



**CITY OF LA MARQUE
CITY COUNCIL
SPECIAL AGENDA
of
March 11, 2024**

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a **Special Meeting** on **March 11, 2024**, beginning at **4:00 PM** in the **Council Chambers** at **1109-B Bayou Road La Marque, Texas as well as via videoconference hosted through Zoom (councilzoom.cityoflamarque.org)**. In accordance with Section 551.127(b) of the Texas Local Government Code the presiding officer and a quorum of the La Marque City Council intend to be and will be physically present at 1109-B Bayou Road, La Marque, Texas. This location will be open to the public and the meeting will be broadcast at this location, on Channel 16, and via YouTube (<https://www.youtube.com/watch?v=L6G8ypjyEDo>).

The Council will meet for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER

2. ROLL CALL

3. NEW BUSINESS

Items presented to the Council for discussion and possible action:

3.I. Current Financial Status Analysis

Financial expense visual report for first one-third of fiscal year 24

3.II. Proposed Ordinance

Amending the City of La Marque 2023-2024 budget by increasing various budget accounts' expenditures, transferring positions to new departments, allocating American Rescue Plan Act (ARPA) funds and increasing/ decreasing various fund balances as set forth in the attached exhibits

3.III. American Rescue Plan Act (ARPA) Funds

Discussion/ possible action regarding the allocation of American Rescue Plan Act (ARPA) funds

4. EXECUTIVE SESSION

The City Council for the City of La Marque, Texas reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code Section 551.071 (Consultation with Attorney), 551.072(Deliberations about Real Property), 551.073 (Deliberations

about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development)

5. ACTIONS TAKEN FROM EXECUTIVE SESSION

6. ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on March 8, 2024 before 4:00 p.m.

Kierra K. Nance, TRMC
City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: March 11, 2024

Prepared by: Mikala Halbrook,
Christine Turner

Department: Finance

Agenda Item: 3.I.

Reviewed by: Cesar Garcia, City
Manager

AGENDA ITEM DESCRIPTION:

Financial expense visual report for first one-third of fiscal year 24

STAFF BRIEFING:

Visual summary/representation of financial report encompassing the first one-third of the current fiscal year reflecting both the operating general fund and operating utility fund.

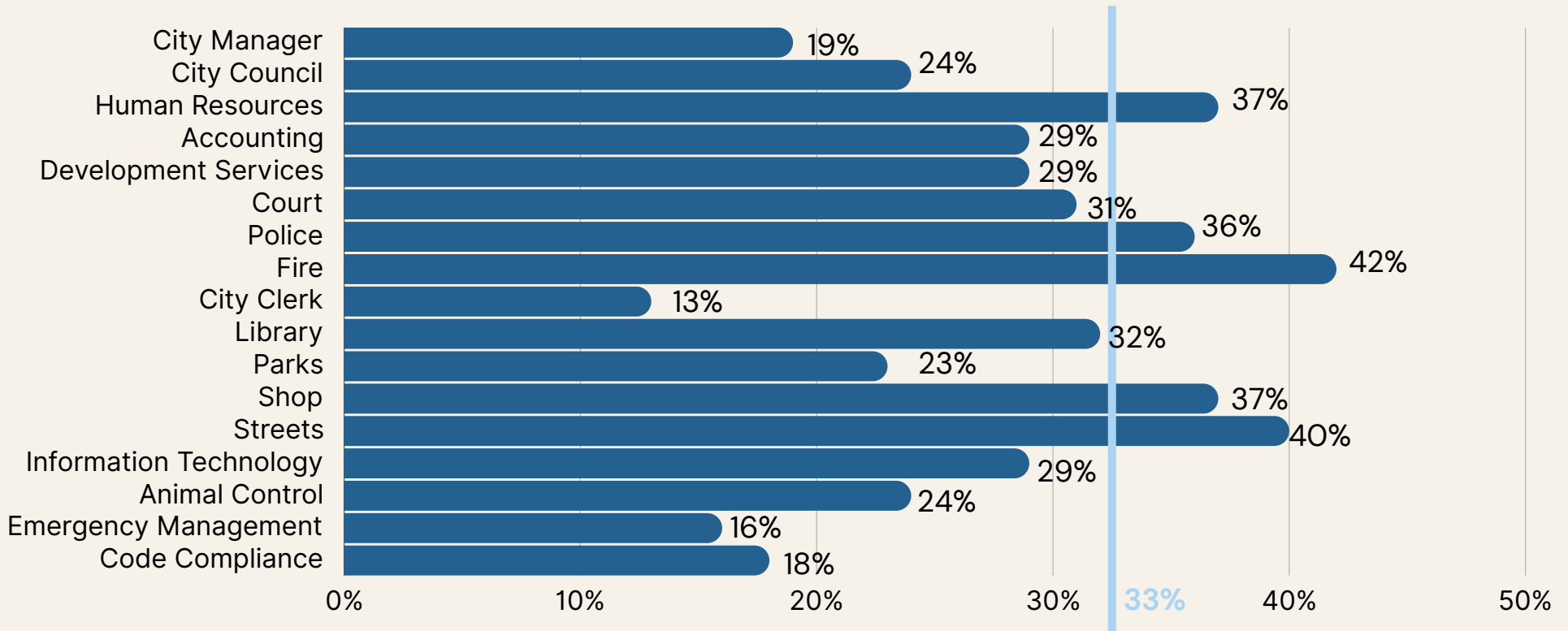
HISTORY:

