Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.*
- 18. Welcome to the United States: New immigrants will have information on citizenship, English Language Learning (ELL), employment, public schooling, health and safety, available social services, and any other topics that they need to participate successfully in American life.”*

Goals or directions statements for APL’s next five years – again – could be designed for each area above and it stands to reason that public libraries – for example – instruct users in how to find and evaluate information and – of course - all libraries welcome new immigrants, but data show that the following areas should have a focus.



**Selected Relevant Service Responses (bold-faced above) with strategic directions and recommendations by consultant with timeline indications**

**2. Build Successful Enterprises: Business and non-profit support. Business owners and non-profit organization directors and their managers will have the resources they need to develop and maintain strong, viable organizations.**

- APL should expand adult programming in the areas of connecting people to the Internet, job skills training and for support for small businesses. Rather than adding **more** programs, survey data indicated adult programs were valuable and that tech training might be at different times during the day. General programs offered now should continue but consider special population focuses such as “how to use tech” training examples and activities for small businesses. YEAR 2
- APL should also consider – given the lack of staffing – expanding its “E-Resources @ Your Library” page OR use its Facebook page to include pathfinders (Example: SubjectsPlus free web-based software) to provide online subject areas where more in-depth content is needed. Designing or pointing patrons to significant online content provides self-directed learning opportunities in addition or follow up for programming/workshops. YEAR 2

**4. Connect to the Online World: Public Internet access. Residents will have high-speed access to the digital world with no unnecessary restrictions or fees to ensure that everyone can take advantage of the ever-growing resources and services available through the Internet.**

- Survey data indicate adult users seek Internet use in @ ½ of respondents. APL should continue its plan (see Annual Report) to redesign Central, first floor, to enhance user access and seek to increase South Branch hardware/work stations in the new space. APL should explore expanding access through the purchase of laptop carts for flexibility and both individual and small group use as well as teaching and learning opportunities. YEAR 1 (REDESIGN) YEARS 2 and 3 (EXPANDED EQUIPMENT/LAPTOPS)

**5. Create Young Readers: Early literacy. Children from birth to age five will have programs and services designed to ensure that they will enter school ready to learn to read, write, and listen.**

- Survey respondents indicate they value and use children's services. They seek expansion of service hours by a children's librarian at Central (Example: daytime, weekday.) Current and upcoming partnerships focus on children's services for both recreation and learning (home schoolers, AISD) and the ad hoc management team (see summary recommendations) should assess Central children's services staffing levels to expand access to a professional.) YEAR 1
- South Branch focus is very much on children and families. Design of new service areas in the new facility should take in to account space and staffing in scheduling departments and customer service and reference and research assistance. That is, children's staff may not be able to support other service areas given new space configurations in the new South Branch space. YEAR 1/NOW

**6. Discover Your Roots: Genealogy and local history. Residents and visitors will have the resources they need to connect the past with the present through their family histories and to understand the history and traditions of the community.**

- While these areas are critical areas for content and programs to support adult patron interest- given staffing levels- the library should expand their stakeholders and the interest of current stakeholders and consider a new level or category of "Friend" for this area to capture targeted interests for the design and support for the new Central. This focus should correspond with discussions for a new Central facility and the plan to – if Lincoln space is selected – preserve and renovate a landmark for contemporary use. YEAR 1
- APL Genealogy, local history and overall Abilene and west Texas culture content and celebrations is an excellent service with a significant mix of programming and partnerships in the community. These partners should be a primary focus for discussions of and support for a new Central location. YEAR 2

**10. Learn to Read and Write: Adult, teen, and family literacy. Adults and teens will have the support they need to improve their literacy skills in order to meet their personal goals and fulfill their responsibilities as parents, citizens, and workers.**

- Although many libraries offer literacy focus and training to families through adults, South Branch's teen and youth engagement should consider – given expansion – focusing on youth and teen *literacy* in its tech programming. While this focus on teens is not unusual for APL South Branch, using these

relationships to promote higher literacy levels through digital literacy and social media (an expertise of South Branch) **would** make a unique space and programming focus. A teen “classroom” for social media –designed by teens (contest? Advisory group?); access to GED (Los Angeles County model); FB or website pages for teens to design would be significant. YEARS 1 AND 2

**14. Satisfy Curiosity: Lifelong learning. Residents will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.**

- Survey respondents indicate they use print resources (@40% significant use) and they seek series runs, classics available and large print. Library focus – although easily begun with OCLC comparison data – should not be on a large scale collection assessment, but on advertising what IS available for use throughout the system. That is, “we have classics too” for newer locations. And, although marketing can be a first year focus, purchasing print materials to complete gaps should not be an immediate focus, rather all library new facility assessment should build in growth for print materials. In addition, collection assessment should include gap analysis supported by print materials availability as well as increased marketing of interlibrary loan to push “access” and not necessarily ownership. YEARS 2 AND 3

**15. Stimulate Imagination: Reading, viewing, and listening for pleasure. Residents will have materials and programs that excite their imaginations and provide pleasurable reading, viewing, and listening experiences.**

- See the previous statement; however, it should be noted that survey respondents seek additional DVD’s and CD’s (listening and viewing for pleasure, leisure, recreation) and that a significant number of respondents seek adult fiction and leisure reading materials for all locations. YEARS 2 and 3 (ongoing use study and increased purchasing)

**17. Succeed in School: Homework help. Patrons will have the resources they need to succeed in school.**

- Although this service statement discusses “resources” and many may think that resources are items (print and online only) the linking of resources to patrons

and teachers, parents and families is critical and must be addressed specifically. Therefore, while increasing the presence of assistance in the children's area (Central) will help significantly, the complete picture addresses AISD, private school, base schools and home schooling. Previous goal recommendations include:

- increased partnerships in these areas,
- placing individuals on planning committees or more external activities, and
- reviewing staffing patterns.

This area as well; however, is greatly benefited by:

- having flexible space for teaching and learning led by others
- identifying, designing and linking online content for future home and self-directed learning. And, although online content takes time to produce, using benchmark resources (Libguide community, ALA best practices on both children's, youth and teen lists) accelerates the process. YEAR 1 and YEAR 2

**18. Visit a Comfortable Place: Physical and virtual spaces. Residents will have safe and welcoming physical places to meet and interact with others or to sit quietly and read and will have open and accessible virtual spaces that support networking.**

- APL has done an incredible job with very difficult physical spaces that include "old, unsafe, not accessible, outdated, too small, and on and on. APL has great future opportunities for change in facilities and must be ready to proactively address needs and wants in all locations. (See previous recommendations for two groups (internal and external) to begin immediately to address physical space situations.) YEAR 1
- APL's website is an excellent and significantly used resource with survey respondents indicating they get information from the website. Recommendations for increasing online content have suggestions of "where" to place new content on the website; however and obviously, staff need to decide on website or FB and original or benchmarked sites. The prudent way to proceed is to pilot benchmark content to link and market or use in support of groups or programs and assess use. YEAR 1

#### **4. Facilities Report**

APL is in an unusual cycle for libraries. That is, 75% of APL library locations need assistance that includes space needs, parking needs, major cosmetic renovations, and major safety renovations. And while these issues are not unusual for many city and county environments with aging structures, this amount of diverse work (new construction, required, safety changes, tech updating, ergonomic designs and re-designs and cosmetic changes) is unusual to be occurring – more or less - all at one time. With that said, the library's administration – although very talented in the area of facilities – is only one person and while the director needs to stay in charge of all processes, she also needs assistance in moving forward across all projects. Both the general and individual facilities and general goals areas of this report therefore include recommendations for:

- processes for groups of people who can be used to manage multiple, diverse and broad reaching facilities tasks
- tools to assist groups in assessing and deciding strategic directions

##### **South Branch**

South Branch is the busiest location in the APL system. The space is too small for the materials needed, is lacking in support staff space, lacks meeting facilities, is lacking in programming space as well as a space that needs repair to the infrastructure. In addition, the South Branch lease was up in August of this year. Given that - when this process began there was no footprint to review for South Branch – and given that there is not a definitive outline of usage square feet, the content and recommendations below outline general directions, overall budget figures and the appendices include a facilities assessment document for determining need. In addition, content in this report is based on South Branch staff survey data. Given the likely location – at this point - the usable square footage and the square footage can be inserted below; although the general expenditure categories and estimates are still correct.

Estimates include:

1. @\$9,500 for move-in/supplies for a new library and 4x growth. Please note this \$ is NOT for the move itself, rather supplies, although staff often want to pack up their own items rather than have movers pack. .
2. X Dollars are needed (plug in square footage to get #'s of items) to integrate more furniture with flexible settings (public and staff space) given that leased rather than purchased spaces are typically not “built out” to meet tenant needs. Given staffing survey comment and survey data from the community what is needed includes:
  - Book drops @\$5400.00 per one unit
  - Individual public carrels @\$675 each
  - Task Chairs @\$220 each
  - Tables between @\$400 and \$800 each depending on size and match
  - Tablet Chairs @\$600 each (APL has costs given 2<sup>nd</sup> floor purchase)
  - Enclosed (lockable) staff/office workstations @5000 per unit (Example: Steelcase) and cost is less for common walls.
3. Dollars will be needed to make spaces tech ready, that is, wireless routers need to be purchased although the space is more open than not; however, “wireless” still requires outlets including 220 outlets along walls (every 7 to 10 feet) AND/OR – if possible (but expensive) floor cored throughout space under carpet squares or on linoleum tile/squares. Ceiling power poles are an available mode of electrifying, but NOT recommended as they are unsteady/unsafe and unattractive. They also reduce the flexibility in spaces.
4. The move from old South Branch to a new South Branch should be a bid with specifications for *library* movers rather than general movers given unique needs of disassembling/reassembling and relocating materials.
  - Example: current bid for moving shelves/materials was between \$5,500 - \$6,000 for 3,500 books/shelves w/estimate of @25-30 books per shelf (circulating) & @15-20 books per shelf (reference.)
5. South Branch staffing levels

South Branch – already the busiest location - will need more staff in the new setting given the likely increase in use AND the expansiveness of 4x the space. APL can move staff among locations to assist temporarily in opening usage and increases in first few months, but more staff (either hourly, from another location or full/part time with benefits) are needed.



South Branch staff survey answers/w consultant comments and re-ordering:

<b>Recommendations for Purchase/FY' 2016 Budget/South Branch Relocation</b>	<b>Years</b> (in order of recommendation if choices need to be made)
<p>More technology/laptops for South; specifically – see laptop estimates in Central table</p> <ul style="list-style-type: none"> <li>• Teens</li> <li>• Youth/children/AWE (see #1.4 entry)</li> <li>• Adults</li> </ul> <p>AWE early literacy workstation PC's  <a href="http://www.awelearning.com/en/markets/around-the-world/canada/early-literacy-station/">http://www.awelearning.com/en/markets/around-the-world/canada/early-literacy-station/</a></p>	<p>Year 1</p> <p>AWE \$4000 each and are available in English and in Spanish and new tablets are on the market now</p> <p>Teens \$600 and \$800 per workstation for PC</p> <p>Adults \$600 and \$800 per workstation for PC</p>
<p>ADA accessibility to meet needs of older patrons</p> <ul style="list-style-type: none"> <li>• Lighter doors</li> <li>• Auto door opener</li> <li>• Parking lot signage</li> </ul>	<p>Year 1</p> <p>Given the fact that the space is a new rental and was previously retail space, the external ADA requirements should be met. The Library must ensure, internal lighting, internal ergonomics and space configurations, placement of adult spaces convenient and not adjacent to noisy youth or children's spaces and near front door if possible as well as comfortable seating (obviously.) Care must be taken with selected furniture given behavioral issues of some and those areas include that is length of sofas (no sleeping), etc. (See the space planning Appendices content.)</p>

<p>Public service access point desks (2) that are flexible and multi-functional</p> <ul style="list-style-type: none"> <li>• Circulation/greeting</li> <li>• Reference desks</li> <li>• Chairs</li> <li>• Storage units</li> </ul>	<p>YEAR 1</p> <p>\$1,500</p> <p>\$700.00</p> <p>\$400 per chair</p> <p>\$600 per lockable unit</p>
<p>Office furniture</p> <ul style="list-style-type: none"> <li>• Flexible desk area w/movable partitions and if no offices are available with lockable doors, then lockable workstations (full privacy lockable office cubicles)</li> <li>• Lockers for staff and volunteers</li> <li>• Chairs</li> <li>• Storage units that lock</li> <li>• Computer workstations</li> <li>• Portable technology with laptops, laptop charging carts is recommended to expand the laptop program.</li> </ul>	<p>YEARS 1 and 2</p> <ul style="list-style-type: none"> <li>• Flexible desk area w/movable partitions (work carrels) \$3500 for one/shared wall, two seater...multiple with shared walls reduce costs</li> <li>• Lockers for staff and volunteers @\$1500</li> <li>• Chairs \$400 to \$600 for ergonomic chairs</li> <li>• Storage units that lock \$500</li> <li>• Computer workstations/tables \$350</li> <li>• Worktables \$200 each</li> <li>• Work chairs \$200 each</li> </ul>
<ul style="list-style-type: none"> <li>• Temporary, freestanding walls for creating a foyer or entrance for weather protection, control of lighting, safety for external weather elements (cold, wet, heat, insects, etc.) wayfinding for patrons.</li> </ul>	<p>YEAR 1</p> <ul style="list-style-type: none"> <li>• Panels @\$1000 - \$1500 each for free-standing but safe. Used to guide patrons and for wayfinding, display.</li> </ul>
<ul style="list-style-type: none"> <li>• Increased materials for check</li> </ul>	<p>YEARS 2 and YEAR 3</p>

<p>out for print and media (Unless there is a bond voted in) are needed and it is recommended that Year 2 be a time to begin to build the collection. Another option is to assess Central for multiple titles of acceptable, newer material for circulating and move to South Branch as well as assess Central renovations and relocations of collections while repairs are taking place. This relocation protects the collection as well as provides access for patrons.</p>	<ul style="list-style-type: none"> <li>• Print costs of title plus processing plus OCLC</li> <li>• Media cost of title plus processing plus OCLC</li> <li>• Existing materials – cost to relocate, relabel</li> </ul>
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## Central Library

The Central Library facility is an old building that has not had timely repairs. Because of the lack of timely repairs and the cost of repairs and renovation, the facility has a lengthy list of “fixes” that must be completed before any thought of ergonomic or cosmetic changes can take place (although some of these may be considered parallel events.) And even though the library may move to a new location OR may have a massive renovation in the current location, that reality is that those events (new or renovated) are still 5-7 years away. That being said, the safety, security and accessibility renovations to Central must be completed immediately (before the end of 2015) to ensure safe and secure spaces for both staff and the public.

All of the specific dollars are not yet identified as to amount or funding; however, for safety and security changes at Central and given the need for these changes as well as a full assessment of Central repairs - the grid below begins the discussion.

The first set of requests are not for ergonomic or cosmetic changes rather safety, security and communication regarding those elements and the repair of those elements.

Area	Costs
• Security – city	
• Security audit for public vs. private area access, emergency awareness systems, personal safety elements in place	\$ x Per day (City emergency management, risk may be able to provide assessment of risk and management at no or low cost.) \$x Per unit emergency boards for public and private spaces; wired access to city safety entities
• Security training – protecting, guiding the public (Example: active shooter training, shelter in place, etc.)	\$200-250 per day training x 3 days (City emergency management, risk and police may be able to provide training at no or low cost.)
• Security training – personal	\$200-250 per day training x 3 days

protection (Example: active shooter training, shelter in place, etc.)	(City emergency management, risk and police may be able to provide training at no or low cost.)
<ul style="list-style-type: none"> <li>• Safety – city</li> </ul> <p>The following areas have been identified as critical needs and the assessments under “Security City” may yield other issues/costs.</p>	
• Air quality assessment	City provides? /\$
• Roof repair	City provides/\$
• Mold remediation	City provides/\$
• Trip hazards/floor repair	City provides/\$
• ADA assessment	City provides? Risk office? /\$
• Transportation – internal, elevator (public); elevator (staff); stairs/ramps	City provides/\$
<ul style="list-style-type: none"> <li>• Safety – library</li> </ul>	
• Supplies for security of materials during repairs (packing materials, labeling, floor coverings) and these items are needed whether or not the materials are left on site or moved to a newer and larger South Branch	@\$6000 per every 25,000 books for boxes, packing or by using loaded book trucks that are shrink wrapped (floor coverings most expensive, you can include that the moving company – preferable the library moving company- must supply in the bid)
• Costs of relocation of materials (packing, storage/carts, moving, unpacking, moving back for Scenario 1 with a Scenario 2 for loading and storage onsite (in a city-owned facility), loading and storing off-site or loading, moving to a new location.	See below for estimate for @3,500 books including shelving units moved

Central might also consider if shelving is moved onsite that it be moved loaded with a (loaded) shelf-moving machine rather than unloading and disassembling shelving (with costs for reassembling and loading.)	
<ul style="list-style-type: none"> <li>Wayfinding* (See walk through assessment for both South and Central in Appendices.)</li> </ul>	
<ul style="list-style-type: none"> <li>Temporary, movable signage for project stages</li> </ul>	Pop up signage @\$less than 500 per pop up
<ul style="list-style-type: none"> <li>Expanded “on demand” copies of signs made internally and needed for communicating rapidly (in a number of languages) for changing environments, mitigating sound factors</li> </ul>	@\$1,000
<ul style="list-style-type: none"> <li>White boards/mobile/on wheels to create temporary spaces and communicating change</li> </ul>	@\$220 and 320 each with recommended two per each functional area so children’s, teen, adult, meeting room, teaching area, etc. 10+ Issue here is storage when not in use or integrating into floor design
<ul style="list-style-type: none"> <li>Comfort level amenities for patrons such as disposable earplugs, fans</li> </ul>	@30 per box of 200 units earplugs @30 per fan unit
<ul style="list-style-type: none"> <li>Research “workstations”</li> </ul>	
<ul style="list-style-type: none"> <li>More laptops to replace hardwired workstations to allow for patrons to move among departments at Central during renovation, repair (and flexible technology ensures that new spaces can adjust to</li> </ul>	@\$595.00 per unit for Dell laptop

patron and staff needs; staff teaching and learning opportunities for patrons is expanded)	
<ul style="list-style-type: none"> <li>Laptop charging carts</li> </ul>	@\$2,800 – \$3200 each for charging 25 to 30 (other units such as IPADs can be charged in one cart and carts should be chosen that can charge all devices
<ul style="list-style-type: none"> <li>Peripherals – headphones, chargers, etc.</li> </ul>	Less than \$40 per unit

\*General marketing and PR for central repairs, closures and changes will be absorbed into the library's current PR/Marketing budget. If additional resources are needed, the Friends may be asked to fund less than @\$3000 of materials for expanded notification for the public such as banners and billboards in/near downtown as well as ad space in publications along with general non-profit/free news stories and notification.



## 7. Three year Management/Overarching Recommendations/Tasks for SP FY 2016, 2017, 2018

Activities/Large Scale Recommendations	Year 1	Year 2	Year 3
<p>Design team (internal) for South Branch should be appointed.</p> <p>South Branch focus and program statistics very much focus on children and families. Design of new service areas in the new facility should take in to account space and staffing in scheduling departments and customer service and reference and research assistance. That is, children's staff may not be able to support other service areas given new space configurations in the new South Branch space.</p>	x/NOW	x	
<p>Development goals should be established with APL administration and Steering Committee (see below) and a budget should be determined for Friends to shepherd. Requests should include:</p> <ul style="list-style-type: none"> <li>• Development consultant (as discussed in focus groups)</li> <li>• Outreach/direct marketing campaign budget</li> <li>• Friend/fund-raising events</li> </ul>	X (end of year)	x	X
Steering Committee (internal and external) for new Central (new location) should be appointed and should include project-based expertise members.	x/NOW	x	x
Design and implementation team for remodeling (or repairs) for Central should be appointed.	X/NOW Staff time and budget for signage, marketing	x	
Survey data indicate adult users seek Internet use in @ ½ of respondents. APL should continue its plan (see <u>Annual Report</u> ) to redesign Central, first floor, to	X Redesign &		X Update Equipment

enhance user access and seek to increase South Branch hardware/work stations in the new space. APL should explore expanding access through the purchase of laptop carts for flexibility and both individual and small group use as well as teaching and learning opportunities.	Expanded Equipment Staff time/\$		\$
Survey respondents indicate they value and use children's services. They seek expansion of service hours by a children's librarian at Central (Example: daytime, weekday.) Current and upcoming partnerships focus on children's services for both recreation and learning (home schoolers, AISD) and the ad hoc management team (see summary recommendations) should assess Central children's services staffing levels to expand access to a professional.)	X Staff time		
While these areas are critical areas for content and programs to support adult patron interest- given staffing levels- the library should expand their stakeholders and the interest of current stakeholders and consider a new level or category of "Friend" for this area to capture targeted interests for the design and support for the new Central. This focus should correspond with discussions for a new Central facility and the plan to – if Lincoln space is selected – preserve and renovate a landmark for contemporary use.	Year 1		
APL has done an incredible job with very difficult physical spaces that include "old, unsafe, not accessible, outdated, too small, and on and on APL has great future opportunities for change in facilities and must be ready to proactively address needs and wants in all locations. (See previous recommendations for two groups (internal and external) to begin immediately to address physical space situations.)	x		

APL's website is an excellent and significantly used resource with survey respondents indicating they get information from the website. Recommendations for increasing online content have suggestions of "where" to place new content on the website; however and obviously, staff need to decide on website or FB and original or benchmarked sites. The prudent way to proceed is to pilot benchmark content to link and market or use in support of groups or programs and assess use.	x		
Internal APL management team should identify partnerships for appointing to committees (listed here) and for development activities. (See #% under Recommendations from General Data.)	x		
<p>Although this service statement discusses "resources" and many may think that resources are items (print and online only) the linking of resources to patrons and teachers, parents and families is critical and must be addressed specifically. Therefore, while increasing the presence of assistance in the children's area (Central) will help significantly, the complete picture addresses AISD, private school, base schools and home schooling. Previous goal recommendations include:</p> <ul style="list-style-type: none"> <li>• increased partnerships in these areas, placing individuals on planning committees or more external activities, and</li> <li>• reviewing staffing patterns.</li> </ul> <p>This area; however, is greatly benefited by:</p> <ul style="list-style-type: none"> <li>• having flexible space for teaching and learning led by others</li> <li>• identifying, designing and linking online content for future home and self-directed learning. And, although online content</li> </ul>	X Second ½ of Year 1	x	

takes time to produce, using benchmark resources (Libguide community, ALA best practices on both children's, youth and teen lists) accelerates the process.			
APL should expand adult programming in the areas of connecting people to the Internet, job skills training and for support for small businesses. Rather than adding <b>more</b> programs, survey data indicated adult programs were valuable and that tech training might be at different times during the day. General programs offered now should continue but consider special population focuses such as "how to use tech" training examples and activities for small businesses.		Year 2 Staff time	
Although many libraries offer literacy focus and training to families through adults, South Branch's teen and youth engagement should consider – given expansion – focusing on youth and teen <i>literacy</i> in its tech programming. While this focus on teens is not unusual for APL South Branch, using these relationships to promote higher literacy levels through digital literacy and social media (an expertise of South Branch) <b>would</b> make a unique space and programming focus. A teen "classroom" for social media –designed by teens (contest? Advisory group?); access to GED (Los Angeles County model); FB or website pages for teens to design would be significant.	x	x	x
APL Genealogy, local history and overall Abilene and west Texas culture content and celebrations is an excellent service with a significant mix of programming and partnerships in the community. These partners should be a primary focus for discussions of and support for a new Central location.	X Staff time	X Staff time	X Staff time
APL should also consider – given the lack of staffing –		X	x

expanding its “E-Resources @ Your Library” page OR use its Facebook page to include pathfinders (Example: SubjectsPlus free web-based software) to provide online subject areas where more in-depth content is needed. Designing or pointing patrons to significant online content provides self-directed learning opportunities in addition or follow up for programming/workshops.		Staff time	
See the previous statement on collection; however, it should be noted that survey respondents seek additional DVD’s and CD’s (listening and viewing for pleasure, leisure, recreation) and that a significant number of respondents seek adult fiction and leisure reading materials for all locations. (ongoing use study and increased purchasing)		X Second ½ of year 2	x
Survey respondents indicate they use print resources (@40% significant use) and they seek series runs, classics available and large print. Library focus – although easily begun with OCLC comparison data – should not be on a large scale collection assessment, but on advertising what IS available for use throughout the system. That is, “we have classics too” for newer locations. And, although marketing can be a first year focus, purchasing print materials to complete gaps should not be an immediate focus, rather all library new facility assessment should build in growth for print materials. In addition, collection assessment should include gap analysis supported by print materials availability as well as increased marketing of interlibrary loan to push “access” and not necessarily ownership.		x	x

## 8. General data with general data comments

*This report is delivered in two files. The first file is a word doc and the second file is a pdf of the APL survey that contains:*

- *171 survey pages with all 49 questions and responses*
- *All questions (when appropriate) with aggregated data in a variety of types of charts*
- *All questions with open-ended opportunities and all written responses*
- *48 comments from the project consultant*

Although consultant content in the survey results pdf provides 49 separate areas of comments including recommendations, the following recommendations are summative:

1. Facilities (Get ready for new!)

- Internal - Form an ad hoc team across staff levels to discuss facilities issues and coordinate the use of consultant worksheets to gather information on what staff want, what the public needs, etc.
- External - Form an ad hoc steering committee of key players in Board activity and Friends in the discussions leading South and Central design (consider one for South and another for Central.)

2. Organization/Staff Utilization (Change direction.)

- Design a pilot of a permanent group of representative staff to form a management/leadership cabinet to assist the director in completing major goals areas such as a review of the roles and responsibilities of staff to maximize use of staff expertise and patron/staff interactions (see statements recommending more staffing of children's area, less staffing of reference desk by two staff at a time and swapping staff among branches to address peak times, increase awareness, standardize customer service.

3. Services – Programming (Expand on success.)

- Select an ad hoc team to review adult programming system-wide to include parity of offerings among locations, times of program

offerings, use of partners and external expertise to expand adult programming.

#### 4. Services – Resources/Collection assessment

- Review collection for focus on adult reading with a – for example  
- balance of new and classic, gap analysis of series (consider OCLC benchmarking of collections between libraries)

#### 5. Partnerships – Community Engagement

- Focus on defining and formalizing all partnerships for future discussions on (Lincoln) directions including Dyess, Home Schoolers, Foundations, etc. This could be realized through a process to identify all partnerships, Board and Friends participation in a SWOT on partners as well as brainstorming new partners and new relationships for existing partners, a partners retreat on the future, and, create a web presence on the APL website (“Partnerships” with its own entry on the blue column on the left under “Search the Catalog” as well as link from the Director’s page)



## **Appendices**

### **Tools**

Change and 21<sup>st</sup> Century Libraries

Worksheet for Dealing with APL Changes

21<sup>st</sup> Libraries and APL

Facilities walkthrough for decision making/Facilities Concerns

Central

South Branch

Wayfinding

Survey - Central/APL Overall

Survey - South Branch Information

Interviews

## Tools

### Change and 21<sup>st</sup> Century Libraries – Recommendations for activities re: change

Activity	APL Libraries
<p><b>Involve others in "changing," gathering data and <i>analyzing</i> changes.</b></p>	<p><b>Who should you involve? Names? Departments? Functions?</b></p> <p><i>The APL administration should immediately identify the APL teams (see recommendations) to assist in the process of strategic planning for the library,</i></p> <p><i>Representation should include external and internal stakeholders, individuals representing every level of library employee. The Roster could include:</i></p> <ul style="list-style-type: none"> <li>✓ <i>A minimum of 1-2 staff with each location represented</i></li> <li>✓ <i>At least one senior circulation staff member</i></li> <li>✓ <i>At least one entry level circulation staff member</i></li> <li>✓ <i>A minimum of two managers supervising libraries</i></li> <li>✓ <i>One to two community members (a minimum of one from each partnership umbrella institution)</i></li> <li>✓ <i>Two to three patrons representing different segments of the community</i></li> </ul> <p>Planning group:</p> <ul style="list-style-type: none"> <li>• Job descriptions for each member/member group should be distributed</li> <li>• An outside facilitator should lead group discussions</li> <li>• The group should have a tight timeline to explore, draft and seek approval for documents.</li> <li>• Annually, a minimum of three meetings each season (fall, spring, summer) should be held with a maximum of six meetings</li> <li>• Marketing and information packets for participants should be prepared and distributed and the first meeting should include "library training."</li> </ul>
<p><b>Identify and inform (early) those who need to help <i>carry out</i> changes.</b></p>	<p><b>Who should you inform and when?</b></p> <p>All library employees should be invited to participate in discussions, view documents, comment on drafts, etc. A strategic planning group</p>

	<p>web environment* should be implemented to share provide this opportunities.</p> <p>*Free wikis (ex. PBWorks) are available for simple posting and exchange of information if the city doesn't support subscription wikis or your library doesn't have money for a web-based solution.</p>
<p><b>Clearly define people's roles in change discussion, the goals of possible changes and their achievement indicators.</b></p>	<p><b>Who and what will they do?</b></p> <p>Roles and responsibilities should be outlined for planning group members AND all library members to illustrate that all APL library employees have a role in changes.</p> <p><b>Results? Goals? Outcomes?</b></p> <p><b>Identify recommended changes</b></p> <ul style="list-style-type: none"> <li>• Explore changes for decision making</li> <li>• Decide on changes (multiple scenarios discussed)</li> <li>• Draft chosen scenario, consequences, seek input</li> <li>• Implement change</li> </ul> <p><b>Achievement Indicators?</b></p> <ul style="list-style-type: none"> <li>• Timeline adhered to</li> <li>• Reportage "out" strategy created/disseminated</li> <li>• Group participants involved</li> <li>• Number of all library employees involved</li> <li>• Outcomes proposed are successful outcomes</li> <li>• Levels of staff satisfaction pre and post</li> </ul>
<p><b>Disseminate decision to change and the goals and outcomes for the change in writing.</b></p>	<p><b>Where does planning information "go?"</b></p> <p>Dissemination plans include:</p> <ul style="list-style-type: none"> <li>• Kickoff for planning process press kit</li> <li>• Team environment created with brand logo just for the process</li> <li>• Ad specialty items created for the steering committee</li> <li>• Ad specialty Items created for library employees</li> <li>• Web environment advertised for process</li> <li>• Public timeline "countdown" on web/in libraries</li> </ul>

	<ul style="list-style-type: none"> <li>Executive summary of planning process with outcomes used for press kit</li> </ul>
<b>Identify/assist others in identifying how the change will specifically affect them.</b>	<p><b>Individuals.... How they will be affected (based on job descriptions/work plans)</b></p> <ul style="list-style-type: none"> <li>Paradigm shifts are created for library environment for before and after change “story” visually illustrated.</li> <li>While all employee job descriptions might be accurate, some position roles and responsibilities might be impacted and/or changing, therefore, all library employee job descriptions are assessed for impact and changes and paradigm shifts are created for roles and responsibilities that are changing.</li> <li>When changes are finalized, individual meetings with employees and employee groups are scheduled to discuss changes, timelines, etc.</li> </ul>
<b>Identify and address people's needs for dealing with change! Disrupt only what needs changing to accomplish your goals and/or outcomes for the change.</b>	<p><b>What do individuals need for changes and/or changing?</b></p> <ul style="list-style-type: none"> <li>Survey staff to determine how employees deal with change.</li> <li>Identify ways to implement change given how employees self-identify their approach to change.</li> <li>Identify and clarify what does change and what doesn't change.</li> <li>Revisit mission and values to illustrate how changes dovetail with what's new and different.</li> <li>Schedule follow up assessment regularly to visit and re-visit issues to provide opportunities for refinement and continued refinement.</li> </ul>
<b>Design flexibility into the change process. Don't change too quickly.</b>	<p><b>What is the plan of action and timeline?</b></p> <ul style="list-style-type: none"> <li>Design a planning process that identifies changes to be made.</li> <li>Build in ongoing assessment so mistakes can be corrected and so multiple scenarios can be designed to afford choices.</li> <li>Realistic timelines need to be put in place for team to note that changes are in progress and WILL be forthcoming.</li> </ul>
<b>Allow people to complete current</b>	<b>How do you “clear the decks” to prepare for</b>

<p><b>efforts and take adequate time to assimilate new skills, procedures, support mechanisms, and work behaviors that are needed to successfully institutionalize the change.</b></p>	<p><b>the changes after changes have been decided?</b></p> <ul style="list-style-type: none"> <li>• Design a timeline for “stopping” as well as “starting.”</li> <li>• Identify specific functions, areas that will cease as implementation plan moves along.</li> <li>• Allow for gradual winding down to provide people a chance to get used to NOT doing things.</li> <li>• Allow for organizational “ceremony” to be held for putting functions, areas “to rest.”</li> <li>• Create a checklist for archiving “old” such as data, forms, etc.</li> </ul>
<p><b>Identify good and bad aspects of change and address all sides and, whenever possible, focus on the data supporting, need for and benefits of change.</b></p>	<p><b>Changes Opportunities.....Threats</b></p> <ul style="list-style-type: none"> <li>• Make sure – in advertising and marketing changes – that good and bad aspects, consequences and benefits are honestly and openly articulated. Not all changes will be embraced and that should be directly addressed.</li> <li>• Standardize opportunities for input and actively seek input during the progression of change.</li> <li>• Provide data used and how data was used to make decisions.</li> </ul>
<p><b>Establish timelines, parameters and define the limits of the change.</b></p>	<p><b>What are the timelines for your institution and what are any unique aspects for change timelines?</b></p> <p>Work with the city, partners, the county, etc. for critical timelines such as:</p> <ul style="list-style-type: none"> <li>• Employee contractual dates</li> <li>• Other city departmental planning processes</li> <li>• Events to piggyback with for marketing and advertising.</li> <li>• Timelines needed for employee adjustment</li> </ul>
<p><b>Design adequate training for change elements.</b></p>	<p><b>What training is needed to get ready for the process?</b></p>

	<p>Training needed for the process includes:</p> <ul style="list-style-type: none"> <li>• Strategic planning</li> <li>• Change/the process of change</li> <li>• Group work/working in teams</li> <li>• Project management (for implementing changes.</li> <li>• Communications</li> <li>• Leadership</li> </ul> <p>The expectation is NOT that all group members take all trainings...instead:</p> <ul style="list-style-type: none"> <li>• All library services: process of change; communications</li> <li>• Steering Committee: working in teams; strategic planning; leadership</li> <li>• Library managers: project management</li> <li>• Classified level staff managing and coordinating: project management</li> </ul>
<b>Build in adjustment time for all people involved.</b>	<p><b>Employee Group.....Timelines Needed</b></p> <ul style="list-style-type: none"> <li>• Create timelines based on library employee expectations gathered from survey mentioned earlier</li> <li>• Build in flexibility, that is, library managers should select timelines for change that <b>MUST</b> be followed, then build in choices for other staff so some of their changes might be flexible.</li> </ul>

Activity	Abilene Libraries
Involve others in "changing," gathering data and <i>analyzing</i> changes.	Who should you involve? Names? Departments? Functions?
Identify and inform (early) those who need to help <i>carry out</i> changes.	Who should you inform and when?
Clearly define people's roles in change discussion, the goals of possible changes and their achievement indicators.	Who and what will they do?  Results? Goals? Outcomes?  Achievement Indicators?
Disseminate decision to change and the goals and outcomes for the change in writing.	Where do the results/goals/outcomes go?
Identify/assist others in identifying how the change will specifically affect them.	Individuals.... How they will be affected (based on job descriptions/work plans)
Identify and address people's needs for dealing with change! Disrupt only what needs changing, to accomplish your goals and/or outcomes for the change.	What do individuals need for changes and/or changing?
Design flexibility into the change process. Don't change too quickly.	What is the plan of action and timeline?
Allow people to complete current efforts and take adequate time to assimilate new skills, procedures, support mechanisms, and work behaviors that are needed to successfully institutionalize the change.	How do you "clear the decks" to prepare for the changes?



