

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE BOARD OF DIRECTORS OF TEXAS CITY HISTORICAL PRESERVATION CORPORATION.

TEXAS CITY HISTORICAL PRESERVATION CORPORATION
BOARD OF DIRECTORS ANNUAL MEETING

AGENDA

JANUARY 22, 2019- 4:00 P.M.
CITY HALL CONFERENCE ROOM
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. NEW BUSINESS
 - a. Consider and take action on election of Officers and Oath of Officers.
 - b. Consider and take action on minutes from April 23, 2018, Texas City Historical Preservation Corporation meeting.
 - c. Consider and take action on Resolution No. 19-01, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2017-2018.
 - d. Consider and take action on Resolution No. 19-02, adopting the 2018-2019 fiscal year budget of the Texas City Historical Preservation Corporation.
3. UPDATES
 - a. Updates on Texas City Museum.
4. BOARD COMMENTS
5. ADJOURNMENT

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 JANUARY 17, 2019, PRIOR TO 4:00 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

Board Secretary
Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp
Agenda**

2. a.

Meeting Date: 01/22/2019

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on election of Officers and Oath of Officers.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Attachment

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

CHARTER/ FILE NO. 113742501 APPROVED BY SECRETARY OF STATE ON 05/06/05

PURPOSE: The Authority is organized and will be operated exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code 501(c)(3) and Texas Tax Code 11.18(c). Specifically, the corporation is organized to protect, preserve and enhance historical structures and articles in Texas City, Texas and the surrounding communities.

TEXAS CITY HISTORICAL PRESERVATION CORPORATION- Seven (7) directors will serve three-year (3) staggered terms. No limit on number of terms. Each Director shall hold office for the term for which he is appointed and until his successor shall have been appointed and qualified unless sooner removed. Meetings are held as required.

Margaret Tuma, Chairperson Phone: 409 948-1163 btuma10159@aol.com	Joann Hackbarth, Vice-Chairperson Phone: 409 935-2111 joam@texasdentalhealth.com
Jose Boix, Director	Lacey Fleshman, Director
Irma Moreno, Director	Marinel Parks, Director
Teri O'Brien, Director	City Staff: Russell F. Plackemeier, City Attorney Nicholas Finan, Executive Director of Management Services James Hartshorn, Deputy Director of Management Services Laura Boyd, Director of Finance Justin Herter – Board Secretary

**Texas City Historical Preservation Corp
Agenda**

2. b.

Meeting Date: 01/22/2019

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on minutes from April 23, 2018, Texas City Historical Preservation Corporation meeting.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Minutes

TEXAS CITY HISTORICAL PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

MINUTES
APRIL 23, 2018 - 4:00PM

CITY HALL CONFERENCE ROOM

The Texas City Historical Preservation Corporation Board of Directors met MONDAY, APRIL 23, 2018, at 4:00PM, in the City Hall Conference Room, 1801 9th Avenue North, in Texas City, Texas. A quorum having been met, the meeting was called to order at 4:15PM by MARGRET TUMA with the following in attendance:

(1) ROLL CALL

Present: Margaret Tuma, Chairperson
JoAnn Hackbarth, Vice-Chairperson
Jose Boix, Director
Terri O'Brien, Director
Irma Moreno, Director
Marinel Parks, Director
Lacey Fleshman, Director
Laura Boyd, Treasurer / Ex-Officio Member

Absent: Matthew T. Doyle, Mayor / Ex-Officio Member

Staff Present: Matthew T. Doyle, Mayor / Ex-Officio Member
Nicholas Finan, Director of Management Service
Russell. Plackemeier, City Attorney
Doug Kneupper, City Engineer
Dennis J. Harris, Sr., Recreation & Tourism Co-Director
Justin Herter, Board Secretary
Amanda Vance, Museum Curator
James Hartshorn, City Staff
Rhomarri Jackson, Staff

(2) NEW BUSINESS

- (a) Consider and take action on minutes from the October 26, 2017, Texas City Historical Preservation Corporation meeting. (City Secretary)

Motion by Director Jose Boix, Seconded by Director Terri O'Brien to approve minutes.

Vote: 7 - 0 CARRIED

- (b) Consider and take action on Resolution No. 18-01, approving the new Museum logo. (Recreation & Tourism)

Motion by Vice-Chairperson JoAnn Hackbarth, Seconded by Director Terri O'Brien to approve the new logo.

Vote: 7 - 0 CARRIED

(c)

Consider and take action on Resolution No. 18-02, approving the Museum's new admission fees and reinstate an annual membership program. (Recreation & Tourism)

Amanda Vance and Dennis Harris went over the new admission fees and annual membership fees.

Motion by Director Terri O'Brien, Seconded by Vice-Chairperson JoAnn Hackbarth to approve new fees.