This report has not been submitted for this fiscal year. We are working on reporting this information monthly in a concise visual manner with thorough back-up. We will continue working on revamping this report to improve upon our previous efforts on a monthly basis till we get it just right.

FISCAL IMPACT:

None.

Operating General Fund Report



As of January 2024, we are 1/3 of the way through the FY 24 budget year.

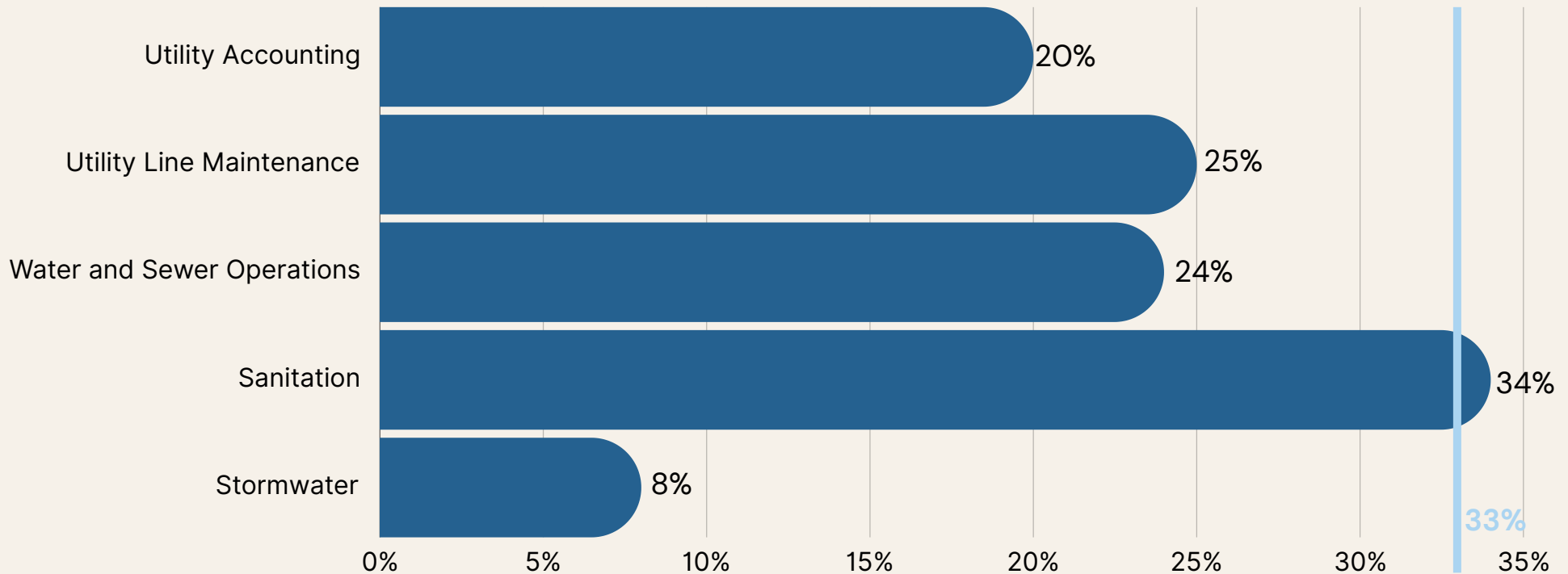
Year-to-date:
\$6,707,460

36% of budget has been expended

Overall Budget: \$18,633,455

Note: The General Fund of COLM includes a Debt Service not depicted in the graph.

Operating Utility Fund Report



As of January 2024, we are 1/3 of the way through the FY24 budget year.

Year-to-Date:

\$3,347,417

28% of budget has been expended

Overall Budget: \$12,144,853

Note: The Utility Fund of COLM includes a Debt Service not depicted in the graph.

ORDINANCE NO. O-2024-XXXX

AN ORDINANCE AMENDING THE CITY OF LA MARQUE 2023-2024 BUDGET BY INCREASING VARIOUS BUDGET ACCOUNTS' EXPENDITURES, TRANSFERRING POSITIONS TO NEW DEPARTMENTS, ALLOCATING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS AND INCREASING/DECREASING VARIOUS FUND BALANCES AS SET FORTH IN ATTACHED EXHIBITS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS:

Section 1. That the City La Marque 2023-2024 Fiscal Year Budget is hereby amended by increasing various accounts' expenditures, transferring positions to new departments, allocation of American Rescue Plan Act (ARPA) funds and increasing/decreasing various fund balances as set forth in the Exhibits "A-C" attached hereto and made a part hereof.

