

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

FEBRUARY 22, 2024- 4:00
CITY HALL COUNCIL 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 the election of Officers and Oath of Officers.
 - b. Consider and take action on minutes from the March 11, 2021, Texas City Historical Preservation Corporation Meeting.
 - c. Consider and take action on Resolution No. 2024-01, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the 2021-2022 and 2022-2023 fiscal years.
 - d. Consider and take action on Resolution No. 2024-02, retroactively adopting the 2022-2023 and 2023-2024 fiscal year budgets.
3. UPDATES
 - a. City Staff Updates
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 FEBRUARY 18, 2024, AT 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: 02/22/2024

Submitted By: Rhomari Leigh, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on the 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, <i>Director</i>	Jose Boix, <i>Director</i>
Susan Dunn, <i>Director</i>	Lacey Fleshman, <i>Director</i>
Alfy Mays, <i>Director</i>	Ridawna Sneed, <i>Director</i>
Terri O'Brien, <i>Director</i>	City Staff: Kyle Dickson, City Attorney Jon Branson, Executive Director of Management Services Ryan McClellen, Interim Director of Finance Rhomari Leigh – Board Secretary Dennis Harris, Sr., Director of Recreation and Tourism Amanda Vance, Museum Curator

**Texas City Historical Preservation Corp
Agenda**

2. b.

Meeting Date: 02/22/2024

Submitted By: Rhomari Leigh, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on minutes from the March 11, 2021, Texas City Historical Preservation Corporation Meeting.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Minutes

TEXAS CITY HISTORICAL PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

MINUTES

MARCH 11, 2021 - 3:30 p.m.

CITY HALL COUNCIL ROOM

The Texas City Historical Preservation Corporation Board of Directors met Thursday, March 11, 2021, at 3:30 p.m., 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 3:41 p.m. by Margret Tuma with the following in attendance:

(1) ROLL CALL

Present: Margaret Tuma, Chairperson
Jose Boix, Director
Ridawna Sneed, Director
Lacey Fleshman, Director
Laura Boyd, Treasurer / Ex-Officio Member

Absent: JoAnn Hackbarth, Vice-Chairperson
Terri O'Brien, Director
Irma Moreno, Director

Staff Present: Jon Branson, Executive Director of Management Services
Rhomari Leigh, Board Secretary
Ryan McClellen, City Staff
Amanda Vance, City Staff
Dennis J. Harris, Director of Recreation and Tourism

(2) NEW BUSINESS

- (a)** Consider and take action on the election of Officers and Oath of Officers.

Lacey Fleshman voted to appoint Margret Tuma as Chairperson and Jose Boix as Vice-Chairperson.

Motion by Director Lacey Fleshman, Seconded by Director Jose Boix

Vote: 4 - 0 CARRIED

- (b)** Consider and take action on minutes from May 21, 2019, and December 10, 2019 Texas City Historical Preservation Corporation meeting.

Motion by Director Jose Boix, Seconded by Chairperson Margaret Tuma

Vote: 4 - 0 CARRIED

- (c)** Consider and take action on Resolution No. 21-01, approving the action of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2019-2020.

Motion by Director Jose Boix, Seconded by Chairperson Margaret Tuma

Vote: 4 - 0 CARRIED

- (d) Consider and take action on Resolution No. 21-02, adopting the 2020-2021 fiscal year budget of the Texas City Historical Preservation Corporation.

Dennis Harris, Director of Recreation and Tourism, stated that a new fence for Heritage Square was recently installed.

Motion by Director Jose Boix, Seconded by Chairperson Margaret Tuma

Vote: 4 - 0 CARRIED

- (e) Consider and take action on Resolution No. 21-03, approving and updating the Texas City Museum's Mission, Vision, and Values statements.

Amanda Vance, Museum Curator, explained the necessity for the updated mission, vision, and values statements.

Motion by Director Jose Boix, Seconded by Director Lacey Fleshman

Vote: 4 - 0 CARRIED

(3) UPDATES

- (a) Review Texas City Museum's 2020 Collection Policy Proposal.

(4) BOARD & STAFF COMMENTS

Dennis Harris stated that the museum artifacts have gone through deep cleaning and evaluations.

(5) ADJOURNMENT

Having no further business, Jose Boix made a MOTION to ADJOURN at 4:10 p.m.; the motion was SECONDED by Lacey Fleshman. The meeting was adjourned.