Identify good and bad aspects of change and address all sides and, whenever possible, focus on the data supporting, need for and benefits of change.	Changes Opportunities.....Threats
Establish timelines, parameters and define the limits of the change.	What are the timelines for your institution and what are any unique aspects for change timelines?
Design adequate training for change elements.	What training is needed to get ready for the process?
Build in adjustment time for all people involved.	Employee Group.....Timelines Needed

<b>21<sup>st</sup> Century Libraries and APL</b>	
<b>21<sup>st</sup> Century Libraries</b>	<b>APL libraries...</b>
<ul style="list-style-type: none"> <li>Are APL libraries providing new or remodeled buildings, virtual, digital, mobile, real-time, archives, IM, DROID, e-reader, 24/7, iPad's, preservation, conservation for our materials? For our constituents' materials?</li> </ul>	<p><i>Some APL library space is newer and meets contemporary patron space needs. Most of the library spaces are older and in need of – at the very least – a space usage assessment for a remodel or modernization. (See Appendices “tools”/worksheets and “walkthrough” sections.) Current spaces are not designed for tech delivery or exploration of APL-delivered technology nor easy access by patrons or access/use of patron-owned technology. (Crowded floor plans, lack of technology, and lack of plugs/use and charging locations, etc.)</i></p>
<ul style="list-style-type: none"> <li>Should libraries have low tech and high tech public workspaces for active learning, spaces for constituent group as well as small group meeting rooms or small group/study rooms in libraries? More meeting rooms or larger meeting rooms?</li> </ul>	<p><i>Yes, libraries should have a variety of spaces to meet patron numbers and needs and APL libraries – for the most part – do not. APL library environments need to be have a greater number of individual and/or small group high tech, active learning spaces for constituents. Current space does not provide much – or in some cases any – space for small group work (low or high tech) or much –or in some cases any – quiet study. Branches also lack meeting spaces.</i></p>
<ul style="list-style-type: none"> <li>Should APL libraries know the value of what APL libraries do and who APL libraries are or wade even further into assessment and measurement (and try to determine our value? Or are APL libraries for research or information, all of the above?</li> </ul>	<p><i>APL staff members are well aware of their roles and responsibilities for their primary APL patron audience and intrinsically know they provide a unique value to the community. Most library staff members (anywhere) can NOT explain the value of a library or the specific value of what APL libraries do.</i></p> <p><i>Q and A briefing and referral scripts need to be designed and distributed to staff to be confident in answering questions, understand why and how to refer questions and – in general – be able to provide more information about value than a list of resources and services or general user numbers.</i></p> <p>.</p>
<ul style="list-style-type: none"> <li>Do APL libraries support or enable literacy, developmental, basic computer skills for diverse patrons and staff?</li> </ul>	<p><i>Although all APL Libraries assist many patrons with learning basic tech skills through one-on-one instruction, some offer computer classes. In addition, all provide instruction in basic web skills at reference desks, in programs and in workshops.</i></p> <p><i>For the longer look, APL libraries need to have the bigger picture discussion to look holistically at how all libraries provide teaching and learning. They need to identify the most effective practices they provide, identify other effective practices in</i></p>

	<p><i>other libraries and choose a model to serve both general and target populations that are specific – in greater numbers – to public libraries.</i></p> <p><i>This consultant reviewed the survey data on patron/user perception and – although valuable for taking a “temperature” of likes and dislikes – perception is just that – perception. In addition, data on perception in such areas as “does the library have the materials I answer my question?” is not really not a strong indicator of a strength of a materials collection because patrons are not aware of the breadth of possibilities nor are connecting their ultimate performance with whether or not they found what they needed. Specifically a more interesting question and thus the answer and results might be available “Did the material you found in the library contribute to your getting (or learning or finding or doing)....?”</i></p>
<ul style="list-style-type: none"> <li>Do APL libraries provide opportunities for 2.0 design, “Wikis,” blogs?</li> </ul>	<p><i>Although the library has a Facebook page and library programs provide 2.0 content in workshops and programs, the libraries could expand their venues for teaching the public how to design content through blogs and wikis .In addition, the library can expand its marketing in illustrating their role in teaching and learning both in workshops/classes and on the website.</i></p>
<ul style="list-style-type: none"> <li>Do APL libraries authenticate? Have single-sign on to allow downloading/use of personal information appliances like IPOD’s, MP3 players? Do our constituents sync their Iphones at the library?</li> </ul>	<p><i>APL patrons have and use a variety of information “appliances” such as phones, I pads, etc. at the library. They often seek space and “juice” to charge their equipment at the libraries. This sometimes proves problematic when – with few charging plugs available – wires are strung across pathways, etc.</i></p> <p><i>APL libraries vary in how patrons/users sign on to and use APL computers. APL library staff are concerned at the steps that patrons or users need to take to access online resources at libraries. Patrons may be using hardware and software to load/inform/sync their own information appliances.</i></p> <p><i>APL staff, however, want to and must be included in discussion and specifically decisions on all policies and procedures concerning access to public/patron/ use of APL hardware. There is evidence that – at one library - the access policy and procedural decision occurred without consultation or notification.</i></p>
<ul style="list-style-type: none"> <li>Do APL libraries provide customized constituent</li> </ul>	<p><i>APL libraries do not provide customized constituent services or customized interfaces for groups. A myriad of other libraries,</i></p>

services? Customized interfaces by group? By individual patrons or staff?	<i>however, offer venues (ex. videos/video streams) for loading content and products from programs and trainings.</i>
<ul style="list-style-type: none"> <li>Are APL libraries a community portal, a gateway...with outsourced services, open access, downloading, up-loading, RSS, RFID, hardwired, no-wires?</li> </ul>	<i>No, APL libraries provide online resources; however, there is no systematic, designed portal – able to be customized/approach to delivering web content, etc. – nor do they need one. And, they also do not provide (nor should they need to) a gateway, better defined as a web environment/front page, designed to structure use, etc. (but not customizable).</i>
<ul style="list-style-type: none"> <li>Are APL libraries cutting edge, and 21st century and are present in or allow our constituents to be present in Facebook and social networking? Do APL libraries twitter...let our constituents twitter us?</li> </ul>	<i>APL has a social media presence and offers social media training. In fact, Central and Mockingbird libraries need to learn social media strategies and/or a social media coordinator can be identified to increase the presence to all locations.</i>
<ul style="list-style-type: none"> <li>Do APL libraries have/house historic and cultural artifacts? Do APL libraries digitize?</li> </ul>	<i>This consultant is not recommending that APL libraries house historical or cultural artifacts or digitize unique resources and – for the most part - they do not do so.</i>
<ul style="list-style-type: none"> <li>Do APL libraries have sustainable environments, green environments?</li> </ul>	<i>APL has a recycling/green program for branches and is committed to green steps such as the move to no print/only online content. Libraries are typically involved in city recycling programs. APL should be committed to and should advertise their commitment to new environments being “green.”</i>
<ul style="list-style-type: none"> <li>Can APL libraries support online learning for patrons?</li> </ul>	<i>APL staff know the importance of providing resources online to support teaching and learning for both in-person or digital environments for all constituents involved in life-long learning as well as higher education endeavors.</i>
<ul style="list-style-type: none"> <li>Can APL libraries better serve or save money through partnerships, collaborations? Joint use services or facilities, contiguous services? Or does one organization always do more with less and for less?</li> </ul>	<i>APL has a history of a variety of partnerships with both public and school libraries. Does the library save money through – for example – partnerships with Dyess? Future projects should have contracts that stipulate equity, outcomes/goals for the site for both institutions and economic assessments of partner input and outgo.</i>

Aggregated Answers (Word-for-word will be available in the appendices of the final report.)	Comments	Recommendations for Purchase/FY’ 2016 Budget	
Question/Q1: We all know South Branch is loved by patrons and staff! It is heavily used and too small already! Name three things that are present in the current location that you want in the new location.			
<ul style="list-style-type: none"><li>• Storytime Area complete with a storytime stage that's unique to the South Branch.</li><li>• That's about the only unique thing we'd like to keep and have in a new facility.</li><li>• Our cute dino bob and piñata decorations</li><li>• Same staff (maybe plus more)</li><li>• A desk that allows for stand up computer for quick check ins, but a sit down area for longer questions and elderly patrons (I love our current desk).</li><li>• n/a</li><li>• Great staff--Just more of it!</li><li>• Lots of great programming.</li><li>• Awe station--maybe adding another couple~!</li><li>• Just take all of our wonderful "things" and translate it into bigger, cleaner, and better!</li></ul>	<p>Storytime stage new? Can take it with them? Need new one? The new, expanded branch needs more tech specifically for kids</p> <p>Staff want specific areas for age-level services. More AWE stations for young people</p> <p>Multi-height desk.../are you all taking the old furniture to the new location?</p> <p>Continued flexibility of multi-height desk</p> <p>Decorations that fit in/match the new space</p> <p>More staff</p> <p>More early literacy stations</p> <p>Seasonal decorations</p>	<p>1.1 More technology/laptops for South; specifically – see laptop estimates in Central table</p> <ul style="list-style-type: none"><li>• Teens</li><li>• Youth/children/AWE (see #1.4 entry)</li><li>• Adults</li></ul> <p>1.2 ADA accessibility to meet needs of older patrons</p> <ul style="list-style-type: none"><li>• Lighter doors</li><li>• Auto door opener</li><li>• Parking lot signage</li></ul> <p>1.3 Public service access point desk that are:</p> <ul style="list-style-type: none"><li>• Flexible</li><li>• Multi-functional</li></ul> <p>1.4 AWE early literacy workstation PC’s <a href="http://www.awelearning.com/en/markets/around-the-world/canada/early-literacy-station/">http://www.awelearning.com/en/markets/around-the-world/canada/early-literacy-station/</a></p> <p><b>\$4000 each and are available in English and in Spanish and new tablets are out</b></p>	
Question/Q2: What two things about the current location you do NOT want in the new location?			
<ul style="list-style-type: none"><li>• Single stall restrooms that lock.</li><li>• Completely open concept with no walls, rooms, or doors...that is desperately needed. flimsy dividers that give no privacy when on break</li><li>• Windows with no tinting or shades</li><li>• Single stall bathrooms</li><li>• Non enclosed story time area</li><li>• Not having walls for privacy</li></ul>	<p>Privacy for staff through offices or “backroom” area</p> <p>Staff “only” bathroom</p>		<p>If there are no offices or “behind the scenes” space designated that is safe and secure, create offices and spaces with lockable, portable walls. Although expensive, it is portable and can be reconfigured with growth, change.</p>

<p>in the break room and not having a staff restroom.</p> <ul style="list-style-type: none"> <li>Also not having restrooms with stalls so that you can monitor problems in the restroom (such as patrons bathing) as well as to allow more than 1 person at a time in the restroom.</li> <li>LOW Ceilings--It would be great to have tall ceilings and enough room to toss balls, fly saucers, do science experiments, and awesome decorations!</li> </ul>			
<b>Question/Q3: What is missing from the current branch location that you want in the new location?</b>			
<ul style="list-style-type: none"> <li>Rooms, doors, walls, privacy, meeting room, activity room, study area, staff break room, offices for professional staff, multiple stall restrooms, high ceilings, more shelving, more PC's, basically anything you could possibly think of.</li> <li>Automatic door for the disabled</li> <li>A Teen area!!!!</li> <li>Staff restrooms (or maybe a break room sink)</li> <li>A break room and staff bathrooms</li> <li>It would be great to have a children's area as some of our primary outreaches are to children and that area could really grow if we had more room. Also a separate teen area (besides the children's area.) Places for storage. I dream of a huge room lined with shelves and bins!</li> <li>A business center with a fax would be nice. One of the top 3 questions that we get (several times a day!) is "Can I fax from here?"</li> </ul>	Privacy Larger bathroom facilities More PC's More shelving Disable access? More unique grade level areas More grade/age level areas for targeted programs Critical need for storage space Office productivity area for patrons		<p>See above for panels/privacy workstations from @\$4000 to \$5000 dollars if they offer privacy/which is MUCH sought after by staff.</p>
<b>Question/Q4: Have patrons commented about things they like in the current branch that you think should be in the next branch?</b>			
<ul style="list-style-type: none"> <li>People primarily comment on</li> </ul>	Space to offer programs		Furniture on wheels, small portable

<p>the programs we offer and the staff and not the facility itself. They would like more space for programming, better parking, more computers, quieter areas, and just more room, but overall, they're most positive comments come from library staff's assistance and programming...not the facility itself.</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Patrons have commented that they like that the circulation desk at south is more personable. Since our self-checkout is away from the desk, those who would like assistance are helped without being shown how to use a self-checkout machine. I feel it helps us to get to know our patrons better and helps to make sure that items are properly checked out before they leave(i.e. sensors turned off, items are damaged marked as needed, cds have all the disks)</li> <li>• Not to sound conceited, but most patrons comment that they just like the staff! A lot of them hope that we will not move too far away from our current location. Also some of the elderly would not like it if they had to walk very far to get into the library.</li> <li>• I think being on the "loop" as well as 277 brings a lot of traffic to our branch. We have a lot of patrons from the Tuscola-Buffalo Gap area.</li> </ul>	<p>More computers More computers Quiet areas (enough space to offer quiet areas) Location is a good one...hope not too far away in next</p>		<p>screens to create spaces for patrons, programming.</p> <p>Portable technology with laptops, laptop charging carts.</p> <p>More wireless connections needed for expanded space although space should be open to accommodate connections.</p> <p>\$\$\$\$\$ cost per "box" and installation is unique to cities and institutions.</p>
<p><b>Q5: Have patrons commented about things they don't like in the current branch that you think should NOT be in the next branch?</b></p>			
<ul style="list-style-type: none"> <li>• Yes. Space is about it. There's not enough of it. That's the only primary negative comment in my opinion.</li> <li>• We could use more of everything else, but the amount of available space on the floor gets the</li> </ul>	<p>Expanded accessibility including auto door, doors not too heavy, appropriately painted parking, safe parking lot Foyer for easy access, weather barrier</p>		<p>Temporary walls for foyer or entrance for wayfinding for patrons.</p> <p><b>Panels? @\$1000 each for free-standing but safe. Used to guide patrons and for wayfinding,</b></p>



<p>most comments.</p> <ul style="list-style-type: none"> <li>• Our wacky door that is either too heavy or won't close our ambiguous handicap spaces which aren't painted very clearly and the asphalt is full of holes.</li> <li>• The heavy front door has been a common problem for patrons, many would rather automatic to assist our elderly or handicap patrons.</li> <li>• People find our doors very heavy and sometimes the doors will shut very quickly behind them, occasionally hitting them. I would like our next location to have automatic doors and a foyer or something as a wind block.</li> <li>• In the winter, when the wind blows, it blows right through our doors when they open and drops the temperature considerably.</li> </ul>			display.
<b>Question/Q6: What "big idea" do you have for the new South Branch location?</b>			
<ul style="list-style-type: none"> <li>• A space that is big enough to truly be a community center for the library system in a high traffic area that could have not only children's programming, but programming for teens and adults.</li> <li>• People underestimate how limited one can be when they don't have the space to do the activities they want. If given that space, the possibilities are endless as South Branch staff has a ton of ideas of projects we've always wanted to do, but never have because we have no space. With space, we'd simply be incredible!</li> <li>• An awesome teen area! I want our teens to have an area to have group study meetings, hold programs, book club meetings, and just relax with all teen fiction and a small computer lab with some teen</li> </ul>	<p>Expand age-level programming areas</p> <p>Age level computer lab for teens</p> <p>Staff member for teen specialty</p> <p>Food area</p> <p>Playground area outside</p>		<p>Portable desks, "entry ways," see above for flexible spaces.</p> <p>Space planner assesses possible areas and costs "come" with furniture lines.</p> <p><b>Mobile Reference desks are between @2,500 and \$3,000</b></p>

<p>oriented programs like mine craft (I want to hold a mine craft program). Also maybe a teen librarian or at least an LAll position for teens... I volunteer as tribute!</p> <ul style="list-style-type: none"> <li>• N/a, truly a bigger building or at least one with less problems than the current one will be fantastic enough</li> <li>• A drive-through window would be awesome where patrons could pick up books that are already on hold.</li> <li>• A coffee shop/cafe would be cool.</li> <li>• A small playground area for the children that could be open at certain times to that supervision would not be a problem.</li> </ul>			
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### South Branch Survey Answers Aggregated with Consultant Comments/\$

## Facilities walkthrough for decision making

Central

South Branch

Wayfinding

### Facilities Concerns – Categories, Yesterday, Today, Abilene (location)

Just because a building is old, even historic, doesn't mean that the library cannot be cutting edge. Because new buildings are not always possible or even appropriate, library buildings may have wildly diverse environments which can include historic, older environments with completely new furniture and equipment, old buildings with old furniture and new technology (very common), as well as combinations of historic and/or older buildings with new additions or new floors with combinations of older – even antique - furniture with the newest furniture.

#### Today's Building and Facilities for Today's Services and Resources

Facilities Areas & Issues	Yesterday's Building and Facilities	Today's Buildings and Facilities	Abilene _____
Ambiance	Varied, designed and/or decorated given the style of the time, many spaces "look" older/have older or outdated colors with some spaces (children's, tech area, adult leisure reading, quiet study, small group study rooms, general reference, circulation desk) more updated	<p>A "branded" environment with coordinated colors throughout all spaces; use of colors assisting with wayfinding; lighting varied for multiple needs by patrons and assisting with wayfinding; art and art-as-part-of-brand; colors used to set tone of area; definitive areas for quiet vs. conversation through use of flexible furniture, etc.</p> <p>Management issues include need for <i>professional</i> branding and creativity in selecting colors, etc.; cost; ongoing maintenance and costs of maintaining PMS stock.</p>	
Lighting	Lighting in libraries has been typically "office" or utilitarian in	Lighting in libraries today is used in a wide variety of ways.	

	<p>nature. There has been much debate for many years; however, over the amount of lighting; lighting and safety; lighting needed for study vs. using technology; maintenance of lighting; the type of lighting; the use of natural lighting; and, the placement of lighting over shelving.</p>	<p>Not only should lighting “light” or illuminate space, it is used as a wayfinding device and plays a role in sustainability. Specific issues for managers today:</p> <p>Ongoing “candle” measurement to ensure users can see as needed</p> <p>Candle measurement in a variety of areas is needed to try and ensure safety compliance – more specifically in stairwells, entrances/exits, parking lots, etc. Sustainability for all lighting for choice of light units as well as bulbs with concern for cost vs. life of bulbs.</p> <p>A variety of lighting is recommended in study/work areas and architects/lighting subcontractors have varieties of categories of recommendations for # and types of lights which not only illuminate appropriately but provide users flexibility for designing their work and leisure space in the library.</p> <p>Lighting decisions must be coupled with type of technology and, technology interfaces and screens.</p> <p>Natural lighting decisions must be coupled with blinds and window film/coverings to allow maximum use and enjoyment of space for users with protection of print materials and viewing of technology.</p> <p>Managers must be concerning with placement of lights, ceiling heights, etc. so that fixing lights</p>	
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		<p>and bulbs is possible with existing maintenance coverage and equipment and cost.</p> <p>Shelving and lighting has long been debated in libraries. Architectural design has opposite recommendations that include lighting should be perpendicular to shelving and that lighting should be parallel to shelving. Greatest flexibility is available when lighting is perpendicular to shelving so that shelving can be relocated as needed.</p> <p>Management issues include: cost of initial selection and maintaining lighting/bulbs as well as need for professional lighting consultation for subcontractor in lighting design.</p>	
Ceilings	<p>Ceilings are diverse. Many libraries have high ceilings in both retrofitted and new buildings. In addition, in many libraries there are combinations of ceilings with lower ceilings over public service desks to aid in sound absorption.</p>	<p>Ceilings are diverse; however, many architects still want to create expanses of space and enhance views. In addition, ceilings in vogue are partially “dropped” or cloud or suspended ceilings of varying heights. While these ceilings allow for ceiling areas above clouds to be used for technology infrastructure - they are problematic for lighting, HVAC/temperature control, internal sounds from constituents and employees and workers and equipment as well as external roof sounds such as weather and flight paths.</p> <p>Management issues include initial design factors during construction or renovation, cost of HVAC and matching lighting to constituent needs.</p>	
Floors	Libraries have diverse flooring	Libraries have diverse flooring	

	<p>which includes large expanses of carpeting, as well as tile and wooden flooring. Repairs and new flooring is an expensive process given resources (shelving, etc.,) services and furniture. Flooring has been used to “define” spaces.</p>	<p>that is chosen for green issues but also sound absorption, easy repairs (carpet and tile squares). Preferred flooring can be:</p> <ul style="list-style-type: none"> <li>• raised to allow for easy coring for technology support</li> <li>• carpet or tile squares for simple, less expensive repair</li> <li>• indoor/outdoor</li> <li>• darker colors/patterns to show less dirt</li> <li>• general colors and styles that do NOT define spaces by color or design</li> <li>• cleaned by “green” maintenance</li> </ul> <p>Management issues include initial costs of flooring, ongoing maintenance, cleaning and repair costs.</p>	
Furniture	<p>Libraries have all kinds of furniture including general public use or public spaces furniture, office furniture and – specifically – library furniture. In addition, libraries – when possible – choose furniture as needed for target populations such as children, young adult, technology users, etc. In many libraries it is not uncommon to have a 30-50 year old table with a new computer sitting on top of it...and/or a 25 year old work station being used with a laptop.</p>	<p>There are many companies who specialize in library furniture and more specifically in furniture for high use/technology driven environments.</p> <p>Libraries today focus on varieties of furniture, including comfort and leisure as well as including furniture that is flexible, lightweight and tech-ready for either library technology or personal hardware and devices.</p> <p>Management issues include initial costs; need to convince some of purchase of higher priced, library furniture, need for furniture to be specific for general public/heavy use as well as updating furniture as needed and cleaning costs.</p>	
Ergonomics	<p>Just as in many and often most non-profit environments, space</p>	<p>Libraries strive to have (at least) two spaces ergonomically</p>	

	<p>is at a premium in most libraries. While librarians feel strongly that public service spaces should be designed to maximize space as well as provide comfort and patron flow among service points, most libraries do not have adequate public space. Flow between and among service points is minimized and efficiency cannot be a first priority.</p>	<p>designed for maximum efficiencies. These two spaces are constituent service points which include:</p> <ul style="list-style-type: none"> <li>• both circulation and reference desks or any public service desk such as a one-stop desk/and or information desk; and,</li> <li>• employee and worker workspaces.</li> </ul> <p>Management issues include initial design and use of – possibly – more square footage to insure ergonomics.</p>	
Signage Wayfinding	<p>Library signage used/uses terms for all types of patrons, some signs are in a variety of languages and many signs are more library “centric” such as “circulation” for the circulation desk and “reference” for the reference desk. There are some signs to move patrons between and among locations such as ceiling dropped signs, flags, etc. The floor is used to move patrons among spaces with arrows, colors, designs.</p>	<p>Signage is uniformly designed to instruct and guide constituents (universal design) and is best designed with flexibility to be altered but still look professional – as needed.</p> <p>Labeling or terminology has more general use terms such as “checkout,” information and research” and/or “assistance”, etc. Significant consideration is given to techniques to move patrons to and among services, resources and/or locations such as lighting, color, visual images, font, All environ elements are used to brand and wayfinding including flooring and furniture.</p> <p>Management issues include cost of initial choice of signage, wayfinding design; and, costs of ongoing and updating of signage.</p>	
Public Service/Custom er Service Point of Use, Reference	<p>Public service point-of-use desks have been combined with other desks over the years as well as separated with some libraries having additional information desks and</p>	<p>Libraries are still providing a variety of spaces for reference and information services. Combined desks or “one-stop” environments exist as well as distinctly separated reference</p>	



	<p>additional reference and/or information desks in specific areas of the library such as unique rooms or service areas for resources and/or special populations.</p> <p>Libraries have also offered reference and information from a number of different locations by a number of different types and levels of employees.</p>	<p>and information environments. What IS clear is that the type of assistance given includes hardware and software assistance as well as research and information. There are other assistance desks in some shared or contiguous spaces including unstaffed information assistance from information kiosks (ex. online or media kiosks with community, government and/or college and/or local information); tutoring and/or homework assistance as well as the more common income tax assistance.</p> <p>Reference and information desks are also now focusing on their contribution to student outcomes (K-12 or P-16) as well as instruction in research and information literacy and for public libraries – information, reference and research.</p> <p>Management issues include initial design and staffing needs driven by design as well as ongoing updating of spaces for technology changes.</p>	
Public Service/Custom er Service, Circulation Desk	<p>Public service’s circulation desks are both stand alone as well as combined (as stated above) and provide directional information as well as check out of materials. They also serve as “pickup” locations such as reserve items, items on hold for patrons and basic assistance with services such as photocopying, faxing, etc.</p>	<p>Today’s circulation desks are often titled as more commonly understood environments such as “check out” and/or “assistance/help.” to not only assist with information needs or directional content but also to assist with hardware and software basic instruction and troubleshooting for the myriad of resources now circulated including laptops, iPads, e-readers, scientific calculators, etc.</p> <p>Management issues include</p>	

		initial design and staffing needs driven by design as well as ongoing updating of spaces for technology changes	
Resources - Print	Print resources are available – for the most part – in open stack areas in libraries. In addition, some libraries interfile reference and media materials.	<p>Print resources are often interfiled with reference as well as media resources, and are available on the open stacks.</p> <p>Many techniques are also used for identifying additional e-resources available to supplement print such as print or QR codes pathfinders placed throughout the open stacks and on library information desks or kiosks.</p>	
Resources - Unique	Library collections often include – no matter the type or size of library – unique resources such as local information, unique community records, rare materials, etc. These materials may be housed or labeled separately with other unique aspects such as special HVAC, limited or different access, alternate call numbers, different “shelving” such as pamphlet file boxes, etc.	<p>Library collections include – no matter the type or size of library – unique resources such as local information, unique community records, rare materials, etc. These materials may be housed or labeled separately with other unique aspects such as special HVAC, limited or different access, alternate call numbers, different “shelving” such as pamphlet file boxes, etc. Contemporary libraries may decide to house materials in remote storage environments which do not allow – for example - easy access or browsing.</p> <p>Management issues include locations, finding tools and accessibility for use as well as “storage,” special costs associated with preservation and conservation as well as normal upkeep, maintenance/HVAC.</p>	
Resources – Tech/Media, Software	Libraries – for many years – housed hardware in separate areas for access, maintenance and ease of assistance. For	Technology is integrated throughout the library so that – for example - reference workstations are in reference	

	example, libraries had “microfiche rooms.”	<p>areas. In addition, libraries of all types have instruction responsibilities and services and many have a computer "center" for small and large group instruction as well as individual use.</p> <p>A growing number of all types of libraries have innovation centers where high end hardware and software exist to provide environments for experimentation and production.</p> <p>Many libraries of all types and sizes have combinations of leisure and tech spaces identified as Information Commons.</p> <p>Management issues include location, technology – initial design and/or retrofitting of older spaces; cost of maintaining existing as well as updating as needed to cutting edge.</p>	
Project Managers	Library managers’ roles and responsibilities include managing facilities issues.	Library managers’ plan for buildings and facilities issues by identifying management vs. leadership issues and designing communication to meet the two needs either in the same or in a variety of publications and messages to employees, workers, constituents, internal and external stakeholders, etc.	
Project Leaders	Library managers’ roles and responsibilities include leading employees, workers, constituents, internal and external stakeholders, etc. through designing, renovating, and building.		
Refreshment	For many years and in some library’s today, no food or drink is allowed in traditional library spaces. For the last decade; however, many libraries have establishing a variety of spaces where specific types and containers of food and drink are allowed.	<p>Food and drink are allowed somewhere in library spaces in the majority of libraries today. These can include:</p> <ul style="list-style-type: none"> <li>• Refreshments (brought in by patrons) allowed in the library - in target space only</li> <li>• Refreshments (brought in</li> </ul>	

		<p>by patrons) allowed in the library - anywhere</p> <ul style="list-style-type: none"> <li>• Refreshment vending available in/around the library</li> <li>• Refreshment/restaurant/kiosk available in/around the library</li> </ul> <p>To supplement the newer services, libraries have more food and drink information for patrons including containers, impact of spills and trash/recycling.</p> <p>Management issues include costs, location and space, permitting and contracts and need for ongoing concerns for food and beverage licenses, safety and security of constituents and cleaning, maintenance. In addition, managing for-profit environments integrated with non-profit entities.</p>	
Study	<p>Libraries of all types and sizes have space identified for individuals to study or more “quiet space.” For many years, some libraries have set aside small rooms for small group study.</p>	<p>Libraries recognize that constituents study in diverse ways that include individual quiet study areas, study tables for small groups, study space for individuals –tables and study space for individuals using study carrels as well as small group small group rooms. All small group spaces are technologically driven/ready for individuals and/or groups.</p> <p>Management issues include enforcing small group as a “service,” and location as well as maintaining quiet in the midst of programming and expanding resources and services.</p>	

Leisure	<p>Leisure library spaces are both indoor and outdoor and have comfortable furniture and are often near leisure reading materials such as magazines, newspapers, and popular reading.</p> <p>Additional indoor and outdoor leisure spaces can also include meditation/reflection space for constituents such as gardens, balcony and/or courtyard space and fountains. Additional leisure aspects include fireplaces, window views, artwork, and – sometimes – pets and other animals and reptiles.</p>	<p>Leisure library spaces are for leisure and/or recreational reading area (ex. periodicals, newspapers, popular fiction) as well as life-long learning content. Leisure spaces are also defined as personal tech spaces with comfortable furniture given the diverse formats used for accessing and using leisure materials.</p> <p>Additional indoor and outdoor leisure spaces can also include meditation/reflection space for constituents such as mazes, indoor and outdoor gardens, balcony and/or courtyard space and other general water treatments and “green” spaces. Additional leisure aspects include fireplaces, window views, artwork, and – sometimes –pets and other animals and reptiles.</p> <p>Management issues include location, amount of space vs. space for resources and services.</p>	
Productivity - Constituents	<p>Libraries provide some productivity hardware and software for constituents including typewriters, desktop computers – non-networked and within the last decade – networked. Additional productivity activities and hardware in libraries – primarily public, but academic as well – duplication, faxing and most recently, scanning.</p>	<p>Libraries provide networked hardware and software including electronic workstations for office productivity (proprietary software, Google suites, etc.) In addition, libraries are providing both other productivity including duplication, scanning, faxing and digitizing as well as media production and innovation opportunities.</p> <p>Libraries are also circulating hardware for checkout/school or home use (ex. laptops, scientific/high-end calculators,</p>	

		<p>e-book readers and tablets and other personal/hand held devices.</p> <p>Other productivity opportunities including office supply and vending.</p> <p>Management issues include location, networked/non-networked hardware and software, cost, copyright compliance (for production,) constituent assistance and employee and worker training for assistance.</p>	
Productivity - Staff	<p>Libraries provide productivity hardware and software for employees and workers including typewriters, desktop computers – non-networked and within the last decade – networked computers.</p> <p>Additional productivity activities and hardware include – for all types of employees and workers – duplication, faxing and most recently, scanning and often media repair.</p>	<p>Libraries provide networked hardware and software for office productivity (proprietary software, Google suites, etc.) In addition, duplication, scanning, faxing and digitizing as well as media production and innovation opportunities and e-book readers and tablets and other personal/hand held devices.</p> <p>Management issues include location, networked/non-networked hardware and software, cost, training and keeping employee and worker hardware and software up-to-date and – as possible – one step ahead of constituents!</p>	
Instruction	<p>All libraries instruct patrons in using the library. Instruction takes place at reference desks, some at circulation desks (directional) and – for many years – in computer areas such as labs.</p> <p>At a minimum – constituents are taught how to use the</p>	<p>All employees and workers should be aware of, committed to and integrate their instructional roles with all of their roles and responsibilities with their constituents.</p> <p>Instruction happens from all desks and from teaching spaces integrated into new, remodeled</p>	

	<p>catalog to locate resources as well as determining how best to find their materials to meet their needs through the library's classification system. Additional instruction – depending on the type of library - includes choosing from among materials and appropriate citations and includes concern for brochures/instructions for public service reference interactions as well as instructions/teaching use of online resources.</p>	<p>and renovated spaces. While higher education settings and k-12 or p-16 environments are more likely to have a significant instructional role for constituents, public libraries recognize their roles in teaching and learning at public service desks, for target populations (Example - emergent literacy and brain development) and in many grant-funded and non-grant funded computer labs and laptops.</p> <p>Although special libraries often practice unique identification and delivery of resources and services for their constituents, there is significant instruction for target populations.</p> <p>In addition, the increasing number of web environments and content delivered over the web necessitates significant investment in identifying or designing web resources to instruct constituents.</p> <p>Management concerns include: ensuring professional development including – at the very least – pedagogy and – as appropriate - instructional design.</p>	
Innovation	<p>Some library environments have invested resources in space, hardware and software designed to provide not only active learning spaces, but spaces for creating.</p>	<p>Libraries of all types and sizes are committed to offering a variety of settings as well as hardware and software for experimentation and innovation. Many libraries offer individual and small group active learning media stations for media design, production and editing. In addition, many</p>	



		<p>libraries offer flexible spaces and furniture for patrons to arrange small group/work space (ex. computer stations on wheels, movable tables) and – if the library doesn’t offer extensive hardware – technology infrastructure to support devices owned/brought by constituents.</p> <p>Management issues include initial and ongoing maintenance costs; struggles to fund cutting edge; and providing professional development for maintaining employee and worker skills set to assist constituents in using resources.</p>	
Community	<p>Public libraries are at the heart of their community and provide resources and services as well as a wide variety of venues for community users including space for community activities and support for constituents of all ages.</p> <p>Typically public libraries strive to meet the needs of their communities, however, many k-12 environments support the community by allowing families and other community members to use health environments (Example – gyms), classrooms, computer labs, etc. for activities as well as partnerships between and among other groups to provide – for example – afterschool programs.</p> <p>Academic libraries support their narrower community of the umbrella institution; however,</p>	<p>Public libraries strive to remain at the heart of their community and provide resources and services as well as a wide variety of venues for community users including space for community activities and support for constituents of all ages. Today’s support for community also includes expanded use of meeting rooms, small group rooms, entrepreneurial short-term office space, community non-profit work spaces, unique creative/design space, makerspace, performance and/or presentation space for patrons, as well as target population services for groups such as homeschoolers, seniors and family day-home providers.</p> <p>K-12 environments although still partnering to allow the community to use resources – need to follow newer</p>	

	<p>some academic libraries offer community user access for fees, access for limited services, and meeting places.</p> <p>Special libraries exist within a variety of structures including unique departments within large public and academic libraries as well as the more typical for-profit environment and not-for-profit healthcare environments such as hospitals. Although companies would not typically open their resources for the general community, some allow family members of their primary constituent use their services and resources.</p>	<p>community safety and security guidelines in place post 9/11.</p> <p>Academic libraries continue to support their narrower community of the umbrella institution; however, in increasing numbers and post 911, academic libraries offer community user access for fees, access for limited services, and meeting places as well as – in some locations – access to innovation spaces.</p> <p>Special libraries exist within an ever-increasing variety of structures. Although companies would not typically open their resources for the general community, some allow primary constituent families to use their services and resources; however, concerns over proprietary content often limit access.</p>	
Display - internal	<p>All types and sizes of libraries make display space available. Libraries provide space for display of art and/or unique resources owned by the library or community members or others (Example –federal agency exhibits). These spaces differ dramatically and included general wall space; dedicated wall and/or lobby or meeting room wall spaces.</p> <p>Ancillary uses of this support service included fundraising through display and sales of art exhibited as well as partnerships with commercial entities for sales (galleries) and partnerships with school and/or community groups.</p>	<p>There are dozens of ideas on how and what might be displayed in library spaces in all types and sizes of libraries. These varieties of displays can be permanent or temporary, constituent-driven, commercial and/or external (stakeholders, partners, etc.) Display space can include general wall space, dedicated wall space, lobby space, ceilings, and ends of shelves, maker space, innovation spaces and meeting room wall spaces. Examples of displays include art installations (ex. murals, unusual definitions of space such as green, sustainable walls and spaces, neon, etc.), literary exhibits, as well as the widest variety of types of art including sculpture,</p>	

		<p>commercial art, fine art, instructional design, etc.</p> <p>Management issues include: the need for policies and/or guidelines with procedures for exhibits and displays (selection, censorship issues), budgets for display initiatives, and security for display items.</p>	
Display - external	<p>Libraries strive for universal “library” external signage to provide clear constituent information. In addition, libraries have maximized the use of display in library lawns and gardens, and exterior walls and sidewalks. Use of these areas for external “display” or decoration can illustrate the buildings role within the environment (local architecture and/or community art,) seasonable, holiday decorations (as appropriate) and donor and/or friends fundraising and recognition.</p>	<p>Libraries strive for universal external signage (both general and library) for clear constituent information and for community wayfinding. In addition, libraries have maximized the use of display in library lawns and gardens, roof areas, balconies, etc. as well as courtyards, green spaces and exterior walls, windows and sidewalks.</p> <p>Use of these areas can be for community art, seasonable and/or decorations (where appropriate) and donor and/or friends fundraising recognition. Some exhibit spaces combine green, sustainable initiatives with external display.</p>	
Location, Location, Location	<p>Libraries seek to be at the ‘center’ of their community which can include the center of a town or the ‘main street’ area of a community, a campus, a geographic center of a county, a neighborhood, a parish, etc. The location of many libraries, however, is based on where there is donated, inexpensive/least expensive space (purchase or sale) as well as co-located, contiguous or shared space that demonstrate economic and efficient expenditures. Additional locations for libraries include</p>	<p>Libraries seek to be at the ‘center’ of their community which include the center of a town or the ‘main street’ area of a community, a campus, a geographic center of a county, a neighborhood, a parish, etc. The location of many libraries, however, is based on where there is donated, inexpensive/least expensive space (purchase or sale) as well as co-located, contiguous or shared space that demonstrate economic and efficient expenditures. Additional locations for libraries include</p>	

	<p>retrofitted public buildings such as post offices and courthouses, strip malls and larger, older department stores.</p> <p>Libraries frequently partner with entities such as museums, archival institutions, community and recreational centers, and support services such as learning labs and/or tutoring centers.</p>	<p>retrofitted public buildings such as post offices and courthouses, strip malls and larger, older department stores.</p> <p>Concerns for library locations also include assessments of green, sustainable spaces, traffic patterns, safety and security issues, and parking and access points to the buildings/services and resources.</p> <p>Libraries frequently partner with entities such as museums, archival institutions, community and recreational centers, and support services such as learning labs and/or tutoring centers as well as learning commons (if not already in the library,) innovation centers, media design spaces and – of course food and beverage services.</p>	
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Besides basic changes in buildings, décor, design and use there are significant changes in today's expectations of users, building trends and styles as well as umbrella institutions and experts such as architects and interior designers. Changes in evidence today include:

- Architectural and building trends for today's libraries include more contemporary architecture with diverse styles integrated with "heroic" elements for public buildings, concern for sustainability, technologically- driven design, space and furniture to accommodate a combination of constituent work and leisure, diverse lighting, and focus on flexible furniture and furniture settings to provide constituents (working alone or together/in small groups) both public and private spaces.
- Managers who redecorate, renovate or build new facilities experience increased costs, required and often new e-infrastructure, as well as staffing challenges for supporting sizes and types of spaces and newer designs for – for example - delivering and supporting tech and private/small group spaces, etc.
- Constituents and/or users want the latest technology and cutting edge technology as well as support for their personal tech devices (older, existing and cutting edge in the library), accessible collections, public spaces, private spaces as well as small group spaces for active

learning, comfortable furniture seating/spaces, food and beverage, makerspaces, meeting spaces for groups, tech resources to use externally as well as equipment for innovation and production for use by constituents and information as well as training and education on using the resources – both hardware and software.