Section 2. **Open Meetings Act.** It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public as required and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't Code*.

PASSED AND APPROVED by City Council of the City of La Marque, Texas, on this the first reading this the ____ day of _____, 2024.

PASSED, APPROVED and ADOPTED by City Council of the City of La Marque, Texas, on this the second and final reading this the ____ day of _____, 2024.

CITY OF LA MARQUE, TEXAS

Keith Bell, Mayor

ATTEST:

Kierra Nance, City Clerk

APPROVED AS TO FORM:

Gus Knebel, City Attorney

City of La Marque
Fiscal Year 2024
Summary
Budget Amendments

The following are proposed adjustments to the Fiscal Year 2024 Budget. These proposed amendments are vital for our organization's growth and efficiency. Consider for your review and approval the following amendments:

Amendment 1: Position Title Change *(Exhibit B)*

City Receptionist to Human Resources Clerk (No funding changes). Renaming the City Receptionist position to Human Resources Clerk will better align with the expanded responsibilities within the Human Resources Department with no changes in funding requested.

Amendment 2: New Position *(Exhibit A)*

Administrative Assistant (Funding addressed). The role of Administrative Assistant will transition from Shop/Fleet (Dept 10) to IT Technology /Facilities/OEM(Dept 13). This shift to an Administrative IT/Facilities position aims to provide an expanded scope, covering a wider range of administrative responsibilities. The hourly pay rate is expected to be around \$16, with corresponding adjustments to benefits. We are requesting to take the current vacant PT Mechanic Position and convert it to the requested Administrative Assistant role for this division following the change of Shop/Fleet no longer falling under Public Works and its subsequent addition to Division of IT/Facilities/OEM that took place at the end of FY 23.

Amendment 3: New Positions *(Exhibit A)*

Public Relations Specialist and Public Relations Clerk will replace the Public Relations Specialist position held by J. Prichett prior to him ascending to Deputy City Manager. The two (2) positions are intended to strengthen the City's communication efforts both internally and externally, fostering better engagement with the community as part of our Communications Plan. An additional \$17,000 will be needed to fund these two positions and efficiency in the area of Advertising/Promotions city-wide from various accounts as well as cost savings from vacancies in various departments in line with the needs of this requested amendment will be pulled accordingly to cover this additional expense.

Amendment 4: New Position *(Exhibit A)*

Project Coordinator (Utility- Funded); will coordinate various projects to enhance utility services and infrastructure. This position will be fully funded by the Utility Fund. Savings represented through efficiency and cost savings on Utility Fund side will allow for absorption of this expense. This position was approved in FY 23 but then frozen to commence FY 24. We are hereby requesting to fund this position moving forward as part of this budget amendment.

Amendment 5: New Position *(Exhibit A)*

Grant Administrator (Utility- Funded); manages grants and ensures compliance with funding requirements to support various funds and departmental projects. This position will be fully funded by the Utility Fund. Savings represented through efficiency and cost savings on Utility Fund side will allow for absorption of this expense. This position was approved in FY 23 but then frozen to commence FY 23. We are hereby requesting to fund this position moving forward part of this budget amendment.

Amendment 6: New Position (\$300,000 funded via BJA FY23 Rural and Small Department Violent Crime Reduction program) *(Exhibit A)*

Crime Analyst (Grant- Funded); focuses on analyzing crime data to support law enforcement efforts. This position, fringe benefits (taxes, insurance, retirement, etc.) as well as other annual expenses through partnerships with other social service providing organizations as listed in the funded grant will amount to \$100,000 per year over the course of three (3) years.

Amendment 7: Position Title Change *(Exhibit B)*

HR Coordinator to HR Manager (No funding changes). Renaming the HR Coordinator position to HR Manager will better align with the expanded responsibilities within the Human Resources department with no changes in funding. This position will now have direct responsibility over the requested change above from City Receptionist to HR Clerk.

Amendment 8: Position Title Change & Change of Department *(Exhibit B)*

Meter Readers to Utility Technicians (No funding changes). Changing the title from Meter Readers to Utility Technicians aims to provide a more accurate depiction of the role, extending beyond traditional meter reading including install, troubleshooting, and repair of current smart meters being replaced city wide. The introduction of Smart meters allows for the reallocation of time towards undertaking supplementary responsibilities including regular inspections of meters with irregular readings or alleged leaks thus providing better customer service and efficiency by this division. Further, the two current positions will change supervision as part of this change and their budget impact will go from Utility Accounting (Dept. 21) to Utility Lines (Dept. 22).

