

CITY OF TEXAS CITY  
REGULAR CALLED CITY COMMISSION MEETING

AGENDA

WEDNESDAY, FEBRUARY 21, 2018 - 5:00 P.M.  
KENNETH T. NUNN COUNCIL ROOM - CITY HALL  
1801 9th Ave. N.  
Texas City, TX 77590

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

(1) ROLL CALL

(2) INVOCATION

(3) PLEDGE OF ALLEGIANCE

(4) PROCLAMATIONS AND PRESENTATIONS

(a)

Service Awards

Alpha Washington	Parks & Recreation	02/28/2013	05 years
Corbin Ballast	Water	02/04/2013	05 years
Nelda Kerr	Municipal Court	02/04/2013	05 years
Neal Mora	Police	02/12/1993	25 years
Jose Saldivar	Police	02/11/1993	25 years

(5) REPORTS

(a) Annual Golf Report (Golf Course)

(b) Annual IT Update (IT Department)

(c) Racial Profiling Report (Marshals Office)

(6) CONSENT AGENDA

(a) Approve City Commission Minutes for February 7, 2018. (City Secretary)

(b) Consider and take action on Resolution No. 18-014, appointing Amanda Johnson to the City of Texas City Civil Service Commission. (Human Resources)

- (c) Consider and take action on Resolution No. 18-015, accepting Municipal Courts Annual Crime Report. (Marshals Office)
  - (d) Consider and take action on Resolution No. 18-016, approving Advanced Containment Systems, Inc. for bid #2018-342 One 2018 Restroom Trailer. (Public Works)
  - (e) Consider and take action on Resolution No. 18-017, awarding the Right-of-Way Vegetation Annual Contract bid #2018-044 to Trees Inc. (Public Works)
- (7) REGULAR ITEMS
- (a) Consider and take action on Ordinance No. 18-04, creation of Marketing/Tourism Coordinator position and appropriate funding for the position. (Finance)
  - (b) Consider and take action on Ordinance No. 18-05, creation of an additional Combination Inspector position and appropriate funding for the position. (Finance)
  - (c) Consider and take action on Ordinance No. 18-06, appropriate funding for additional maintenance expenses in the Recreation and Tourism department. (Finance)
- (8) PUBLIC COMMENTS
- (9) MAYOR'S COMMENTS
- (10) COMMISSIONERS' COMMENTS
- (11) ADJOURNMENT

NOTICE OF ANY SUBJECT APPEARING ON THIS AGENDA REGARDLESS OF HOW THE MATTER IS STATED MAY BE ACTED UPON BY THE CITY COMMISSION.

NOTICE: The City of Texas City will furnish free transportation to handicapped individuals via a 4-door sedan for anyone wishing to attend the City Commission meetings. Call 948-3111, City Secretary's Office before noon on Monday preceding the meeting to make arrangements.

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARDS AT CITY HALL, 1801 9TH AVENUE NORTH, TEXAS CITY, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AND ON THE CITY'S WEBSITE ON FEBRUARY 16, 2018, PRIOR TO 5:00 P.M. AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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JAMES M. HARTSHORN  
CITY SECRETARY

**CITY COMMISSION REGULAR MTG**

(4) (a)

**Meeting Date:** 02/21/2018

February 2018 Service Awards

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

**Submitted By:** Susan Sensat, Administration

**Department:** Human Resources

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**Information**

**ACTION REQUEST (Brief Summary)**

Service Awards

Alpha Washington	Parks & Recreation	02/28/2013	05 years
Corbin Ballast	Water	02/04/2013	05 years
Nelda Kerr	Municipal Court	02/04/2013	05 years
Neal Mora	Police	02/12/1993	25 years
Jose Saldivar	Police	02/11/1993	25 years

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**CITY COMMISSION REGULAR MTG**

**(6) (a)**

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Approve City Commission Minutes for February 7, 2018. (City Secretary)

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Minutes

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REGULAR CALLED CITY COMMISSION MEETING

MINUTES

WEDNESDAY, FEBRUARY 7, 2018 – 5:00 P.M.  
KENNETH T. NUNN COUNCIL ROOM – CITY HALL

A Regular Called Meeting of the City Commission was held on Wednesday, FEBRUARY 7, 2018, at 5:00 P.M. in the Kenneth T. Nunn Council Room in City Hall, Texas City, Texas. A quorum having been met, the meeting was called to order at 5:00 p.m. by Mayor Matthew T. Doyle.