Board Secretary
Texas City Historical Preservation Corporation

Date Approved: _____

**Texas City Historical Preservation Corp
Agenda**

2. c.

Meeting Date: 02/22/2024

Submitted By: Rhomari Leigh, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 2024-01, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the 2021-2022 and 2022-2023 fiscal years.

BACKGROUND

Our City Attorney has recommended this Resolution to validate the smaller items not budgetary in nature or that typically do not need the Boards approval in a formal meeting, such as a change order under the allowable percentage of advertisement in a newspaper and approved within the budget.

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION NO. 2024-01

A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE CITY OF TEXAS CITY HISTORICAL PRESERVATION CORPORATION DURING THE 2021-2022 AND 2022-2023 FISCAL YEARS; 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 February 22, 2024, consideration was given to approving the actions of the Officers of the Board of Directors of the Texas City Historical Preservation Corporation during the 2021-2022 and 2022-2023 Fiscal Years.

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 2021-2022 and 2022-2023 Fiscal Years 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 February 2023.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

BOARD SECRETARY
Texas City Historical Preservation Corporation

Texas City Historical Preservation Corp
Agenda

2. d.

Meeting Date: 02/22/2024

Submitted By: Rhomari Leigh, City Secretary

Department: City Secretary

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 2024-02, retroactively adopting the 2022-2023 and 2023-2024 fiscal year budgets.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Resolution

Budget

Budget

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION NO. 2024-02

A RESOLUTION RETROACTIVELY ADOPTING THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION 2022-2023 AND 2023-2024 FISCAL YEAR BUDGETS; 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 February 22, 2024, a general discussion was held concerning the proposed 2022-2023 and 2023-2024 Budgets 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 2022-2023 and 2023-2024 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 2022-2023 and 2023-2024 Budgets are 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 February 2024.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

BOARD SECRETARY
Texas City Historical Preservation Corporation

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

CITY OF TEXAS CITY, TEXAS
FY 2022-23 PROPOSED BUDGET

ACCOUNT	ACCOUNT DESCRIPTION	FY 2020-21 ACTUAL	FY 2021-22 AMENDED BUDGET	FY 2021-22 YEAR END PROJECTION	FY 2022-23 PROPOSED BUDGET
REVENUES: 808-000					
48112	MUSEUM REVENUE	8,558	21,000	18,000	21,000
*RENTS & CONCESSIONS		8,558	21,000	18,000	21,000
44009	GRANT REVENUE	-	-	-	-
48205	NET CHANGE IN FV INVESTMENTS	-	-	(7,600)	
48307	DONATIONS	344	-	10,330	10,000
48801	MISCELLANEOUS INCOME	-	50	50	50
48820	INTEREST INCOME	-	-	600	-
*OTHER REVENUES		344	50	3,380	10,050
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		129,402	141,550	141,880	151,550
EXPENDITURES: 808-XXX					
050-51010	SALARIES	-	-	-	-
*SALARIES & BENEFITS		-	-	-	-
401-52660	OFFICE SUPPLIES	400	2,400	393	2,400
401-52680	JANITORIAL SUPPLIES	931	1,668	617	1,500
401-52700	PROGRAMS & AWARDS	1,617	14,000	8,393	14,000
401-52700	PROGRAMS & AWARDS-Education Outreach	-	1,600	1,456	1,600
401-52760	COMPUTER SUPPLIES	352	2,375	1,435	2,375
401-52780	MISC.-MATERIALS & SUPPLIES	462	3,000	1,380	3,000
*MATERIALS & SUPPLIES		3,762	25,043	13,673	24,875
401-53200	UTILITIES	18,369	28,516	17,531	28,516
401-53540	MAINTENANCE-BLDG. & GROUNDS	39,357	35,500	46,000	70,300
401-53570	ADVERTISING/MARKETING	3,725	10,000	3,982	40,000
401-53600	POSTAGE	-	200	-	200
050-53680	PROFESSIONAL FEES	750	-	-	-
401-53680	PROFESSIONAL FEES	15,977	12,000	8,354	12,000
401-53700	EQUIPMENT RENTAL	3,197	6,000	3,319	6,000
401-53760	TRAVEL	848	5,000	3,033	5,000
401-53780	PUBLICATIONS & LEGALS	3,000	15,000	3,982	15,000
401-53800	DUES & MEMBERSHIPS	1,001	1,263	789	1,263
*CONTRACTUAL SERVICES		86,224	113,479	86,990	178,279
401-55010	LAND & BUILDING IMPROVEMENTS	56,209	-	-	70,000
*CAPITAL OUTLAY		56,209	-	-	70,000
TOTAL EXPENDITURES		146,195	138,522	100,663	273,154
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		(16,793)	3,028	41,217	(121,604)
FUND BALANCE-BEGINNING OF YEAR		281,963	265,169	265,169	306,386
FUND BALANCE-END OF YEAR		\$ 265,169	\$ 268,197	\$ 306,386	\$ 184,782