Amendment 9: New Position *(Exhibit A)*

Development Services – Inspector (1 full-time Inspector) BBG currently manages all inspections, incurring a cost of \$183,000 for FY23 and \$43,000 for FY24 thus far. Introducing an in-house Inspector will cut costs and grant the city greater control over the timing and accuracy of inspections. BBG will still be used for overflow of inspections thus to make sure we are staying on top of the workflow of our growing inspections and development city-wide. This was a request from Council and this is our first opportunity to introduce this initiative. True cost savings will not be measured until position is filled and transition is made. A truer outlook of savings will be seen

at end of FY24 after 6 months of having this position filled and effects on operational efficiency being fully evaluated.

Amendment 10: ARPA Allocations *(Exhibit C)*

Discussion and consideration of action to authorize the City Manager to designate and use up to \$1,068,000 in FY24, \$2,127,698 in FY25 and \$1,060,000 in FY26 in ARPA Funds. The total amount of \$4,255,698, according to ARPA guidelines, must be committed by the end of 2024 and totally expended by 2026. See attached table for consideration.

Amendment 11: Moving FT Permit Tech *(Exhibit B)*

This position was intended to transition to be under Code Enforcement. When the transition occurred moving Code from Development Services to reside under the auspice of the Fire Department, this is our next opportunity to formally take this action.

Amendment 12: Moving Maintenance Worker I *(Exhibit B)*

This position will need to be reassigned to the Information Technology Department (IT) from the Public Works-Street Department based on operational needs.

Conclusion:

These proposed changes underscore our commitment to enhancing efficiency, service delivery, and community engagement. The overall impact to the City's Fund Balance is approximately \$150,000.

Exhibit A

Budget Amendments

Administrative Assistant (move from PW to IT)

Public Relations Specialist (replaces J. Prichett position)

Public Relations Clerk (replaces J. Prichett position)

Project Coordinator (Approx. \$69k impact to UF Fund Balance)

Grant Administrator (Approx. \$74k impact to GF Fund Balance)

Crime Analyst (Grant Funded)

Development Services Inspector (replaces out-sourced vendor for inspections)

Permit Technician (move from Development Svces to Fire)

Maintenance Worker I (move from PW Streets to IT)

Budget Amendment FY 2023-24

Accounts	Descriptions	Amounts	Comments
01-1010-13-00	SALARY-IT	33,280	Administrative Assistant (FT) \$16/hr Move to IT
01-1060-13-00	TAXES	3,463	Administrative Assistant (FT) \$16/hr Move to IT
01-1065-13-00	TMRS	4,659	Administrative Assistant (FT) \$16/hr Move to IT
01-1070-13-00	MEDICAL INSURANCE	6,907	Administrative Assistant (FT) \$16/hr Move to IT
01-1010-10-00	SALARY-Public Works-Shop	-33,280	Administrative Assistant (FT) \$16/hr Move from PW-Shop
01-1060-10-00	TAXES	-3,463	Administrative Assistant (FT) \$16/hr Move from PW-Shop
01-1065-10-00	TMRS	-4,659	Administrative Assistant (FT) \$16/hr Move from PW-Shop
01-1070-10-00	MEDICAL INSURANCE	-6,907	Administrative Assistant (FT) \$16/hr Move from PW-Shop
01-2401-00-00	FUND BALANCE	-	
01-1010-01-01	SALARY-City Manager	55,000	Public Relations Specialist (FT)
01-1060-01-01	TAXES	5,108	Public Relations Specialist (FT)
01-1065-01-01	TMRS	7,700	Public Relations Specialist (FT)
01-1070-01-01	MEDICAL INSURANCE	6,907	Public Relations Specialist (FT)
01-1010-01-01	SALARY-City Manager	36,000	Public Relations Clerk (FT)
01-1060-01-01	TAXES	3,654	Public Relations Clerk (FT)
01-1065-01-01	TMRS	5,040	Public Relations Clerk (FT)
01-1070-01-01	MEDICAL INSURANCE	6,907	Public Relations Clerk (FT)
01-4050-05-00	ADVERTISING and PROMOTION	-8,500	Transfer to cover Public Relations Specialist
01-4050-05-00	ADVERTISING and PROMOTION	-8,500	Transfer to cover Public Relations Clerk
	FUND BALANCE	-109,315	
02-1010-22-00	SALARY-UTILITY Water Line	25,000	Project Coordinator (FT)-50% Waterline
02-1060-22-00	TAXES	2,375	Project Coordinator (FT)-50% Waterline
02-1065-22-00	TMRS	3,500	Project Coordinator (FT)-50% Waterline
02-1070-22-00	MEDICAL INSURANCE	3,454	Project Coordinator (FT)-50% Waterline
02-1010-24-00	SALARY-UTILITY Operations	25,000	Project Coordinator (FT)-50% Utility Operations
02-1060-24-00	TAXES	2,375	Project Coordinator (FT)-50% Utility Operations
02-1065-24-00	TMRS	3,500	Project Coordinator (FT)-50% Utility Operations
02-1070-24-00	MEDICAL INSURANCE	3,454	Project Coordinator (FT)-50% Utility Operations
02-2401-00-00	FUND BALANCE	-68,658	
02-1010-22-00	SALARY-UTILITY Water Line	27,500	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1060-22-00	TAXES	2,568	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1065-22-00	TMRS	3,850	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1070-22-00	MEDICAL INSURANCE	3,454	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1010-24-00	SALARY-UTILITY Operations	27,500	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1060-24-00	TAXES	2,568	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1065-24-00	TMRS	3,850	Grant Administrator (FT)-Included on Finance Dept Org chart
02-1070-24-00	MEDICAL INSURANCE	3,454	Grant Administrator (FT)-Included on Finance Dept Org chart
02-2401-00-00	FUND BALANCE	-74,744	
01-1010-05-00	SALARY-Police	65,000	Crime Analyst (FT)
01-1060-05-00	TAXES	3,990	Crime Analyst (FT)
01-1065-05-00	TMRS	9,100	Crime Analyst (FT)
01-1070-05-00	MEDICAL INSURANCE	6,907	Crime Analyst (FT)
01-2401-00-00	FUND BALANCE	-84,997	
01-1010-03-00	SALARY-Development Services	60,000	Inspector (FT)
01-1060-03-00	TAXES	5,520	Inspector (FT)
01-1065-03-00	TMRS	8,400	Inspector (FT)
01-1070-03-00	MEDICAL INSURANCE	6,907	Inspector (FT)
01-2401-00-00	FUND BALANCE	-80,827	
01-1010-06-00	SALARY-Fire	35,360	Permit Tech (FT)-\$17/hr Move to Fire
01-1060-06-00	TAXES	2,705	Permit Tech (FT)-\$17/hr Move to Fire
01-1065-06-00	TMRS	4,950	Permit Tech (FT)-\$17/hr Move to Fire
01-1070-06-00	MEDICAL INSURANCE	6,907	Permit Tech (FT)-\$17/hr Move to Fire
01-1010-03-00	SALARY-Development Services	-35,360	Permit Tech (FT)-\$17/hr Move from Development Services
01-1060-03-00	TAXES	-2,705	Permit Tech (FT)-\$17/hr Move from Development Services
01-1065-03-00	TMRS	-4,950	Permit Tech (FT)-\$17/hr Move from Development Services
01-1070-03-00	MEDICAL INSURANCE	-6,907	Permit Tech (FT)-\$17/hr Move from Development Services
01-2401-00-00	FUND BALANCE	-	