- Specific or special constituents populations want dedicated spaces, hardware and software – retrofitted as needed for specific populations, public and private work and meeting spaces and makerspaces for special needs, specific materials in diverse formats in dedicated spaces, and unique furniture for special population needs.
- Employees and workers want (for their own environment) their own office space and – if possible – their own offices, non-networked or networked computers but their own hardware and specific software for general and specific productivity software, flexible workspaces and furniture, and leisure and/or recreational spaces in work environments.
- Administrators want lower end square footage costs, shared spaces for libraries and partners, vetted choices in space and furniture or best/effective practices, collaborative and typically non individual/shared office spaces, and longer timelines for replacing technology/technology trade out costs.
- Architects and designers want to please administrators as well as constituents and employees and workers, opportunities to create award-winning designs, heroic spaces, high level green/sustainable credentials, and opportunities to experiment.
- Librarians want – for their constituents – public spaces with differentiation of services, professionals, and functions, a mix of public and private space but not hidden/unsafe environments, teaching/instruction spaces with computers for hands-on instruction, space for one-on-one reference assistance, and production/innovation spaces.

The following chart is designed to identify the critical management content, files, documents (including policies and procedures) managers must – depending on the type and size of library facility - be aware of, familiar with and/or knowledgeable about.

Area	Format ( <i>Examples of forms are on pages x and x in the Appendices under x.</i> )	Comments	Abilene _____
Deal breakers/D on't dos	Articulated (print, e-content) annotated lists with justification of issues and ranking of issues, specific location and/or other specific issues, floor plans, infrastructure plans, utilities information, building assessments, contact people, any timing or date issues, required and/or requested vendors (Example – sole source, etc.), funding issues,	While most management lists, activities, presentations and/or encounters typically don't (and probably shouldn't) begin with "no" or "don't do," managers must communicate roles and responsibilities of employees and workers for facilities issues. Managers, employees, and workers and other stakeholders as needed (Example – decision makers, institutional or area, community first responders, etc.) <b>must</b> identify what	

	governing issues (Examples – institutional policies, legislation, contracts, grant guidelines,) and approvals and/or permissions needed	must <b>not</b> happen, must <b>not</b> be changed re: facilities. Specific issues include maintenance activities such as timing, cleaning (products and timing), safety and security needs and notifications as well as what policies and procedures govern buildings and facilities such as ADA requirements and recommendations, special populations needs and the impact of buildings and facilities issues on resources and services such as programming (summer, beginning of school years, peak usage times, etc.)	
Prevention and Avoidance	Articulated (print, e-content) lists with annotations (see “Deal breakers, Don’t dos) explanations as needed; build in to management expectation documents and roles and responsibilities for employees and worker re: good stewardship of resources, commitment to sustainability, etc. Additional content includes floor plans, infrastructure plans, utilities information, and building assessments.	Managers must communicate roles and responsibilities of employees and workers for safeguarding institutional resources re: prevention and avoidance as they relate to facilities. Preventing or avoiding issues related to facilities requires identification of specific areas for employees and workers to avoid including timelines, the institutional do’s and don’ts content as it relates to prevention as well as areas such as decisions on a project to avoid expanded costs such as facilities change order requests during remodeling, renovation and new building. These behaviors should be accompanied by suggestions or directives such as “avoid high costs by researching choices first before interviewing vendors” or “avoid change order costs by careful vendor interviews, note-taking and recordkeeping as well as during-project reviews of work stages and products.” Additional areas include “avoid paying high costs for special needs materials by aggregating orders among branches.” Categories of prevention should include not only funding but also safety such as “avoid user problems by minimizing and scheduling pest control for non-peak times and building closures” and/or “minimize staff health concerns and	

		<p>focus on worker and employee safety by identifying – within HIPAA guidelines – special needs of staff re: cleaning, painting, and pest control, for example.”</p> <p>As to management terminology to use - although prevention is similar to avoidance, prevention in many institutions is more closely aligned with good practices to have to place rather than the combination of “don’t do” and “avoid.”</p> <p>Specific effective practices for prevention include – for example, having signs for maintenance workers as well as remodel, renovation and new construction workers - in multiple languages to prevent misunderstanding and adhere to safe workplace and safety practices guidelines. While this activity illustrates ways to “avoid” mistakes, prevention is a recognized area of emergency management.</p>	
People, places and things	Articulated (print, e-content) lists with and organization of content that includes an identification and retrieval system with justification of content, contact people, specific dates, required and/or requested vendors, approvals and/or permissions needed	Managers should maintain a historical, current issues and future needs facilities record re: specific files on all buildings and facilities aspects such as repairs, replacements and new elements (divided by building location as well as facilities areas such as rooms, areas, lighting, flooring, etc.); vendors used and required including - as appropriate - sole sources in place based on guidelines, requirements, procedures, etc. If processes or decision making is unique, this content should be identified, flagged and maintained as well. This uniqueness can include but not be limited to cost, selection, and/or designations such as historic issues, unique technology needs and/or ADA identified spaces.	
Cost issues	Articulated (print, e-content) lists with floor plans, infrastructure plans, utilities	Managers should identify – in consultation with upper level administration, buildings and facilities	

	<p>information, building assessments, justification of content, contact people, specific dates, required and/or requested vendors, approvals and/or permissions needed with content integrated into budget categories – types and codes, as well as accountability with budget forms and/or spreadsheets and links or linking to budget software as well as purchasing information. Additional critical content includes information built in to management expectation statements and roles and responsibilities for employees and worker re: good stewardship of resources as in other areas but especially legal issues regarding misuse of monies in organizations.</p>	<p>departments, risk management officers, local authorities and first responders (Example – fire, police, etc.) and purchasing departments as well as any vendors (such as sole source vendors) – budget rules for expenditures related to buildings and facilities such as required and/or legal issues for federal, state and local costs, caps or ceilings for parts or all of projects, cost issues which trigger multiple bidding, permissions for expenditures, deadlines for costs expended vs. encumbrances, etc.</p>	
Constituents, patrons	<p>Articulated (print, e-content) information on checklists; signage, internal and umbrella and/or related internal business communiques and press releases, publicity and marketing information</p>	<p>Managers are responsible for and must focus on maintaining business continuity during buildings and facilities issues specifically in the areas of safety and security as well as accessibility to activities, resources and services, and accessibility to ongoing and unique or specific events; changes to accessibility and specifically moving people between and among areas with special concerns for safety and security.</p>	
Employees, workers, internal groups, partners such as guests in work areas	<p>Articulated (print, e-content) needs on checklists; signage, internal and umbrella internal business communiques; announcements/discussions at staff meetings and meetings with internal groups as well as external to include but not limited to</p>	<p>Just as managers are responsible for and must focus on maintaining business continuity for constituents and patrons, they are responsible for outlining business continuity and management expectations for required and request behaviors. In addition, even though business continuity for these individuals and groups relates to carrying on with</p>	



	worker (or volunteer meetings) Board meetings, Friends' meetings and partner meetings	business, meeting constituent needs, etc. this content is equally important for the safety and security of not only people, but institutional resources.	
Unique resources – rare materials, historic structures and/or furniture, architectural elements, designations	Articulated (print, e-content) floor plans, infrastructure plans, utilities information, building assessments, standards, guidelines, checklists, vendor content, decision-making bodies and outlines of how they weigh in, expert assistance, constituent partners	<p>Many libraries of all types and sizes have unique facilities elements, resources and/or materials with some designations of historical significance, rare designations of space, as well as areas that house unique resources or are designated as needing special care. While historic buildings and/or rare architectural elements are clearly facilities in nature, rare and unique resources can dictate unique HVAC, lighting, furniture and or architecturally- driven terms for access and/or use such as “blackout blinds must be drawn” or “door to remain closed” or “only use table lights when viewing resources.”</p> <p>Obviously the most restrictive facilities issues exist with historic or unique building designations and these can both allow and prohibit activities and certainly drive unique care, budgeting and decision-making. Additionally – restrictive and permissive content and directions in management content must be maintained for furniture, architectural elements and – if these items were gifts and donations – unique management issues re: donor restrictions must be articulated/in place.</p>	
A plague upon your house	Articulated (print, e-content) contracts for pest/rodent care, standards and guidelines for managing and cleaning, checklists, vendor content, employee and worker guides for safety, expert assistance, constituent partners, timelines; the trail of constituent (if involved)	Whether or not libraries carefully maintain their own facilities to prevent or “stave off” or manage and minimize presence of pests and pestilence, the reality is that library facilities have resources coming and going in many if not all areas and then – if incoming items are infected – infecting other resources and materials often with little initial visible effects.	

	correspondence, public relations and marketing content to not only inform, but to manage what is potentially a difficult situation for the constituents immediately involved but staff and other constituents	Because managing these situations has the potential of safety, HIPAA as well as public relations issues, managers must maintain careful, specific records.	
Green and sustainability	Articulated (print, e-content) contracts for maintaining green building and operations credentials, other contracts, standards and guidelines in general as well as unique to green and sustainability, checklists, vendor content, employee and worker roles and responsibilities, expert assistance	<p>Although library managers have always striven to be exemplary stewards of facilities and resources, library buildings age – as does their furniture and their resources AND combinations of old and new elements “clash” such as older buildings and retrofitting for technology. Positive stewardship in today’s buildings, however, includes both a commitment to and a budget for and careful management of levels of green and sustainable processes and policies.</p> <p>While this commitment often causes more dollars to be spent (not only for supplies but for remodel, renovation and new building) the return is great for not only the environment but also for exemplary management of the library building and its resources.</p>	
Unique facility and/or space issues include but are not limited to: remote storage; shared spaces; libraries and the “out of doors;”	Articulated (print, e-content) including floor plans, infrastructure plans, utilities information, building assessments, standards and guidelines for managing and cleaning, checklists, vendor content (insurance adjustors,) employee and worker guides for safety, expert assistance, constituent partners, security needs for multiple locations, timelines and external facility issues including walks, parking lots and greenery.	<p>Library facilities are more than just designated library locations and although libraries have always had a variety of spaces, today’s libraries include even greater numbers of additional environments as well as unusual library environments. Examples of these unique spaces that dictate management issues and content:</p> <ul style="list-style-type: none"> <li>• Offsite storage for library supplies, etc.</li> <li>• Remote storage for library materials and resources</li> </ul>	

outdoor elements brought indoors	Shared spaces with profits dictate additional content such as banking issues, alternate insurance, and cash handling guides.	<ul style="list-style-type: none"> <li>• Partnership space to support Friends, Foundation, partnership initiatives</li> <li>• External library space for constituents such as gardens, courtyards, seating, performance, play spaces</li> <li>• External library space for design and decoration purposes such as statuary, garden design, donor recognition, water treatments</li> <li>• Shared for-profit library-related storefronts such as Friends book sale or boutique fundraising spaces</li> <li>• Shared for-profit non-library related storefronts such as grocery stores</li> <li>• Shared not-for –profit and non-profit library related storefronts such as meeting rooms or temporary office space</li> <li>• Shared not-for-profit and non-profit non-library related storefronts and/or businesses child care, etc.</li> </ul> <p>Additional unique spaces for managers include within the library – water treatments, play scapes, performance spaces, business centers, productivity and/or innovation and production spaces</p>	
Unique facility business issues include but are not limited to: assets, risk management, insurance	Articulated (print, e-content) asset identification with budget figures with business and any legislative guidelines for assets. Other management documents include contracts for facility care, standards and guidelines for managing and cleaning, checklists, vendor content (insurance adjustors,) employee and worker guides for safety, expert assistance,	Libraries – as businesses or sub-businesses of umbrella organizations must adhere to all local, regional, state and federal content (Examples – rules, guidelines, legislation) concerning insurance, managing risk (prevention, post-event activities, etc.) as well as managing library resources as assets.	

	constituent partners, and timelines as well as inventories of facilities, equipment and furniture, insurance information and guidelines for risk management.		
Business Continuity/ Continuity of Operations	Business continuity plans for the library, for umbrella organizations and – as appropriate – continuity and/or related plans for partners, shared spaces	Business continuity isn't a new term but as libraries expand their own vision of themselves as a business, AND as emergency management and facilities management consume more of operations planning, library manager must expand their knowledge of and skills in designing plans to accommodate general operations as well as interrupted operations due to commonplace facilities issues (Examples - remodel, renovation, repairs) and unique or emergency situations (Examples - treatments, floods, fires).	
Parameters	Articulated (print, e-content) behaviors, procedures and processes with documented support for commitments, budgets and actions from standards, guidelines, checklists, vendor content, employee and worker guides for safety, expert assistance, constituent partners, timelines as well as stated breadth and depth of impact and application to outline flexibility	Although parameters of behavior, application and enforcement should be integrated into individual sections for identification of management depth and breadth of issues of decision-making, the realization of the need for parameters is critical. That is, many library policies and procedures and processes are absolute in their direction; however, another number of them are NOT. It is important for managers to identify absolute processes, policies and procedures; however, it is just as important for managers to identify those elements that have flexibility in their interpretations for a clear design and application of employee and worker roles and responsibilities.	

Maintaining; Renovating; Designing and Building (Operational, Capital, Grant, Bond, etc.)

Are you remodeling, renovating, restoring, redecorating, relocating or repairing or ...?

Library managers in today's libraries spent a great deal of time maintaining library space environments. In fact, whether the space is owned or rented by the umbrella organization or the library itself, managing space is a multi-faceted issue and can include maintaining; renovating and remodeling; and

designing and building environments as well as relocating and sometimes restoring library space. Also, much like other areas in management, what something is “called” or “identified as” becomes a critical element and sometimes the most important element of the process. Funding – from the library budget, the umbrella institution, a grant, a bond, and/or donors – may be tied to what an activity is called, that is there may be money for a restoration or a remodel, when there is not money for new construction.

Because very few libraries are large enough to have their own facilities manager or facilities department, the majority of library managers have significant facilities roles and responsibilities and because facilities management is its own profession, there is significant content in the discipline to provide structure for outlining these roles and responsibilities. Categories of facility responsibilities for library managers can include a wide variety of areas.

Health and Safety, Risk and Security (This can be someone permanent or someone considered a “process holder” or go-to person for new construction or renovation.)

The terminology in these areas is diverse and inconsistent. That is, some entities have an overarching ‘safety and security’ office that incorporates ‘health’ and/or ‘risk’ while other organizations incorporate ‘safety and health’ under ‘risk.’ Still other organizations have ‘security’ in its own area – either by itself or under ‘police.’ No matter the organization of functions, however, these areas include safety related issues for public and/or constituent areas, general health prevention issues as well as occupational safety for employees and workers, risk and insurance, security and/or police as well as security or safeguarding or protection functions such as security gates, cameras, mirrors and unique aspects of safety such as fire safety (Examples - design, maintenance - inspection and testing, etc.) While these areas include the requirements, they also address the importance of and need for design of space, signage and labeling; hardware, software and other infrastructure such as wiring as well as compliance with standards, required documentation and the awareness and in-depth training and permits and certification that is required and recommended. A related area to safety, health, risk and security is business continuity or the design of the maintenance of operations to minimize or prevent the loss of constituent service or business operations pre, during and post events and activities.

An additional security area for managers is security of institutional and/or constituent data which can be within this set of library management roles and responsibilities but more likely is within the processes and activities identified as institutional technology for library operations as well as infrastructure and institutional partnerships.

## Building Operations

General building/facilities management roles and responsibilities include planning for and supervising the duties of library or umbrella institution employees or outsourced employees. As with any

employees, either or both internal or outsourced staff performance oversight includes – and in this case very specifically – organization, recordkeeping and communication regarding on-demand, routine and daily as well as scheduled, and sporadic roles and responsibilities.

Maintenance - While the overarching concern for building maintenance is 24/7 upkeep or cleaning and simple repair, there are many aspects of cleaning and/or upkeep including basic or daily and weekly cleaning as well as deep cleaning that could include in depth cleaning of not only facilities or the building but heavy use, public service spaces including furniture and shelving. Other aspects of cleaning include maintaining facility areas for requisite ‘wear and tear’ such as bathrooms, kitchens, and employee and worker spaces. In addition to internal or building maintenance - depending on the facility - maintenance might also include upkeep for lawns, gardens and/or contiguous or common-use spaces given location and – if a rental – applicable contracts.

Additional issues with maintenance and general upkeep include procuring items for maintenance and upkeep, contracts for service for cleaning, contracts for other facilities elements such as internal/indoor plant maintenance, external lawn, garden upkeep, maintenance of infrastructures for constituents including external lighting, parking lot surface issues, and external repairs, painting, roofing, sidewalks and other library space responsibilities as well as any building partner responsibilities.

### Commercial Property Operations

If the library is in rental or space not operated by the library or umbrella organization occupying contracts, special issues, external vendors, safety and security, etc. must also be managed by library management. Often more time consuming to facilitate external workers, contracts, repairs as well as general maintenance, often library managers need additional partnership and/or relationship or social skills.

### Ergonomics/Space Allocation

Identifying and designing spaces in library public and private/office space is library management responsibility as well as designing safe and secure spaces for both constituents and employees. Additional activities for space include comfort, logical design and contiguous and shared space and service issues for constituents and employees and workers. These management issues include legal issues (Example – ADA) and recommended spaces for employee and workers; fire safety, lighting, signage air quality and temperature/HVAC. Comfort levels for constituents and staff now also include food and beverage issues (Example – library provided and constituent provided.)

### Work Walk Through

Finally, a primary library management role is a period assessment of space and how space drives services, employee and worker scheduling, and signage. Walk - through activities – performed by those NOT working in the space daily - is a visit to all areas and aspects of space to determine how work is being conducted and how that work might be better designed/carried out. Additional areas for discussion include moving constituents among spaces, points of contact, and additional constituent services. Observations are based on discussions with staff and observations from a tour and completion of checklists with floor plans and content regarding work and patron flow.

Library managers can determine answers to management questions post –walk through such as how should employees and workers be scheduled, what training is necessary for different spaces, how are customer services changing, and how might signage be improved for constituent flow, to name just a few areas.

Examples of charts for a work walk-through designed for a specific library post remodel and/or new space:

Circulation Desk		
Work Walk Through	Management Issues	Abilene _____
1. In the previous library circulation space, how many people were assigned to the circulation desk on any one shift?	<p>Scheduling, Communication, Customer Service</p> <p>What – in general – did that person handle?</p> <ul style="list-style-type: none"> <li>• The phone?</li> <li>• People in line to check out?</li> <li>• Any security gate infractions?</li> <li>• Directional Questions?</li> <li>• Referring users/patrons/students to reference?</li> <li>• Taking fines and fees?</li> <li>• Circulating all items including technology?</li> <li>• Checking in technology that has to be assessed?</li> </ul>	

	<p>Is all of that possible in the new space? The reference desk is farther away, there are two security gates, the circulation desk/area is larger and it is likely that there will be significantly more constituents when the new library is opened. In addition, there will be questions in general as well as questions relating to or needing to be addressed as per the old space.</p>	
<p>2. How far away are circulation employee and worker cubicle/office space from the circulation desk?</p>	<p>Scheduling, Workload</p> <p>Will it be easy for people working in cubicles to be a backup for busy times? Nearby? Easy to signal? Will they be able to hear the security gate signal? If there are multiple gates, will they sound differently so employees and workers can tell which one is compromised?</p>	
<p>3. What items are needed at circulation for the new desk?</p>	<p>Customer Service, Ergonomics, Marketing/Public Relations</p> <p>Employees and workers should have a floor plan to either hand out or quickly be able to mark with the intent of easily moving constituents from one location to another.</p> <p>On the back of the map, employees and workers should have a comparison of areas for users/patrons/students so they can have context such as:</p> <p><u>Previous library</u>.....<u>New Library</u></p>	



	<p>X # of small group rooms.....x small group rooms</p> <p>Children's library.....Children's library</p> <p>Then the last column (see Final report example) should have a service point (numbered or lettered) from the map to the list. This is especially critical because the user surveys want specific things from the previous library to be available in the new. This side-by-side is proof of continued services and resources.</p> <p>The library should also create a new hours and services brochure, even though the hours will be the same...you will have new users and it's been awhile since the old library was open.</p>	
4. Communication between public service desks needs to be specifically identified. How did Employees and workers communicate before?	<p>Communication, Customer Service</p> <p>The space is too large to get people's attention, etc. Employees and workers should decide on a buzzer, bell that "dings" or a phone call between desks that will work to get the attention and impart information from desk to desk. A bell or buzzer is recommended for getting people's attention quickly when circulation Employees and workers need quick back up for security gate infractions, etc.</p>	
5. Customer Service from the Circulation Desk?	<p>Communication, Customer Service</p> <p>Consider creating a FAQ for constituents. Such as:</p> <ul style="list-style-type: none"> <li>• Who can help me with</li> </ul>	

	<p>computers?</p> <ul style="list-style-type: none"> <li>• Where can I drink my coffee?</li> <li>• How/where do I book a small group room?</li> </ul> <p>A preliminary FAQ should be done prior to opening, then circulation and reference Employees and workers should note use of the FAQ and additional questions needed. It is not unreasonable for the FAQ to change after the first few days of service as you identify what constituents want that you didn't think of before.</p> <p>Consider – for the first two weeks after the opening – having a “Walmart” greeter person who assists constituents as they come in the door. Libraries often have these greeters after a new opening with significant changes – especially when the area has grown AND often provide greeters during the first few weeks of the first two semesters that the new library is open.</p>	
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Reference Desk		
Work Walk Through	Management Issues	Abilene Now
1. In the previous library space, did only one reference librarian staff the reference desk at any given time? Was there an employee or worker or a designated back up librarian at any specific times?	<p>Customer Service, Services and Resources, Workload</p> <p>What – in general – does a librarian do at the reference desk?</p> <ul style="list-style-type: none"> <li>• Provide phone reference?</li> <li>• Assist people at PC workstations?</li> <li>• Support circulation employees and workers when security gate infractions occur?</li> <li>• Scheduling in use of spaces such as quiet rooms? Meeting rooms?</li> <li>• Assisting users/patrons/students with technology? Laptops? Other?</li> </ul> <p>How will all of these functions take place in the new space? The reference desk is farther away from circulation and from circulating and reference materials. In addition, it is likely that there will be significantly more constituents when the new library is opened. In addition, there will be questions in general as well as questions relating to or needing to be addressed as per the old space.</p>	
2. How far away are librarians' offices from the reference desk?	<p>Workload</p> <p>How will librarians not on reference provide backup for reference?</p>	
3. What items are needed at the reference desk?	<p>Communication, Customer Service, Services</p> <p>Employees and workers should have a floor plan (such as the one</p>	

	<p>for circulation) to either hand out or quickly be able to mark with the intent of easily moving constituents from one location to another.</p> <p>On the back of the map, employees and workers should have a comparison of areas for users/patrons/students so they can have context such as:</p> <p><u>Previous library.....New Library</u>  X # of small group rooms.....x</p> <p>Children's library.....Children's library</p> <p>Then the last column in the library should have a service point (numbered or lettered) from the map to the list. This is especially critical because the user surveys want specific things from the previous library to be available in the new. This side-by-side is proof of continued services and resources.</p> <p>The library should also create a new hours and services brochure, even though the hours will be the same...you will have new users and it's been awhile since the old library was open.</p>	
4. Communication between public service desks needs to be specifically identified. How did Employees and workers communicate before?	<p>Communication, Customer Service</p> <p>The new library space is too large to easily get people's attention, etc. Employees and workers should decide on a buzzer, bell that "dings" or a phone call between desks that will work to get the attention and impart information from desk to desk. A bell or buzzer is recommended for getting people's attention quickly when</p>	

	reference librarians need backup.	
5. Customer Service from the Reference Desk?	<p>Customer Service, Communication</p> <p>Use the FAQ at circulation for the reference desk as well. Such as:</p> <ul style="list-style-type: none"> <li>• Who can help me with computers?</li> <li>• Where can I get a reserve item?</li> <li>• Where can I drink my coffee?</li> <li>• How/where do I book a small group room?</li> <li>• How/where do I book a meeting room? A home schoolers teaching space? A temporary office for my non-profit?</li> </ul> <p>A preliminary FAQ should be done prior to opening, then circulation and reference employees should note use of the FAQ and additional questions needed. It is not unreasonable for the FAQ to change after the first few days of service as you identify what constituents want that you didn't think of before.</p> <p>Consider – for the first two weeks (or more) after the opening – having a greeter who assists constituents as they come in the door. Libraries often have these greeters after a new opening with significant changes – especially when the area has grown AND often provide greeters during the first few weeks of the first two weeks and/or months that the new library is open.</p>	

Other space issues include:

- A need for new opening and closing procedures given the size of space

- The design of new scripts for new and/or expanded services (Example - signing up for group meeting spaces)
- Adjusting scheduling for backup employees for circulation and reference at opening and first weeks/months of the open library
- Altering orientation for new employees and workers given new space/new space issue (new orientation, training materials?)
- It is likely there will be a number of requests for tours of new spaces and library staffing levels may or may not make this possible, and if not, individual requests can be postponed – for the first month or more – by offering a tour for two tours a day at specific times when current staffing levels and scheduling is possible. Tours should only be offered for a limited period of time AND tours should follow the floor plan given out at circulation and reference desk. This process assists in – post scheduled tours - the map becoming a self-directed tour.

## Other issues

### Food Service Issues

Expectations of library patrons concerning food and drink have changed dramatically over the last ten years and as librarians know – historically - most libraries prohibited all food and drink in all areas of the library. In the last decade, however, a number of factors changed constituent expectations, constituent behavior, and management’s response to behavior. Some of the factors that have led to changes include general societal changes as well as specific library changes and issues.

One of the most commonly requested services in libraries is food and drink with – typically - the greatest number of request for “drink.” These requests are not always for libraries to *provide* partial or full food service or even to *provide* drink; however, constituents request *permissive* policies and procedures.

### General Societal Changes

- The growth of leisure areas and casual activities in business and public places including outside and inside all types and sizes of libraries
- The increase of not-for-profit and non-profit enterprises that allow and serve food
- The increase of commercial non-restaurant venues that allow and serve food
- The proliferation of coffee “houses”
- The proliferation of coffee houses within typically non-restaurant venues such as bookstores and office buildings
- The proliferation of co-branding of commercial venues such as grocery stores and coffee houses or gas stations and coffee houses/other restaurants
- The proliferation of personal computer environments, such as coffee houses and fast food restaurants with computer centers and outlets for computers
- The proliferation of environments that provide connectivity (Internet, plugs, charging stations) for patrons, customers with their own hardware
- The availability of portable drink container that promises “no spills”

- Changing patterns of use of personal devices and computers that include patrons using computers for more activities, including leisure, and their expectations related to leisure behavior while using computers, such as having food and drink
- The increase of the variety of personal devices as well as laptops, e-readers, etc. that have become common place as carrying for example - wallets, purses and briefcases.

#### Specific Library Changes and Issues

- The location of libraries in areas where little or no food or drink is available within walking distance of the library
- Parking-driven situations where library constituents cannot easily come and go from the library due to location and/or parking
- Changing patterns of use of all types and sizes of libraries such as constituents spending more hours in the library using access for their own devices, using library computers - thereby needing food or drink. Other “increased time in libraries” includes additional varied reasons such as increase in use of libraries by older/retired constituents with more leisure time and/or higher unemployment that, regrettably, provides more leisure time for patrons as well as a need for these constituents to seek career, and retraining and employment information
- The reality that patrons sneak food into libraries anyway, but are often leaving food or remnants behind as well as spilling and not telling staff (creating trash collection, pest and cleaning problems)
- The health and safety concerns of having people leave drinks 'at the door' when they come into libraries, i.e. leaving their drinks unattended
- These aspects have caused library managers to rethink the role, mission, and usage patterns of libraries, as well as guidelines for constituent behavior use. To meet changing public expectations, usage patterns, and needs, libraries have adjusted by:
  - Allowing drink only (outside and/or inside, everywhere, in certain areas)
  - Allowing food and drink (often given container/location restrictions) such as outside the library
  - Allowing food and drink (often given container/location restrictions) inside the library
  - Providing food and drink in libraries by the library
    - Food service
    - Vending machines

- Providing food and drink in libraries by groups related to the library (Friends, etc.)
  - Food service
  - Vending machines
- Contracting with other entities to provide food and drink in libraries
  - Food service
  - Vending machines

There are, however, a wide variety of ways libraries can meet public expectations and needs. A list of ways follows in Lower Cost Ideas, and, where appropriate, pros and cons. Lists are arranged from least involvement and cost to most involvement and cost.

## Food and Drink

Managers should involve a variety of people in decisions regarding food and drink and consider and advertise food and drink activities as a pilot to provide parameters to allow for stopping, continuing and/or expanding policies and/or services.

### A. *Lower Cost Ideas* (Note bold-faced areas that require additional concern for risk/safety.)

1. Allow patrons to bring in food and drink in any containers and to any location in the library.
2. Allow patrons to bring in food and drink and restrict them to certain containers.
3. Allow patrons to bring in food and drink, specifying recommended containers and restrictions to specific locations in the library (designate areas with comfortable furniture and labels and signs, garbage cans AND establish and advertise trash, cleaning and reporting protocols for cleanup).
4. Permit a volunteer group to offer (supervised for security and safety/health guidelines) free coffee<sup>1</sup> in a specific location outside or in the library on an ongoing basis, with parameters such as "only two pots per day," first come, first served, etc. One could identify the activity with signage and indicate the activity as "free" and groups can choose to accept donations, distribute information about membership and events. The Library should *not* solicit donations (Coffee, cream, cups, etc.)
5. Permit a volunteer group to offer (supervised for security and safety/health guidelines) free coffee and refreshments on certain days (every Friday, first Friday of every month, etc).



6. Contract with a vendor (let RFP) to have non-plumbed vending machines in a designated location in the library and restrict food to that area of the library with designated containers.