T.C. HISTORICAL PRESERVATION CORP. - 808
EXPENSES-SUPPLEMENTAL REQUESTS DETAIL

CITY OF TEXAS CITY, TEXAS
FY 2022-23 PROPOSED BUDGET

ACCOUNT NUMBER		DESCRIPTION	FY 2022-23 PROPOSED BUDGET
<u>CAPITAL OUTLAY:</u>			
55010		REMODEL OF CHILDREN'S EXHIBIT AREA	60,000
55010		SIGNAGE FOR 1867 SETTLEMENT AREA	10,000
<u>TOTAL CAPITAL OUTLAY:</u>			<u>70,000</u>
<u>TOTAL SUPPLEMENTAL REQUESTS-T. C.. HISTORICAL PRESERVATION CORP.</u>			<u>\$ 70,000</u>

**T.C. HISTORICAL PRESERVATION CORP.
REVENUES & EXPENDITURES
FUND 808**

**CITY OF TEXAS CITY, TEXAS
FY 2023-24 ADOPTED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2021-22 ACTUAL	FY 2022-23 AMENDED BUDGET	FY 2022-23 YEAR END PROJECTION	FY 2023-24 ADOPTED BUDGET
REVENUES: 808-000					
48112	MUSEUM REVENUE	18,905	21,000	15,000	21,000
*RENTS & CONCESSIONS		18,905	21,000	15,000	21,000
44009	GRANT REVENUE			-	-
48205	NET CHANGE IN FV INVESTMENTS	(10,530)	-	3,200	
48307	DONATIONS	10,330	10,000	10,120	10,000
48801	MISCELLANEOUS INCOME	-	50	-	50
48820	INTEREST INCOME	685	-	3,200	-
*OTHER REVENUES		486	10,050	16,520	10,050
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		139,890	151,550	152,020	151,550
EXPENDITURES: 808-XXX					
050-51010	SALARIES			-	-
*SALARIES & BENEFITS		-	-	-	-
401-52660	OFFICE SUPPLIES	360	2,400	1,000	2,400
401-52680	JANITORIAL SUPPLIES	565	1,500	750	1,500
401-52700	PROGRAMS & AWARDS	9,799	14,000	9,000	14,000
401-52700	PROGRAMS & AWARDS-Education Outreach	1,366	1,600	-	1,600
401-52760	COMPUTER SUPPLIES	1,315	2,375	1,500	2,375
401-52780	MISC.-MATERIALS & SUPPLIES	1,763	3,000	-	3,000
*MATERIALS & SUPPLIES		15,169	24,875	12,250	24,875
401-53200	UTILITIES	18,904	28,516	13,000	28,516
401-53540	MAINTENANCE-BLDG. & GROUNDS	59,382	70,300	43,000	70,300
401-53570	ADVERTISING/MARKETING	3,650	40,000	30,000	40,000
401-53600	POSTAGE	-	200	50	200
050-53680	PROFESSIONAL FEES	-	-	60	-
401-53680	PROFESSIONAL FEES	8,408	12,000	1,500	12,000
401-53700	EQUIPMENT RENTAL	4,623	6,000	3,500	6,000
401-53760	TRAVEL	2,780	5,000	2,500	5,000
401-53780	PUBLICATIONS & LEGALS	3,650	15,000	13,000	15,000
401-53800	DUES & MEMBERSHIPS	923	1,263	500	1,263
*CONTRACTUAL SERVICES		102,320	178,279	107,110	178,279
401-55010	LAND & BUILDING IMPROVEMENTS		70,000	70,000	15,420
*CAPITAL OUTLAY		-	70,000	70,000	15,420
TOTAL EXPENDITURES		117,488	273,154	189,360	218,574
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		22,402	(121,604)	(37,340)	(67,024)
FUND BALANCE-BEGINNING OF YEAR		265,169	287,572	287,572	250,232
FUND BALANCE-END OF YEAR		\$ 287,572	\$ 165,968	\$ 250,232	\$ 183,208

* Museum AC unit