01-1010-12-00	SALARY-Streets	-40,394 Maintenance Worker I (FT) \$19.42/hr Move to IT
01-1060-12-00	TAXES	-3090 Maintenance Worker I (FT) \$19.42/hr Move to IT
01-1065-12-00	TMRS	-5,655 Maintenance Worker I (FT) \$19.42/hr Move to IT
01-1070-12-00	MEDICAL INSURANCE	-6,907 Maintenance Worker I (FT) \$19.42/hr Move to IT
01-1010-13-00	SALARY-IT	40,394 Maintenance Worker I (FT) \$19.42/hr Move from PW Streets
01-1060-13-00	TAXES	3,090 Maintenance Worker I (FT) \$19.42/hr Move from PW Streets
01-1065-13-00	TMRS	5,655 Maintenance Worker I (FT) \$19.42/hr Move from PW Streets
01-1070-13-00	MEDICAL INSURANCE	6,907 Maintenance Worker I (FT) \$19.42/hr Move from PW Streets
01-2401-00-00	FUND BALANCE	-

Exhibit B

Job Descriptions

Human Resources Clerk

Human Resources Manager

Development Services – Inspector

Public Relations Specialist I

Public Relations Clerk

Crime Analyst

PW – Project Coordinator

Grants Administrator

Permit Technician

Maintenance Worker I



City of La Marque Position Description HR Clerk

Title: HR Clerk

Grade Level:

Department: Administration

FLSA Status: Non-Exempt

Reports To: HR Manager

Immediate Subordinates: N/A

Job Summary

To answer and direct incoming switchboard calls; provide assistance to citizens and visitors; serve as central City Information Center; perform various confidential and complex clerical duties for the HR Department, i.e. preparation of correspondence, documents, and reports; maintain logs, records and files.