A. Pros to Lower Cost Ideas	Cons to Lower Cost Ideas	Abilene _____
<ul style="list-style-type: none"> <li>• Meet constituent expectations</li> <li>• Meet constituent needs</li> <li>• Provides refreshment/constituent comfort</li> <li>• Expands image and is a marketing tool</li> <li>• Could tie in to a pilot program for different hours project</li> <li>• Might possibly be a fundraising activity</li> </ul>	<ul style="list-style-type: none"> <li>• Trash/cleanup can be a problem</li> <li>• Responsibility for trash/cleanup</li> <li>• Cost to an outside group for providing service</li> <li>• Cost of assessing/installing single source electrical outlets for non-plumbed vending machines</li> <li>• Although lower in cost, money could easily not be recovered and could result in a negative balance</li> <li>• Cost incurred for cleaning such as carpet, etc.</li> </ul>	

#### B. Higher Cost Ideas That Require Expanded Funding/Permits

1. Contract with a vendor (let RFP) to have plumbed vending machines in a designated location in the library and restrict food to that area
2. Contract with a vendor (let RFP) to have plumbed vending machines in a designated location in the library and allow food throughout library in specific containers
3. Other groups such as student groups/organizations could obtain a food permit for selling coffee/refreshments immediate outside and/or in the library.
4. Contract with a "cart" vendor (let RFP) to offer cart food service outside library. Then establish space within the library where food could be consumed. This could occur at certain times of day (lunch and early afternoon only) or on certain days based on usage data (Mondays, Tuesday, Wednesday, Saturdays)
5. Contract with a vendor (let RFP) to redo space in library and sell food or refreshments. It is recommended that this be explored as part of the building project for renovation of existing space or new library building.

## Sustainability and/or Green in Old and New Environments

There is a growing body of knowledge on sustainable and green building and services initiatives. Although much of this content is applicable to libraries, library managers should seek library-centric content by experts with both library and sustainable/green credentials to determine the best approach to integrating a commitment to sustainability into the management of libraries. The need for a multi-faceted expert with library experience is even more important for a number of reasons that include:

- Standards in green/sustainable areas (new editions every three or so years);
- Requirements by some organizations to operate (Examples - build, remodel, renovate, etc.) under a certain green/sustainable standard (Examples - LEED certified, silver, gold or platinum; Green Globes, etc. Grant monies, Foundation dollars);
- Green decision making for a library within another building
- Green decision making for historical or unique designations (Examples – state, national historic designations, etc.)
- Green decision making as it drives assignment of space (Examples – public printers in enclosed spaces, etc.)

In general, green/sustainable issues for library managers include:

- Commitment to green/sustainable in general including the importance of green/sustainability to communities, institutions, constituents
- Green/sustainable fundamentals for building activities (Examples – new terminology, costs including impact on operating supplies, space, utilities, etc.)
- Integration of green/sustainability into the intellectual infrastructure of library management content including vision, mission, strategies, goals, objectives, outcomes, and both short term and strategic plans, etc.
- Planning for integration of green/sustainable focus into operating budgets

- Planning for green/sustainability for building infrastructure including energy; lighting; materials for buildings, furniture, fixtures and equipment as well as operating guidelines for building, furniture, fixtures and equipment; Quality of air and HVAC equipment and processes; Quality of water and any infrastructure and processes for employee and worker water as well as public water availability and overall conservation practices
- Planning for construction for new and existing spaces
- Planning for operations for new and existing spaces

As with other areas of concern for library managers, “who” is involved with green/sustainability is a critical part of the commitment. These concerns include:

- Who is involved in the commitment of the organization to the initiative such as administration of umbrella and library organizations, public officials, governing and advisory boards, library workers, institutional departments such as purchasing and the business office, internal and external partners, affiliated groups including foundations, friends’ groups, parent/teacher groups, vendors, contractors, and constituents and as appropriate groups such as donors and consultants hired to – for example – assist with planning, construction, development, etc.
- Who is involved in the strategic and operational planning of the organization
- Who is involved in the management of library operations including budgeting

A simple chart of non-green to green environments includes a number of activities and elements.

Areas/Items	Older/Non green/Sustainable	Newer/Green/Sustainable	Abilene _____
Library needs new, existing	Managers maintain files and processes as well as wish lists for building needs, constituent needs/issues for future renovations, remodels, relocations, new building.	Managers maintain files, processes and wish lists for building needs, constituent needs/issues for renovations, remodels, & relocations. In addition, managers should maintain lists of identified, related best practices and projects as well as required standards and certification requirements.	
Operations	Managers maintain organizations based on general building standards as well as individually identified issues of e-infrastructure, equipment, space and operations issues.	Managers maintain organizations based on general building standards, individually identified issues of e-infrastructure, equipment, space and operations issues with an overarching commitment to and concern for green, sustainability standards and guidelines and maintaining any levels of certification deemed and/or required as recommended by administration/ Board.	
Design -	Managers bring their ideas to	Manager’s pre-project work includes	

existing	work with architects and designers on spaces.	a review of previous projects and best practices, their wish lists and identified needs & extensive reviews of prior projects of architects, construction firms & designers.	
Equipment	Files for library equipment are maintained with maintenance contract data, warranty information, special materials and supply needs as well as replacement and retirement timelines.	Files for library equipment are maintained with maintenance contract data, warranty information, special materials and supply needs as well as replacement and retirement timelines. Additional recordkeeping is critical to ensuring standards compliance and levels of certifications are maintained.	
Supplies	Lists and purchasing information for library supplies – typically divided into public vs. office supplies – are maintained.	Lists and purchasing information for library supplies – typically divided into public vs. office supplies – are maintained along with required and recommended supplies needed to maintain certification levels and standards compliance.	
Environ	Environ issues for air, water, power, and -in general – HVAC practices and processes are maintained.	Environ issues for air, water and -in general – HVAC practices and processes are maintained as well as environ additions needed to maintain certification levels and standards compliance.	
Budgeting	Budget lines are maintained and tracked using general budget codes.	Budget lines are maintained and tracked using general budget codes as well as new budget lines for green/sustainable required and recommended dollars to be expended and along what timeline.	
Communication	General communication (including signage) is maintained in public and support services spaces and to employees and library workers.	General communication (including signage) is maintained in public and support services spaces and to employees and library workers. In addition, signage is posted as needed for green/sustainability information & posting & directions for equipment as well as services and resources AND education and marketing.	

## Survey - Central/APL Overall

(See PDF sent 6/22.  
Page left intentionally blank.)

## Survey – South Branch Q and A (exact wording)

<b>Aggregated Answers</b> (Word-for-word will be available in the appendices of the final report.)	<b>Comments</b>	<b>Recommendation</b>	<b>Recommendations for Purchase/FY' 2016 Budget</b>
<b>Question/Q1: We all know South Branch is loved by patrons and staff! It is heavily used and too small already! Name three things that are present in the current location that you want in the new location.</b>			
<ul style="list-style-type: none"> <li>• Storytime Area complete with a storytime stage that's unique to the South Branch.</li> <li>• That's about the only unique thing we'd like to keep and have in a new facility.</li> <li>• Our cute dino bob and piñata decorations</li> <li>• Same staff (maybe plus more)</li> <li>• A desk that allows for stand up computer for quick check ins, but a sit down area for longer questions and elderly patrons (I love our current desk).</li> <li>• n/a</li> <li>• Great staff--Just more of it!</li> <li>• Lots of great programming.</li> <li>• Awe station--maybe adding another couple~!</li> <li>• Just take all of our wonderful "things" and translate it into bigger,</li> </ul>	<p>Storytime stage new? Can take it with them? Need new one?</p> <p>Multi-height desk.../are you all taking the old furniture to the new location?</p> <p>More staff</p> <p>More early literacy stations</p> <p>Seasonal decorations</p>	<p>The new, expanded branch needs more tech specifically for kids</p> <p>Staff want specific areas for age-level services.</p> <p>More AWE stations for young people</p> <p>Continued flexibility of multi-height desk</p> <p>Decorations that fit in/match the new space</p>	<p>1.1 More technology/laptops for South; specifically –</p> <ul style="list-style-type: none"> <li>• Teens</li> <li>• Youth/children/AWE (see #1.4 entry)</li> <li>• Adults</li> </ul> <p>1.2 ADA accessibility to meet needs of older patrons</p> <ul style="list-style-type: none"> <li>• Lighter doors</li> <li>• Auto door opener</li> <li>• Parking lot signage</li> </ul> <p>1.3 Public service access point desk that are:</p> <ul style="list-style-type: none"> <li>• Flexible</li> <li>• Multi-functional</li> </ul> <p>1.4 AWE early literacy workstation PC's  <a href="http://www.awelearning.com/en/markets/around-the-world/canada/early-literacy-station/">http://www.awelearning.com/en/markets/around-the-world/canada/early-literacy-station/</a> </p>

cleaner, and better!			
<b>Question/Q2: What two things about the current location you do NOT want in the new location?</b>			
<ul style="list-style-type: none"> <li>• Single stall restrooms that lock.</li> <li>• Completely open concept with no walls, rooms, or doors...that is desperately needed. flimsy dividers that give no privacy when on break</li> <li>• Windows with no tinting or shades</li> <li>• Single stall bathrooms</li> <li>• Non enclosed story time area</li> <li>• Not having walls for privacy in the break room and not having a staff restroom.</li> <li>• Also not having restrooms with stalls so that you can monitor problems in the restroom (such as patrons bathing) as well as to allow more than 1 person at a time in the restroom.</li> <li>• LOW Ceilings--It would be great to have tall ceilings and enough room to toss balls, fly saucers, do science experiments, and awesome decorations!</li> </ul>	<p>Privacy for staff through offices or "backroom" area</p> <p>Staff "only" bathroom</p>		<p>If there are no offices or "behind the scenes" space designated that is safe and secure, create offices and spaces with lockable, portable walls. Although expensive, it is portable and can be reconfigured with growth, change.</p>

<b>Question/Q3: What is missing from the current branch location that you want in the new location?</b>			
<ul style="list-style-type: none"> <li>• Rooms, doors, walls, privacy, meeting room, activity room, small group area, staff break room, offices for professional staff, multiple stall restrooms, high ceilings, more shelving, more PC's, basically anything you could possibly think of.</li> <li>• Automatic door for the disabled</li> <li>• A Teen area!!!!!!</li> <li>• Staff restrooms (or maybe a break room sink)</li> <li>• A break room and staff bathrooms</li> <li>• It would be great to have a children's area as some of our primary outreaches are to children and that area could really grow if we had more room. Also a separate teen area (besides the children's area.) Places for storage. I dream of a huge room lined with shelves and bins!</li> <li>• A business center with a fax would be nice. One of</li> </ul>	Privacy Larger bathroom facilities More PC's More shelving Disable access? More unique grade level areas More grade/age level areas for targeted programs Critical need for storage space Office productivity area for patrons		See above.



the top 3 questions that we get (several times a day!) is "Can I fax from here?"			
<b>Question/Q4: Have patrons commented about things they like in the current branch that you think should be in the next branch?</b>			
<ul style="list-style-type: none"> <li>People primarily comment on the programs we offer and the staff and not the facility itself. They would like more space for programming, better parking, more computers, quieter areas, and just more room, but overall, they're most positive comments come from library staff's assistance and programming...not the facility itself.</li> <li>Staff</li> <li>Patrons have commented that they like that the circulation desk at south is more personable. Since our self-checkout is away from the desk, those who would like assistance are helped without being shown how to use a self-checkout machine. I feel it helps us to get to know our patrons better and helps to make sure that items are properly</li> </ul>	<p>Space to offer programs More computers More computers Quiet areas (enough space to offer quiet areas) Location is a good one...hope not too far away in next</p>		<p>Furniture on wheels, small portable screens to create spaces for patrons, programming.</p> <p>Portable technology with laptops, laptop charging carts.</p> <p>More wireless connections needed for expanded space although space should be open to accommodate connections. \$\$\$\$\$ cost per "box" and installation is unique to cities and institutions.</p>

<p>checked out before they leave(i.e. sensors turned off, items are damaged marked as needed, cds have all the disks)</p> <ul style="list-style-type: none"> <li>• Not to sound conceited, but most patrons comment that they just like the staff! A lot of them hope that we will not move too far away from our current location. Also some of the elderly would not like it if they had to walk</li> <li>• very far to get into the library.</li> <li>• I think being on the "loop" as well as 277 brings a lot of traffic to our branch. We have a lot of patrons from the Tuscola-Buffalo Gap area.</li> </ul>			
<b>Q5: Have patrons commented about things they don't like in the current branch that you think should NOT be in the next branch?</b>			
<ul style="list-style-type: none"> <li>• Yes. Space is about it. There's not enough of it. That's the only primary negative comment in my opinion.</li> <li>• We could use more of everything else, but the amount of available space on the floor gets the most</li> </ul>	<p>Expanded accessibility including auto door, doors not too heavy, appropriately painted parking, safe parking lot Foyer for easy access, weather barrier</p>		<p>Temporary walls for foyer or entrance for wayfinding for patrons.</p>

<p>comments.</p> <ul style="list-style-type: none"> <li>• Our wacky door that is either too heavy or won't close our ambiguous handicap spaces which aren't painted very clearly and the asphalt is full of holes.</li> <li>• The heavy front door has been a common problem for patrons, many would rather automatic to assist our elderly or handicap patrons.</li> <li>• People find our doors very heavy and sometimes the doors will shut very quickly behind them, occasionally</li> <li>• hitting them. I would like our next location to have automatic doors and a foyer or something as a wind block.</li> <li>• In the winter, when the wind blows, it blows right through our doors when they open and drops the temperature considerably.</li> </ul>			
<b>Question/Q6: What "big idea" do you have for the new South Branch location?</b>			
<ul style="list-style-type: none"> <li>• A space that is big</li> </ul>	Expand age-level		Portable desks, "entry ways," see

<p>enough to truly be a community center for the library system in a high traffic area that could have not only children's programming, but programming for teens and adults.</p> <ul style="list-style-type: none"> <li>• People underestimate how limited one can be when they don't have the space to do the activities they want. If given that space, the possibilities are endless as South Branch staff has a ton of ideas of projects we've always wanted to do, but never have because we have no space. With space, we'd simply be incredible!</li> <li>• An awesome teen area! I want our teens to have an area to have group small group meetings, hold programs, book club meetings, and just relax with all teen fiction and a small computer lab with some teen oriented programs like mine craft (I want to hold a mine craft program). also maybe a teen librarian or at least an LAII</li> </ul>	<p>programming areas</p> <p>Age level computer lab for teens</p> <p>Staff member for teen specialty</p> <p>Food area</p> <p>Playground area outside</p>		<p>above for flexible spaces.</p> <p>Space planner assesses possible areas and costs "come" with furniture lines.</p>
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<p>position for teens... I volunteer as tribute!</p> <ul style="list-style-type: none"> <li>• N/a, truly a bigger building or at least one with less problems than the current one will be fantastic enough</li> <li>• A drive-through window would be awesome where patrons could pick up books that are already on hold.</li> <li>• A coffee shop/cafe would be cool.</li> <li>• A small playground area for the children that could be open at certain times to that supervision would not be a problem.</li> </ul>			
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## Interviews

In an effort to gather focused information from stakeholders and city officials, the following questions were asked of key individuals.

### Abilene Public Library – Interview Schedule of Questions

1. How do the resources, services and staff of Abilene Public Library support the community?
2. What is the VERY best thing that Abilene Public Library provides for the community?
3. What two areas should Abilene Public Library focus on in the next three years?
4. Should Abilene Public Library focus on a new Central Library or another
5. My one big idea for the library is:

## Responses

1. How do the resources, services and staff of Abilene Public Library support the community?
  - Strongest resource are the people...did have a misconception...great people here...team maximizes resources on hand...people....how do you catch physical resources up to people...new management...new vision
  - Many don't realize what they have....
  - High on sharing and collaboration...partnerships are important...public health department....
  - Online resources...tumble books...e-book checkout...kindle...more the better....children's summer programs ....older kids...in evening...several hundred families...40 families in weavers' ....and big country of 100's of families...broadest spectrum...weaver's is a co-op Friday classes...
  - Staff helpful...frustration that books are out of order...extra resources are not found...dvd and cd rom are missing.....

## Ways to improve

- ....more educational classes and clubs
- .....book clubs younger kids
- ..... science or Lego clubs
- Chess clubs...competiton
- Monthly educational meetings....social studies...geography
- .....computer lab...
- Writing workshop...programming...software education
- How to use the library to do research...
- Offer a lot for community...very willing to accommodate others...when asked...she sees problem is public awareness is low...services are there or potential to get them...marketing to get word out/sustained to get and keep word out...to focus people for lifelong assistance
- As a mom- all she has needed has been there...except for the AR list...she hates it, killed her children's love of reading...schools mandated, hard to figure out what AR is needed...what can APL do to assist parents in finding AR...older one with research needs likes library resource..
- Programs for broad audience...amazed to see monthly list....doesn't think everyone knows about them...lots of too small in paper...well-held secret...
- Helpful at one on one support...someone to talk to ....not self-service ...staff very knowledge...likes author programs.... Likes to hear firsthand....personal stories...goes to web for quick...gets in-depth
- 

## 2. What is the VERY best thing that Abilene Public Library provides for the community?

- Access to materials...on hold...loaning among libraries....ILL locally and beyond
- More e-books...
- Easier way of requesting things that aren't owned...children's or adult recommendation box....
- First thing that came to mind is Tremain and south staff...how aggressive they are in social media....helps them get to where they

- are/extroverted personality gives library dynamic...he is huge asset
- Volume of programs is amazing...
- The library got dinged in the bond mishap...still trying to get out from under....voters don't go...users don't vote hard to get anything done...bond committee person came to library...hence asbestos is on bond
- Offer info, edu, and recreation one place to go with people who can help you...customized service...people with least income and least education gets as much service as those who can afford it all...equity...

3. What two areas should Abilene Public Library focus on in the next three years?

- Facilities
- South branch/not re-upping
- General public has accepted our set up....and is fine with it...
- Lincoln is focus....
- Don't ask about south then (people think...)....
- Need to maximize program opportunities we have ...what is awareness level
- Is there anything missing
- Makerspace...needed...need to develop new space...it's not more books...overland park Kansas
- ACU has one but people can't go
- New location for south branch. Way too small...very bad lease agreement...July lease up...need to move quickly...expanding the south branch is critical
- AND maintenance at MAIN...rain/leaks and asbestos...damage to collection has to be a consequence...
- 3 to 5 out....go either way...need to do both...blessed with Jane...should we move main out of downtown.....3 to 5 year lease for new south...
- Offer info, edu, and recreation one place to go with people who



can help you...customized service...people with least income and least education gets as much service as those who can afford it all...equity...

- South is so popular...people want to come there...
- RFP...drafted for city (not just city land manager)...must be economical enough for affording....and location...
- Improving catalog checkout system...takes too long...books can't easily be found online...catalog shuts complete account down for overdue...
- Search engine less sensitive....one or two words
- Recommend purchasing
- Children's librarian present in the children's section...anytime...can be doing reference branches...
- Often times.....some say
- Curriculum driven words.....
- Facilities ...central needs drastic re-creation ...different look....need new south right away...larger space...constant people coming and going at 9:00 a.m. older, people all day, then young people...coming in, dropping off...serves everything below ...and below loop
- Likes at south...walk ins ..immediate sit to read inside door...central you have to fight your way to tables...not laid out too well downstairs
- Promotion...one of biggest things ...print is fabulous.....we are missing..updating or refreshing...maybe extensive list is too routine... promote things for booksale in a timely fashion...spring planting ...blown up...even more....have to hit people over the head when advertising.....
- He looks at digital bulletin boards....four big words....who is sponsoring.....need money to pay for that...
- Finance/funding Private funding – rep of t-party at council (elected to cut)... are grants available? Expand what we already do...book sale...festival in fall...lots of non-profits ...everyone wants to get the

money...tons of fundraising events.....

- Booksale is huge...can be expanded...great history in those doing it...

#### 4. Should Abilene Public Library focus on a new Central Library or another

- Funding toward improving libraries you already have...building on collections with some facilities facelift...need to engage homeschoolers
- More curriculum ...for teachers...fact/non-fictions..Bio .....Christian theology...church of Christ or Baptist ....
- Abilene home educators....fb...Abilene home schoolers...Abilene area home school forum..ask big County BCHE.com represent at focus group...share events, etc.
- South branch needs a facelift...but librarian knows all by name
- Dyess.....Arix3370@gmail.com come to focus group....
- South...mentions Lincoln (they will take care of that)....doesn't know how much friends can do \$...but need to take some money now and pour money into central to update look....need the temporary look for central
- South 20<sup>th</sup>..within loop...serves way south...library serve out to antley road..
- Downtown and south...but south first...

#### 5 My one big idea for the library is:

- Computer labs with access for children
- Writing workshops
- Workshops on using library .....
- Middle school and high school visits in
- Three d-printers...technology...location does matter....(buckets, homeless

people) comfort when walk in the door...

- We have a large group of librarians...been there a long time... me: where will creativity come from?...
- Build a sizable south branch
- Offer a product from the library in different locations...computer lab in a school...# of people to properly staff the new facilities and the facilities as we are now APL branches in other communities...offer the product in their community
- Knows North Park branch in Dallas
- Ownership...whatever it takes to get people to take ownership.....my library...my library card...my book...I didn't get my newspaper today...
- Tuesday is free.....at zoo.....great ad for us....Tuesday is free ...and every day after that....say that and make your twist on that
- This card is free for 90 days....and every day after that...have to sell benefit...the squeal in the pig...sell specifics...do you love to read...historical fiction.....
- Wouldn't it be wow if library had a pub...books on tap...Shakespeare bookstore in Paris...buy or read ...intimate spaces
- Reinvent the public

# Abilene Public Library Strategic Plan

March 24, 2016



# Library Strategic Plan

- Texas State Library and Archives Commission requires an approved Strategic Plan for the Library to remain accredited.
- Dr. Julie Todaro was engaged to assist with the process.
- Plan was developed using focus groups, interviews and a public survey.
- A Strategic Plan team distilled the larger plan into a succinct executive summary.

# Library Strategic Plan

- Three primary focus areas:
  - Facilities
  - Services
  - Outreach
- Over the next 3 to 5 years individual action plan items will support the three primary focus areas.

# Library Strategic Plan

- Priorities for Facilities:
  - Develop a maker space for the library community.
  - Rehabilitate the Main Library.
  - Support the development of a Library at the former Lincoln Middle School.
  - Address facility needs at the Mockingbird branch.
  - Support any short term items at new South Branch.
  - Look for ways to incorporate technology into library service module.

# Library Strategic Plan

- Priorities for Services:
  - Provide business development centers/service areas at Main and South Branch by June 2017.
  - Conduct a Community Needs Assessment.
  - Focus on literacy.
  - Develop robust partnerships in the community.
  - Advance access to information through technology.
  - Engage the community through volunteerism.



# Library Strategic Plan

- Priorities for Outreach:
  - Develop a marketing plan to promote library services to the community.
  - Look for opportunities to deliver library items outside of normal program channels.
  - Develop and implement a strategy to provide needed services to local businesses.
  - Develop a methodology to evaluate programs.
  - Develop new methods of reaching sectors of the community who are not library users.

# Library Strategic Plan

- Internal Improvements:
  - Metrics - what do we measure and why.
  - Staffing levels - what do they need to be and what is the best utilization of staff skill sets.
  - How we compare - where are we relative to peers.
  - Does our collection meet the needs of the community?
  - Technology support and the changing dynamic of library collections.
  - Costs - what does it cost to do business the way the library is doing it now and how can it be more effective.

# Questions?



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Rodney Taylor, Director of Water Utilities**

**Resolution: Authorizing an Amendment to the on demand contract with Jacob and  
SUBJECT: Martin, Ltd. for Engineering Services for Industrial Boulevard Water Line Replacement,  
between Danville Street and Treadaway Boulevard. *(Taylor)***

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**GENERAL INFORMATION**

There exists a professional services contract with Jacob and Martin, Ltd. for On Demand General Engineering Services for the City of Abilene Water Department. This written resolution authorizes the City Manager to execute an amendment to the on demand contract for Engineering Services for the Industrial Boulevard Water Line Replacement (Amendment). The Amendment has a value not to exceed \$65,000.00.

The Water Utilities Department has identified for replacement the existing 12 inch cast iron water main along Industrial Boulevard between Danville Street and Treadaway Boulevard. The Public Works Department has identified that same section of Industrial Boulevard for mill and fill pavement improvements. This section of Industrial Boulevard is not a part of Bond Proposition One as approved by voters in 2015. It is important that the water utility line replacement precede the street work. This on demand contract amendment will provide for the engineering design of the water pipeline replacement.

**SPECIAL CONSIDERATIONS**

It is sensible to evaluate the condition of water utilities under those street segments which will be upgraded in order to reduce the likelihood of future water main breaks that could damage the rehabilitated roadway surfaces. City staff has determined that the water main is in poor condition and in need of replacement. The Amendment authorizes J&M to provide the professional engineering services necessary for site surveying, preparation of plans and contract documents, and provide bidding assistance, construction oversight, materials testing, and contract administration for the replacement of water utility piping along Industrial Boulevard. The Amendment does not provide for Resident Project Representation. The Amendment has a value not to exceed \$65,000.00.

**FUNDING/FISCAL IMPACT**

Funds for the Amendment will come from the Water Department FY 2016 Operating Budget.

**STAFF RECOMMENDATION**

Staff recommends that the Abilene City Council approve the resolution as described above.

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

Description	Type
□ Resolution authorizing on demand contract with Jacob and Martin for design of Industrial Boulevard Water Pipeline Improvements	Cover Memo
□ Map-Industrial Blvd Water Line Replacement	Cover Memo

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS,  
AUTHORIZING AN AMENDMENT TO THE ON DEMAND CONTRACT WITH JACOB  
AND MARTIN, LTD FOR ENGINEERING SERVICES FOR INDUSTRIAL  
BOULEVARD WATER LINE REPLACEMENT**

**WHEREAS**, the City of Abilene Public Works Department has identified Industrial Boulevard for mill-and-fill pavement improvements of the street segment between Danville Street and Treadaway Boulevard; and

**WHEREAS**, the pavement improvements are planned to occur in 2018; and

**WHEREAS**, the Water Utilities Department has identified the need to replace the twelve inch water main existing under pavement along that same segment of Industrial Boulevard; and

**WHEREAS**, it is sensible that the planned water utility pipeline improvements be completed prior to the commencement of street paving improvements; and

**WHEREAS**, there exists a professional services contract with Jacob and Martin, Ltd. for On Demand General Engineering Services for the City of Abilene Water Department, and this Amendment authorizes J&M to provide the professional engineering services necessary for site surveying, preparation of plans and contract documents, and provide bidding assistance, construction oversight, materials testing, and contract administration for the replacement of water utility piping along Industrial Boulevard; and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
OF ABILENE, TEXAS:**

That the City Manager is authorized to execute an amendment to the Professional Services contract with J&M for On Demand General Engineering Services for the City of Abilene Water Department, and the Amendment is for Professional Engineering Services for Industrial Boulevard Water Line Replacement in an amount not to exceed \$65,000.00.

**ADOPTED this 24th day of March, 2016.**

ATTEST:

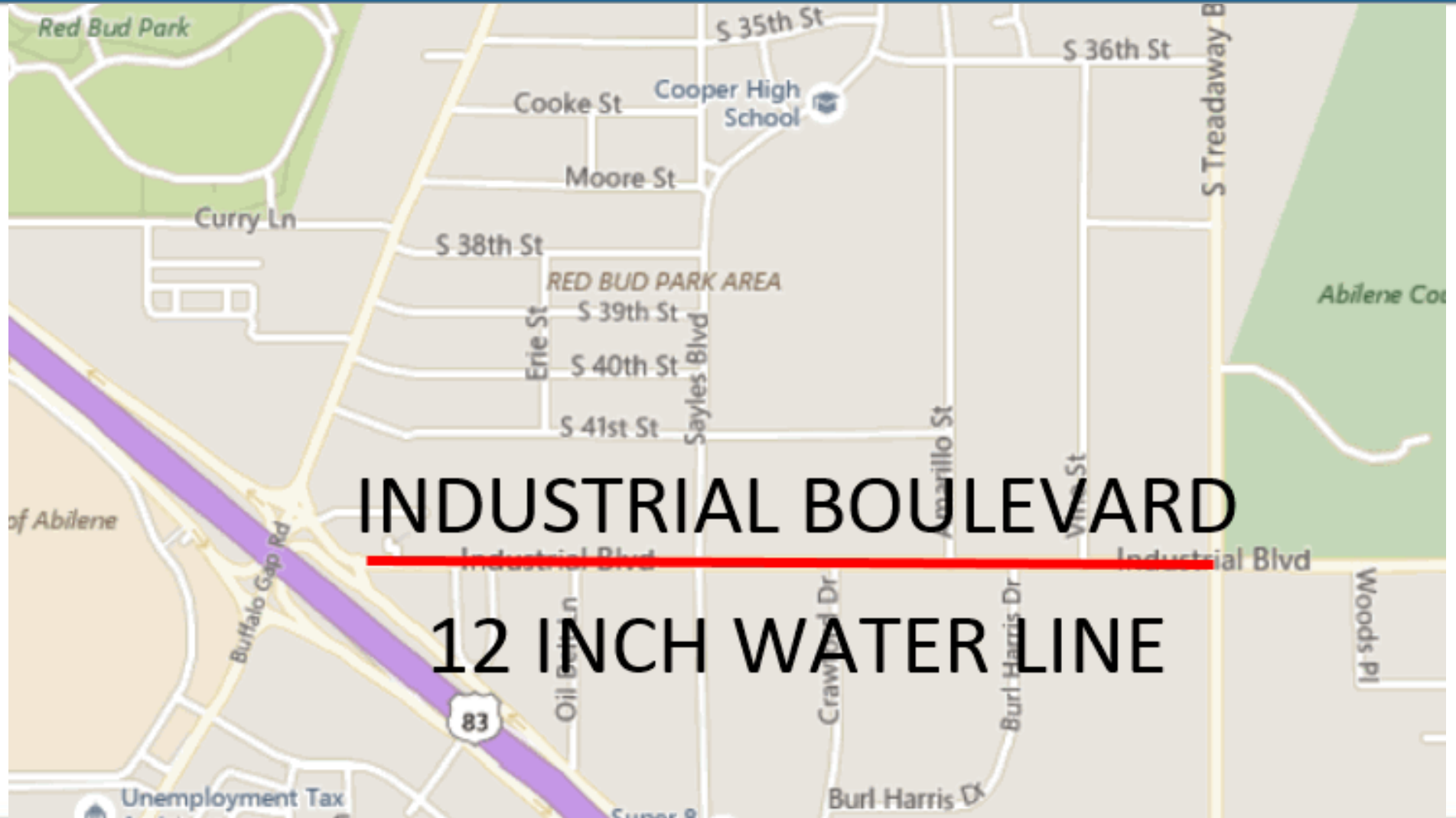
\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norman Archibald, Mayor

APPROVED:

\_\_\_\_\_  
City Attorney

**Water Utilities  
Department:  
Proposed  
Industrial  
Boulevard  
Water Line  
Replacement**





**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: ROBERT HANNA, CITY MANAGER**

**FROM: ODIS DOLTON, ASSISTANT DIRECTOR OF FINANCE**

**SUBJECT: Resolution: Award of bid for the CityLink roof replacement. (*Dolton*)**

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**GENERAL INFORMATION**

Bids were solicited for the hail damage to the CityLink building roof. A number local roofing contractors were certified to bid on the work to repair the damage to City buildings. There were three (3) local companies that were invited to bid on the CityLink building. All three (3) companies submitted bids that were opened on November 19, 2015.

**SPECIAL CONSIDERATIONS**

Bids were submitted by the following companies Sitton Roofing, Layne Tech Roofing, and Lydick Hooks Roofing. Layne Tech Roofing is the company that represented the low and most advantageous bid for the City of Abilene. Crenshaw Consultants will be monitoring this project.

**FUNDING/FISCAL IMPACT**

Funding for the project will be with insurance proceeds from Texas Municipal League Intergovernmental Risk Pool (TMLIRP), the City's Insurance Provider.

**STAFF RECOMMENDATION**

Staff recommends that Layne Tech Roofing be awarded the roof replacement of the CityLink building in the amount of \$223,223.44.

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

Description	Type
❑ Bid Tab	Cover Memo
❑ Resolution CityLink Roof	Resolution Letter



City of Abilene  
CityLink  
PSC PROJECT NO. 7682-15  
November 19, 2015  
2:00 PM

Contractor				Contractor				Contractor			
Bid Bond		Silton Construcion		Bid Bond		LayneTech Roofing		Bid Bond		Lydick Hooks Roofing	
YES				YES				YES			
Description	Days to Start	Days to Complete	Amount	Description	Days to Start	Days to Complete	Amount	Description	Days to Start	Days to Complete	Amount
Base Proposal A - CityLink											
Reroof CityLink	5	30	\$ 252,935.00		1	29	\$ 223,223.44		10	60	\$258,000.00
Total Amount of Base Proposals			\$ 252,935.00				\$ 223,223.44				\$ 258,000.00

Contractor				Contractor				Contractor			
Bid Bond				Bid Bond				Bid Bond			
Description	Days to Start	Days to Complete	Amount	Description	Days to Start	Days to Complete	Amount	Description	Days to Start	Days to Complete	Amount
Base Proposal A - CityLink											
Reroof CityLink											
Total Amount of Base Proposals			\$ -				\$ -				\$ -

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS,  
AWARDING THE BID FOR CITYLINK ROOF REPLACEMENT TO LAYNE TECH  
ROOFING**

**WHEREAS**, proposals were solicited for the CityLink Roof Replacement; and

**WHEREAS**, the contract will provide for roof replacement; and

**WHEREAS**, bids were opened on November 19, 2015; and

**WHEREAS**, three (3) vendors were invited to bid; and

Sitton Roofing

Layne Tech Roofing

Lydick Hooks Roofing

**WHEREAS**, Layne Tech Roofing provided the lowest and most advantageous bid for the City of Abilene;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
ABILENE, TEXAS:**

PART 1: The City recommends the contract to Layne Tech Roofing.

PART 2: The Contract is for \$223,223.44

PART 3: That this Resolution shall take effect immediately from and after passage.

Adopted the \_\_\_\_ day of March, 2016

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norm Archibald, Mayor

APPROVED:

\_\_\_\_\_  
Stanley Smith, Interim City Attorney



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Larry Bell, Fire Chief**

**Resolution: Authorizing the City Manager to negotiate and execute an agreement with Speed Fab-Crete in an amount not to exceed \$427,125 to provide Construction Manager at Risk (CMAR) services, including the Preconstruction Fee for Station 4 and Construction Phase Fee for Fire Stations 3, 4, and 7. (*Bell*)**

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**GENERAL INFORMATION**

On May 9, 2015 voters approved Proposition 4, which allowed the issuance of \$12,865,000 in bond funds for public safety purposes. With these funds, three new fire stations, a maintenance facility, a new fire training center, and a facility for the Police Department's records and evidence storage will be constructed. The new fire stations are replacement stations for Stations 3, 4, and 7. This item grants the authority to the City Manager to execute an agreement with Speed Fab-Crete to provide Construction Manager at Risk (CMAR) services for the three fire stations. Speed Fab-Crete's scope of work for this item includes the Pre-Construction Phase Services Fee for Fire Station 4 in the amount of \$12,750 and a construction fee not to exceed 6.5% of the total \$6,375,000 project budget in the amount of \$414,375. The total amount is not to exceed \$427,125.

**SPECIAL CONSIDERATIONS**

To select the best firm for this project a Request for Proposals (RFP) process took place. Four firms submitted proposals. An internal selection committee was formed to review the proposals. This committee was made up of Director of Capital Improvement Program Wayne Lisenbee, Emergency Services Deputy Fire Chief Weldon Wilkerson, A-Shift Battalion Chief Mike Burden, Station 4 Capt. Randy Scalf, and Fire Chief Larry Bell. Chris Jones with Freese-Nichols facilitated the review. Each committee member reviewed the qualifications of the four firms and scored them against the dimensions of the proposer's profile, the proposer and CMAR team members' experience, key personnel qualifications and experience, the project approach, and the fee and rate proposal. Local participation was also considered. Individual scores were accumulated and tabulated. Three of the four firms were invited for an interview. After the interviews the committee ranked the three firms using the same criteria. Speed Fab-Crete had the highest score of all the firms.