1. ROLL CALL

Present: Matthew T. Doyle, Mayor  
Phil Roberts, Mayor Pro Tem, Commissioner District 2  
Bruce Clawson, Commissioner At Large  
Dee Ann Haney, Commissioner At Large  
Thelma Bowie, Commissioner District 1  
Dorthea Jones, Commissioner District 3  
Jami Clark, Commissioner District 4

2. INVOCATION

Led by Pastor Jerry B. Lee of Greater Bell Zion Church.

3. PLEDGE OF ALLEGIANCE

Led by Commissioner Dee Ann Haney.

4. PROCLAMATIONS AND PRESENTATIONS

a. Firefighter Nicholas Matula promoted to Engineer (Fire Department)

Nicholas Matula was promoted from Firefighter to Engineer by Assistant Fire Chief Jesse Rubio. Engineer Matula was pinned by his father and presented with a plaque on behalf of Fire Chief David Zacherl.

5. REPORTS

a. Human Resource Annual Report (HR Department)

Jennifer Price, Human Resource Director, gave a brief PowerPoint presentation of her department's highlights from the year 2017.

- b. Racial Profiling Report for calendar year 2017 (Police Department)

Robert Burby, Chief of Police, gave a PowerPoint presentation detailing the racial profiling statistics for the police department. He stated that next year, due to the Sandra Bland Act, there will be different requirements for how the police department is to track racial statistics.

Commissioner Bowie asked if there is any statistical data tracking of people with mental health issues?

Chief Burby responded, no.

- c. Crime Statistics for Year 2017 (Police Department)

Robert Burby, Chief of Police, gave a PowerPoint overview of crime statistics for 2017. He noted that theft constituted 43 percent (43%) of Part 1 crimes. Chief Burby also pointed out that 65 percent (65%) of calls for service were officer initiated.

## 6. CONSENT AGENDA

Motioned by Commissioner At-Large Dee Ann Haney, Seconded by Commissioner District 3 Dorthea Jones, to approve consent items a through c.

- a. Approve City Commission Minutes for January 17, 2018 meeting. (City Secretary)

**Vote: 7 - 0 CARRIED**

- b. Consider and take action on Resolution No. 18-012, authorizing the Mayor to execute an agreement for legal services and the appointment of City Attorney. (Mayor)

**Vote: 7 - 0 CARRIED**

- c. Consider and take action on Resolution No. 18-013, nominating Thomas Farmer for the Board of Director for Galveston Central Appraisal District. (Management Services)

**Vote: 7 - 0 CARRIED**

## 7. REGULAR ITEMS

- a. Consider and take action on Ordinance No. 18-03, amending the City of Texas City's 2017/2018 fiscal year budget to appropriate funds for the purchase of a portable toilet trailer. (Finance)

Laura Boyd, Finance Director, explained that a budget amendment is needed to appropriate funds for the purchase of a portable toilet trailer. The funding will come from the Dike Fund's unassigned fund balance.

**Vote: 7 - 0 CARRIED**

8. STAFF COMMENTS

James Hartshorn, City Secretary, informed everyone of the new Visit Texas City App. The app can be downloaded from the App Store or Google Play store.

Luke Alvey, Acting Library Director, reminded everyone of the ongoing Read-to-Feed program that end February 14, 2018.

Dennis Harris, Director of Recreation & Tourism, urged everyone to buy their tickets for the Father Daughter Dance on February 9, 2018. The tickets will be capped at 700.

9. MAYOR'S COMMENTS

Mayor Doyle explained that residents who have an alleyway should only place trash and furniture in the alley for pick-up. Any brush or construction material should be placed in front of their homes for pick-up.

10. COMMISSIONERS' COMMENTS

Commissioner Bowie reminded everyone that the Rotary Club will be hosting their annual Youth In Government program on February 21, 2018.

Commissioner Roberts congratulated the Police Department on the success of their Town Hall Meeting about opioids.

Commissioner Clark informed everyone that she would not be in attendance for Youth In Government due to a preplanned vacation.

11. ADJOURNMENT

Having no further business, Commissioner District 1 Thelma Bowie made a MOTION to ADJOURN at 5:34 p.m.; the motion was SECONDED by Commissioner At Large Dee Ann Haney. All present voted AYE. MOTION CARRIED.