Essential Job Functions

- Adhere to all City policies and procedures but not limited to the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)
- Serve as receptionist, operate switchboard, answer, direct and screen calls, assist callers and visitors;
- Know on-site all City Council members, Boards/Commission members and City Attorney;
- Research, compile, review and maintain date for various reports, projects and logs;
- Update the complaint tracker as department complaints come in;
- Maintain and update the city directory of personnel, City-wide phone listing;
- Process and distribute mail, packages and deliveries;
- General mail administration and processing functions as required;
- Assist the Human Resources Manager with special projects, filing, scanning, records retention, and onboarding.
- Recording/transcribing minutes of meetings that are scheduled by HR Coordinator;
- Current office/business practices, procedures, equipment and business correspondence
- Appropriate/correct English usage and vocabulary;
- Pleasant, professional manner, telephone & customer service oriented and interpersonal skills;
- Operate PC, fax machine and other common office equipment; and
- Perform related duties and special projects as assigned

Education, Training, and Experience:

- High School Diploma or GED
- One year of clerical, computer and switchboard experience
- Bilingual preferred
- Valid Driver License issued by the State of Texas.
- APHR certification or the ability to obtain certification within 6 months of being hired

OR

- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities;



City of La Marque Position Description HR Clerk
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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 _____

EMERGENCY OPERATION CLASSIFICATION: TIER 2 - Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.

**The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)**

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



City of La Marque Position Description
Human Resources Manager
Administration Department

Title: HR Manager

Grade Level:

Department: Human Resources

FLSA Status: Exempt

Reports To: City Manager

General Summary

Manages employment and employee relations, health and welfare, compensation, cultural change and organizational training and development programs consistent with the long-term goals of the City of La Marque, Texas

Essential Job Functions: (must be completed with or without accommodations)

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)
- Prepares HR Annual Budget;
- Prepares Monthly and Annual Report;
- Plans and Implements Employee Appreciation Programs;
- Maintains employee database;
- Implements all Payroll Maintenance;
- Oversees Workers' Compensation Program following State law;
- Schedules training programs on regular basis (FMLA, Customer Service, Workers' Compensation, Evaluation Preparation, ; Ethics, etc.);
- Coordinates Employee Assistance Program (EAP);
- Coordinates the development and implementation of human resources goals, plans, policies, procedures and practices necessary to provide cost effective programs in all Human Resources functional areas;
- Leads strategic planning and program development required to support current and future City Human Resource requirements;
- Assures that resources are identified, selected, developed and effectively directed to support current and future needs;
- Leads the creation and implementation of programs to develop and train management personnel and human resources staff;
- Provides a broad range of consulting services to senior management;
- Serves as the first line of contact for information regarding Human Resources Policies and Procedures and Health and Welfare Plans;
- Manages staff efforts in providing employment, employee relations, health and welfare and compensation programs;
- Attempts to recruit a diversified employee population.

Other Responsibilities

- Maintains current professional knowledge of trends, legislation, and value changes that impact organizational and Human Resources issues;
- Works in conjunction with operating and functional management teams to provide a positive employee relations climate throughout the City of La Marque, Texas;
- Contributes to senior management planning and decision-making on general management and Human Resources issues; and
- Performs other duties as assigned.
- Checklist on all new hires; and
- Audit each personnel file for required documents prior to auditors visit;



City of La Marque Position Description
Human Resources Manager
Administration Department

- Enhance/improve new employee orientation program (know all Council on sight; City Council meetings schedule, site visits to each facility. On first day: quality time on dress code, safety, gossiping, harassment, ethics, culture.

Education / Experience Requirements:

- Municipal HR experience (highly preferred);
- Bachelors Degree from an accredited university or college in Human Resources, general business or related field (work experience may be substituted for educational requirement);
- 2 years of diversified and progressively responsible human resources experience, including 1 year general municipal experience highly preferred

OR

- Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities;

Skills and Character Traits

- Articulates with excellent interpersonal, problem solving, decision making and communication skills;
- Promotes and supports honest and ethical behavior among employees; and,
- Promotes a customer-oriented Human Resources philosophy.

EMERGENCY OPERATIONS CLASSIFICATION, TIER 1: Employees with specific responsibilities who remain in the City, on the job, and/or at a designated location during an emergency.

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 _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



***City of La Marque
Position Description Inspector
Development Services***

Title: Inspector

Grade Level:

Department: Development Services

FLSA Status: Non-Exempt

Reports To: Development Service Director

Immediate Subordinates: N/A

Job Summary

Inspector will check the structural quality, architectural requirements, and general safety of buildings.

PURPOSE

Support the city Strategic Plan “Speed-to-Market” and “Safety in the Built Environment” actions by: accurately inspecting (on or before the requested day) a variety of buildings for compliance with building codes and other ordinances; maintaining detailed records of inspections; and providing information to the public, contractors, architects, and engineers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct building and Certificate of Occupancy inspections.
- Respond to questions and complaints from the public, City staff, contractors, and architects regarding code and inspections issues.
- Maintain accurate written records of inspections made and complaints investigated, including tracking the number and type of inspections.
- Communicate technical information to technically and/or linguistically challenged customers in person and on the telephone.
- Study code and ordinance changes, attend educational seminars and confer with other inspectors to stay current with construction trends and inspection procedural innovations.
- Prepare and present cases about dangerous structures to the Building and Standards Commission.
- Monitor private third-party lab reports related to inspections.
- Represent the City in job site meetings with construction personnel and owners to offer technical advice.
- Research information pertaining to new and unusual building materials to ensure compliance with the City ordinances

Education, Training, and Experience

Equivalent to the completion of 12th grade plus some related college or vocational training.