A question arose before the last Council Meeting as to the legality of Addendum No. 3 released for this procurement. While staff researched the answer to these concerns, we pulled the award of this item from the agenda. In order to remove any doubt from the legitimacy of this procurement process, staff has removed Addendum No. 3 from consideration. The ranking of Speed Fab-Crete as the highest score based on the selection criteria and interviews did not change between Addenda No. 1 and 2, and Addendum No. 3. As such, staff continues to recommend awarding construction manager services to Speed Fab-Crete in accordance with

the law.

### **FUNDING/FISCAL IMPACT**

\$2,575,000 is funded from voter approved General Obligation bonds. Of the \$2,575,000 the \$427,125 includes the Pre-Construction Phase Services Fee for Fire Station 4 in the amount of \$12,750 and a construction fee not to exceed 6.5% of the total \$6,375,000 project budget in the amount of \$414,375. The total amount is not to exceed \$427,125.

### **STAFF RECOMMENDATION**

Staff recommends the City Council approve a resolution authorizing the City Manager to negotiate and execute an agreement with Speed Fab-Crete in an amount not to exceed \$427,125 to provide Construction Manager at Risk (CMAR) services, including the pre-construction fee for Fire Station 4 and the construction phase fee for Fire Stations 3, 4, and 7.

### **BOARD OR COMMISSION RECOMMENDATION**

N/A

### **ATTACHMENTS:**

Description	Type
❑ CMAR Resolution	Resolution Letter
❑ CMAR Worksheet	Backup Material
❑ CMAR Selection	Backup Material

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH SPEED FAB-CRETE IN AN AMOUNT NOT TO EXCEED \$427,125 TO PROVIDE CONSTRUCTION MANAGER AT RISK (CMAR) SERVICES, INCLUDING THE PRE-CONSTRUCTION PHASE FEE FOR STATION 4 AND CONSTRUCTION PHASE FEE FOR FIRE STATIONS 3, 4, AND 7.**

**WHEREAS**, on May 9<sup>th</sup> 2015, voters approved Proposition 4 which allowed for the issuance of \$12,865,000 in General Obligation Bonds for the replacement of three new fire stations, new fire apparatus maintenance facility, new fire training center, and a facility for the Police Department's records and evidence storage.

**WHEREAS**, The City had determined that a Construction Manager at Risk method provides the best value for the City of Abilene; and

**WHEREAS**, to select the best firm for this project a Request for Proposals (RFP) process took place. Four firms submitted proposals.

**WHEREAS**, Local participation was considered. Individual scores were accumulated and tabulated. Three of the four were invited for an interview. After the interviews the committee ranked the three firms using the same criteria. Speed Fab-Crete had the highest score of all the firms.

**WHEREAS**, City Council authorizes the City Manager to execute an agreement with Speed Fab-Crete to provide Construction Manager at Risk (CMAR) services for three fire stations. Speed Fab-Crete's scope of work for this item includes the Pre-Construction Phase Services Fee for Fire Station 4 in the amount of \$12,750 and a construction fee not to exceed 6.5% of the total \$6,375,000 project budget in the amount of \$414,375. The total amount is not to exceed \$427,125.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:**

PART 1: That the City Council authorizes the City Manager to execute an agreement with Speed Fab-Crete.

PART 2: That the agreement is for Speed Fab-Crete to provide Construction Manager at Risk (CMAR) services for three fire stations. Speed Fab-Crete's scope of work for this item includes the Pre-Construction Phase Services Fee for Fire Station 4 in the amount of \$12,750 and a construction fee not to exceed 6.5% of the total \$6,375,000 project budget in the amount of \$414,375. The total amount is not to exceed \$427,125.

PART 3: That this Resolution shall take effect immediately from and after passage.

**ADOPTED** this 24<sup>th</sup> day of March, 2016.

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norm Archibald, Mayor

APPROVED:

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Stanley Smith, Interim City Attorney

CMAR Selection Worksheet - One Step  
**Tabulation of Scoring - POST INTERVIEWS**  
City of Abilene Fire Station No. 3, No. 4 and No. 7 CMAR Services

Owner's Construction Budget		\$ 6,375,000.00			
Item	Criteria	Points	The Crowe Group	Speed Fab-Crete	WBK
	Fire Station No. 4 - Preconstruction Phase Services Fee		\$ 10,000.00	\$ 12,750.00	\$ 6,000.00
	All Fire Stations Construction Phase Services Fee		6.0%	6.5%	6.0%
	Construction Phase Services Based on Budget		\$ 382,500.00	\$ 414,375.00	\$ 382,500.00
	Total Cost to City (Const Fee plus all preconst fee)		\$ 392,500.00	\$ 427,125.00	\$ 388,500.00
A	Proposer Profile	10	8.8	9.0	8.4
B	Experience - Proposer and CMAR Team Members	20	17.2	19.2	17.0
C	Experience - Key Personnel Qualifications and Experience	30	22.0	28.2	23.4
D	Project Approach	25	22.0	24.2	21.4
E	Fee and Rate Proposal	15	15.0	13.5	15.0
<b>Total Points</b>			<b>85.0</b>	<b>94.1</b>	<b>85.2</b>

Notes

- (1) Speed demonstrated strong, confident experience with building durable fire stations.
- (2) We checked references on a Speed built fire station in Rockwall and received Strong reviews and referrals.
- (3) The only member of the Kibler team with Fire Station experience was hired in December. We didn't feel they had enough team experience.
- (4) We checked references on The Crowe Group... heard that they do good work but hard to stay on schedule.
- (5) The Crowe Group did not demonstrate recent experience with Fire Stations and specialized Fire Equipment.
- (6) The team from Speed was the only team that could confidently answer questions about the project budget with experience.
- (7) Speed presented an alternate project schedule and approach that could save the City significant money on the projects.
- (8) Speed expressed a commitment to utilize local subs, but also has the ability to self-perform if we get into trouble.
- (9) Kibler was not confident that they could build three stations within the budget presented.
- (10) quote from the interviews "Low Price does not mean Best Value"

# Explanation of the CMAR Selection Process for Fire Stations 3, 4, and 7

March 24<sup>th</sup>, 2016 City Council Meeting

## **Fire Department Internal Selection Committee**

- Captain Randy Scalf – Fire Station 4 Captain
- Battalion Chief Mike Burden – A-Shift Battalion Chief
- Deputy Chief Weldon Wilkerson – Emergency Services Deputy Chief
- Wayne Lisenbee - Director of Capital Improvements Program
- Fire Chief Larry Bell

## **Goal**

- Since the Fire Department internal Fire Station committee was formed the goal has been to build three fire stations that will take care of the Fire Department and the community for the next 40 to 50 years. That is still the goal.
- Planning for and building three fire stations is a process that does not often come along. All Fire Station committee members committed to take on this task and put the necessary time and effort into making the best decisions.

## **Reasons for Selecting Speed Fab-Crete**

### Experience

- Speed Fab-Crete has experience building fire stations.
  - Speed Fab-Crete has recently built fire stations in Texas including Rockwall, Fate, Lake Worth, and Hudson Oaks.
  - Speed Fab-Crete expressed they were able to build all construction types. Tilt-up (tilt-wall) concrete construction is a specialty.
  - A highly recommended project manager will be managing the project.
- WBK has never built a fire station. They hired a project manager in December who has built two fire stations. It was uncertain who would manage this project.
- The Crowe Group's only experience in building a fire station was in 1997 at Goodfellow Air Force Base.



- Speed Fab-Crete demonstrated knowledge of building fire stations.
  - When asked the difference between building a fire station and any other type of commercial building, Speed Fab-Crete did not hesitate to answer.
    - Concrete should be used for all flat surfaces - the drive, engine room, private parking area. Apparatus could be parked in the parking lot.
    - Discussed the importance of using commercial grade appliances and interior finishes.
    - Mentioned special systems such as alerting systems and exhaust systems.
    - Speed Fab-Crete was familiar with technology needs for fire stations and had built these systems into other stations. They mentioned working with us on our new CAD system to ensure it would meet our needs in the new stations.
    - WBK only mentioned making the stations user-friendly.
    - The Crowe Group only stated they understood it was a place where firefighters live and the importance of having a home atmosphere.
  - Four-fold door system
    - A desired feature for the new fire stations is a four-fold system where the doors are vertical instead of horizontal. This addresses the large expense of overhead door maintenance.
    - Speed Fab-Crete explained the requirements and design considerations of putting in such doors.
    - The committee explained the door system to WBK and the Crowe Group.

## Cost

- Construction Cost
  - \$250 per square foot is the construction budget for the fire stations. When asked if this estimate was sufficient, Speed Fab-Crete quoted past projects where they came in at \$185 per square foot up to \$210 per square foot. They thought the budget was very manageable.
  - When WBK was asked they stated, “It would be an opportunity.” When asked for clarification they said the budget would be a challenge and will be tight.
  - When the Crowe Group was asked the same question they did not give a definitive answer.
- Cost Savings
  - Speed Fab-Crete specifically talked about continually searching for cost savings throughout the project.
  - In their proposal, Speed Fab-Crete provided a two year warranty at no cost. If contractors do not provide a two year warranty Speed Fab-Crete will not use them.

## Professionalism, Project Approach, and Value

- Presentation and Interview
  - Speed Fab-Crete came well prepared for the presentation and interview portion of the selection process.
    - A 30-minute presentation was given that answered many of the questions that had been prepared by the selection committee.
    - An informative booklet was distributed to the committee.
  - WBK gave a PowerPoint presentation and brought in local people for the presentation. The local people actively spoke about mutual friends and acquaintances they have with Fire Department staff.
  - The Crowe Group had no presentation prepared. They gave a general talk about their company and then opened it up for questions.
- Using local subcontractors
  - Speed Fab-Crete
    - Speed Fab-Crete committed to use as many local subcontractors as possible, but subcontractors will be screened to assure quality work.
    - Speed Fab-Crete has the capability to self-perform any subcontractor work if issues arise where work isn't being done.
  - WBK said they would try to use local subcontractors, but will also look at the metroplex for subcontractors. Qualified local subcontractors will have the opportunity to bid.
  - The Crowe Group knows the local subcontractors and often works with them.
- References
  - Speed Fab-Crete - Positive comments about Speed Fab-Crete were received.
  - The Crowe Group - The responses about Crowe were that they build fine buildings, but they get behind schedule. It was noted that Crowe has light staffing.
- Local Consideration
  - The selection committee was the same committee that selected the design firm, a local firm. All factors, including local involvement, were considered by the committee in selecting Speed Fab-Crete.
  - WBK was given the maximum number of points for the fee structure due to having local offices.
- Other Factors
  - It was determined by the selection committee that Speed Fab-Crete provides more value to the CMAR process due to their experience and project approach.
  - Local was the preference with consideration given to outside firms.
  - PSC prefers the CMAR be involved from the very beginning of the process. Speed Fab-Crete will provide feedback from their experience in building fire stations.



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Michael Rice, Director of Public Works**

**SUBJECT: Resolution: Authorizing the City Manager to enter into an agreement with Iteris, Inc. for the City of Abilene Signal System Upgrade 2015 bond projects. (Rice)**

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**GENERAL INFORMATION**

On May 9, 2015 Voters approved Proposition 1, which allowed the issuance of \$45,975,000 for street and road improvements which includes signal upgrades. Proposition 1 includes 25 street projects, which includes traffic signal improvements at 64 signal locations. The City's traffic signal system plan for upgrades will include: new signal timing, replacement of failed conduit and wiring, implementation of flashing yellow arrow, communications, plans, specifications, and engineering services.

**SPECIAL CONSIDERATIONS**

The City of Abilene received proposals on January 8, 2016 in response to a published Request for Qualifications (RFQ). Three firms submitted a Statement of Qualifications (SOQ), and an internal selection committee reviewed and evaluated these submittals. The selection committee was made up of the Director Of Public Works, the City Engineer, and the City Traffic Engineer. Each member conducted their own evaluations, and then met as a group to score the firms. The firms were scored based upon qualifications and availability, staffing capabilities, similar project experience, project approach, history of successful performance, and work history with the City. Iteris, Inc. scored the highest and staff selected them for this project.

**FUNDING/FISCAL IMPACT**

\$45,975,000 is funded from voter approved General Obligation Bonds. This agreement includes: Project management (\$65,635.34), Data Collection/Field Review (\$132,835.10), Preliminary Design (\$103,732.90), Final Design (\$131,437.91), Develop/Optimize Signal Timing (\$40,634.17), Construction Support (\$30,866.62), Integration Support (\$29,128.44), Signal Timing Traffic Study (\$28,649.59), Response to Traffic Operations Issues (\$16,749.27). The total for this contract, for all services listed, is in the amount of \$579,669.34.

**STAFF RECOMMENDATION**

Staff recommends City Council approve a resolution authorizing the City Manager to execute an agreement with Iteris, Inc. in the amount of \$579,669.34 for the Traffic Signal System Upgrades.

**BOARD OR COMMISSION RECOMMENDATION**

N/A

**ATTACHMENTS:**

Description	Type
▣ Resolution	Cover Memo
▣ Iteris Engineering Services Contract	Backup Material
▣ Power Point Presentation of Traffic Signal Locations	Backup Material

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS,  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH  
ITERIS, INC.**

WHEREAS, ON May 9<sup>th</sup> 2015, voters approved Proposition 1 which allowed for the issuance of \$45,975,000 in General Obligation Bonds for street and road improvements, including traffic signals; and,

WHEREAS, The City of Abilene made Requests for Qualifications (RFQ). Three firms submitted their Statement of Qualifications (SOQ); and,

WHEREAS, Local participation and experience working with the City was considered, and individual scores were accumulated and tabulated. Iteris, Inc. significantly scored the highest of all the firms; and,

WHEREAS, The City Council authorizes the City Manager to execute an agreement with Iteris Inc. in the amount of \$579,669.34 for the Engineering of the City Signal System.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TAYLOR COUNTY, TEXAS:**

- PART 1. The City Council authorizes the City Manager to execute an agreement with Iteris, Inc.
- PART 2. That the design agreement is in the amount of \$579,669.34 for the design of the City Signal System.
- PART 3. That this Resolution shall take effect immediately from and after passage.

ADOPTED this 24<sup>th</sup> day of March, 2016.

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norman Archibald, Mayor

APPROVED:

\_\_\_\_\_  
City Attorney



## **PROFESSIONAL SERVICES CONTRACT**

### **ENGINEERS AND ARCHITECTS**

This contract, dated \_\_\_\_\_, 20\_\_\_\_, is between the City of Abilene ("City"), and Iteris, Inc. ("Consultant").

The City wants to contract for City of Abilene Signal System Upgrade, and the Consultant will provide professional services to assist in accomplishing that objective.

The Consultant must perform services with the professional skill and care ordinarily provided by competent engineers or architects practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect.

#### **I. TERMS**

In consideration of the compensation stated in paragraph II, the Consultant must provide all services as described in Attachment A, which is incorporated by reference for all purposes. The Consultant must complete all services by a mutually agreed upon date.

#### **II. PAYMENT**

Payment is according to Attachment A.

#### **III. ASSIGNMENT**

The Consultant may not assign in whole or in part any rights, duties, obligations or interest arising from this agreement without the City's prior written consent.

#### **IV. AMENDMENT OR MODIFICATION**

This contract, including attachments, constitutes the entire agreement of the parties. Any statements, promises, or agreements made by either party or its agent which are not contained in this contract are of no effect. This contract may not be amended or modified except by both parties' written consent.

## V. OWNERSHIP OF DOCUMENTS AND MATERIALS

All documents and materials prepared by Consultant under the terms of this contract are the Consultant's property from the time of preparation. Consultant will deliver copies of the documents and materials to the City or make them available for inspection *whenever requested*. City has the right to make duplicate copies of such documents or materials for its own file or use for any other such purposes as the City deems necessary and there shall be no additional costs incurred because of such copying or use.

## VI. NONDISCLOSURE

The Consultant may not show to any person or entity any documents, reports, plans, programs, reports, drawings, or any other material which Consultant prepares or acquires in performing this contract, including any duplicate copies kept by Consultant. The Consultant may not disclose to any person or entity any information regarding the City's activities. The City may, however, specifically authorize a limited disclosure at its discretion.

## VII. INDEMNITY

### A. Definitions

For the purpose of this section the following definitions apply:

"City" shall mean all officers, agents and employees of the City of Abilene.

"Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.

"Consultant" includes the person, corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.

"Consultant's employees" shall mean any employees, officers, agents, subcontractors, licensee and invitees of Consultant.

"Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure or loss of any and every nature, including but not limited to:

- (i) injury or damage to any property or right
- (ii) injury, damage, or death to any person or entity
- (iii) attorneys fees, witness fees, expert witness fees and expenses, and
- (iv) all other costs and expenses of litigation

"Premise Defects" shall mean any defect, real or alleged, which now exists or which may hereafter arise upon the premises.

## **B. Indemnity**

**The Consultant shall indemnify, hold harmless and defend the City against liability for damage that is caused by or results from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the Consultant or the Consultant's agent, or another entity over which the Consultant exercises control.**

**The Consultant is an independent contractor and is not, with respect to its acts or omissions, an agent or employee of the City.**

**Consultant must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of Consultant's employees while in the vicinity where the work is being done. The City is not liable or responsible for the negligence or intentional acts or omissions of the Consultant or Consultant's employees.**

**The City assumes no responsibility or liability for damages which are directly or indirectly attributable to premise defects. Responsibility for all such defects is expressly assumed by the Consultant.**

**The City and Consultant must provide the other prompt and timely notice of any covered event which in any way affects or might affect the Consultant or City. The City has the right to compromise and defend the same to the extent of its own interests.**

## **VIII. INSURANCE**

### **A. GENERAL REQUIREMENTS**

The Consultant agrees to maintain the type and amounts of insurance required in this contract throughout the term of the agreement. The Consultant is solely responsible for providing the required certificates of insurance. The City may terminate this agreement if the Consultant fails to timely comply with the insurance requirements.

The required insurance must be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies are subject to examination and approval by the City's Office of Risk Management for their adequacy as to content, form of protection, and providing company.

The required insurance naming the City as additional insured must be primary insurance and not contributing with any other insurance available to City, under any third party liability policy.

Before the City executes the notice to proceed with any work under this agreement, the Consultant must provide the City Secretary with either an original certificate of insurance or a certified copy of the insurance policy evidencing the required insurance. Thereafter, the Consultant must furnish new certificates or copies of the policy before the expiration date.



## B. ADDITIONAL REQUIREMENTS

The required liability (except for Professional Liability) insurances and their certificates shall:

1. Name the City as an additional insured with respect to operations for which this agreement is made.
2. Provide for 30-day advance written notice of cancellation or material change.

## C. TYPES AND AMOUNT OF INSURANCE

The types of insurance required in this contract are those indicated by initials. If no initials appear on any of items 1 through 6, items 1 through 4 shall be required.

<u>Type</u>	<u>Amount</u>
<u>  x  </u> 1. Workers' Compensation Employer's Liability	Statutory \$100,000 per occurrence
<u>  x  </u> 2. Commercial (Public) Liability including but not limited to: . Premises/Operations . Independent Contractors . Products/Completed Operations . Contractual Liability (Insuring above indemnity) and where the exposures exist . Explosion Collapse and Underground	\$500,000 combined single limit for bodily injury and property damage (per occurrence)
<u>  x  </u> 3. Business Automobile Liability to include coverage for: . Owned/Leased Autos . Non-Owned Autos . Hired Cars	\$500,000 combined single limit for bodily injury and property damage (per occurrence)
<u>  x  </u> 4. Professional Liability	\$500,000 combined single limit (per occurrence)
<u>    </u> 5. See Addendum for Special Coverages and/or revisions	
<u>    </u> 6. No Insurance Required	

## **IX. VENUE, CHOICE OF LAW AND INTERPRETATION**

Venue for any cause of action arising under this contract is Taylor County, Texas. This contract is governed by the laws of the State of Texas both as to interpretation and performance. This contract shall, in any dispute over its meaning or application, be interpreted fairly and reasonably, and not more strongly for or against either party.

## **X. TERMINATION**

This contract may be terminated at any time upon 30 days written notice by City to Consultant. In the event of termination, Consultant will be compensated for work satisfactorily performed before the termination date.

If, through any cause, the Consultant fails to fulfill his obligations under this contract, or if the Consultant violates any of the agreements of this contract, the City has the right to terminate the contract by giving five days written notice to the Consultant. The Consultant will be compensated for work satisfactorily performed before the termination date.

The Consultant, however, is not relieved of liability to the City for damages sustained by the City because of any breach of contract by Consultant. The City may withhold any payments to Consultant for the purpose of setoff until the exact amount of damages due the City from the Consultant is determined and paid.

## **XI. PROJECT REPRESENTATION**

The City agrees to appoint a Project Representative to assist in obtaining information from various City departments as requested by Consultant and in coordinating, monitoring, and evaluating the project to its completion. The Project Representative has no control over the means, methods, techniques, or procedures employed by Consultant. The City is interested only in the results obtained under this contract; the manner and means of obtaining those results is solely under the Consultant's control.

## **XII. NOTICE**

All notices must be in writing, hand-delivered or mailed by certified mail, to the other party at the address below. The name and address for notification may be changed by notice to the other party.

**City - ATTN: James M. Rogge, P.E.  
City of Abilene  
P.O. Box 60  
Abilene, TX 79604-0060**

**Consultant - ATTN:  
Iteris, Inc.  
1700 Carnegie Avenue, Suite 100  
Santa Ana, CA 92705  
Attn: Dan Gilliam, Vice President Contracts**

### **XIII. COMPLIANCE WITH LAWS, CHARTER, ORDINANCES**

Consultant, its agents, employees and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Abilene, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies. Consultant must obtain all necessary permits and licenses required in completing the work contracted for in this agreement.

### **XIV. NO INDEBTEDNESS**

Consultant agrees that no payments owed by him of any nature whatsoever to the City, including payment in advance for service charges or any sums of any character whatsoever, shall become delinquent or in arrears.

The City will not knowingly award contracts for goods or services to any bidder in arrears to the City for any debt, claim, demand, or account whatsoever, including taxes, penalty and interest. Consultant is responsible for ensuring that no indebtedness exists.

Section 130 of the City Charter authorizes the City to counterclaim and offset against any debt, claim, demand or account owed by the City to any person, firm or corporation in arrears to the City for any debt, claim, demand or account of any nature whatsoever, including taxes, penalty and interest.

### **XV. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City to recruit, employ, and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, or disability. The City affirms that employment decisions shall be made only on the basis of bonafide occupational qualifications. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Abilene, Texas, is a fact as well as an ideal.

### **XVI. VERIFICATION OF EMPLOYMENT ELIGIBILITY**

Consultant must comply with the Immigration Reform and Control Act (IRCA) and may not knowingly obtain labor or services of an unauthorized alien. Consultant -- not City -- must verify eligibility for employment as required by IRCA.

### **XVII. MINORITY AND WOMEN BUSINESS ENTERPRISES**

The City hereby gives notice that Minority and Women Business Enterprises will be afforded equal opportunities to submit bids in for this contract and will not be discriminated against on the grounds of race, ethnicity, color, sex, religion or national origin in awarding the contract. Technical assistance is available to Minority and Women Business Enterprises through the Texas Tech University Small Business Development Center, 500 Chestnut St., 6<sup>th</sup> floor, Abilene, Texas, 79602, 325-690-0300.

### XVIII. SALES TAX

The City qualifies as an exempt agency under the Texas Limited Sales, Excise and Use Tax Act (the "Tax Act"), and is not subject to any State or City sales taxes on materials incorporated into the project. Labor used in the performance of this contract is also not subject to State or City sales taxes. The City will provide an exemption certificate to the Consultant. The Consultant must have a sales tax permit issued by the Comptroller of Public Accounts and shall issue a resale certificate complying with the Tax Act, as amended, when purchasing said materials. The Consultant is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the project, tangible personal property purchased for use in the performance of this contract and not completely consumed, or other taxable services used to perform this contract, or other taxes required by law in connection with this contract.

IN WITNESS HEREOF the parties have executed this agreement.

CITY OF ABILENE

ITERIS, INC.

By: \_\_\_\_\_

By: [Signature]

Title: \_\_\_\_\_

Title: SENIOR VICE PRESIDENT

Address: 1700 Carnegie Avenue, Suite 100  
Santa Ana, CA 92705

ATTEST:

Phone Number: (949) 270-9400 \_\_\_\_\_

Fax Number: (949) 270-9401 \_\_\_\_\_

Federal Tax I.D.# 95-2588496 \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Risk Manager  
Secretary

ATTEST: (If Corporation)

[Signature]  
Corporation's Secretary or Assistant



Revised 01/2016

## **ATTACHMENT A**

### **Scope of Work**

PROJECT: Traffic Signal Upgrade

#### **General**

The work to be performed by the Engineer shall consist of providing engineering services for the designs for upgrades to the traffic signals and timing listed in **Table 1**. The planned upgrades at each signal range from basic replacements of the controller and associated equipment and the addition of pedestrian heads and push buttons to the full replacement of the controller cabinet, conduit runs, communications and signal timing. In addition to equipment replacement, communications, timing plans and traffic movements will also be evaluated as part of this scope of work. Upon conclusion of the design efforts, construction, integration support, and post construction traffic data evaluation will conclude the efforts for performance comparison.

The Engineer will perform the design in accordance with City and State standards, FHWA Traffic Signal Timing Manual (TSTM), National Electrical Code Handbook (NEC), FCC regulations, Utility Accommodations Manual, TxMUTCD, and applicable local, state and federal laws and regulations.

#### **1.0 Project Management**

Project administration spans the duration of the work order for this project and is crucial to the success of the Project. This task involves the overall management of the project by the assigned project manager and support personnel of Iteris. This task includes the development of monthly progress reports, billing statements, task staffing plans, quality assurance of document deliverables, maintaining project schedule, maintaining project budget, coordinating overall activities of the Project Team, and being the main client point of contact for all project related discussions.

##### **1.1 Kick-Off Meeting**

Upon notice-to-proceed, the Engineering team will meet with the City for introductions and to discuss project elements, as they pertain to the work defined within this scope. Project scheduling and any available data along with project exhibit material will also be discussed, applicable to all tasks.

##### **1.2 Project Progress Meeting(s)**

After notice-to-proceed, and work has commenced, the Engineer will periodically meet with the City to discuss findings and address issues that require coordination and additional exchange of data between the City and the Engineer for activities applicable to all tasks. A summary of "To-Do" items; responsibility, and status of those items will be provided at each meeting. These meetings may be scheduled as teleconferences / web conferences or face to face meetings. The Engineer will prepare agendas, meeting minutes, diagrammatic design documents, equipment configuration plan documents (ECP), materials, and meeting notes for each of these meetings.

Throughout the duration of this project, Iteris shall develop monthly progress reports to accompany the invoice, no payment will be made without the monthly progress reports. The progress reports shall summarize the progress of each task/sub-task, identify the activities to be accomplished during the next progress period, and identify any issues/concerns that could prohibit the accomplishment of future activities.

## **2.0 Data Collection**

There are a total of 64 project locations, as noted in Table 1. Iteris will be preparing coordinated signal timing plans for 56 of the 64 project locations, intersection design for 42 of the 64 project locations, and associated communications to the City's Signal Shop for 64 project locations. Table 1 provides a detailed list of the equipment to be installed at each intersection.

Iteris will collect pertinent information (such as existing timing sheets, phasing diagrams, As-Built plans, speed surveys, collision history, historical counts, Agency timing preferences, etc.) that will support the signal timing activities. CJ Hensch & Associates, our traffic count subconsultant, will collect 24-hour bi-directional data with 15-minute increments along each of the corridors. Iteris will coordinate with City traffic staff to finalize the location of the traffic count stations. The 24-hour counts and the existing time of day operations will be used to determine the 2-hour peak periods during which the turning movement count will be collected. The turning movement counts will be collected for AM, Midday, PM and Off peak periods. Traffic counts shall be collected on Tuesday, Wednesday or Thursday. Traffic counts will not be collected on holidays, including a holiday week, or abnormal weather conditions, on school breaks or periods of construction.

In addition to collecting data for traffic signal timing, Iteris will also collect information on the existing communication network. Prior to commencement of plan preparation, a field investigation will be conducted along the proposed project boundaries. The field investigation will include a thorough reconnaissance of the project corridors to familiarize the design team with the characteristics unique to each location. Throughout the field investigation, Iteris' project team will document existing conditions, collect all pertinent data and use the findings to develop a base map as well as the preliminary design (**Task 3**).

### **2.1 – Existing Conditions Field Review**

Prior to starting any signal synchronization project and traffic signal design project, understanding the characteristics of each corridor and each intersection as well as the surrounding area is vital to the success of the signal synchronization project. To obtain such understanding, Iteris will conduct a thorough field review of the project area. Iteris will do a complete inventory of all the intersection along the project corridors. This include collecting digital photos of each intersection approach and the inside of the controller cabinet.

The data that Iteris collects for traffic signal optimization includes:

- Cabinet location
- Cabinet content (preemption, detection, battery back-up, auxiliary equipment, etc.)
- Controller information (M40, M50, M52L, etc.)
- Physical intersection geometry
- Posted speed limits
- Intersection width (per bike directive) and crosswalk length (for pedestrian timing)

- Turn bay length
- Signal phasing
- Turn restriction
- Radar speed measurements such as 85th percentile speeds (provided by City)

In addition, Iteris will also do field work and/or collect data for evaluating the need of flashing yellow arrow. The data that Iteris will collect includes:

- Number of opposing through lane
- Number of exclusive left-turn lanes
- Speed limit of opposing approach
- Minimum sight distance
- Intersection geometry
- Conflicting pedestrian movements
- Crash history (i.e., left-turn related crash counts)
- Cycle length
- Turn movement volume

Left-Turn Operational Mode Calculation Worksheet will be used determine the most appropriate left-turn mode for each intersection approach.

## **2.2 – Existing Basic Timing Setting Review**

Iteris will use data collected from the Task 2.1 to review basic timing parameters. The timing parameters to be reviewed will include; minimum green time, yellow change and red clearance interval times, pedestrian walk and flashing don't walk times (to ensure that they meet the most current City, Texas MUTCD and/or TxDOT's preferred guidelines). All data comparisons to City, Texas MUTCD and/or TxDOT's preferred guidelines will be presented to the City for their approval. Any phase timing changes will be used in the next task – the development of the Synchro networks. This effort will also include a conversation of the electromechanically signal timing to support the replacement of these controllers.

## **2.3 – Existing Communications Review**

This task will involve the collection of all communication infrastructure data and performing site visits to each site to develop and provide an analysis of the current operational readiness of the existing system. A preliminary informal evaluation will be completed in preparation of field visits for visual verification. This evaluation includes analyzing data that has been provided by City in conjunction with aerial imagery for obvious obstructions, and locating exiting project components. This data will also be compared against typical equipment technical requirements for proper system operation. Industry standard practices will be used for comparison, along with approved vendor material for validation. The Engineer will prepare location notes, take pictures and prepare recommendations for repair for each location.

## **2.4 – Existing Utility Review**

This task will involve reviewing existing City-provided plans and a site visit to determine existing overhead and underground utilities, both public and private. Iteris staff will document the approximate location of each utility and include a photo of each utility at each location. Iteris' scope assumes the contractor will be responsible for pot holing for utilities during

construction.

## **2.5 – Develop Existing Base Maps**

During this task, the Engineer will address the following: preparation of base maps, incorporating missing features found during site field reviews; cutting and arranging the base mapping onto CADD plan sheets; creating match lines; labeling route numbers/interchanges/adjacent roadways within the base map limits; developing title blocks; including the City of Abilene project numbers.

Plan layout sheets shall be prepared in accordance with the latest applicable standards and procedures of the State including use of Computer Aided Drafting and Design (CADD) systems. Final copies of sheets prepared in CADD shall be furnished to the City on a recordable CD in PC MicroStation (DGN) format.

Task 2 Assumptions:

- Copies of existing plans and right-of-way maps showing existing utilities and topography are limited. Therefore, Iteris shall conduct extensive field surveys and investigations to generate base map topography at all intersection locations where detailed design plans are required (42 of the 64 project locations).

Task 2 Deliverables: Iteris will provide the City with an Existing Conditions Technical Memorandum that will detail the findings of Task 2, including the key items noted below. This memorandum will be combined with the Preliminary Design Recommendations from Task 3.

- Field Review Technical Memorandum
- Left-Turn Operation Mode Calculation Worksheet
- Report containing pictures for all the sites noting deficiencies in comparison to applicable standards, and recommendations for repair going forward.
- Basic Timing Parameter Recommendations
- Base Plans for Signalized Intersections
- Existing Utility Summary Table

## **3.0 Preliminary Design**

The preliminary design effort involves a high-level approach to what this project will ultimately cover in the initial financial impact or work involved. This effort summarizes the overarching goal of this project and what can realistically be accomplished given the City's budget before going into the detailed design.

Subsystem locations and corresponding anticipated traffic signal equipment are found in Table 1.

### **3.1 – Develop Recommendations**

Following the data collection and field evaluation tasks, Iteris will refine the listing of recommendations for improvements identified in Table 1. Iteris will discuss the recommendations with city staff, before finalizing the detailed design efforts. The recommendations are dependent on the preliminary and field evaluation activities. The recommendations will focus on the traffic signal intersection improvements and recommended Ethernet communications network to implement.



### **3.2 – Preliminary Cost Estimates**

Preliminary construction cost estimates, and alternatives will be prepared for review and evaluation by the City's engineering staff. Iteris will meet with the City to discuss and adjust, as necessary to meet the City's needs and budget. The cost estimate format will be broken down by line individual line item, quantities and/or locations, so that the financial impact can easily be identified and adjusted as necessary. The construction cost estimates will follow the locations as identified in Table 1) of this scope.

### **3.3 30% Draft PS&E**

Existing and proposed system hardware, necessary for the operation of the system, will be indicated on plan layout sheets at the 30% completion. The amount of detail shall be enough to have a meeting to discuss the preliminary design, and to address any necessary changes and/or adjustments based on field conditions. The layout sheets shall also indicate a north directional arrow and a bar scale. Pertinent existing features and any items removed or relocated shall be indicated on the layout sheets, including ITS roadside devices, power sources, underground conduit, and traffic control cabinets.

Analysis of existing available infrastructure including point-to-point wired and wireless connections, along with a review of conduit and fiber-optic cable will be performed to determine if the design on the layout sheets should include fiber-optic, wireline, wireless, or a combination of the three.

Iteris will conduct an assessment of the existing twisted-wire pair (TWP) in the downtown area for dB loss to calculate the anticipated Ethernet bandwidth between signalized intersections and back to the Signal Shop. Iteris envisions that the downtown network will be comprised of a combination of TWP and broadband radios.

Layouts prepared by the Engineer shall be submitted for review and comments by the City during the different stages or milestones of development.

Sheets will include:

- 1) Traffic intersection layouts as applicable to this project.
- 2) Communication system layout (map) for project locations and limits (wired, wireless, cellular or a combination of the three), azimuths, etc.
- 3) Corresponding traffic signal locations communicating with each other and back to the TMC as applicable in CADD and Microsoft Visio formats.

Iteris will facilitate a Preliminary Design Review Meeting to discuss the preliminary design activities and recommendations. Upon completion of the Preliminary Design Meeting, Iteris will finalize the preliminary design documents and begin Final Detail Design.