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MATTHEW T. DOYLE, MAYOR

ATTEST:

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James M. Hartshorn, City Secretary  
Date Approved:

**CITY COMMISSION REGULAR MTG**

(6) (b)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 18-014, appointing Amanda Johnson to the City of Texas City Civil Service Commission. (Human Resources)

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Resolution

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**RESOLUTION NO. 18-014**

**A RESOLUTION APPOINTING BOARD MEMBERS TO THE CIVIL SERVICE COMMISSION TO FILL VACANT TERMS; AND PROVIDING THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, the Civil Service Commission (the “Commission”) is a Board created to hear and decide appeals of employees under the protection of civil service laws by ensuring that employment decisions are based on the relative ability, knowledge and skills of the employee, and to ensure that all individuals receive fair and impartial treatment; and

**WHEREAS**, a person appointed to the Civil Service Commission must (1) be of good moral character; (2) be a United States Citizen; (3) be a resident of the municipality who has resided in the municipality for more than three years; (4) be over 25 years of age; and (5) not have held a public office within the preceding three years; and

**WHEREAS**, in order to continue the uninterrupted and efficient operation of the Civil Service Commission, it is necessary for the Mayor of the City of Texas City to appoint a member to fill the remainder of the term for the vacated position.

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

**SECTION 1:** That the Mayor of the City of Texas City has appointed Amanda Johnson to fill the position vacated by Rachel Wyatt and the City Commission of the City of Texas City, Texas, hereby confirms said appointment for the term set out in **Exhibit “A”** attached hereto.

**SECTION 2:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 21st day of February, 2018.**

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Matthew T. Doyle, Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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James M. Hartshorn  
City Secretary

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Russell F. Plackemeier  
City Attorney

**EXHIBIT "A"**

**CIVIL SERVICE COMMISSION**

New Member	Term Expires
Amanda Johnson	09/30/2019

**CITY COMMISSION REGULAR MTG**

(6) (c)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 18-015, accepting Municipal Courts Annual Crime Report. (Marshals Office)

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Resolution

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**RESOLUTION NO. 18-015**

**A RESOLUTION ACKNOWLEDGING THE RECEIPT OF THE 2017 ANNUAL CRIME REPORT FOR THE TEXAS CITY MARSHALS OFFICE; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, the 2017 Annual Crime Report for the Texas City Marshals Office was reviewed and approved by the Board;

**WHEREAS**, the City Commission must acknowledge receipt of the Annual Crime Report, as required by Article 2.132, Texas Code of Criminal Procedure.

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

**SECTION 1:** That the City Commission of the City of Texas City, Texas, hereby acknowledges the receipt of the 2017 Annual Crime Report for the Texas City Marshals Office, as set out on **Exhibit "A"**, attached hereto and incorporated herein for all intents and purposes.

**SECTION 2** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 21<sup>st</sup> day of February, 2018.**

\_\_\_\_\_  
Matthew T. Doyle, Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
James M. Hartshorn  
City Secretary

\_\_\_\_\_  
Russell F. Plackemeier  
City Attorney

**CITY COMMISSION REGULAR MTG**

(6) (d)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 18-016, approving Advanced Containment Systems, Inc. for bid #2018-342 One 2018 Restroom Trailer. (Public Works)

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Resolution

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**RESOLUTION NO. 18-016**

**A RESOLUTION APPROVING THE PURCHASE OF ONE (1) 2018 RESTROOM TRAILER THROUGH ADVANCED CONTAINMENT SYSTEMS, INC., FOR THE PUBLIC WORKS DEPARTMENT; AND PROVIDING THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

**WHEREAS**, bids were mailed to local area vendors on January 25, 2018, for contract number 2018-342, One (1) 2018 Restroom Trailer. The lowest responsible bidder meeting all requirements is Advanced Containment Systems, Inc.; and

**WHEREAS**, the base bid price from Advanced Containment Systems, Inc. was \$46,985.00; and

**WHEREAS**, several upgrades were then requested to help increase durability and functionality resulting in an additional \$6,925.00, bringing the total budgeted amount to \$53,910.00.

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

**SECTION 1:** That the City Commission of the City of Texas City hereby approves the contract for One (1) 2018 Restroom Trailer be awarded to Advanced Containment Systems, Inc.