Two (2) years of related experience.

Appropriate valid Texas driver’s license.

International Building Code Certification.

International Residential Code Certification.

International Energy Conservation Code Certification.

EMERGENCY OPERATION CLASSIFICATION: TIER 2

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 _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any
reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



*City of La Marque Position Description
Public Relations Specialist 1
Administration Department*

Title: *Public Relations Specialist 1*

Grade Level:

Department: Administration

FLSA Status: Exempt

Reports to: Deputy City Manager

General Summary: This position is responsible for the implementation of the public and media relations strategies for La Marque. Under administrative direction, plans and conducts public relations programs designed to create and maintain a favorable public image for La Marque. This position works with all levels of City officials, staff, as well as the general public. This position is responsible for managing city events.

PURPOSE

To Implement the day-to-day operations of the city's internal and external communication program. This position serves as a project manager for the department and executes various tasks related to marketing, communications, public relations and advertising. Its scope of duties includes branding, writing, editing, traditional media, social media, website and graphic design initiatives, and it plays a critical leadership role in the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.**

- Hire, train, evaluate and supervise the duties of social media and website staff.
- Manage the production of various marketing materials distributed to the public, including concept, layout, writing, copy editing and printing/publishing.
- Develop and monitor budget and expenditures for work area and oversee vendor management.
- Develop letters, memos, presentations and talking points for Directors, City Manager and City Council.
- Lead short and long-term strategic planning initiatives for the Communications Department and track Return on Investment (ROI) for projects.
- Make recommendations to superiors about moderately complex issues and procedural changes.
- Manage special projects, internal staff committees and training efforts provided by the department.
- Oversee city's online strategy, which includes providing content for the city website and social media assets, ensuring style and message consistency, leading redesign/update efforts and staying abreast of trends.
- Manage media affairs; develop projects and activities to promote good public relations and improve the image of the city.
- Counsel departments regarding communications/publicity efforts for projects and programs.
- Recommend and place advertising for city departments.
- Develop marketing and communications plans for city programs and activities.
-



*City of La Marque Position Description
Public Relations Specialist 1
Administration Department*

- Assist with the development of the city's key messages as they relate to the Strategic Plan.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee and 2 to 3 college interns.

FINANCIAL / BUDGETARY RESPONSIBILITY:

- Develops and monitors budget and expenditures for work area.

QUALIFICATIONS:

- The requirements listed below are representative of the knowledge, skill, and/or ability required. Or Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

EDUCATION:

- Bachelor's degree from an accredited four-year college or university in a related field, or four years of experience.

EXPERIENCE:

- Minimum of five (4) years of increasingly responsible professional experience in marketing, communications and/or public relations, including supervisory responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Appropriate valid state-issued driver's license.

KNOWLEDGE OF:

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Marketing and Public Relations: Principles and methods involving promoting and selling services; journalism principles, practices and techniques for newspaper and broadcast reporting; and managing the flow of communications from an organization to its publics.
- Media Relations: Processes, techniques, and strategies for obtaining media coverage.



City of La Marque Position Description
Public Relations Specialist 1
Administration Department

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation and discipline.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Fine Arts: Theory and techniques required to produce, compose, and perform works of music, dance, visual arts, drama, and sculpture.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Computer Usage: Computer hardware and software applications including video production equipment and non-linear digital production software and hardware.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.

SKILLS AND ABILITIES IN:

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral/Reading Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences; reading and interpreting documents.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.

CONTACTS:

This position has frequent contact with the public, media or other organizations; interactions may require obtaining cooperation of people; courtesy and tact are required when dealing with moderately difficult or sensitive issues. Constant contact with all management levels across multiple departments, as well as elected officials.

EMERGENCY OPERATIONS CLASSIFICATION, TIER 1: Employees with specific responsibilities who remain in the City, on the job, and/or at a designated location during an emergency.



*City of La Marque Position Description
Public Relations Specialist 1
Administration Department*

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 _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



City of La Marque Position Description Public Relations Clerk Administration Department

Title: *Public Relations Clerk*

Grade Level:

Department: Administration

FLSA Status: Exempt

Reports to: *Communication Specialist 1*

General Summary: This position is responsible for the assistance of the public and media relations strategies for La Marque. Under supervisor direction, coordinates and conducts public relations programs designed to create and maintain a favorable public image for La Marque. This position works with all levels of City officials, staff, as well as the general public. This position is responsible for coordinating city events.