Assumptions:

- Iteris' design will include utility information obtained from City records and a field observation, but will not include Iteris conducting a search and mark or potholing of utilities. This effort will be a requirement of the contractor during construction.

Task 3 Deliverables: Iteris will provide Preliminary Design Recommendations and 30% Design

Plans in conjunction with the Existing Conditions in Task 2. The Task 3 deliverable will include the information below.

- Intersection layout sheets showing infrastructure improvements, and new phasing diagrams as necessary.
- Connectivity diagram(s) with all locations as noted, index-of-sheets, existing quantities, and communication and schematic diagrams

#### **4.0 Final Design**

##### **4.1 – Final Design**

90% PS&E package review. Plan-set showing general notes, special/standard detail drawings, as well as a design layout including street names, legend, scale, north arrow, sheet summary charts, conduit run charts, location(s) of conduit trunk line(s) when applicable, field equipment locations, and communications sizing and routing, wireless links, and right-of-way, if available in DGN format. Detail sheets and standard sheets will be listed and provided as applicable.

Plans will incorporate appropriate review comments from the layout (maps), and communication line diagram review. In addition, these plans will include a project summary sheet (quantity summary), construction cost estimate, a construction time estimate, special detail sheets necessary for construction, and applicable City of Abilene or TxDOT standard detail sheets.

Any associated power designs, fiber termination charts and copper wiring schematics will be developed, as needed, to connect ITS devices, within this scope, between traffic signal intersections and the TMC when applicable.

Assumptions:

- Iteris' design will include City-furnished standard specifications and standard plans, and TxDOT standards, and supplemented by special provisions specific to this project.

Deliverables:

- *Plan-set completed to 90% for review and final comments.*

##### **4.2 – 100% Plans/Mylars/Bid Package**

100% Plan-set sheets will incorporate appropriate review comments from all prior plan reviews. In addition, these plans will include an Engineer's seal and all required standards. Specifications and final cost estimates will also be included as part of the deliverables under this task.

The Engineer will meet with the City after the 100% submittal for a comment resolution meeting. The total number of plan packages for the 100% submittal shall be three.

Assumptions:

- Iteris' design will include utility information obtained from City records and a field observation, but will not include Iteris conducting a search and mark or potholing of utilities. This effort will be a requirement of the contractor during construction.

Deliverables:

- One paper set of 11" x 17" plan sheets in PDF format signed, sealed and dated by a Professional Engineer registered in the State of Texas in blue ink;

- Three(3) copies of complete 11" x 17" plans on paper including the General Notes;
- Two copies of Special Specifications, if required;
- Final construction quantities and cost estimates in PDF and electronic formats
- Three(3) copies of construction time estimate in Excel format;
- Electronic copies of DGN files
- Electronic copies of associated Microsoft Visio files
- One original copy of Engineer Sign, Seal, and Date Proposal Sheets.

## **5.0 Develop/Optimize Signal Timing Plans**

This task includes configuring, calibrating, and running the Synchro models to evaluate the existing traffic conditions for each timing plan being studied. The Engineer shall determine the overall effectiveness of the existing signal timings. As a part of the ongoing project and for review, comment, and approval, the Engineer shall submit a descriptive technical memorandum describing the methodology, process, and findings of this task.

### **5.1 – Update/Develop Synchro Model**

Iteris will create separate Synchro (version 9) files for each corridor per peak (maximum of four peaks –AM, Midday, PM, and Off-Peak). All corridor files will be created based on their geographic location for ease in merging the peak corridor Synchro files into a combined network. All Synchro models will be based on actual field conditions collected as part of Task 1.2 and existing timing data collected from the City as part of Task 1.1. The following provides a list of items to be entered and will be carefully reviewed for accuracy:

- Current lane configurations
- Lengths of turn lanes (including defacto right turn lanes at intersections with wide curb lane or bike lanes)
- Type of traffic control devices (Signalized vs Stop-controlled)
- Existing signal phasing
- Existing speed limit or prevailing travel speed
- Approaches with “no right turn on red”
- Detectors settings (call, extension, etc.)
- Existing timing parameters (min green, yellow, all-red, veh ext, ped walk, FDW, etc.)
- Existing coordination parameters (cycle lengths, splits, offsets), if any
- Traffic turning volumes (one Synchro file for each period)
- Recommendations for use of FYA

Deliverables:

- Synchro 9.0 Existing Models (electronic files) – Directional/Peaks

### **5.2 – Develop Coordinated Timing Plans**

Coordinated timing plans will be developed for at least four peak periods (AM, Midday, PM & Off-Peak) in weekdays. Prior to conducting detailed analysis, Iteris will develop preliminary cycle lengths and signal groupings based on traffic patterns, the critical cycle length per intersection (or the lowest common cycle length at which the intersection can operate), and the optimal common cycle length for a group of signalized intersections. Preliminary cycle lengths and groupings will be presented to the City for comment and approval. With the City’s approval, detailed analysis (i.e. split timings, phase sequence order, offsets, etc.) will be conducted.

Assumptions:

- Recommended signal timing operations that may require upgrade to the traffic signal, such as protected, protected permissive, or FYA operation, will be incorporated into the PS&E.

Deliverables:

- Signal Timing Technical Memorandum

### **5.3 – Create Signal Timing Sheets**

The Iteris Team will provide implementation ready timing sheets in Siemens/Eagle M60NEMA series controller format. The traffic signal timing sheet is a legal document reflecting operating parameters for traffic signals on a given date. Thus, the dates that new parameters are implemented will be recorded and updated on the timing sheets so that an accurate record of traffic signal timing parameter changes are accurately documented should there be a need to recall the operational settings of a traffic signal operation.

These timing sheets will include all basic timing revisions and new coordination timing and time-of-day settings (highlighted for ease in identifying changes). The timing sheets will supplement the Synchro models provided and developed as part of Tasks 3. Timing sheets will be provided to the City in Excel format (electronic) and one set of hard copy print-outs.

Deliverables:

- Implementation Ready Timing Sheets (electronic format)

### **5.4 – Implement Signal Timing Plans**

Iteris will translate the existing timing data from the City's existing electromechanical system to the Siemens/Eagle M60NEMA series controllers. Iteris will also develop intersection graphics and integrate all the intersections to the Siemens Tactics 3.0. Optimized signal timings will be implemented for the City of Abilene either in the field at each intersection or through Siemens Tactics 3.0 central control software.

The new signal timing plans will be input using new pattern numbers. By using new pattern numbers, any existing timing plans' pattern data will not be overwritten. Reverting back to previous plans can be accomplished instantly and will not require reloading timing plans from the backup. Note that any basic timing changes may affect the previous coordination pattern's effectiveness. It is recommended that if any basic timing changes are made (i.e. to the minimum green, walk, flashing don't walk times, yellow or all-red times) that the previous coordination splits be revisited prior to re-using the plans. If needed, timing patterns will be input directly at the controller or system level.

### **5.4 – Signal Timing Fine Tuning**

Although modern optimization software produces excellent coordination plans, observation and fine-tuning of the plans under field conditions are crucial to achieving the best possible coordinated flows along the corridor. Once the proposed signal timing plans have been implemented, Iteris staff will conduct thorough field reviews after the deployment of the timing plans. Special attention

will be given to the interaction of cross-corridors, existing coordinated crossing arterials and minor streets. When developing optimum signal timing plans, in addition to providing the widest green bandwidth along the coordinated corridors, it is important to observe the vehicle delays and queuing on the minor movements during the field fine tuning exercise. Upon completion of the field fine-tuning, Iteris will revise the signal timing sheets and deliver final timing plan sheets to the City for their records and use.

**Deliverables:**

- Fine-Tuned Synchro 9.0 (electronic format)
- Fine-Tuned Timing Sheets (electronic format)

## **6.0 Construction Support**

Iteris will provide continuous project support throughout the Project process, including bidding assistance on projects designed by Iteris staff. In support of this task, Iteris will conduct the following activities:

- Attend the pre-construction meeting and provide technical guidance with regards to the Plans, Specifications and Estimates package.
- Be available for construction site visits to assist in the resolution of problems that arise during construction activities.
- Respond to requests for information (RFIs) and, if necessary, revise and/or modify plans based on construction changes made in the field.
- Assist City staff in the preparation of contract change orders.
- Participate in the final walk through ensuring compliance with construction requirements and providing a thorough “punch-list” of items that must be corrected and/or completed to satisfy the project requirements.

### **6.1 – Construction Support**

When applicable or requested by the City, the Engineer shall provide guidance and respond to inquiries regarding the construction of the project. Project equipment cut-sheet submittal(s) will be reviewed and recommended for approval as applicable. Technical advice will be given when requested to ensure smooth migration/integration. Field acceptance processes and procedures will be given when requested by the client, for performance measurement prior to final acceptance. No plan sheet modifications will be provided.

### **6.2 – As-Built Plan Development**

Iteris will develop as-built plans for each upgraded signalized intersection identified in Table 1.

**Deliverables:**

- General support during construction
- As-Built Plans

## **7.0 Integration**

In support of this task, Iteris will develop an overall network topology, IP addressing scheme and VLAN assignments that will scale to meet the City’s long term needs. The Design will be documented in both spread sheet and graphical format. Based on the involvement of the City’s IT department, the network can be traffic-centric (City traffic department only) or IT-centric (shared City network), however it will be important to determine the City’s desired approach

during Preliminary Design.

### **7.1 – Develop IP Schema**

When applicable or requested by the City, the Engineer will review and provide guidance regarding the current IP scheme, City of Abilene facility switch configurations and coordinate with the City's IT team for changes to the existing configuration or new device network expansions. The Engineer shall also respond to inquiries regarding the construction and configurations of the project. The Engineer will also coordinate with staff, when necessary to ensure successful integration of the traffic signals into the Tactics central software system, when applicable.

### **7.2 – System Integration and Testing**

During construction, coordination between the construction stage and system integration phase is essential to the success of this project. The requirement to maintain system operations during this project will require that existing interconnect, wired or wireless, remain in place and operational during construction and integration of fiber optic interconnect, TWP over Ethernet, broadband wireless, and Ethernet switching hardware.

This task shall include the following requirements at a minimum to be performed by Iteris:

- Plan to ensure the integration of Project devices does not affect operation of existing devices currently operating on the City's traffic signal system as well as clearly delineate the requirements of the installation contractor and the Consultant. Iteris will be available during integration phase to resolve problems encountered from the interconnect system installation as well as system device installation. Prior to any integration activities, existing system conditions will be documented so that the current system operation is not impacted due to integration and testing.
- Traffic Signal Controllers: Iteris will develop the Plan to integrate the Project signalized intersections into the existing traffic signal system. This includes the replacement of any non-Ethernet traffic signal controllers with new Ethernet-enabled controllers.
- Communications Network: Iteris will implement an upgraded network to support the Ethernet switches selected for the communication network. The network shall consist of multiple VLANs configured to City standards to segregate the various elements communicating on the network.
- Final Integration and Acceptance Testing: Iteris will be responsible to ensure that all Project elements are accessed and controlled by the TMC, and that the Project elements work as required.

#### **Assumptions:**

- City IT will provide a block of IP addresses for use by Iteris to develop the IP network.
- Iteris will provide the IP addressing and overall guidance for Ethernet hardware configuration by others.

#### **Deliverables:**

- Updates to existing documentation, and new proposed schemes as identified during IP network review
- System Acceptance Testing
- Fully operational system

## **8.0 Signal Timing Traffic Study**

## **8.1 – Before Study**

In addition to compiling the Measure of effectiveness (MOE) estimates from Synchro 9, Iteris will perform ‘before’ travel time studies using the floating car method with a GPS device and PC Travel or Tru Traffic Software to evaluate the effects of the Synchronization plan improvements. All travel time ‘runs’ will be accompanied by a real-time video recording of the ‘before’ traffic conditions that will be utilized for the Iteris innovative visual tool used to illustrate the improvements made by the signal timing optimization project which anyone can comprehend. An image depicting this dynamic tool is shown under Task 7: Project Report. This tool is effective to use at management meetings and presentations to elected officials to visual depict the improvements gained through this project. A minimum of three runs will be conducted in each direction to obtain a statistically valid estimation. ‘Before’ study travel times will be conducted during the time periods identified for coordinated traffic signal timing operation. Studies will be conducted over a period of weekdays during the mid-week (Tuesday, Wednesday and/or Thursday) during regular school days/weeks, non-holiday and non-construction periods.

Measures of effectiveness (MOE) will be compiled from this data as well as MOE data output by the existing conditions Synchro 9.0 models and will be used to evaluate the effects of the Synchronization plan improvements. The MOE’s will include metrics, such as average travel time, average delay, number of total stops, fuel consumption, and vehicle pollutant and greenhouse gas emissions. Iteris will submit all ‘before’ study data for review by agency staff.

Deliverables:

- ‘Before’ Study Technical Memorandum
- ‘Before’ Study Electronic Files

## **8.2 – After Study**

Similar to the ‘before’ travel time study, MOEs from Synchro 9 and ‘after’ travel time study performed using the floating car method will be used to evaluate the effects of the Synchronization plan improvements. The ‘after’ travel time study will be conducted two weeks after the fine tuning activities are completed so that traffic normalizes after the new timing is deployed. The ‘after’ studies will be conducted on the same days and during the same time periods as the ‘before’ travel time study. As with the ‘before’ studies, a minimum of three runs in each direction will be collected. The same Measure of Effectiveness (MOE) elements, travel time, delay, total stops, fuel consumption reduction, pollution and greenhouse gas emissions) will be computed to evaluate the improvements of the synchronization plans.

Iteris will submit a ‘before’ and ‘after’ study MOE report specifying the results of the ‘before’ and ‘after’ travel time studies with reference to the Measure of Effectiveness elements. Iteris will also present the results of the signal timing optimization to generate and compare Level of Service (LOS). Absolute and percent differences will be compared for the entire corridor and key segments by direction and time period.

Deliverables:

- ‘After’ Study Electronic Files

## **8.3 – Develop Final Report**

A final report summarizing the activities of this project will be provided at the conclusion of the project. The document will be submitted in both hard copy format (comb bound or 3-ring binder) and electronic format via CD or DVD (depending on the final size) or accessible via FTP site.

The final report will include, at a minimum, the fine-tuned Synchro 9.0 electronic files and PDF's of outputs, prints and electronic (excel format) timing sheets with fine-tuned timings, before and after MOE comparison, and a report summarizing the analysis process.

Iteris will prepare a draft report to describe all tasks completed and present project results. When comments are received from the City of Abilene, the final version of the Project Report will be delivered.

Iteris will prepare a video presentation of the before/after studies results as shown below. This video depicts a graphic diagram showing the location of both conditions on a corridor map, with actual in-vehicle video footages. This is a great tool for making presentation to lay-persons or elected officials to demonstrate the benefits of signal synchronization simplifying the visualization of the improvements gained by optimized traffic signal timing.

Deliverables:

- Draft and Final Timings and Evaluation Technical Report
- Iteris 'before' – 'after' video comparison on CD/DV

## **9.0 Response to Traffic Operations Issues**

To account for any changes in traffic patterns that may occur following the implementation and fine-tuning phases, Iteris is committed to provide post-implementation support. When requested, Iteris shall visit the site and provide an initial assessment within 24 hours of a notification. The services shall include, but not limited to the following:

- Field observations
- Signal timing plan adjustments
- Resolving complaints with traffic signal timing
- Identifying hardware issues, and
- Identifying and providing recommendations to other traffic operations issues

Assumptions:

- For estimating purposes, 100 hours of labor is budgeted toward Iteris responding to and addressing traffic operations issues.

Deliverables:

- Traffic Operations Issue Response Report



**ATTACHMENT B**  
**Fee and Payment Schedule**

All work shall be completed for the lump sum amount of \$579,669.34. Consultant shall submit progress billings for efforts completed to the City at intervals no more often than monthly. Services invoiced shall be based upon percentage of completion claimed for each task, as further defined below and as reported in the monthly progress report. Each invoice shall provide a detailed listing of each Task and the percentage of completion claimed, the total billable amount based upon percentage of completion, the amount previously billed, and the net current billable amount.

<b>Task</b>	<b>Description</b>	<b>Cost</b>
Task 1	Project Management	\$65,635.34
Task 2	Data Collection/Field Review	\$132,835.10
Task 3	Preliminary Design	\$103,732.90
Task 4	Final Design	\$131,437.91
Task 5	Develop/Optimize Signal Timing	\$40,634.17
Task 6	Construction Support	\$30,866.62
Task 7	Integration Support	\$29,128.44
Task 8	Signal Timing Traffic Study	\$28,649.59
Task 9	Response to Traffic Operations Issues	\$16,749.27

Total Contract Price: \$579,669.34



# ATTACHMENT C Schedule

## City of Abilene TX Signal System Upgrade Preliminary Schedule

Task	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Construction Period	Post Construction
Task 1 Project Management								
Task 2 Data Collection/Field Review								
Task 3 Preliminary Design								
Task 4 Final Design								
Task 5 Develop/Optimize Signal Timing								
Task 6 Construction Support								
Task 7 Integration Support								
Task 8 Signal Timing Traffic Study								
Task 9 Response to Traffic Operations Issues								

 Iteris  
 City Review

Table 1  
City of Abilene  
Traffic Signal Intersection Proposed Equipment



















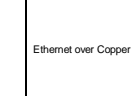

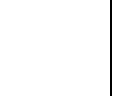


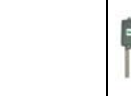



INTERSECTION		# of signals	SIGNAL  RETIMING	DETECTION		PED DETECTION	CBD CAB/ Contr/MMU	CABINET	CONTROLLER	SWITCH		MMU	VIDEO	POLES	SIGNAL HEAD	PED HEADS		Recabling	COMMUNICATION				Electrical Service
				Video	Radar	PED			M60NEMA	ComNet	Comnet	MMU	Edge Connect				Conduit		Comm. Type	Hubs	FPP	Ground Box	
											Ethernet over Copper												
Downtown		26																					
1	N. 6th St. Hickory St.		1	-	-		1			1	2				1	1	1	1			-		
2	N. 6th St. Cedar St.		1	-	-		1			1	2				1	1	1	1			-	1	1
3	N. 6th St. Pine St.		1	-	-		1			1	2				1	1	1	1			-	1	1
4	N. 6th St. Walnut St.		1	-	-		1			1	2				1	1	1	1			-	1	1
5	N. 5th St. Hickory St.		1	-	-		1			1	2				1	1	1	1			-	1	1
6	N. 5th St. Cedar St.		1	-	-		1			1	2				1	1	1	1			-		
7	N. 5th St. Cypress St.		1	-	-		1			1	2				1	1	1	1			-		
8	N. 5th St. Pine St.		1	-	-		1			1	2				1	1	1	1			-	1	1
9	N. 5th St. Walnut St.		1	-	-		1			1	2				1	1	1	1			-	1	1
10	N. 4th St. Hickory St.		1	-	-		1			1	2				1	1	1	1			-	1	1
11	N. 4th St. Cedar St.		1	-	-		1			1	2				1	1	1	1			-		
12	N. 4th St. Cypress St.		1	-	-		1			1	2				1	1	1	1			-	1	1
13	N. 4th St. Pine St.		1	-	-		1			1	2				1	1	1	1			-		
14	N. 4th St. Walnut St.		1	-	-		1			1	2				1	1	1	1			-	1	1
15	N. 3rd St. Hickory St.		1	-	-		1			1	2				1	1	1	1			-	1	1
16	N. 3rd St. Cedar St.		1	-	-		1			1	2				1	1	1	1			-		
17	N. 3rd St. Cypress St.		1	-	-		1			1	2				1	1	1	1			-		
18	N. 3rd St. Pine St.		1	-	-		1			1	2				1	1	1	1			-	1	1
19	N. 3rd St. Walnut St.		1	-	-		1			1	2				1	1	1	1			-	1	1
20	N. 2nd St. Hickory St.		1	-	-		1			1	2				1	1	1	1			-	1	1
21	N. 2nd St. Cedar St.		1	-	-		1			1	2				1	1	1	1			-		
22	N. 2nd St. Cypress St.		1	-	-		1			1	2				1	1	1	1			-	1	1
23	N. 2nd St. Pine St.		1	-	-		1			1	2				1	1	1	1			-		
24	N. 2nd St. Walnut St.		1	-	-		1			1	2				1	1	1	1			-	1	1
25	N. 1st St. Cedar St.		1	-	-		1			1	2				1	1	1	1			-	1	1
26	N. 1st St. Pine St.		1	-	-		1			1	2				1	1	1	1		1	-	1	1
Ambler Rd., (Danville to Treadaway)		7																					
27	Ambler N. Willis St.		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
28	Ambler N. Mockingbird St.		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
29	Ambler Old Anson Rd.		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
30	Ambler Grape St.		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
31	Ambler Hickory St.		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
32	Ambler Pine St.		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
33	Ambler Treadaway		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
S. Pioneer, 14th to 7th Sts.		2																					
34	14th St. S. Pioneer			1	-	1		1	1	1					1	1	1	1	1		-	1	1
35	7th St. S. Pioneer				-			1	1	1									1		-		
Antilley Road, (Buffalo Gap to Director's Pkwy)		3																					
36	Antilley Rd. Buffalo Gap		1		-				1	1									1		-		
37	Antilley Rd. Fairway Oaks Blvd		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
38	Antilley Rd. Directors Pkwy		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
Corsicana Ave. (Texas to Benbrook)		1																					
39	Corsicana Ave. Texas				-			1	1	1									1		-		
N. Willis St. (North 1 St. to Vogel)		4																					
40	N. 3rd St. N. Willis St.		1		-				1	1									1		-		
41	N. 10th St. N. Willis St.		1		-				1	1									1		-		
42	N. 12th St. N. Willis St.		1		-				1	1									1		-		
43	N. 18th St. N. Willis St.				-				1	1									1		-		
S. Willis St. (14th to 32nd)		4																					
44	S. 14th St. S. Willis		1	1	-	1		1	1	1					1	1	1	1	1		-	1	1
45	S. 20th St. S. Willis		1		-				1	1									1		-		
46	S. 23rd St. S. Willis		1		-				1	1									1		-		
47	S. 27th St. S. Willis		1		-				1	1									1		-		
Catclaw Dr. (Rebecca to Curry)		1																					
48	Catclaw Dr. Rebecca Ln.				-			1	1	1									1		-		
Judge Ely Blvd. (E Hwy 80 to Ambler)		4																					
49	N. Judge Ely Ambler Ln.		1		-				1	1									1		-		
50	E. N 16th St. N. Judge Ely		1		-				1	1									1		-		
51	E N 10th St. N. Judge Ely		1		-				1	1									1		-		
52	N. Judge Ely E Hwy 80		1	1	-	1		1	1	1					1	1		1	1		-	1	1
N. 3rd St. (Willis to Grape)		1																					
53	N. 3rd St. Grape St.			1	-				1	1									1		-		
54	N. 3rd St. Monckingbird			1	-	1		1	1	1					1	1	1	1	1		-	1	1

Table 1  
City of Abilene  
Traffic Signal Intersection Proposed Equipment

		# of signals	SIGNAL  RETIMING	DETECTION		PED DETECTION	CBD CAB/ Contr/MMU	CABINET	CONTROLLER	SWITCH		MMU	VIDEO	POLES	SIGNAL HEAD	PED HEADS		Recabling	COMMUNICATION				Electrical Service
				Video	Radar	PED			M60NEMA	ComNet	Comnet	MMU	Edge Connect				Conduit		Comm. Type	Hubs	FPP	Ground Box	
INTERSECTION											Ethernet over Copper												
N. 6th St/Leggett Dr. (1st to Grape)		3																					
55	N. 6th. St.	N Willis St.		1	-				1	1									1		-		
56	N. 6th. St.	N Mockingbird Ln.		1	-	1		1	1	1					1	1	1	1	1		-	1	1
57	N. 6th. St.	Grape		1	-				1	1									1		-		
58	N. 6th. St.	Westwood			-				1	1									1		-		
S. 20th St. (Sayles to Treadaway)		2																					
59	S 20th St.	Sayles		1	-				1	1									1		-		
60	S 20th St.	Butternut		1	-				1	1									1		-		
Industrial Blvd (Buffalo Gap to Maple)		1																					
	Industrial Blvd	Sayles (CIP Project)			-																-		
61	Industrial Blvd	Maple St.		1	-	1		1	1	1				1	1	1	1	1	1		-	1	1
Butternut St. (Treadway to 1st)		3																					
62	S. 14th St.	Butternut St.		1	-				1	1									1		-		
63	S. 11th St.	Butternut St.		1	-				1	1									1		-		
64	S. 7th St.	Butternut St.		1	-				1	1									1		-		
Communication Hubs																							
	Water Tower @ Highland																				1		
	Water Tower for north side																				1		
Signal Timing Intersections Not Listed Above		1																					
	N 5th St.	Grape		1																			
	N 1st St.	N Leggett Dr.		1																			

City to Perform Site Survey

City to Design

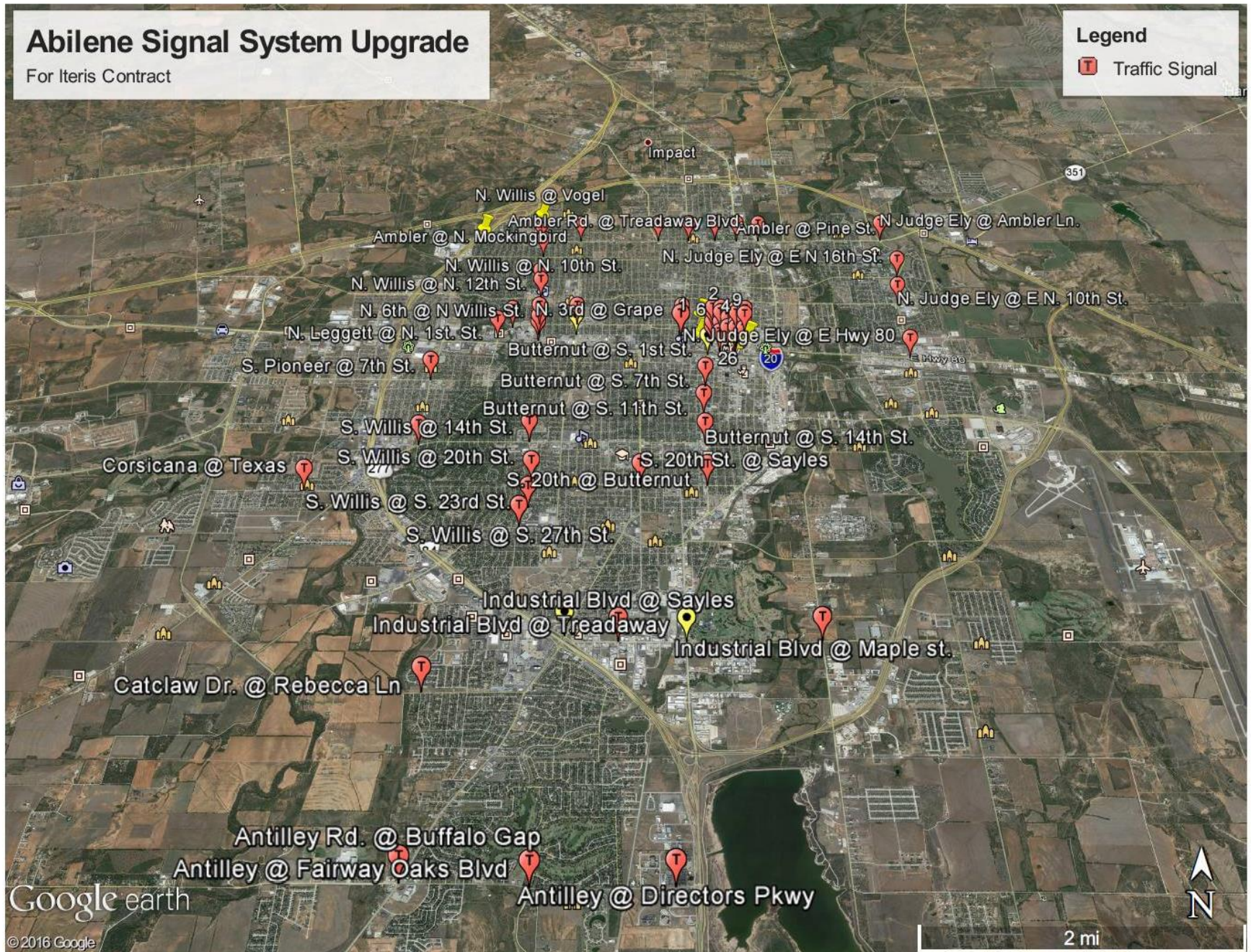


# Abilene Signal System Upgrade

For Iteris Contract

## Legend

 Traffic Signal







**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Michael Rice, Director of Public Works**

**SUBJECT: Resolution: Authorizing the City Manager to enter into a Professional Engineering Services agreement with eHT for the design of the Central Business District (CBD) Concrete Streets project. *(Rice)***

---

**GENERAL INFORMATION**

On May 9, 2015 Voters approved Proposition 1, which allowed for the issuance of \$45,975,000 for street projects. One of the street projects identified within Proposition 1 was the Central Business District area. This project will address needed concrete street repairs within the Central Business District area.

**SPECIAL CONSIDERATIONS**

The City of Abilene received proposals on January 8, 2016 in response to a published Request for Qualifications (RFQ) for the Design of the Central Business District Concrete Paving Repairs. Four firms submitted a Statement of Qualifications (SOQ), and an internal committee reviewed and evaluated the submittals. The selection committee was made up of the Director of Public Works, the City Engineer, and the Traffic Engineer. Each member conducted an evaluation, and then the committee met as a group to score the submittals. Submittals were to discuss and include: Transmittal Letter, Ability to Provide Services, Qualifications and Availability, Staffing Capabilities, Similar Project Experience, Project Approach, and History of Successful Performance. Submittals were scored based upon four criteria: Narrative (15%), Experience (45%), Schedule (15%), and References (25%). eHT scored the highest and staff selected them for this project.

**FUNDING/FISCAL IMPACT**

The total amount for this Professional Services Contract for Engineering services is in the amount of \$195,000.00. Funding for this contract will come from the Voter approved 2015 Bond Projects for Proposition 1.

**STAFF RECOMMENDATION**

Staff recommends City Council approve a resolution authorizing the City Manager to execute an agreement with eHT in the amount of \$195,000.00 for Engineering Services for Central Business District Concrete Street Improvements.

**BOARD OR COMMISSION RECOMMENDATION**

**ATTACHMENTS:**

Description	Type
▣ Resolution	Cover Memo
▣ Contract	Backup Material
▣ PowerPoint	Backup Material

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS,  
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH  
ENPROTEC / HIBBS & TODD (eHT).**

WHEREAS, ON May 9<sup>th</sup> 2015, voters approved Proposition 1 which allowed for the issuance of \$45,975,000 in General Obligation Bonds for street and road improvements; and,

WHEREAS, The City of Abilene made Requests for Qualifications (RFQ). Four firms submitted their Statement of Qualifications (SOQ); and,

WHEREAS, Local participation and experience working with the City was considered, and individual scores were accumulated and tabulated. Enprotec / Hibbs & Todd (eHT) significantly scored the highest of all the firms; and,

WHEREAS, The City Council authorizes the City Manager to execute an agreement with Enprotec / Hibbs & Todd (eHT) in the amount of \$195,000.00 for the Engineering of the Central Business District Concrete Street Repairs.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
ABILENE, TAYLOR COUNTY, TEXAS:**

- PART 1. The City Council authorizes the City Manager to execute an agreement with Enprotec / Hibbs & Todd (eHT).
- PART 2. That the design agreement is in the amount of \$195,000.00 for the design of the Central Business District Concrete Street Repairs.
- PART 3. That this Resolution shall take effect immediately from and after passage.

ADOPTED this 24<sup>th</sup> day of March, 2016.

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norman Archibald, Mayor

APPROVED:

\_\_\_\_\_  
City Attorney





## **PROFESSIONAL SERVICES CONTRACT**

### **ENGINEERS AND ARCHITECTS**

This contract, dated \_\_\_\_\_, 20\_\_\_\_, is between the City of Abilene ("City"), and Enprotec/Hibbs and Todd, Inc. ("Consultant").

The City wants to contract for professional services relating to the CBD Concrete Project from the 2015 Bond Election, and the Consultant will provide professional services to assist in accomplishing that objective.

The Consultant must perform services with the professional skill and care ordinarily provided by competent engineers or architects practicing in the same or similar locality and under the same or similar circumstances and professional license, and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer or architect.

### **I. TERMS**

In consideration of the compensation stated in paragraph II, the Consultant must provide all services as described in Attachment A, which is incorporated by reference for all purposes. The Consultant must complete all services by a mutually agreed upon date.

### **II. PAYMENT**

Payment is according to Attachment B.

### **III. ASSIGNMENT**

The Consultant may not assign in whole or in part any rights, duties, obligations or interest arising from this agreement without the City's prior written consent.

### **IV. AMENDMENT OR MODIFICATION**

This contract, including attachments, constitutes the entire agreement of the parties. Any statements, promises, or agreements made by either party or its agent which are not contained in this contract are of no effect. This contract may not be amended or modified except by both parties' written consent.

## **V. OWNERSHIP OF DOCUMENTS AND MATERIALS**

All documents and materials prepared by Consultant under the terms of this contract are the Consultant's property from the time of preparation. Consultant will deliver copies of the documents and materials to the City or make them available for inspection *whenever requested*. City has the right to make duplicate copies of such documents or materials for its own file or use for any other such purposes as the City deems necessary and there shall be no additional costs incurred because of such copying or use.

## **VI. NONDISCLOSURE**

The Consultant may not show to any person or entity any documents, reports, plans, programs, reports, drawings, or any other material which Consultant prepares or acquires in performing this contract, including any duplicate copies kept by Consultant. The Consultant may not disclose to any person or entity any information regarding the City's activities. The City may, however, specifically authorize a limited disclosure at its discretion.

## **VII. INDEMNITY**

### **A. Definitions**

**For the purpose of this section the following definitions apply:**

**"City" shall mean all officers, agents and employees of the City of Abilene.**

**"Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.**

**"Consultant" includes the person, corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.**

**"Consultant's employees" shall mean any employees, officers, agents, subcontractors, licensee and invitees of Consultant.**

**"Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure or loss of any and every nature, including but not limited to:**

- (i) injury or damage to any property or right**
- (ii) injury, damage, or death to any person or entity**
- (iii) attorneys fees, witness fees, expert witness fees and expenses, and**
- (iv) all other costs and expenses of litigation**

**“Premise Defects” shall mean any defect, real or alleged, which now exists or which may hereafter arise upon the premises.**

**B. Indemnity**

**The Consultant shall indemnify, hold harmless and defend the City against liability for damage that is caused by or results from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier committed by the Consultant or the Consultant’s agent, or another entity over which the Consultant exercises control.**

**The Consultant is an independent contractor and is not, with respect to its acts or omissions, an agent or employee of the City.**

**Consultant must at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of Consultant’s employees while in the vicinity where the work is being done. The City is not liable or responsible for the negligence or intentional acts or omissions of the Consultant or Consultant’s employees.**

**The City assumes no responsibility or liability for damages which are directly or indirectly attributable to premise defects. Responsibility for all such defects is expressly assumed by the Consultant.**

**The City and Consultant must provide the other prompt and timely notice of any covered event which in any way affects or might affect the Consultant or City. The City has the right to compromise and defend the same to the extent of its own interests.**

**VIII. INSURANCE**

**A. GENERAL REQUIREMENTS**

The Consultant agrees to maintain the type and amounts of insurance required in this contract throughout the term of the agreement. The Consultant is solely responsible for providing the required certificates of insurance. The City may terminate this agreement if the Consultant fails to timely comply with the insurance requirements.