**SECTION 2:** That the Mayor is authorized to execute any documentation necessary for the purchase of the trailer.

**SECTION 3:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 21st day of February, 2018.**

\_\_\_\_\_  
Matthew T. Doyle, Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
James M. Hartshorn  
City Secretary

\_\_\_\_\_  
Russell F. Plackemeier  
City Attorney



**CITY COMMISSION REGULAR MTG**

(6) (e)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 18-017, awarding the Right-of-Way Vegetation Annual Contract bid #2018-044 to Trees Inc. (Public Works)

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Resolution

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**RESOLUTION NO. 18-017**

**A RESOLUTION AWARDING A BID AND AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR THE RIGHT-OF-WAY VEGETATION MANAGEMENT ANNUAL CONTRACT; AND PROVIDING THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, bids were mailed to local area vendors on January 19, 2018, for Bid No. 2018-044, Right-of-Way Vegetation Management Annual Contract; and

**WHEREAS**, bids were opened on February 6, 2018, and the lowest bid meeting all specifications was Trees, Inc.; and

**WHEREAS**, it is the recommendation of the Public Works Department to award Bid No. 2018-044, Right-of-Way Vegetation Management Annual Contract to Trees, Inc.

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

**SECTION 1:** That the City Commission hereby accepts the annual contract by Trees, Inc., for the Right-of-Way Vegetation Management Annual Contract.

**SECTION 2:** That the Mayor is hereby authorized to execute an annual contract with Trees, Inc.

**SECTION 3:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 21st day of February, 2018.**

\_\_\_\_\_  
Matthew T. Doyle, Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
James M. Hartshorn  
City Secretary

\_\_\_\_\_  
Russell F. Plackemeier  
City Attorney

**CITY COMMISSION REGULAR MTG**

(7) (a)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** City Secretary

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Ordinance No. 18-04, creation of Marketing/Tourism Coordinator position and appropriate funding for the position. (Finance)

**BACKGROUND**

The pay for the Marketing/Tourism Coordinator position will be \$50,000-\$60,000 per year depending on qualifications with approximately \$20,000 per year in benefits.

The funding will be split equally between the Hotel/Motel Tax Fund and Texas City Economic Development Corporation.

Budget Amendment:

Hotel/Motel Tax Fund (Fund 201)

Salaries and Benefits \$40,000 Unassigned Fund Balance (\$40,000)

Texas City Economic Development Corporation (Fund 801)

Salaries and Benefits \$40,000 Unassigned Fund Balance (\$40,000)

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Ordinance

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**ORDINANCE NO. 18-04**

**AN ORDINANCE AMENDING ORDINANCE NO. 17-26, ADOPTING THE 2017-2018 FISCAL YEAR BUDGET TO APPROPRIATE FUNDS FOR THE CREATION OF A MARKETING/TOURISM COORDINATOR POSITION AND TO PAY THE SALARY AND BENEFITS FOR THIS POSITION; DIRECTING THE CHIEF EXECUTIVE OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET IN THE OFFICE OF THE GALVESTON COUNTY CLERK; DISPENSING WITH THE REQUIREMENT FOR READING THIS ORDINANCE ON THREE (3) SEPARATE DAYS; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, by Ordinance No. 17-26, the City Commission of the City of Texas City, Texas, adopted its budget for Fiscal Year 2017-2018; and,

**WHEREAS**, a budget amendment is needed to create a new Marketing/Tourism Coordinator position and to appropriate funds to pay the salary and benefits for this position.

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

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

**SECTION 2:** That the budget for Fiscal Year 2017-2018 of the City of Texas City, Texas, is hereby amended as follows:

**Budget Amendment:**

**Hotel/Motel Tax Fund (Fund 201)**

Salaries and Benefits	\$40,000
Unassigned Fund Balance	(\$40,000)

**Texas City Economic Development Corporation (Fund 801)**

Salaries and Benefits	\$50,000
Unassigned Fund Balance	(\$50,000)

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

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

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

**PASSED AND ADOPTED this 21st day of February, 2018.**

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Matthew T. Doyle, Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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James M. Hartshorn  
City Secretary

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Russell F. Plackemeier  
City Attorney

**MARKETING/TOURISM COORDINATOR**

OK  
①  
2/7/18

Reports to: Deputy Director of Management Services

Department: Administration

Position Control No.: XXXX

Exempt  Non-Exempt

Full Time  Part-Time  Seasonal

Department Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**JOB SUMMARY:**

Responsible for the coordination of marketing and tourism of the City of Texas City. Develops and implements internal and external communication strategies to project the values, goals, and a positive image of the City.

