

CITY OF TEXAS CITY
REGULAR CALLED CITY COMMISSION MEETING

AGENDA

WEDNESDAY, FEBRUARY 5, 2020 - 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) Honorary Fire Fighter Presentation for Kendall Sumners.
 - (b) Recognition of Officer Tim Herd for being selected "Explorer Leader of the Year" by the Boy Scouts of America (Police Department)
- (5) REPORTS
 - (a) Financial Quarterly Report (Finance)
 - (b) Juvenile Curfew Report (Police Department)
- (6) PUBLIC COMMENTS
- (7) CONSENT AGENDA
 - (a) Approve City Commission Minutes for January 15, 2020 meeting. (City Secretary)
 - (b) Consider and take action on Resolution No. 20-005, authorizing the aerial spraying for mosquitoes funded by the County's Mosquito Control Program. (Public Works)

- (c) Consider and take action on Resolution No. 20-006, appointing Russell F. Plackemeier to the Civil Service Board. (Management Services)

(8) REGULAR ITEMS

- (a) Consider and take action on Ordinance No. 20-05, amending the City's fiscal year 2019-2020 budget to create two new Municipal Court funds, the Juvenile Case Manager and Truancy Prevention Fund and the Local Juror Reimbursement Fee Fund and the related budgets for those funds. (Finance)
- (b) Consider and take action on Ordinance No. 20-06, to amend the City of Texas City's fiscal year 2019-20 Budget to create an additional Combination Inspector position and appropriate funds for the salary and benefits of this position. (Finance)

(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 JANUARY 31, 2020, PRIOR TO 5:00 P.M. AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

RHOMARI D. LEIGH
INTERIM CITY SECRETARY

CITY COMMISSION REGULAR MTG

(7) (b)

Meeting Date: 02/05/2020

Submitted By: Rhomari Jackson, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 20-005, authorizing the aerial spraying for mosquitoes funded by the County's Mosquito Control Program. (Public Works)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(7) (c)

Meeting Date: 02/05/2020

Submitted By: Rhomari Jackson, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 20-006, appointing Russell F. Plackemeier to the Civil Service Board. (Management Services)

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

(8) (a)

Meeting Date: 02/05/2020

Amend fiscal year 2019-2020 budget

Submitted For: Laura Boyd, Finance

Submitted By: Laura Boyd, Finance

Department: Finance

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Ordinance No. 20-XX, amending the City's fiscal year 2019-2020 budget to create two new Municipal Court funds, the Juvenile Case Manager and Truancy Prevention Fund and the Local Juror Reimbursement Fee Fund and the related budgets for those funds. (Finance)

BACKGROUND

The State of Texas has mandated the creation of these two new funds, separate and distinct from the City's General Fund.

The Juvenile Case Manager and Truancy Prevention Fee is \$5 per violation and must be used for Juvenile Case Manager salary or Truancy Prevention Program. Local Juror Reimbursement Fee is \$0.10 per violation to be used to pay our jurors or jury costs.

Municipal Court Administrator estimates annual revenue of the Juvenile Case Manager and Truancy Prevention Fund at \$45,000 and the estimated annual revenue of the Local Juror Reimbursement Fee Fund at \$2,000.

ANALYSIS

Budget Amendment:

Municipal Court Juvenile Case Mgr/Truancy Prevention Fund (Fund 239):

Fund Expenses \$45,000.00

Fine Revenues (\$45,000.00)

Municipal Court Local Juror Reimbursement Fee Fund (Fund 241):

Fund Expenses \$2,000.00

Fine Revenues (\$2,000.00)

ALTERNATIVES CONSIDERED

Fiscal Impact

CITY COMMISSION REGULAR MTG

Ord 14-03

Meeting Date: 02/05/2020

Consider approval of a request to amend the City of Texas City’s fiscal year 2019-20 budget.

Submitted For: Laura Boyd, Finance

Submitted By: Laura Boyd, Finance

Department: Finance

Information

ACTION REQUEST (Brief Summary)

Consider approval of a request to amend the City of Texas City’s fiscal year 2019-20 budget.

BACKGROUND

A budget amendment is needed to create an additional Combination Inspector position reporting to City Building Official and to appropriate funds to pay for salary and benefits of this new position.

Annual salary could be as much as \$62,140 with estimated benefits of \$18,000. This budget amendment will be to cover the remainder of the fiscal year--8 months.

Job description is attached.

ANALYSIS

Budget amendment is as follows:

General Fund (Fund 101)-Inspections Department (Dept. 203):

Salary and Benefits	\$53,430.00
Unassigned Fund Balance	(\$53,430.00)

ALTERNATIVES CONSIDERED

Fiscal Impact

Attachments

Inspector job descr

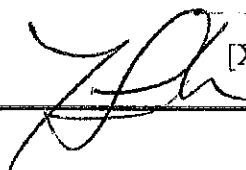
Combination Inspector

Reports to: Building Official
Job Classification Code: 3542

Department: 203-Inspection

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval:



Date: 3/27/10

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. Through 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 skill in applying knowledge of adopted building codes, zoning and land use applications.
5. Skill in the operation of 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 the ICC Residential and Commercial Plumbing Inspector certifications within 6 months and/or obtain a Texas State Plumbing Inspector License within 12 months of employment.

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 Yes


Signature

9/11/18
Date

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: 3/27/18

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.
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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. Through 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 skill in applying knowledge of adopted building codes, zoning and land use applications.
5. Skill in the operation of 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 the ICC Residential and Commercial Plumbing Inspector certifications within 6 months and/or obtain a Texas State Plumbing Inspector License within 12 months of employment.