The required insurance must be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies are subject to examination and approval by the City's Office of Risk Management for their adequacy as to content, form of protection, and providing company.

The required insurance naming the City as additional insured must be primary insurance and not contributing with any other insurance available to City, under any third party liability policy.

Before the City executes the notice to proceed with any work under this agreement, the Consultant must provide the City Secretary with either an original certificate of insurance or a certified copy of the insurance policy evidencing the required insurance. Thereafter, the Consultant

must furnish new certificates or copies of the policy before the expiration date.

## **B. ADDITIONAL REQUIREMENTS**

The required liability insurances and their certificates shall:

1. Name the City as an additional insured with respect to operations for which this agreement is made.
2. Provide for 30-day advance written notice of cancellation or material change.

## **C. TYPES AND AMOUNT OF INSURANCE**

The types of insurance required in this contract are those indicated by initials. If no initials appear on any of items 1 through 6, items 1 through 4 shall be required.

<u>Type</u>	<u>Amount</u>
<u>  x  </u> 1. Workers' Compensation Employer's Liability	Statutory \$100,000 per occurrence
<u>  x  </u> 2. Commercial (Public) Liability including but not limited to: . Premises/Operations . Independent Contractors . Products/Completed Operations . Contractual Liability (Insuring above indemnity) and where the exposures exist . Explosion Collapse and Underground	\$500,000 combined single limit for bodily injury and property damage (per occurrence)
<u>  x  </u> 3. Business Automobile Liability to include coverage for: . Owned/Leased Autos . Non-Owned Autos . Hired Cars	\$500,000 combined single limit for bodily injury and property damage (per occurrence)
<u>  x  </u> 4. Professional Liability	\$500,000 combined single limit (per occurrence)
<u>    </u> 5. See Addendum for Special Coverages and/or revisions	
<u>    </u> 6. No Insurance Required	

## **IX. VENUE, CHOICE OF LAW AND INTERPRETATION**

Venue for any cause of action arising under this contract is Taylor County, Texas. This contract is governed by the laws of the State of Texas both as to interpretation and performance. This contract shall, in any dispute over its meaning or application, be interpreted fairly and reasonably, and not more strongly for or against either party.

## **X. TERMINATION**

This contract may be terminated at any time upon 30 days written notice by City to Consultant. In the event of termination, Consultant will be compensated for work satisfactorily performed before the termination date.

If, through any cause, the Consultant fails to fulfill his obligations under this contract, or if the Consultant violates any of the agreements of this contract, the City has the right to terminate the contract by giving five days written notice to the Consultant. The Consultant will be compensated for work satisfactorily performed before the termination date.

The Consultant, however, is not relieved of liability to the City for damages sustained by the City because of any breach of contract by Consultant. The City may withhold any payments to Consultant for the purpose of setoff until the exact amount of damages due the City from the Consultant is determined and paid.

## **XI. PROJECT REPRESENTATION**

The City agrees to appoint a Project Representative to assist in obtaining information from various City departments as requested by Consultant and in coordinating, monitoring, and evaluating the project to its completion. The Project Representative has no control over the means, methods, techniques, or procedures employed by Consultant. The City is interested only in the results obtained under this contract; the manner and means of obtaining those results is solely under the Consultant's control.

## **XII. NOTICE**

All notices must be in writing, hand-delivered or mailed by certified mail, to the other party at the address below. The name and address for notification may be changed by notice to the other party.

<b>City - ATTN:</b> Larry Wright, P.E., City Engineer	<b>Consultant - ATTN:</b> David Todd, P.E., R.P.L.S.
City of Abilene	Enprotec/Hibbs & Todd, Inc.
P. O. Box 60	402 Cedar St.
Abilene, Texas 79604	Abilene, Texas 79601

### **XIII. COMPLIANCE WITH LAWS, CHARTER, ORDINANCES**

Consultant, its agents, employees and subcontractors must comply with all applicable federal and state laws, the charter and ordinances of the City of Abilene, and with all applicable rules and regulations promulgated by local, state and national boards, bureaus and agencies. Consultant must obtain all necessary permits and licenses required in completing the work contracted for in this agreement.

### **XIV. NO INDEBTEDNESS**

Consultant agrees that no payments owed by him of any nature whatsoever to the City, including payment in advance for service charges or any sums of any character whatsoever, shall become delinquent or in arrears.

The City will not knowingly award contracts for goods or services to any bidder in arrears to the City for any debt, claim, demand, or account whatsoever, including taxes, penalty and interest. Consultant is responsible for ensuring that no indebtedness exists.

Section 130 of the City Charter authorizes the City to counterclaim and offset against any debt, claim, demand or account owed by the City to any person, firm or corporation in arrears to the City for any debt, claim, demand or account of any nature whatsoever, including taxes, penalty and interest.

### **XV. EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City to recruit, employ, and to provide compensation, promotion, and other conditions of employment without regard to race, color, religion, sex, age, national origin, or disability. The City affirms that employment decisions shall be made only on the basis of bona fide occupational qualifications. The City shall continually review its employment practices and personnel procedures and take positive steps to assure that equality of employment opportunity in the City of Abilene, Texas, is a fact as well as an ideal.

### **XVI. VERIFICATION OF EMPLOYMENT ELIGIBILITY**

Consultant must comply with the Immigration Reform and Control Act (IRCA) and may not knowingly obtain labor or services of an unauthorized alien. Consultant -- not City -- must verify eligibility for employment as required by IRCA.

### **XVII. MINORITY AND WOMEN BUSINESS ENTERPRISES**

The City hereby gives notice that Minority and Women Business Enterprises will be afforded equal opportunities to submit bids in for this contract and will not be discriminated against on the grounds of race, ethnicity, color, sex, religion or national origin in awarding the contract. Technical assistance is available to Minority and Women Business Enterprises through the Texas Tech University Small Business Development Center, 500 Chestnut St., 6<sup>th</sup> floor, Abilene, Texas, 79602, 325-690-0300.

### XVIII. SALES TAX

The City qualifies as an exempt agency under the Texas Limited Sales, Excise and Use Tax Act (the "Tax Act"), and is not subject to any State or City sales taxes on materials incorporated into the project. Labor used in the performance of this contract is also not subject to State or City sales taxes. The City will provide an exemption certificate to the Consultant. The Consultant must have a sales tax permit issued by the Comptroller of Public Accounts and shall issue a resale certificate complying with the Tax Act, as amended, when purchasing said materials. The Consultant is responsible for any sales taxes applicable to equipment purchases, rentals, leases, consumable supplies which are not incorporated into the project, tangible personal property purchased for use in the performance of this contract and not completely consumed, or other taxable services used to perform this contract, or other taxes required by law in connection with this contract.

IN WITNESS HEREOF the parties have executed this agreement.

CITY OF ABILENE

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

APPROVED:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Risk Manager

INSERT CONSULTANT'S NAME

By:  \_\_\_\_\_

Title: EXEC. VP

Address: 402 Cedar Street  
Abilene, Tx 79601

Phone Number: 325-698-5560

Fax Number: 325-691-0058

Federal Tax I.D.# 75-2258512

ATTEST: (If Corporation)

  
\_\_\_\_\_  
Corporation's Secretary

Corporate Seal (if available): \_\_\_\_\_

## **ATTACHMENT A**

### **SCOPE OF SERVICES**

The consultant shall provide engineering services (see phases below and associated time line Attachment A-1) for the 2015 bond project known as the CBD Concrete Project limiting street repairs to the limits as shown on Exhibit A.

#### **1. Preliminary Phase:**

- A. Consult with the City to Determine the Requirement(s) of this Project.
- B. Provide a base map of the project area identifying existing concrete slabs by number and identifying pavement failures within each slab. Base map will also indicate the installation of electrical conduits at traffic signals within the project area.
- C. Prepare a preliminary report with base map indicating pavement replacement areas, associated costs, phasing and construction schedule.

#### **2. Design Phase:**

- A. On the basis of the approved preliminary phase documents, prepare detailed construction drawings and specifications for the Project.
- B. Furnish to the City engineering data for and assist in the preparation of the required documents such as traffic control plan, accessibility review, so that the City may secure approval of such governmental authorities as have jurisdiction over design criteria applicable to the project.
- C. Advise the City of any adjustment of the cost estimate for the project caused by changes in scope, design requirement or construction costs and furnish a revised cost estimate for the project based on the completed drawings and specifications.
- D. Preparation of Bid Packet/Contract Documents.
- E. Make recommendation of construction award to City.
- F. Hold a Pre-Construction Conference.
- G. Issuance of Notice to Proceed to construction Contractor.
- H. City shall prepare the monthly estimate and Consultant shall review the monthly estimate and make a recommendation on payment.



### 3. Construction Phase:

- A. Make periodic visits to the site to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the plans, specifications, and contract documents; the Consultant will make on-site inspections to check the work at critical construction period, the Consultant will not be responsible for the techniques and sequences of construction and the Consultant will not be responsible for the Contractor's failure to perform the construction work in accordance with the plans, specifications, and contract documents; and during such visits and on the basis of the Consultant's on-site observations as an experience and qualified design professional, the Consultant will keep the City informed of the progress of the work and will endeavor to guard the City against defects and deficiencies in the work of Contractors, and may disapprove work as failing to conform to the plans and specifications, and contract documents.
- B. Check samples, catalog data, shop drawings, laboratory, ship; and mill tests of materials and equipment and other data which the Contractor is required to submit, only for the conformance with the design concept of the Project and compliance with the information given by the plans, specifications, and contract documents; and accept or frequent all such submittal data furnished by the Contractors, materials used, and work performed by the Contractor as either complying or not complying with the intent of the plans, specifications and contractor documents.
- C. Consult and advise the City, act as the City's representative at the Project site, issue all instructions of the City to the construction contractors that do not conflict with good engineering practice, and prepare routine change orders as required.
- D. Processing and submittal of Change Orders (if required).
- E. Field interim inspections by Project Architect/Engineer.
- F. Based on the Consultant's on-site observations as an experienced and qualified design professional and on the Consultant's review of the Contractor's applications for payment, determine the amount owing to the Contractor in such amounts; such approvals payment to constitute a representation to the City, based on such observations and review and data comprising such applications, that the work has progressed to the point indicated and that, to the best of the Consultant's knowledge, information, and belief, the quality of work is in accordance with the plans, specifications, and contract documents, subject to the result of the subsequent testing called for in the specifications and contract documents and any qualifications stated in the approval.

- G. Conduct, in company with the City Engineer and accessibility representative, a final inspection of the Project for conformance with the design concept of the Project and compliance with the plans, specifications, and contract documents, and recommend in writing final payment to the Contractor.
- H. Prepare Certificate of Construction Completion.
- I. Make an inspection of the Project prior to expiration of the guarantee period and reporting observed discrepancies under guarantees provided by the construction contract.
- J. Furnishing the City, a set of record prints of drawings and addendum drawings showing those changes made during the construction period, based upon the marked up prints, drawing, and other data furnished by the Contractor the Consultant and which Consultant considers to be significant.

ATTACHMENT A-1

MONTHS

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Preliminary Phase																											
Design Phase																											
Regulatory Review																											
Bidding Phase																											
Construction Phase																											
Closeout Phase																											

Note: Construction Phase Time is estimated.

## **ATTACHMENT B**

### **PAYMENT SCHEDULE**

Compensation is based on actual hours of work/time devoted to providing the described Engineering services and will be paid according to agreed guideline below not to exceed \$195,000.00.

The following guidelines shall be used to monitor the rate for payment:

1.	Preliminary Phase	<u>\$65,000.00</u>
2.	Preparation of Final Plans and Specifications	<u>\$75,000.00</u>
3.	Clearance of Plans and Specifications by Regulatory Agency	<u>\$5,000.00</u>
4.	Bid Advertisement and Receipt of Bids	<u>\$5,000.00</u>
5.	Construction Phase Services	<u>\$40,000.00</u>
6.	Submittal of "Record Drawings" & filing of all required close-out information.	<u>\$5,000.00</u>
Total:		<u>\$195,000.00</u>

Prior to any payment to the Consultant, Consultant shall provide a brief written report updating progress compared to the written project schedule.

## CURRENT HOURLY CHARGES FOR PROFESSIONAL SERVICES

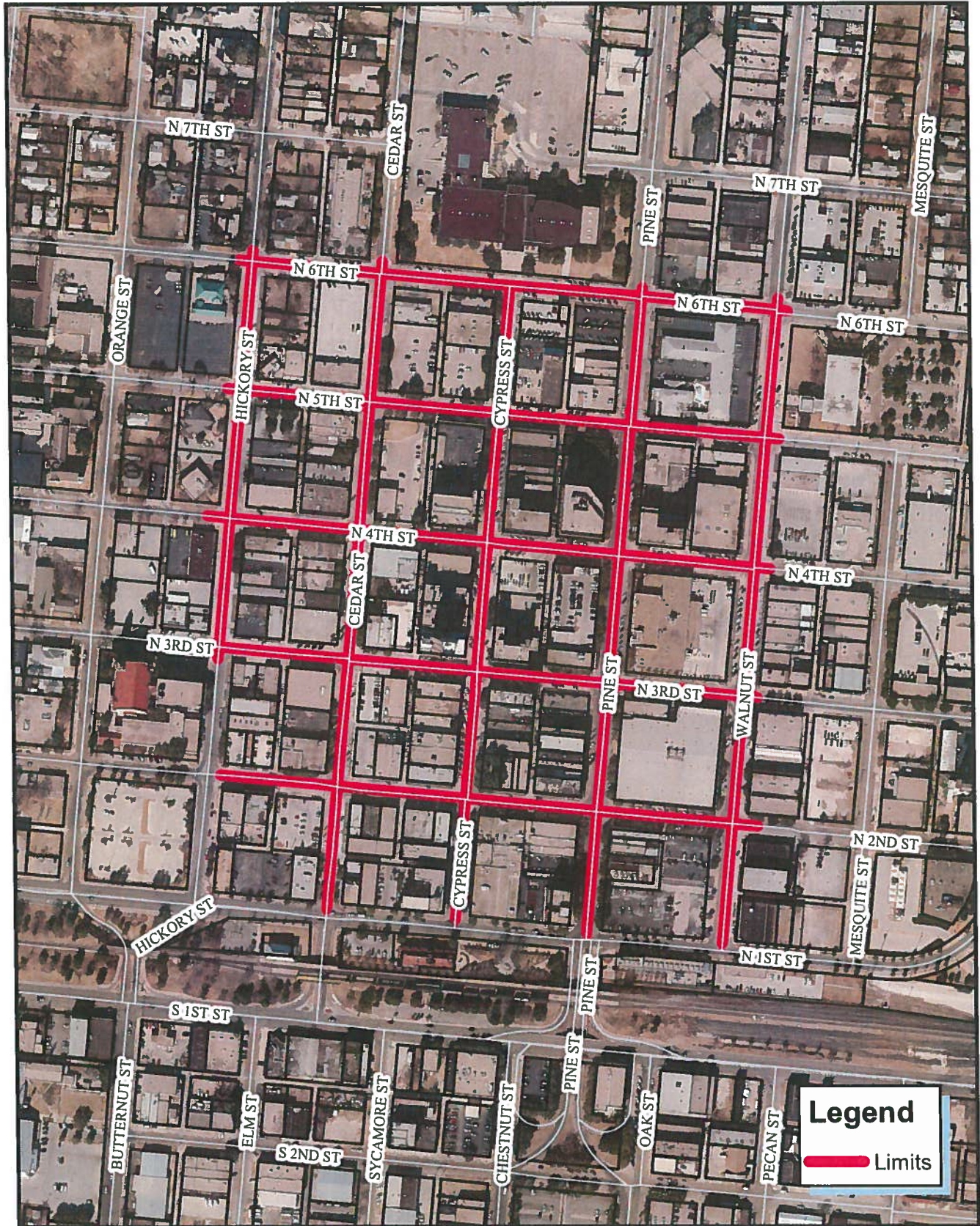
Charges include all salaries, salary expense, overhead, and profit.

Principal.....	\$ 190.00 per hour
Senior Project Manager .....	160.00 per hour
Project Manager .....	140.00 per hour
Senior Engineer / Geologist.....	135.00 per hour
Project Engineer / Geologist.....	125.00 per hour
Senior Engineering Technician .....	120.00 per hour
Staff Engineer I / Geologist.....	115.00 per hour
Staff Engineer II / Geologist.....	95.00 per hour
RPLS I .....	125.00 per hour
RPLS II .....	90.00 per hour
Operations Specialist / Regulatory Compliance Specialist .....	120.00 per hour
Engineering Technician I .....	100.00 per hour
Engineering Technician II .....	85.00 per hour
Engineering Technician III .....	70.00 per hour
CMT Tech I.....	50.00 per hour
CMT Tech II.....	45.00 per hour
Environmental Tech I .....	85.00 per hour
Environmental Tech II.....	70.00 per hour
Survey Tech I.....	70.00 per hour
Survey Tech II.....	50.00 per hour
CAD I .....	100.00 per hour
CAD II .....	90.00 per hour
CAD III .....	70.00 per hour
CAD IV .....	45.00 per hour
Secretarial.....	50.00 per hour
Survey Party Conventional .....	155.00 per hour - 3 man
.....	140.00 per hour - 2 man
GPS Survey Party.....	160.00 per hour
Our survey parties come equipped with surveying equipment appropriate for the job before them. No separate charges are made for use of electronic distance measuring devices, theodolites, vehicles, radios, etc.	
Expense Items	
Consultants, Contractors & Supplies .....	Cost plus 10%
Blue Line Prints.....	2.50 per copy
Film Sepias.....	10.00 per copy
Travel (out of town only) .....	Current IRS rate per mile
Lodging and meals (out of town trips).....	Actual cost

01/01/15



# EXHIBIT A







## **CITY COUNCIL**

Mayor Norm Archibald  
Shane Price  
Bruce Kreitler  
Anthony Williams  
Jay Hardaway  
Kyle McAlister  
Steve Savage  
City Manager: Robert Hanna

## **CIVIC ABILENE, INC.**

David Gist  
Joe Russey  
Clint Rosenbaum  
Neomia Banks  
Tom Boecking  
Joe Alcorta, Sr.  
Steve Leggett  
Peggy Manning  
Charles Perkins  
Mike Warren  
Laura Donaway  
Micki Wright  
Shaun Rea Martin  
John Thomas

Director: Molly Moser

## **DEVELOPMENT CORPORATION OF ABILENE**

John Beckham  
Dani Ramsay  
Marelyn Shedd  
Jack Rich  
Dave Copeland

Director: Kent Sharp



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM E-CIQ

For vendor or other person doing business with local governmental entity

---

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

---

**1. Name of person doing business with local governmental entity.**

First Name

MI

Last Name

---

**2.**

☐

**Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

---

**3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.**

---

**4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.**

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM E-CIQ

Page 2

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship.

**5. Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

D. Describe each affiliation or business relationship.

**6. Describe any other affiliation or business relationship that might cause a conflict of interest.**

---

## 7. Signature

I, \_\_\_\_\_, hereby swear or affirm that I completed the Form CIQ on \_\_\_\_\_.

I understand that by signing, I am submitting Form CIQ to the [ \_\_\_\_\_ ] and hereby represent that the information provided by me is true and correct. A false statement or misrepresentation by me may result in disqualification to transact business with the [ \_\_\_\_\_ ] in the future and may subject me to penalties under Chapter 176 of the Texas Local Government Code.

Email Address: \_\_\_\_\_ (optional)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/18/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MHBT Inc. 8144 Walnut Hill Lane, 16th Fl Dallas TX 75231		<b>CONTACT NAME:</b> R. Elaine Cline <b>PHONE (A/C, No, Ext):</b> 972-770-1643 <b>FAX (A/C, No):</b> 972-770-1699 <b>E-MAIL:</b> elaine_cline@mhbtt.com <b>ADDRESS:</b> elaine_cline@mhbtt.com	
<b>INSURED</b> Enprotec/Hibbs & Todd, Inc. 402 Cedar St. Abilene TX 79601		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Ohio Security Insurance Co. 24082 INSURER B : Sentinel Insurance Company Ltd 11000 INSURER C : Continental Casualty Company 20443 INSURER D : Texas Mutual Insurance Company 22945 INSURER E : Catlin Insurance Company, Inc. 19518 INSURER F :	

## COVERAGES

CERTIFICATE NUMBER: 1257456511

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC			BZS56561774	4/2/2015	4/2/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPIOP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			46UECKI3007	4/2/2015	4/2/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			6012051379	4/2/2015	4/2/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	TSF0001141768	1/30/2016	1/30/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Prof, Pollution, Protective & Technology Liability			AED7515560416	4/2/2015	4/2/2016	Each Claim \$5,000,000 Aggregate \$5,000,000 SIR - Per Claim \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured form #BP7996 edition 07/10 applies to the General Liability policy.  
Waiver of subrogation form #BP0497 edition 01/06 applies to the General Liability policy.  
Primary & Non-Contributory General Liability form #BP7996 edition 07/10.

Additional Insured form #HA9916 edition 03/12 applies to the Automobile Liability policy.  
Waiver of subrogation form #HA9916 edition 03/12 applies to the Automobile Liability policy.  
See Attached...

## CERTIFICATE HOLDER

## CANCELLATION

City of Abilene Texas Attn: Risk Manager P.O. Box 60 Abilene TX 79604	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# **ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY MHBT Inc.		NAMED INSURED Enprotec/Hibbs & Todd, Inc. 402 Cedar St. Abilene TX 79601	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

## **ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Primary & Non-Contributory Automobile Liability form #HA9916 edition 03/12.

Waiver of subrogation form #G48437A edition 10/11 applies to the Umbrella Liability policy.

Waiver of subrogation form #WC420304B edition 06/14 applies to the Workers Compensation policy.

The General Liability policy includes a blanket additional insured endorsement to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability policy contains an endorsement with "Primary and NonContributory" wording that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.

The General Liability policy contains a blanket waiver of subrogation endorsement that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.

The Automobile Liability policy contains language that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The Automobile liability policy includes waiver of subrogation wording that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.

The Automobile Liability policy contains an endorsement with "Primary and NonContributory" wording that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.

The Umbrella Liability policy contains a blanket waiver of subrogation endorsement that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.

The Worker's Compensation policy includes a waiver of subrogation endorsement that may apply only when there is a written contract between the named insured and the certificate holder that requires such wording.

Re: Abilene Police Evidence Building Assessment

# EXHIBIT A



City of Abilene  
Reference Map





**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: James W. Childers, Assistant City Manager**

**SUBJECT: Resolution: Authorizing the City Manager to execute a Memorandum of "Agreement" between the City of Abilene and the Abilene Youth Sports Authority (AYSA) for the lease of real property and construction of a youth sports facility (*Childers*)**

---

**GENERAL INFORMATION**

The Abilene Youth Sports Authority (AYSA) is a local 501 (c)(3) nonprofit that was founded in 2004 for the purpose of influencing kids and adults to become better individuals through quality youth sports programs.

AYSA primarily serves as a conduit to connect youth sports stakeholders to leagues, clinics and other resources to maximize their experience. In an effort to extend its expressed mission, AYSA has approached the City about a partnership opportunity in which a 55,000 square foot indoor sports facility would be constructed in Grover Nelson Park. The funds for the facility construction will come from private fund raising efforts by AYSA while the City would fund site development and infrastructure improvements worth up to \$1.67 Million.

The City and AYSA will enter into a Memorandum of Understanding (MOU) that will allow the group 30 months to undergo a capital fund raising campaign that will raise \$7,500,000 towards the construction outfitting of the proposed facility. An additional \$1,000,000 will be raised as an endowment to ensure that the facility is properly maintained to the highest quality. By agreement, the City will not be obligated to spend any funds towards the site development and infrastructure of the location until such time the funds have been raised by AYSA. The City will also have no obligation should the 30 months in the MOU expire without the construction funds being raised.

**SPECIAL CONSIDERATIONS**

The City's 2008 and 2014 Park Master Plan updates both reference the partnership possibilities with AYSA for the development of a indoor sports facility on City Parkland.

It should be noted that Transformer Trail will need to be reconstructed in coordination with this project. This work will cost \$630,000, but is not being included as part of this agreement since it's a public street that needs to be addressed exclusively of what happens with the AYSA facility.

**FUNDING/FISCAL IMPACT**



The City funded component for this project will not exceed \$1,670,000 and will be funded from a to be determined future Capital Improvement Program funding cycle. The MOU with AYSA allows the group 30 months to raise \$8.5 Million. City staff will work closely with AYSA leadership to coordinate CIP funding as closely as possible with the anticipated fundraising completion date. It is anticipated that the funds would be expended from either the 2017 or 2018 CIP year.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council approve the MOU with AYSA for the development of the indoor sports facility in Nelson Park.

### **BOARD OR COMMISSION RECOMMENDATION**

The Parks and Recreation Board recommended that the City Council approve a lease of dedicated Parkland and the construction and operation of a facility in Nelson Park at its March 8, 2016 meeting.

The Abilene Zoological Society Board unanimously approved a resolution of support for AYSA developing a facility in Nelson Park at its March 4, 2016 meeting.

### **ATTACHMENTS:**

Description	Type
▣ Resolution	Cover Memo
▣ AYSA Presentation	Cover Memo
▣ COA AYSA Presentation	Presentation
▣ AYSA MOU	Cover Memo



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS  
AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN  
AGREEMENT WITH THE ABILENE YOUTH SPORTS AUTHORITY FOR THE  
LEASE OF REAL PROPERTY LOCATED AT NELSON PARK.**

**WHEREAS**, the Abilene Youth Sports Authority is an organization that encourages, promotes and organizes youth sporting events; and

**WHEREAS**, the Abilene Youth Sports Authority desires to build a state-of-the-art youth sports facility in the City of Abilene to further their goal of encouraging, promoting and organizing youth sporting activities; and

**WHEREAS**, the City Council also encourages youth and their families living within and outside the City of Abilene to participate in youth sporting activities; and

**WHEREAS**, the Abilene Youth Sports Authority intends to raise private funds in the amounts of \$7,500,000 to construct the youth sports facility and \$1,000,000 for an endowment to maintain the youth sports facility; and

**WHEREAS**, upon successful completion by the Abilene Youth Sports Authority of its fundraising campaign, the Abilene Youth Sports Authority desires to lease from the City of Abilene certain land located in Nelson Park; and

**WHEREAS**, the City of Abilene agrees to lease to the Abilene Youth Sports Authority certain land located in Nelson Park upon the Abilene Youth Sport Authority successfully completing its fundraising campaign; and

**WHEREAS**, the City of Abilene shall provide its services, in an amount not to exceed \$1,600,000, in public improvements in the form of roads, parking, lighting, sidewalks and landscaping to the leased premises for the benefit of the local and regional youth sports that will be served by the youth sport facility; and

**WHEREAS**, in the event that the Abilene Youth Sports Authority ceases to operate the youth sports facility the facility shall revert to the ownership of the City of Abilene; and

**WHEREAS**, the City of Abilene Parks and Recreation Board has considered and approved the lease of Nelson Park park land to the Abilene Youth Sports Authority for the purpose of building and operating the youth sports facility; and

**WHEREAS**, the City Council believes that it is in the best interest of the City of Abilene and its citizens and serves a public purpose to enter into a partnership agreement with the Abilene Youth Sports Authority.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:**

Part 1: The City Manager is hereby authorized to negotiate and execute an agreement with the Abilene Youth Sports Authority, that upon the Abilene Youth Sports Authority's successful completion of its fundraising campaign, the City of Abilene shall lease real property located at Nelson Park for the purpose of the Abilene Youth Sports Authority building and operating a youth sports facility for the benefit of local and regional youth sports, and shall provide services in the form of construction of and improvements to roads, parking, lighting, sidewalks and landscaping on the leased Premises for the benefit of the facility.

Part 2. That this Resolution takes effect immediately upon its adoption.

**ADOPTED this 24<sup>th</sup> day of March, 2016.**

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

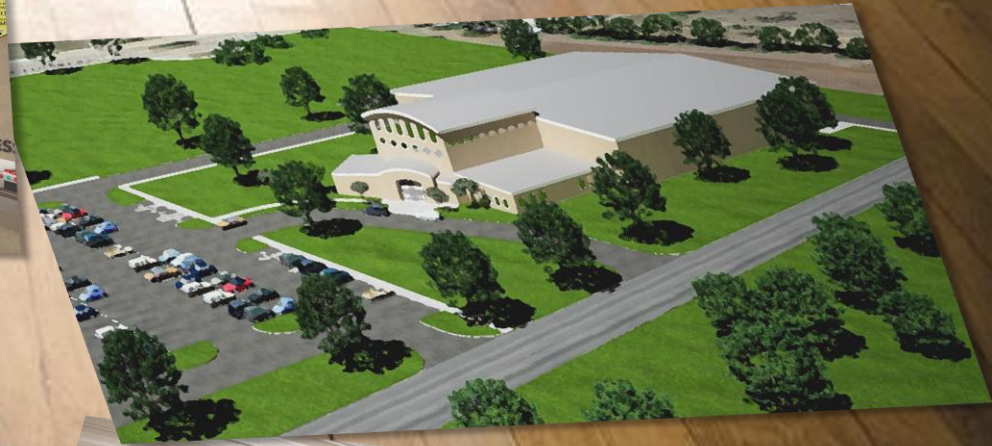
\_\_\_\_\_  
Norman Archibald, Mayor

APPROVED:

\_\_\_\_\_  
Stanley Smith, Interim City Attorney

# THE ABILENE YOUTH SPORTS CENTER

A GAME-CHANGING VISION FOR ABILENE & THE BIG COUNTRY





# THE HIGHER PURPOSE



**"The evidence supporting youth sports participation is overwhelming... it has the power to combat everything from racism to low self-image, to the high-school drop-out rate." – Sue Castle, PBS Sports**

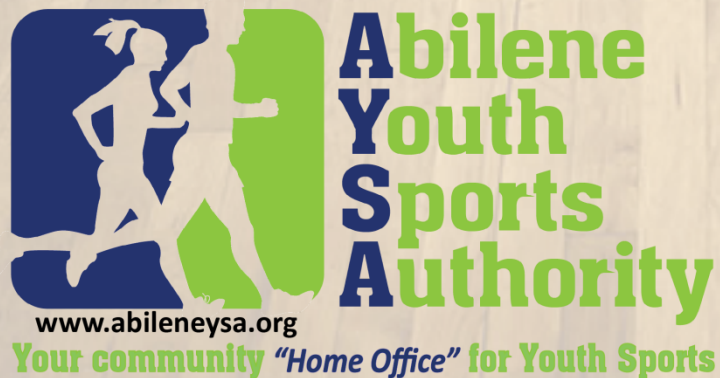


**A GAME-CHANGER FOR ABILENE**

# ABOUT ABILENE YOUTH SPORTS AUTHORITY



- ✓ ***Founded by ABILENE Citizens passionate about Kids, Character, Community & Sports***  
*(2004 - 501(c)(3) Public Charitable Organization)*
- ✓ ***Governed by ABILENE Volunteer Board of Directors***
- ✓ ***Funded by ABILENE Corporate Partners, Event-Tournament Revenues, Local Grants***
- ✓ ***WE ARE ABILENE!***



**A GAME-CHANGER FOR ABILENE**



# PROPOSED YOUTH SPORTS CENTER



## A MULTI-PURPOSE INDOOR YOUTH SPORTS VENUE *LOCAL COMMUNITY YOUTH SPORTS PROGRAMS* & *PREMIER REGIONAL YOUTH SPORTS ATTRACTION*



- Leagues, tournaments, camps, clinics
- Non-school youth sports for Pre-K to High School ages
- Increased Tourism / Economic Growth
- Improved Quality of Life

*(Convention Sports & Leisure Int'l, Plano, TX)*

### A GAME-CHANGER FOR ABILENE

# YOUTH SPORTS CENTER – MORE GROWTH / MORE VARIETY



Every area designed for multiple users, hosting a variety of events and groups throughout the year.