Vote: 7 - 0 CARRIED

(d)

Consider and take action on Resolution No. 18-03, approving the new reservation fees and policy/procedure changes. (Recreation & Tourism)

Amanda Vance and Dennis J. Harris, went over the new reservation fees and policies.

Motion by Director Terri O'Brien, Seconded by Vice-Chairperson JoAnn Hackbarth to change the new reservation fees and policies.

Vote: 7 - 0 CARRIED

(e)

Consider and take action on Resolution No. 18-04, approving Board Secretary and Alternate. (City Secretary)

James Hartshorn, City Staff, stated this was needed to appoint Rhomari as board secretary and Justin as alternate.

Motion by Vice-Chairperson JoAnn Hackbarth, Seconded by Director Jose Boix to approve board members.

Vote: 7 - 0 CARRIED

(3) UPDATES

(4) BOARD COMMENTS

(5) ADJOURNMENT

Having no further business, JoAnn Hackbarth made a MOTION to ADJOURN at 440PM; the motion was SECONDED by Jose Boix. The meeting was adjourned.

Board Secretary
Texas City Historical Preservation Corporation

Date Approved: _____

**Texas City Historical Preservation Corp
Agenda**

2. c.

Meeting Date: 01/22/2019

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 19-01, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2017-2018.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION NO. 19-01

A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE CITY OF TEXAS CITY HISTORICAL PRESERVATION CORPORATION DURING THE 2017 - 2018 FISCAL YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, at a meeting of the Board of Directors of the Texas City Historical Preservation Corporation, duly held on January 22, 2019 consideration was given to approving the actions of the Officers of the Board of Directors of the Texas City Historical Preservation Corporation during the 2017-2018 Fiscal Year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION THAT:

SECTION 1: All of the actions taken by the Officers of the Board of Directors of the Texas City Historical Preservation Corporation during the 2017-2018 Fiscal Year are hereby approved.

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

PASSED AND ADOPTED this 22nd day of January 2019.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

Rhomari Leigh
BOARD SECRETARY
Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp
Agenda**

2. d.

Meeting Date: 01/22/2019

Submitted By: Rhomari Jackson-Glover, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 19-02, adopting the 2018-2019 fiscal year budget of the Texas City Historical Preservation Corporation.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution
Budget

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION NO. 19-02

A RESOLUTION ADOPTING THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION 2018 - 2019 FISCAL YEAR BUDGET; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.

WHEREAS, at a meeting of the Board of Directors of the Texas City Historical Preservation Corporation, duly held on January 22, 2019, a general discussion was held concerning the proposed 2018-2019 Budget of the Texas City Historical Preservation Corporation.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION THAT:

SECTION 1: The Board of Directors of the Texas City Historical Preservation Corporation hereby approves the 2018 - 2019 Fiscal Year Budget, for the Texas City Historical Preservation Corporation, as approved by the City Commission of the City of Texas City.

SECTION 2: A copy of said Fiscal Year 2018 - 2019 Budget is attached hereto as **Exhibit "A"** and made a part hereof for all intents and purposes.

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

PASSED AND ADOPTED this 22nd day of January 2019.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