**ESSENTIAL JOB FUNCTIONS:**

1. Creates, implements and evaluates comprehensive communications and marketing plans for the City of Texas City.
2. Directs all external marketing and communication aspects regarding tourism; develops marketing and advertising plans/programs to attract visitors to Texas City and to utilize Texas City lodging facilities.
3. Direct all internal marketing within the community, to include regular newsletters, social media posts, etc., in an effort to unify and inform all areas of Texas City about current and future events and programs, projects in various departments, and general information.
4. Works closely with and assists the Program/Events Coordinator in the Recreation & Tourism Department, as well as the Management Services Department, in regards to various programs, events and publications.
5. Works with Texas City hotel/motel owners/operators and community visitor/tourism representatives to develop visitor marketing programs.
6. Draft yearly tourism marketing plan, budget and measures marketing success.
7. Design and produce tourism publications, activity brochures, city visitor guides, etc.
8. Supervise part-time communications personnel.
9. Coordinates marketing of the Doyle Convention Center, Texas City Dike, Showboat Pavilion, Historic Districts, 6<sup>TH</sup> Street, Bay Street Park and other destinations of the City.
10. Create and produce communications in a variety of media. Responsible for coordinating social media sites (Twitter, Facebook, Instagram, Snapchat, etc.) to create and maintain a strong online presence for our organization.
11. Responsible for coordinating updates to the Texas City website and managing the information that is conveyed through the website/internet.
12. Manages PEG channel content and media room.
13. Maintains and updates content on City kiosks.
14. Responsible for managing the two-way flow of information between the City organization and its citizens to help them be more aware of and understand city services, policies, and to gather information from the citizens to allow the City to make citizen-responsive decisions.

15. Inform and educate the citizens through civic and community organizations about the city and its programs and services through special print materials and other communication tools.
16. Positively represent the City in the community and maintain a professional working relationship with city management and directors in the execution of duties as needed.
17. The occasion may arise to communicate with elected officials or staff in execution of duties.
18. Consults with City departments and local tourism agencies (Texas City-La Marque Chamber of Commerce, etc.) in planning special events such as groundbreakings, ribbon cuttings, press conferences, and large scale city wide special event.
19. Manages communications with the local news organizations, which includes the creation and scheduling of ads and articles, as well as conducting the associated purchasing tasks (obtaining quotes and invoices, entering requisitions, ensuring vendors receive payment in a timely manner, etc.).
20. Maintains continuous contact with vendors such as photographers, designers, printers and others used by the City in the development and distribution of printed materials and other communication tools.

#### QUALIFICATIONS:

1. High School diploma or GED.
2. Bachelor's Degree from an accredited college or university in Public Relations, Communications, Marketing, Journalism or a related field. A Master's degree and course work in Computer Graphic Design is preferred.
3. Three (3) years of professional experience in communications and media relations.
4. Additional work experience resulting in acceptable proficiency levels in the above knowledge, skills, and education requirements may be substituted in lieu of specific education requirements.
5. Knowledge of the practices and principals of municipal government, public relations methods and techniques, and effective communication practices.
6. Excellent written and communication skills; skill in various computer software programs (Microsoft Word, Excel, Power Point, Publisher); ability to plan and direct the activities of subordinate employees; self-disciplined and capable of working with little supervision in a fast paced environment; ability to manage multiple projects; ability to research, compile and summarize a variety of information and statistical data; skilled in effective time management and resource utilization; ability to work effectively with all levels of Certifications and Licenses: employees, management, and citizens; ability to make oral presentations before the public; and the ability to represent the City of Texas with the news media as needed.

#### PHYSICAL REQUIREMENTS:

1. Must be able to lift, carry or hold 25 pounds of office supplies; push and pull up to 25 pounds of office equipment.
2. Must be able to sit for extended periods of time.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhausted list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in this job description for which you have applied? \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY COMMISSION REGULAR MTG**

(7) (b)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** Finance

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Ordinance No. 18-05, creation of an additional Combination Inspector position and appropriate funding for the position. (Finance)

**BACKGROUND**

The pay for the additional Combination Inspector position will be \$40,000-\$48,000 per year depending on qualifications with approximately \$15,000 per year in benefits.

The funding will be from the General Fund unassigned fund balance.