## MULTIPLE USES

- Youth Sports Offices
- Volleyball/Basketball Leagues (8-10)
- Volleyball/Basketball Tournaments (18-22)
  - Skills Academies/Camps (12-14)
    - Indoor Football Training
    - Indoor Baseball Training
    - Indoor Softball Training
  - Cheerleading Competitions (1-2)
- Gymnastics Competitions (2-3)
- Martial Arts Competitions (2-3)
- Club Sports
- Party Rentals
- Lessons (Individuals, Groups)
- Group Meetings
- Conferences (2-3)
- Sports Expos (1-2)

*(Convention Sports & Leisure Int'l, Plano, TX)*

**A GAME-CHANGER FOR ABILENE**

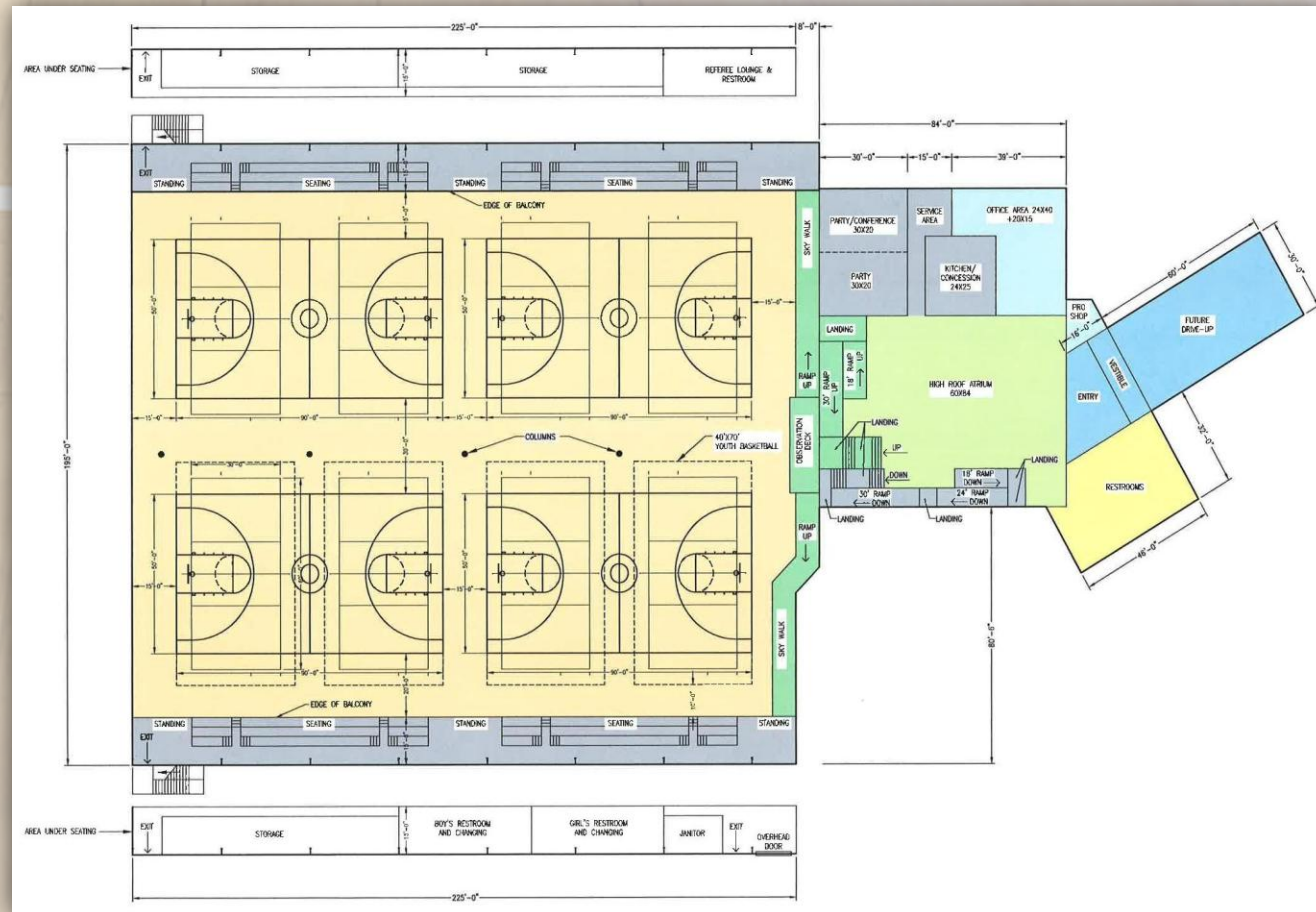


# PREMIER ARENA THE DETAILS



## ARENA AMENITIES

- 55,500 multipurpose sq. ft.
- 4 - regulation basketball courts
- 4 - youth basketball courts
- 8 - regulation volleyball courts
- Concessions/Dining
- Multi-use meeting rooms
- Youth Sports Offices
- Restrooms/Officials Lounge
- Equipment rooms/storage
- Hardwood court flooring
- Suspended sports equipment
- Handicap Access/Seating
- State-of-the-art Audio/Video



**A GAME-CHANGER FOR ABILENE**



# PREMIER ARENA THE DESIGN



**MAXIMUM FLEXIBILITY - PUBLIC SAFETY - EFFECTIVE TRAFFIC FLOW**

**A GAME-CHANGER FOR ABILENE**



# PREMIER ARENA QUALITY OF LIFE



**Greater Convenience! / Keeping Families Together!**

**A GAME-CHANGER FOR ABILENE**



# PREMIER ARENA EXPANDED LEAGUES – MORE KIDS IN THE GAME



**YEAR-ROUND LEAGUES:**      **4-5 VOLLEYBALL / 4-5 BASKETBALL**  
**Ages 5-17**                      **2,400+ Players**                      **Local – Area – Regional**

**A GAME-CHANGER FOR ABILENE**



# **PREMIER ARENA SIMULTANEOUS ACTIVITIES**



**CAMPS / CLINICS / SKILLS ACADEMIES / LESSONS / PRACTICES / PARTIES**

**A GAME-CHANGER FOR ABILENE**



# PREMIER ARENA ECONOMIC DEVELOPMENT

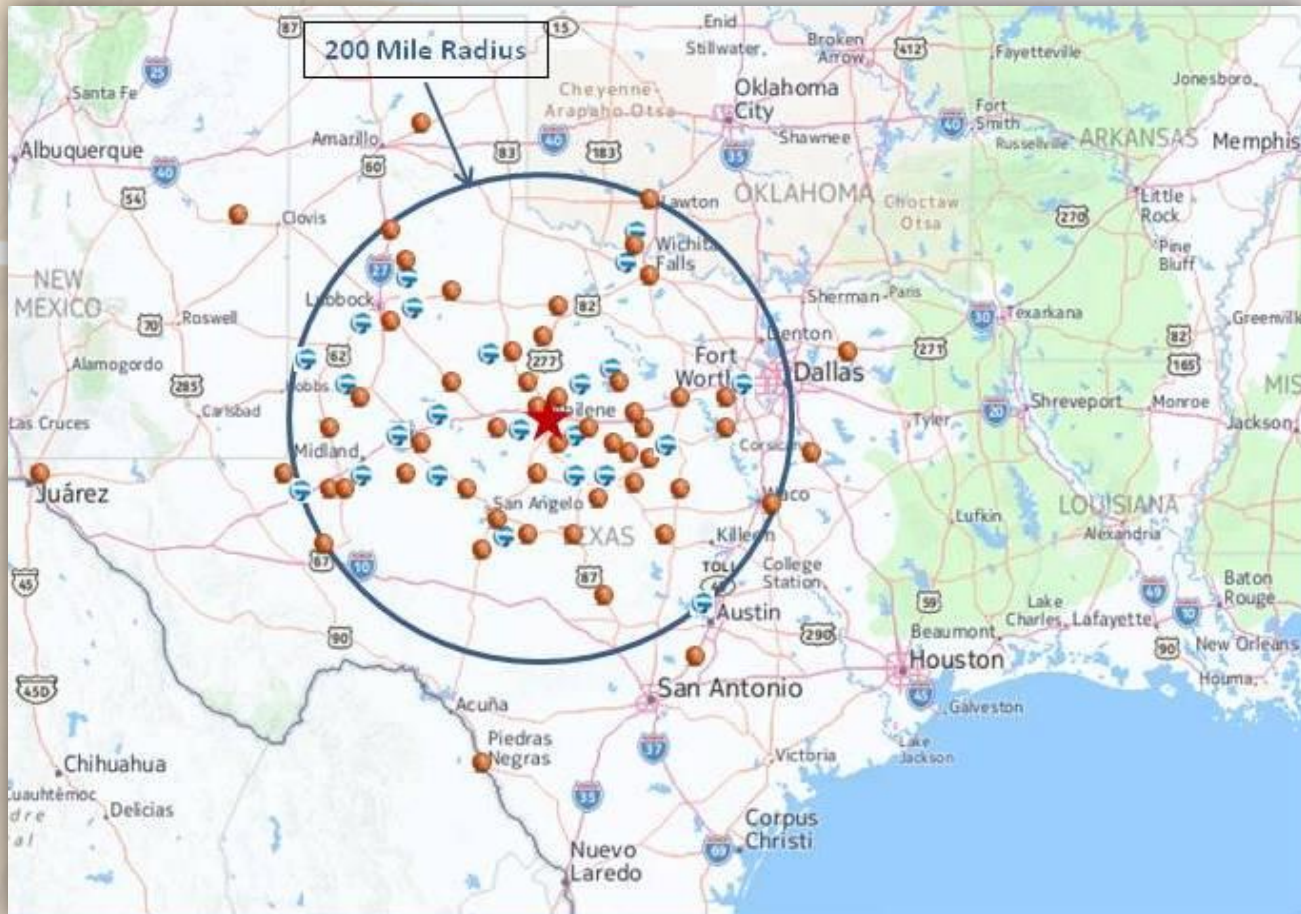


***Amarillo - Lubbock - Wichita Falls - DFW - Waco - Austin - San Antonio  
San Angelo - Midland/Odessa - Eastern New Mexico - Southern Oklahoma***

**A GAME-CHANGER FOR ABILENE**



# PREMIER ARENA ECONOMIC DEVELOPMENT



***2011–2015 AYSA Tournaments: 22 Events / 60 Cities / 600 Teams / 6,000 Players***

**A GAME-CHANGER FOR ABILENE**



# PREMIER LOCATION WIN-WIN FOR ABILENE



Approximately 12 acres in Nelson Park – Southeast Corner



## A GAME-CHANGER FOR ABILENE



# PREMIER LOCATION USER-FRIENDLY DESIGN



Easy Access / Effective Traffic Flow / Outstanding Curb Appeal



**A GAME-CHANGER FOR ABILENE**



# PREMIER LOCATION UNIQUE DESTINATION

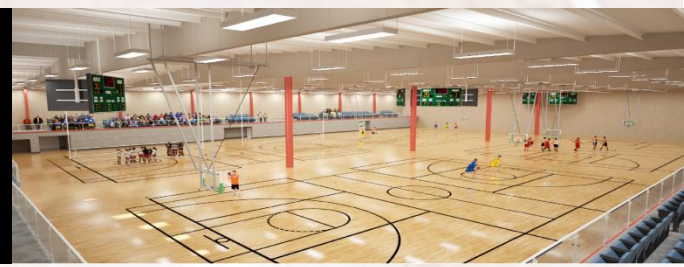


**Premier Regional Family Park! / One-of-a-Kind Attraction!**



**A GAME-CHANGER FOR ABILENE**

# ABILENE YOUTH SPORTS CENTER CAPITAL CAMPAIGN



## CONSTRUCTION ESTIMATES

**\$7.5 MILLION**

Building Construction

\$ 6,400,000

*(Foundation, Structure, Court Flooring, Mechanical, Electric, Plumbing, etc.)*

Fixed Equipment

\$ 260,000

*(Basketball Goals, Volleyball Standards, Court Curtains, Concession Equipment, etc.)*

Furnishings/Audio/Video

\$ 200,000

*(Furniture, Scoreboards, PA Systems, etc.)*

Professional Fees

\$ 590,000

*(Architectural, Engineering, Surveys, Permits, Testing, Inspections, etc.)*

Contingencies/Miscellaneous

\$ 50,000

**TOTAL CONSTRUCTION**

**\$ 7,500,000**

## ENDOWMENT

**\$1 MILLION**

**\*Endowment Funds designated to help ensure future generations enjoy a first-class facility\***

*(Annual maintenance and future upgrades of the highly-used state-of-the-art sports equipment and flooring)*

**A GAME-CHANGER FOR ABILENE**



# **GAME-CHANGING BENEFITS FOR THE COMMUNITY**



- **Increased Youth Sports Opportunities for More Local Families**
- **Premier Regional Destination for Youth Sports**
- **Privately-Funded Construction and Operations**
- **Increased Tourism Spending / Economic Growth**
- **Complimentary Neighbor for other Nelson Park Venues**
- **Win/Win Attraction for Local Families and Tourism Visitors**

**A GAME-CHANGER FOR ABILENE**

# **FIRST STEP PUBLIC-PRIVATE PARTNERSHIP**



## **MEMO OF UNDERSTANDING AGREEMENT**

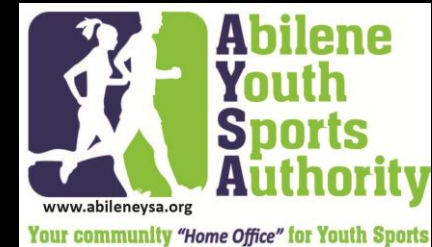
- The City allocates designated acreage for the construction and operations of the Abilene Youth Sports Center.
- The City allows up to 30 months for AYSA to secure the necessary private funding to begin construction.
- Once the Capital Campaign is successful – AYSA and the City would enter a long-term land lease arrangement.
- If the Capital Campaign is not successful in this time frame, the allocation of land would be cancelled.

**A GAME-CHANGER FOR ABILENE**





# BUILDING A BETTER GAME TO PLAY THE GAME BETTER



# AYSA Sports Facility at Nelson Park



Defining AYSA and City Roles in the project



# Has the City ever entered into a similar Arrangement?

Yes, the City has entered into agreements with non-profit groups that either own or operate facilities on City parkland

## Rose Park

- Abilene Community Theatre (ACT)
- Abilene Bridge Club
- Boy Scouts Building

## Red Bud Park

- YMCA





# What does the Memorandum of Understanding Stipulate for AYSA?

AYSA is Responsible for:

- Raising the funds for the construction of the facility (\$7.5 Million)
- All operation and maintenance costs of the facility
- Plan to raise \$1 Million endowment for maintenance
- Meeting all insurance requirements of the City

# What does the Memorandum of Understanding Stipulate for the City?

The City is Responsible for:

- \$1,670,000 for public improvements serving the facility (water, sewer, sidewalks, storm water detention, etc.)
- \$630,000 for reconstruction Transformer Trail (not required by MOU)

## What if AYSA ever stops operating the facility?

- The MOU speaks to the fact that the operation and ownership of the facility would fall back to the City should AYSA stop operating it
- City would prefer that a third party operate the facility if ownership ever reverted to the City
- The City could feasibly operate this facility by altering staffing levels at existing Recreation Centers

# Examples of this concept in other communities

- Plano Sports Authority is the best example of this concept successfully launched in other communities
- The Non-profit owns and operates facilities in Plano, Murphy, and McKinney
- All facilities are built on parkland or City owned property



# What input does our last two parks masterplans provide on this concept?

- The 2008 Parks Master Plan specifically references a partnership with AYSA on a larger facility to meeting both entities' needs
- The 2014 Parks Master Plan update supports the recommendation in the 2008 plan
- AYSA expresses desire at this time is to operate this facility as a field house and not as a recreation center

# Impact on current and future Nelson Park Amenities

- The Abilene Zoological Society (AZS) and the City partnered to hire a park design firm to help determine the best location for the AYSA facility in relation to the existing amenities in the park
- With site selection complete, the firm is now working on a long term Nelson Park Plan that looks at the most effective way to fully develop the park long-term with a facility like this present

# QUESTIONS?



**MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF ABILENE AND  
THE ABILENE YOUTH SPORTS AUTHORITY FOR THE LEASE OF REAL  
PROPERTY AND CONSTRUCTION OF A YOUTH SPORTS FACILITY**

WHEREAS, the City of Abilene, Texas (“City”) is a municipal corporation which owns real property, collectively known as Nelson Park, and desires to lease assigned acreage of said real property (“Premises”), as described in Attachment A (site plan) to AYSA for the purposes stated herein; and

WHEREAS, the Abilene Youth Sports Authority (“AYSA”), a non-profit corporation, will finance the construction of a youth sports facility (“Facility”) on the Premises; and

WHEREAS, the grounds of Nelson Park are under the jurisdiction and control of the Parks and Recreation Board; and

WHEREAS, on MARCH 8, 2016, the Parks and Recreation Board approved the lease of the Premises to the AYSA, and approved the construction and operations of a youth sports facility on the grounds of Nelson Park; and

WHEREAS, the Director of Community Services was designated by the Parks and Recreation Board to review and finally approve all designs and construction plans for the Facility; and

WHEREAS, the City has determined that a public purpose exists in leasing the Premises to AYSA for the purpose of construction and operation of the Facility; and

WHEREAS, upon AYSA successfully securing the necessary funding and financing to begin construction of the Facility, the City will expend in kind services in a total amount not to exceed One Million Six Hundred Seventy Thousand and NO/100 Dollars (\$1,670,000) to construct or improve the parking lots and roads serving the leased Premises, and construct or improve utilities, parking lighting, sidewalks, and landscaping to the Facility; and

WHEREAS, the AYSA will be responsible for the upkeep and maintenance of the Facility and leased Premises.

NOW THEREFORE, it is hereby agreed between the City of Abilene and Abilene Youth Sports Authority that:

1. The City shall lease the Premises to AYSA upon terms as agreed upon between the City and AYSA. Such terms shall include a 40 year ground lease of the Premises to AYSA for the nominal rent of \$1 per year and subject to renewal thereafter.
2. AYSA shall construct and operate for the benefit of local and regional youth sports, the multi-purpose sports Facility on the leased Premises. Such

facility shall be operated by AYSA in accordance with this MOA, the Lease Agreement and the operating principals and mission statement of AYSA. At any point during the term of the lease, should AYSA or any successor entity cease to operate the Facility according to this MOA or the terms of the lease, ownership and control of the Facility to be constructed hereunder shall revert to the City. In the event the City determines to operate the Facility after reversion, as allowed by law, the City agrees to honor any then existing Facility sponsorship or naming agreements that may exist.

3. The design and construction plans for the Facility will be approved by the Director of Community Services and the City of Abilene Maintenance Services Manager.
4. In consultation with AYSA and its construction management team, the City shall construct or improve the parking lots and a minimum of two ingress/egress roads serving the leased Premises, and shall construct and improve utilities, parking lighting, sidewalks, and landscaping for the Facility, and thereafter the City shall maintain such infrastructure improvements in its reasonable discretion according to its customary standards.
5. Future Nelson Park designs or redesigns that would materially affect the leased Premises shall be done in consultation with AYSA and shall not detrimentally affect the ingress, egress, parking and other site improvements as described in Section 4 above.
6. **AYSA will indemnify and hold harmless the City of Abilene, its officers, agents, and employees, from and against liability for any and all claims, liens, suits, demands, and/or actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, including court costs and attorney's fees and other reasonable costs arising out of or resulting from AYSA activities conducted in connection with or incidental to this Agreement and from any liability arising out of or resulting from the intentional acts or negligence, including all causes of action based upon common, constitutional, or statutory law, or based in part thereon of AYSA, including but not limited to its officers, agents, employees, contractors, licensees, invitees, and other persons.**
7. AYSA will at all times exercise reasonable precautions on behalf of, and be solely responsible for, the safety of its officers, agents, contractors, invitees, and other persons as well as their property, while in the vicinity of its activities at Facility and Premises. It is expressly understood and agreed that the City shall not be liable or responsible for the negligence of AYSA, including but not limited to its officers, agents, members,

participants, invitees, and other persons.

8. City and AYSA will provide each other with prompt and timely notice of any event, covered by the indemnity section of this Agreement. In the event a claim or action is filed with respect to the indemnity section, the City may employ attorneys of its own choosing to appear and defend the claim or action on behalf of the City.
9. AYSA will obtain public liability insurance in the amounts and with the terms set forth in Attachment B to this agreement.
10. AYSA will provide a builders warranty to the City of Abilene with a term of not less than one year.
11. The Facility will be constructed using equipment and materials that meet current energy efficiency standards. All mechanicals will be of an appropriate size for the structure as industry standards dictate.
12. Upon this Agreement being fully executed by the parties, AYSA shall start a capital fundraising campaign (the "Campaign") to raise funds and commitments necessary to finance the construction of the Facility in the amounts of Seven Million Five Hundred Thousand and NO/100 dollars (\$7,500,000) for the facility and One Million and NO/100 dollars (\$1,000,000) for the endowment to maintain the facility. The parties' obligations under this Agreement are conditioned upon the AYSA successfully completing its Campaign within thirty (30) months of the date of this Agreement. If the AYSA has not successfully secured the funds and financing necessary to construct the Facility within said thirty (30) month period, this Agreement shall terminate with no further obligation on the part of either party to the other.
13. This MOA is unique to the purposes and goals of the AYSA and may not be assigned without the express written consent of the City.

IN WITNESS WHEREOF, this \_\_\_\_\_ day of \_\_\_\_\_, 2016, the City and AYSA have entered into this Agreement.

**CITY OF ABILENE**

**ABILENE YOUTH SPORTS  
AUTHORITY**

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
Chair Person

ATTEST:

ATTEST:

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Corporate Secretary

APPROVED:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Risk Management



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Mike Rains, Director of Finance**

**SUBJECT: Resolution: Award of Bid - Contract for Printing and copy services. (*Rains*)**

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**GENERAL INFORMATION**

Proposals were solicited for the City of Abilene for Printing and Copy services. The contract will provide print and copy services to all City departments. Advertisements were published on January 17, 2016 and January 24, 2016 in the Abilene Reporter-News.

Typical jobs included but not limited to: budget report, audit report, post cards, invitations, newsletters, fliers, posters, brochures, carbon forms, books, forms, business cards, etc. Approximately eighty-five Percent (85%) of the work is printed in black ink and on stock paper that is 8½" X 11" or smaller. Choice of paper stock, ink, color, bindery, and finish services will be provided as well as cutting, folding, collating, stapling, drilling, padding, and bunch and binding.

Request for proposals were received on February 5, 2016. Fifteen (15) invitations were requested and four (4) vendors submitted proposals. Proposals were submitted by Abilene Printing & Stationary Company, Conley Printing Company, HVC-RAM, and Southwest Direct.

The following criteria was used to determine the most advantageous proposal for the City of Abilene;  
(a) proposer's ability to print and deliver the printed material as requested, (b) performance on similar contracts,  
(c) completeness of the proposal, and  
(d) price.

Southwest Direct represented the most advantageous proposal for the City of Abilene.

**SPECIAL CONSIDERATIONS**

**FUNDING/FISCAL IMPACT**

Funding for the Printing and Copy contract is through the utilization of City divisions. Annual cost is approximately \$120,000. This is based on the volume of printing and copying provided.

### **STAFF RECOMMENDATION**

Staff recommends that the contract be awarded to Southwest Direct. The contract shall be for a term of one-year from the date the contract is executed. The City reserves the option upon mutual consent to extend the contract for four (4) additional one-year periods.

### **BOARD OR COMMISSION RECOMMENDATION**

#### **ATTACHMENTS:**

Description	Type
▣ Bid Tab	Backup Material
▣ ResolutionPrintingandCopy Services	Cover Memo

Proposal CB-1628										
Print and Copy Services										
February 22, 2016										
			Rate	Amount	Rate	Amount	Rate	Amount	Rate	Amount
		Est. Annual Quantity	Conley	Conley	HVC-RAM	HVC-RAM	Southwest Direct	Southwest Direct	Abilene Printing & Stationery	Abilene Printing & Stationery
1	20# WHITE 8.5"x11"	2,500,000	\$0.035	\$87,500.00	\$ 0.090	\$225,000.00	\$ 0.030	\$75,000.00	\$ 0.030	\$75,000.00
2	20# WHITE 8.5"x14"	50,000	\$0.040	\$2,000.00	\$ 0.100	\$5,000.00	\$ 0.035	\$1,750.00	\$ 0.040	\$2,000.00
3	20# COLOR 8.5"x11"	200,000	\$0.045	\$9,000.00	\$ 0.100	\$20,000.00	\$ 0.040	\$8,000.00	\$ 0.040	\$8,000.00
4	20# COLOR 8.5"x14"	40,000	\$0.050	\$2,000.00	\$ 0.120	\$4,800.00	\$ 0.045	\$1,800.00	\$ 0.050	\$2,000.00
5	20# WHITE 3-HOLE PUNCHED, 8.5"x11"	40,000	\$0.040	\$1,600.00	\$ 0.110	\$4,400.00	\$ 0.040	\$1,600.00	\$ 0.040	\$1,600.00
6	110# WHITE INDEX 8.5"x11"	40,000	\$0.080	\$3,200.00	\$ 0.140	\$5,600.00	\$ 0.070	\$2,800.00	\$ 0.070	\$2,800.00
7	110# COLOR INDEX 8.5"x11"	40,000	\$0.090	\$3,600.00	\$ 0.160	\$6,400.00	\$ 0.080	\$3,200.00	\$ 0.080	\$3,200.00
8	60# WHITE OFFSET 8.5"x11"	40,000	\$0.040	\$1,600.00	\$ 0.120	\$4,800.00	\$ 0.035	\$1,400.00	\$ 0.040	\$1,600.00
9	60# BRIGHT COLOR 8.5"x11"	40,000	\$0.080	\$3,200.00	\$ 0.140	\$5,600.00	\$ 0.060	\$2,400.00	\$ 0.060	\$2,400.00
10	LETTERHEAD PAPER, CREAM (500 PER BX)	100	\$0.080	\$8.00	\$ 0.450	\$45.00	\$ 0.069	\$6.90	\$ 0.070	\$7.00
11	LETTERHEAD PAPER, WHITE (500 PER BX)	50	\$0.080	\$4.00	\$ 0.450	\$22.50	\$ 0.070	\$3.50	\$ 0.070	\$3.50
12	LETTERHEAD #10 ENVELOPES, CREAM (500 PER BX)	30	\$0.130	\$3.90	\$ 0.330	\$9.90	\$ 0.070	\$2.10	\$ 0.120	\$3.60
13	LETTERHEAD #10 ENVELOPES, WHITE (500 PER BX)	150	\$0.110	\$16.50	\$ 0.330	\$49.50	\$ 0.050	\$7.50	\$ 0.120	\$18.00
14	LETTERHEAD #10 WINDOW ENVELOPES, WHITE (500 PER BX)	100	\$0.120	\$12.00	\$ 0.350	\$35.00	\$ 0.055	\$5.50	\$ 0.100	\$10.00
15	2-PART NCR SUPERIOR 8.5"x11"	5,000	\$0.200	\$1,000.00	\$ 0.230	\$1,150.00	\$ 0.130	\$650.00	\$ 0.110	\$550.00
16	2-PART NCR SUPERIOR 8.5"x14"	2,000	\$0.230	\$460.00	\$ 0.260	\$520.00	\$ 0.180	\$360.00	\$ 0.150	\$300.00
17	3-PART NCR SUPERIOR 8.5"x11"	3,000	\$0.300	\$900.00	\$ 0.360	\$1,080.00	\$ 0.180	\$540.00	\$ 0.140	\$420.00
18	3-PART NCR SUPERIOR 8.5"x14"	1,000	\$0.330	\$330.00	\$ 0.590	\$590.00	\$ 0.200	\$200.00	\$ 0.180	\$180.00
19	4-PART NCR SUPERIOR 8.5"x11"	1,000	\$0.400	\$400.00	\$ 0.480	\$480.00	\$ 0.220	\$220.00	\$ 0.190	\$190.00
20	4-PART NCR SUPERIOR 8.5"x14"	500	\$0.440	\$220.00	\$ 0.650	\$325.00	\$ 0.250	\$125.00	\$ 0.220	\$110.00
21	BUSINESS CARDS (per box)	250	\$0.140	\$35.00	\$ 0.220	\$55.00	\$ 0.090	\$22.50	\$ 0.120	\$30.00
				\$117,089.40		\$285,961.90		\$100,093.00		\$100,422.10
22	BINDING		\$1.000		\$ 7.250		\$ 0.050		\$ 1.000	
23	CUTTING		\$0.020		\$ 0.020		\$ 0.008		\$ 10.000	
24	FOLDING		\$0.020		\$ 0.050		\$ 0.009		\$ 17.000	
25	COLLATING		\$0.050		\$ 0.030		\$ 0.020		\$ 0.100	
26	DRILLING		\$0.040		\$ 0.060		\$ 0.020		\$ 0.040	
27	STAPLING		\$0.020		\$ 0.160		\$ 0.025		\$ 0.020	
28	PADDING		\$0.350		\$ 0.050		\$ 0.120		\$ 0.100	
29	GBC PUNCH & BIND		\$2.500		\$ 1.750		\$ 1.700		\$ 1.500	
30	ADD'L RATE – 2 COLOR COPYING		\$0.200		\$ 0.260		\$ 0.150		\$ 0.190	
31	ADD'L RATE – 3 COLOR COPYING		\$0.200		\$ 0.260		\$ 0.150		\$ 0.190	
32	ADD'L RATE – 4 COLOR COPYING		\$0.200		\$ 0.260		\$ 0.150		\$ 0.190	
	Surcharge for priority work		50%		5%		20%		15%	
	Surcharge for emergency work		100%		10%		40%		30%	
	Payment terms		net 30		net 15		net 30		10th	
	price per set, not copy									



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS,  
AWARDING THE BID CONTRACT FOR PRINTING AND COPYING SERVICES TO  
SOUTHWEST DIRECT**

**WHEREAS**, proposals were solicited for the City of Abilene Printing and Copy Services; and

**WHEREAS**, the contract will provide for print and copy services to the City of Abilene departments; and

**WHEREAS**, advertisements were published on January 17<sup>th</sup> and January 24<sup>th</sup> 2016 in the Abilene Reporter News; and

**WHEREAS**, four (4) vendors submitted proposals; and

Abilene Printing & Stationary Company

Conley Printing Company

HVC-RAM

Southwest Direct

**WHEREAS**, the following criteria was used to determine the most advantageous proposal for the City of Abilene; (a) proposer's ability to print and deliver the printed material as requested, (b) performance on similar contracts, (c) completeness of the proposal, and (d) price.:

**WHEREAS**, Southwest Direct provided the most advantageous proposal for the City of Abilene.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
ABILENE, TEXAS:**

PART 1: The City recommends the contract to Southwest Direct.

PART 2: The Contract is for one-year from the date the contract is executed with the option upon mutual consent to extend the contract for four (4) additional one-year periods.

PART 4: That this Resolution shall take effect immediately from and after passage.

Adopted the \_\_\_\_ day of March, 2016

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norm Archibald, Mayor

APPROVED:

\_\_\_\_\_

Stanley Smith, Interim City Attorney



**City Council  
Agenda Memo**

**City Council Meeting Date: 3/24/2016**

**TO: Robert Hanna, City Manager**

**FROM: Kent Sharp, CEO of the Development Corporation of Abilene, Inc.**

**SUBJECT: Resolution: Development Corporation Of Abilene (DCOA) Funding Support for a New Texas State Technical College (TSTC) Abilene Campus. (*Sharp*)**

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**GENERAL INFORMATION**

Texas State Technical College (TSTC) was created in 1965 with a campus in Waco, Texas. Additional campuses were added over the years to include Sweetwater, McAllen, Breckenridge, Brownwood, Marshall, Fort Bend and Abilene, which was established in 1985. In 2013, the Texas Legislature established campuses in Ellis and Williamson Counties. In 2011, the West Texas campus was redefined as being the Sweetwater, Abilene, Breckenridge and Brownwood locations. Recently, all 10 campuses were integrated into a single organization, pursuing single accreditation from the Southern Association of Colleges and Schools Commission on Colleges, aligning programs to better serve the state by providing a highly skilled, technically competent workforce.

The DCOA has assisted the Abilene campus in various ways since 1990:

- 1989 - Humana of Texas, Inc. donated land and improvements formerly known as the West Texas Medical Center located at 674 E. Highway 80 to the City of Abilene for the use of expanding TSTC's Abilene campus, establishing a business incubator, and to support indigent health care for citizens of Taylor County (Medical Care Mission)
- 1990 - DCOA approved \$900,000 to fund renovation of a portion of the Abilene Regional Business & Education Center (ARBEC) for occupancy by TSTC
- 1991 – TSTC moved into the ARBEC, occupying 45,000 sq ft of the total 70,000 sq ft
- 2010-2013 – DCOA paid \$164,489 to purchase kitchen equipment for use in the T&P Freight Warehouse by TSTC's culinary arts training program.
- 1992 – DCOA paid \$359,889 to renovate hangar; EDA grant paid \$242,100
- 1993 – TSTC began leasing the hangar for aircraft and power frame mechanics
- 1994 – DCOA approved \$25,000 for further renovations to Hangar 4

The Abilene campus includes the main facility on E. Hwy 80, the Hangar 4 location, and the T&P Freight Warehouse. It serves just over 400 students studying Airframe & Powerplant Technologies, Chemical Dependency Technology, Computer Aided Drafting & Design, Computer Networking & Systems Administration, Database and Web Programming, Digital Arts, Digital Media Design, Emergency Medical Services, Food Service (Culinary Arts), Health Information Technology, Medical Office Specialist, and Software Accounting & Management.

## **SPECIAL CONSIDERATIONS**

In order to serve anticipated expanding growth in Abilene in the services, mining, manufacturing and trade industries, TSTC recently received authorization from the state to issue \$12 million in tuition revenue bonds to construct a new campus. Benefits to the community include:

- New campus will help fill the need to train approximately 600 net new positions each year from now through 2030 and 500 net new positions each year from 2030 through 2040
- High school students as well as post-secondary students will be trained at new campus to help bridge the workforce need
- Training offered is scalable and adjustable to meet future needs of employers
- Approximately \$350,000 in new annual payroll generated by TSTC employees at the new campus

TSTC is asking from the community for \$6 million in match grant funded over 10 years, including 50 acres of land on Loop 322 in the NW quadrant of the Abilene Regional Airport. Phase I construction should begin in January 2017 and will consist of site development and Building One to house Industrial Maintenance and Welding. The site will be designed for multiple buildings and 13-15 technical programs. The match grant will be used to fund operations beginning in 2017.

TSTC has requested support from the community in the amount of \$2 million. The remaining \$4 million is requested of the DCOA. The new proposed TSTC campus in Abilene will significantly add to our tool chest of local economic development resources used to help existing companies expand their workforce and new companies feel certainty their training needs will be met.

## **FUNDING/FISCAL IMPACT**

DCOA funding for operating funds paid over 10 years (including cost of 50 acres of land) - \$4,000,000

## **STAFF RECOMMENDATION**

None.

## **BOARD OR COMMISSION RECOMMENDATION**

The DCOA board approved resolution DCOA-2016.13 authorizing \$4 million in funding support for the new Abilene campus for TSTC during a regular board meeting on Monday, March 21, 2016.

## **ATTACHMENTS:**

Description	Type
□ Resolution	Resolution Letter

**RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS, APPROVING DEVELOPMENT CORPORATION OF ABILENE, INC. ("DCOA") FUNDING TO SUPPORT THE NEW TEXAS STATE TECHNICAL COLLEGE ("TSTC") ABILENE CAMPUS.

WHEREAS, TSTC was created in 1965 in Waco, Texas, with additional campuses added over the years to include Sweetwater, McAllen, Breckenridge, Brownwood, Marshall, Fort Bend and Abilene, which was established in 1985; and,

WHEREAS, in 2011, the West Texas campus was redefined as being the Sweetwater, Abilene, Breckenridge and Brownwood locations; and,

WHEREAS, in 2013, the Texas Legislature established campuses in Ellis and Williamson Counties; and,

WHEREAS, recently, all 10 campuses were integrated into a single organization, pursuing single accreditation from the Southern Association of Colleges and Schools Commission on Colleges, aligning programs to better serve the state by providing a highly skilled, technically competent workforce; and,

WHEREAS, DCOA has assisted the Abilene campus in various ways since 1990, including renovations to the current main campus building on E. Hwy 80, renovations to the airport hangar which houses the Airframe & Powerplant program, and kitchen equipment for the culinary arts program; and,

WHEREAS, the Abilene campus serves just over 400 students studying Airframe & Powerplant Technologies, Chemical Dependency Technology, Computer Aided Drafting & Design, Computer Networking & Systems Administration, Database and Web Programming, Digital Arts, Digital Media Design, Emergency Medical Services, Food Service (Culinary Arts), Health Information Technology, Medical Office Specialist, and Software Accounting & Management; and,

WHEREAS, in order to serve anticipated expanding growth in Abilene in the services, mining, manufacturing and trade industries, TSTC recently received authorization from the state to issue \$12,000,000 in tuition revenue bonds to construct a new Abilene campus; and,

WHEREAS, TSTC is asking from the community for \$6,000,000 in match grant funded over 10 years, including 50 acres of land on Loop 322 in the NW quadrant of the Abilene Regional Airport; and,

WHEREAS, TSTC has requested support from the community in the amount of \$2,000,000 with the remaining \$4,000,000 being requested of the DCOA; and,

WHEREAS, the new proposed Abilene campus will significantly add to our tool chest of local economic development resources used to help existing companies expand their workforce and new companies feel certainty their training needs will be met; and,

WHEREAS, on March 21, 2016, the DCOA approved resolution DCOA-2016.13 authorizing \$4,000,000 in funding support over 10 years for a new Abilene campus for TSTC.

WHEREAS, the DCOA board requests the City Council approve DCOA funding support in the amount of \$4,000,000 for a new TSTC Abilene campus.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:**

**PART 1.** DCOA funding in the amount of Four Million and No/100's Dollars (\$4,000,000.00) over 10 years beginning in 2017 to support operations of TSTC in light of construction of a new \$12,000,000 Abilene campus on 50 acres of land in the NW quadrant of the Abilene Regional Airport. The funding hereby authorized includes the cost to purchase the required 50 acres of land and is in addition to \$2,000,000 being requested of the community for the same purpose.

**PART 2.** That this resolution shall take effect immediately from and after its passage.

ADOPTED this the 24th day of March, 2016.

ATTEST:

\_\_\_\_\_  
Danette Dunlap, City Secretary

\_\_\_\_\_  
Norm Archibald, Mayor

APPROVED:

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Stanley Smith, Interim City Attorney