Rhomari Leigh
BOARD SECRETARY
Texas City Historical Preservation Corporation

T.C. HISTORICAL PRESERVATION CORP. - 808
REVENUES & EXPENDITURES

CITY OF TEXAS CITY, TEXAS
FY 2018-19 ADOPTED BUDGET

ACCOUNT	ACCOUNT DESCRIPTION	FY 2016-17 ACTUAL	FY 2017-18 AMENDED BUDGET	FY 2017-18 YEAR END PROJECTION	FY 2018-19 ADOPTED BUDGET
REVENUES: 808-000					
48112	MUSEUM REVENUE	15,397	16,000	21,000	21,000
*RENTS & CONCESSIONS		15,397	16,000	21,000	21,000
44009	GRANT REVENUE	-	1,000	1,000	-
48307	DONATIONS	724	-	-	-
48801	MISCELLANEOUS INCOME	-	50	-	50
*OTHER REVENUES		724	1,050	1,000	50
49002	TRANS. FROM HOTEL/MOTEL TAX FUND	120,500	120,500	120,500	120,500
*OTHER SOURCES		120,500	120,500	120,500	120,500
TOTAL REVENUES		136,620	137,550	142,500	141,550
EXPENDITURES: 808-XXX					
050-51010	SALARIES	21,600	22,500	22,500	-
*SALARIES & BENEFITS		21,600	22,500	22,500	-
401-52660	OFFICE SUPPLIES	1,936	2,400	2,000	2,400
401-52680	JANITORIAL SUPPLIES	358	1,500	750	1,500
401-52700	PROGRAMS & AWARDS	7,755	10,000	8,000	20,000
401-52760	COMPUTER SUPPLIES	352	2,375	750	2,375
401-52780	MISC.-MATERIALS & SUPPLIES	2,843	3,000	1,600	3,000
*MATERIALS & SUPPLIES		13,244	19,275	13,100	29,275
401-53200	UTILITIES	18,291	28,500	25,000	28,500
401-53540	MAINTENANCE-BLDG. & GROUNDS	32,329	35,000	30,000	35,000
401-53570	ADVERTISING/MARKETING	4,507	5,000	5,500	10,000
401-53600	POSTAGE	-	200	-	200
050-53680	PROFESSIONAL FEES	675	-	-	-
401-53680	PROFESSIONAL FEES	-	12,000	6,000	12,000
401-53700	EQUIPMENT RENTAL	232	4,015	3,200	4,000
401-53760	TRAVEL	487	2,600	2,000	3,000
401-53780	PUBLICATIONS & LEGALS	10,388	10,000	11,000	15,000
401-53800	DUES & MEMBERSHIPS	518	600	581	968
*CONTRACTUAL SERVICES		67,428	97,915	83,281	108,668
401-55010	LAND & BUILDING IMPROVEMENTS	10,970	131,481	10,000 *	121,481
*CAPITAL OUTLAY		10,970	131,481	10,000	121,481
TOTAL EXPENDITURES		113,242	271,171	128,881	259,424
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		23,379	(133,621)	13,619	(117,874)
FUND BALANCE-BEGINNING OF YEAR		181,679	205,058	205,058	218,677
FUND BALANCE-END OF YEAR		\$ 205,058	\$ 71,437	\$ 218,677	\$ 100,803

* Repairs and painting at Heritage Square carried over from FY17/18.

**Texas City Historical Preservation Corp
Agenda**

3. a.

Meeting Date: 01/22/2019

Submitted By: Chria McCall, Recreation and Tourism

Department: Recreation and Tourism

Information

ACTION REQUEST (Brief Summary)

BACKGROUND

See Attachments.

1. Visitor Survey Results 2017-18

2. General and Tour Attendance

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Survey

Tour Attendance

Texas City Museum											
Visitor Survey Results 2017-2018											
	Dec-17	Jan-18	Feb-18	Mar-18	Apr-18	May-18	Jun-18	Jul-18	Aug-18	Sep-18	totals
Local/Repeat visit	28	4	5	15	17	13	20	17	15	12	146
Walk-in/Drive by	2	2	3	3	6	5	15	7	6	3	52
Internet	5	2	4	6	10	5	8	10	17	16	83
Newspaper/Mag	0	0	1	1	0	0	0	0	0	0	2
TV	0	0	0	0	0	0	0	2	2	1	5
Word of Mouth	6	7	9	1	12	4	7	7	8	4	65
Other	0	3	4	1	0	2	2	0	0	0	12
Recorded responses to the question "how did you hear about us?"											
Units in groups of visitors											

Texas City Museum general and tour attendance by fiscal year.

TCM total attendance	15-16	16-17	17-18	18-19
Oct	161	750	542	1568
Nov	2097	1609	2414	347
Dec	651	455	581	676
Jan	319	272	223	
Feb	427	196	433	
March	311	463	592	
April	651	811	503	
May	285	302	326	
June	654	527	746	
July	567	405	528	
Aug	301	234	437	
Sept	266	340	399	
Total visitors	6690	6364	7724	2591

TCM adjusted attendance*	15-16	16-17	17-18	18-19
Oct	87	621	377	1335
Nov	1797	1380	2249	216
Dec	541	379	487	556
Jan	218	166	121	
Feb	285	176	312	
March	197	377	406	
April	499	711	391	
May	102	179	188	
June	475	441	568	
July	405	274	390	
Aug	184	163	275	
Sept	90	208	205	
Total visitors	4880	5075	5969	2107

* Does not include GCMRRC/Guest/Volunteers

TCM museum only tours	15-16	16-17	17-18	18-19
Oct	31	44	16	15
Nov	0	0	51	10
Dec	32	0	0	0
Jan	120	37	40	
Feb	122	20	66	
March	12	51	0	
April	25	200	7	
May	46	44	5	
June	264	238	66	
July	22	16	0	
Aug	34	10	23	
Sept	6	69	16	
Tour totals:	714	729	290	

TCM city tours	15-16	16-17	17-18	18-19
Oct	0	0	62	26
Nov	28	19	20	32
Dec	0	0	0	0
Jan	0	25	0	
Feb	23	0	17	
March	43	0	68	
April	0	0	0	
May	49	0	49	
June	53	0	40	
July	9	0	0	
Aug	0	0	13	
Sept	30	15	71	
Tour totals:	235	59	340	