Budget Amendment:

General Fund (Fund 101)

Salaries and Benefits \$63,000 Unassigned Fund Balance (\$63,000)

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Fiscal Impact**

**Attachments**

Ordinance

Position Details

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**ORDINANCE NO. 18-05**

**AN ORDINANCE AMENDING ORDINANCE NO. 17-26, ADOPTING THE 2017-2018 FISCAL YEAR BUDGET TO APPROPRIATE FUNDS FOR THE CREATION OF A COMBINATION INSPECTOR POSITION AND TO PAY THE SALARY AND BENEFITS FOR THIS POSITION; DIRECTING THE CHIEF EXECUTIVE OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE AMENDED BUDGET IN THE OFFICE OF THE GALVESTON COUNTY CLERK; DISPENSING WITH THE REQUIREMENT FOR READING THIS ORDINANCE ON THREE (3) SEPARATE DAYS; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, by Ordinance No. 17-26, the City Commission of the City of Texas City, Texas, adopted its budget for Fiscal Year 2017-2018; and,

**WHEREAS**, a budget amendment is needed to create a new Combination Inspector position and to appropriate funds to pay the salary and benefits for this position.

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

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

**SECTION 2:** That the budget for Fiscal Year 2017-2018 of the City of Texas City, Texas, is hereby amended as follows:

**Budget Amendment:**

**General Fund (Fund 101)**

Salaries and Benefits	\$63,000
Unassigned Fund Balance	(\$63,000)

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

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

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

**PASSED AND ADOPTED this 21st day of February, 2018.**

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Matthew T. Doyle, Mayor  
City of Texas City, Texas



ATTEST:

APPROVED AS TO FORM:

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James M. Hartshorn  
City Secretary

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Russell F. Plackemeier  
City Attorney

## Combination Inspector

Reports to: Building Official  
Job Classification Code: 3542

Department: 203-Inspection

Exempt  Non-Exempt

Full Time  Part-Time  Seasonal

Department Head Approval: \_\_\_\_\_

Date: 1/24/18

### JOB SUMMARY:

Performs a variety of routine and complex technical work in building inspection work to insure that uniform building, plumbing, mechanical, electrical, energy conservation and other codes and standards are met.

### ESSENTIAL FUNCTIONS:

1. Enforces local ordinances and building related codes including the International Building Code, Mechanical Code, Plumbing Code, Electrical Code, Fire Code, and the Property Maintenance Code.
2. Issues correction notices and citations.
3. Attendance is an essential function.
4. Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, etc. for code compliance.
5. Examines general framing and structural for code compliance.
6. Performs electrical inspections to insure that national codes and local regulations are adhered to.
7. Performs plumbing inspections to insure that local, state, and adopted codes are met.
8. Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
9. Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
10. Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
11. Assists in administering the permitting functions, including application processing, fee assessment and collection, and permit issuance.
12. Explains, interprets, and provides guidance regarding all applicable codes to architects, engineers, contractors, developers, and other interested parties.
13. Reviews proposed subdivisions for code compliance.
14. Performs the duties of a plans examiner as needed for commercial and residential projects.
15. Performs other duties as assigned.

### QUALIFICATIONS:

1. High School diploma or GED.
2. Two (2) years of experience in Building Code Inspection or four (4) years in general construction and related fields or any equivalent combination of education and experience
3. Prior HVAC, plumbing, electrical, or framing experience preferred.

4. Thorough knowledge of International building, electrical, plumbing, mechanical codes, or general construction codes, and a thorough knowledge of carpentry; considerable knowledge in electrical work, carpentry work, cement work, or plumbing, and skilled in applying knowledge of adopted building codes, zoning and land use applications.
5. Skilled in the operation of a personal computer, including word processing, MS Excel, phone, ladder or scaffolding, tape measure and equipment needed to perform tasks for inspections.
6. Ability to work well with the public, local contractors and co-workers; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing
7. Valid driver's license with acceptable driving record
8. Must have or be able to obtain at least one of the following certifications within 12 months of employment: ICC Building Inspector Certification, Electrical Inspector Certification, Mechanical Inspector Certification and Texas State Plumbing Inspectors License, State Registered Code Enforcement Officer.