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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 Yes

Maulay George
Signature

11/06/18
Date

Permit Technician

Reports to: Building Official Department: Inspections
Job Classification Code: _____ Exempt Non-Exempt
 Full Time Part-Time Seasonal
Department Head Approval: _____ Date: _____

JOB SUMMARY:

To assist the Building Official, City Engineer and City Planner to ensure effective and efficient daily operations by providing administrative support in the execution of guidelines, policies and procedures established by the City. Position requires more complex responsibility due the crossover knowledge needed concerning building code issues and planning related issues.

ESSENTIAL FUNCTIONS:

1. Provides staff assistance to the Building Official; composes and types memos and letters, keeping Building Official informed of pertinent items and prepares notes and messages, read and annotates Building Official's mail.
2. tracks requests for service and information for timely return, reviews Building Official's calendar to ensure schedule runs smoothly and that department employees receive appropriate information.
3. Resolves citizens complaints whenever possible before reaching Building Official.
4. Conducts research and provides background information for decision making. .
5. Assists with preparing budget. Monitors and tracks departmental expenditures, orders supplies and handles funds received for permits.
6. Aids in development of policies and procedures.
7. Plans and coordinates meetings and personnel functions within the department.
8. Performs routine office management tasks
9. Helps the general public and contractors process their permits.
10. Performs clerical and secretarial duties for Inspectors, City Planner and City Engineer.
11. Takes inspections requests from contractors and schedules inspections.
12. Notifies and records public utilities connected for service.
13. Answers routing inquiries regarding flood zones.
14. Calculates permit fees and balances permits.
15. Prepares monthly and annual financial reports.
16. Prepares monthly Census Bureau report.
17. Types agendas and minutes of meetings.
18. Prepares cash receipts and daily cash receipt reports for Inspection Department.
19. Maintains files, plats and records.
20. Decides if a complaint needs immediate attention of Building Official; resolves problems independently or delegates to appropriate official.
21. Operates personal computer and cash register. .
22. Communicates effectively with other employees, public and various city boards by phone or in person.
23. Other duties as may be assigned.

QUALIFICATIONS:

1. High School Diploma or G.E.D. .
2. Five years secretarial or administrative experience with large corporation and two years experience with municipal government.
3. Knowledge of office management, accounting or bookkeeping skills and use of a personal computer with word processing software
4. Must have excellent verbal skills, both oral and writing.
5. Excellent interpersonal skills using discretion, good judgement, tact and diplomacy.
6. Must be able to read and interpret City Codes, Building Codes, City Ordinances, Flood maps, Zoning Ordinances and various plans.
7. Must be able to work independently and be able to effectively execute multiple tasks having multiple and inflexible deadlines

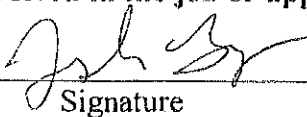
PHYSICAL REQUIREMENTS:

Sits for long periods of time while entering data and stands while dealing with the public and filing

1. Must be able to lift , carry or hold 10 pound of office supplies; push and pull up to 10 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 exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

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


Signature

1-4-12
Date

PLANNING SECRETARY – PART-TIME

Reports to: Planning Director
Position Control No.: 7156

Department: Inspections & Planning
 Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: _____ Date: _____

JOB SUMMARY:

Performs administrative support function for the Planning Director and the Building Official/Planning Coordinator. Requires knowledge of department and City procedures. Implements policies and procedures for production of documents, work flow, filing, ordering of supplies, records maintenance, and other clerical services for the department. Uses independent judgment in completing activities. Act as an administrative liaison with internal and/or external sources. Monitors budget, accounting and time cards for the department.

ESSENTIAL JOB FUNCTIONS:

1. Performs clerical functions requiring considerable discretion and specialized knowledge.
2. Assists the public, by phone or in person, with questions and/or requests for information which requires knowledge of policies and procedures.
3. Proficient in word processing of correspondence, memorandums, forms, spreadsheets (MS Office and Outlook) for presentations.
4. Maintains department and project files and assists in retrieving and supplying information to other departments, agencies and open records requests.
5. Skilled in the use of department equipment such as computer, calculator, fax machine, copier, binding machine, camera and scanner. Also responsible for the efficient and safe operation, care and appearance of said equipment.
6. Prepare forms, charts, statements, confidential investigations, (recorded or written) letters or memos requiring signatures by department heads.
7. Attend staff or board meetings when required.
8. Maintains Planning Director's appointment calendar, reserves meeting rooms, makes travel arrangements and room accommodations.
9. Prepares departmental time cards, time recaps, and completes the necessary paperwork for changes regarding department personnel status.
10. Process accounts payable and coordinates with department heads regarding all budget matters. Maintains department accounting procedures.
11. Works independently in the absence of specific instructions or supervision.
12. Ability to use tact and diplomacy, and maintain effective working relationships with others.

QUALIFICATIONS:

1. High School diploma or GED – College Degree preferred.
2. Three (3) to four (4) years experience in general secretarial work or related field.
3. Strong verbal and written communication skills.

4. Good organizational skills and able to work under hurried and pressured conditions.
5. Ability to deal effectively with public and governmental officials and learn the operating practices of municipal government.

PHYSICAL REQUIREMENTS:

1. Must be able to lift, carry or hold 10 pounds of office supplies; push and pull up to 10 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? yes.

Rose DeLeo
Signature

8/17/17
Date