**PHYSICAL REQUIREMENTS:**

1. Must be able to lift and carry up to 40 pounds.
2. Walk, climb, kneel, squat, stoop, bend, or crawl while reviewing and inspecting projects.
3. Sit or stand for extended periods of time while performing inspection duties.
4. Work in adverse weather conditions such as extreme cold, heat, or temperature swings.
5. Work in height and extreme noise levels.
6. Some exposure to mechanical, fume/odor and dust/mite hazards.
7. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
8. Some extended hours may be required.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

**APPLICANT:** Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY COMMISSION REGULAR MTG**

(7) (c)

**Meeting Date:** 02/21/2018

**Submitted By:** Rhomari Jackson-Glover, City Secretary

**Department:** Finance

**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Ordinance No. 18-06, appropriate funding for additional maintenance expenses in the Recreation and Tourism department. (Finance)

**BACKGROUND**

Multiple unforeseen repairs and projects have arisen in the Recreation and Tourism Department since the beginning of the fiscal year totaling \$71,320.

Replace 3 damaged palm trees at Doyle Center	\$32,125
Freeway Park playground and fence	\$27,051
Sanders/Vincent Center A/C repair	\$ 7,144
Replace various plants due to freeze damage	\$ 5,000

The funding will be from the General Fund unassigned fund balance.

Budget Amendment:

General Fund (Fund 101)

Maintenance of Buildings and Grounds \$71,320

Unassigned Fund Balance (\$71,320)

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

**Fiscal Impact**

**Attachments**

Ordinance

Memo

**ORDINANCE NO. 18-06**

**AN ORDINANCE AMENDING ORDINANCE NO. 17-26, AMENDING THE CITY OF TEXAS CITY'S 2017-2018 FISCAL YEAR BUDGET TO APPROPRIATE FUNDS FOR MULTIPLE UNFORESEEN REPAIRS AND PROJECTS FOR THE RECREATION AND TOURISM DEPARTMENT; DIRECTING THE CHIEF EXECUTIVE OFFICER TO FILE OR CAUSE TO BE FILED A COPY OF THE BUDGET AMENDMENT IN THE OFFICE OF THE GALVESTON COUNTY CLERK; DISPENSING WITH THE REQUIREMENT FOR READING THIS ORDINANCE ON THREE (3) SEPARATE DAYS; AND PROVIDING THAT THIS ORDINANCE SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, by Ordinance No. 17-26, the City Commission of the City of Texas City, Texas, adopted its budget for Fiscal Year 2017-2018; and

**WHEREAS**, a budget amendment is needed to appropriate funds totaling \$71,320 for the following repairs and/or projects:

Replace 3 damaged palm trees at Doyle Center	\$32,125
Freeway Park playground and fence	\$27,051
Sanders/Vincent Center A/C repair	\$ 7,144
Replace various plants due to freeze damage	\$ 5,000

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

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

**SECTION 2:** That the budget for Fiscal Year 2017-2018 of the City of Texas City, Texas, is hereby amended as follows:

**Budget Amendment:**

**General Fund (Fund 101)**

Maintenance of Buildings and Grounds	\$71,320
Unassigned Fund Balance	(\$71,320)

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

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





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

**PASSED AND ADOPTED this 21st day of February, 2018.**

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Matthew T. Doyle, Mayor  
City of Texas City, Texas

ATTEST:

APPROVED AS TO FORM:

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James M. Hartshorn  
City Secretary

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Russell F. Plackemeier  
City Attorney



# MEMORANDUM

Department of Recreation & Tourism

February 13, 2018

**To:** Laura Boyd, Director  
Finance Department

**From:** Dennis J. Harris, Director  
Parks, Recreation & Tourism

**Subject:** Budget Amendment Request

I am requesting that a budget amendment in the amount of \$71,320 be placed on Wednesday, February 21, 2018 City Commission Meeting Agenda for their consideration and approval. This request is due to the number of unforeseen repairs and/or projects. These expenditures were all taken out of account # 101-401-53540. Below provides the list of projects;

<u>Location</u>	<u>Justification/Reason</u>	<u>Cost</u>
Replace damaged palm trees at Doyle Center	3 palm trees struck by lightning and killed during Hurricane Harvey	\$32,125
New Playground and fence replaced at Freeway Park	Playground equipment was in disrepair and replacement of parts & pieces were no longer available due to age of equipment	\$27,051
Sanders/Vincent Community Center A/C Repair	Due to the electric company major power outage/surge blew the center transformer and shorted out 3 A/C units Motor Drives	\$7,144
Freeze Damage of City Landscape at Public Buildings, Parks and/or Medians	Due to extreme freezing conditions throughout the City various plant materials will need to be replaced	\$5,000