PURPOSE

Through the strategic use of communication tools—print, media, digital—this position is essential to the dissemination of accurate and timely city information to internal and key external publics, thereby increasing organization visibility and enhancing the synergy of outgoing messages from leadership, elected officials and the city at-large.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Assist with the planning and execution of the city's media relations initiatives through the generation of media advisories, press releases, and statements.
- Develop communication plans for community outreach initiatives.
- Employ interviewing skills to gather and analyze data from leadership and staff.
- Coordinate messaging with team members to insure messaging integration throughout all channels.
- Respect information that is confidential and/or sensitive in nature.
- Employ interviewing skills to gather and analyze data from leadership and staff.
- Monitor, evaluate and track media coverage using Internet and other resources and prepare daily media reports for leadership.
- Recommend ways to present issues that are complex, controversial and sensitive into public friendly language in written, oral or graphic formats.
- Represent the organization by conducting presentations for internal and external customers, professional organizations, City Council and neighborhood associations.
- Research and develop content for leadership communications to include internal and external speaking engagements, talking points for media, digital media.
- Work with counterparts at external organizations to secure statements, photos and information. Write, edit and proofread executive communications as well as content for internal/external newsletters and special publications (e.g., brochures).

OTHER DUTIES AND RESPONSIBILITIES

- Assist in the coordination of media events.
- Assist with the development of Strategic Plan goals for Communications department.
- Assist with the generation of content for regular city-generated communications (employee newsletter, city report card, internal e-communications).



City of La Marque Position Description *Public Relations Clerk* *Administration Department*

- Develop and present communication-related curriculum for internal training purposes.
- Identify new and innovative ways to increase positive media coverage of organization.
- Make recommendations for communication initiatives that positively affect organization morale and external perception of organization.
- Oversee other communication-related projects as necessary.
- Assist with development with and updating of communications' crisis plan.
- Provide logistical support, as well as fulfil communication needs, for special events.
- Provide presentation support for mayor, city council, city manager and other leadership team members.
- Serve as secondary support to Community Outreach Coordinator for the set-up of audio-visual equipment for external leadership presentations.
- Operate a motor vehicle when necessary.

SUPERVISORY RESPONSIBILITIES

- Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

- Minimal

QUALIFICATIONS:

- The requirements listed below are representative of the knowledge, skill, and/or ability required. Or Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

EDUCATION:

- Bachelor's degree from an accredited four-year college or university in communications, journalism or related field.

EXPERIENCE

- Two (2) years of professional experience in communications, media relations and/or marketing.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or ability to obtain upon hire, may be required.

KNOWLEDGE OF

- Media processes to include techniques and strategies for obtaining media coverage.
- Office software: Use of current office software, to include word processing, presentation, spreadsheet and database programs.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Sales and marketing principles involved in communication.
- A/V Operations: Set-up, arrangement and breakdown of audio/visual equipment.
- Superior knowledge of the English language structure, content and grammar principles.
- Visual communication principles.
- Website maintenance techniques and practices.



City of La Marque Position Description Public Relations Clerk Administration Department

SKILLS AND ABILITIES IN:

- Flexibility: Adapting to changing priorities, based on city happenings and departmental requests.
- Discretion: Responsibly handling confidential and sensitive information that is mindful of privacy and likely consequences.
- Prioritization: Knowing how to prioritize projects, and responding to urgent matters with the timeliness required.
- Advanced Digital Photography Skills: Operating of advanced photography equipment.
- Continual Learning and Reading Comprehension: Working with new material or information, as well as complex subject matter, and understanding their implications.
- Lead Coordination: Coordinating the actions of other team members to complete projects.
- Cooperation and Interpersonal Skills: Establishing positive working relationships with all levels of personnel to include leadership, elected officials and external guests.
- Creativity: Developing innovative ideas and identifying creative angles about a given topic or situation.
- Composure under Duress: Remaining composed and able to make sound decisions during stressful or sensitive circumstances.
- Information Organization: Structuring and classifying multiple pieces of information from multiple sources.
- Accuracy: Keenly paying attention to detail with numbers and words.
- Maintain Current Knowledge: Reading, analyzing and interpreting general business periodicals, professional journals, technical procedures or government regulations.
- Self-Management: Working, with or without supervision, with an awareness of priorities.
- Multi-Setting Oral Expression: Communicating information and ideas when speaking so that others will understand in group settings

GUIDANCE RECEIVED

Direction and Varied Methods Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS:

The employee in this role will build and maintain relationships with other employees and internal customers, as well as, communication counterparts at external organizations and other municipalities. Occasionally, s/he will also maintain working relationships with organization consultants for the preparation of media information.

EMERGENCY OPERATIONS CLASSIFICATION, TIER 2: Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.

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.



City of La Marque Position Description
Public Relations Clerk
Administration Department

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 _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals

(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



***City of La Marque Position Description
Crime Analyst
Police Department***

Title: Crime Analyst

Department: Police Department

FLSA Status: Exempt

Reports To: Chief of Police

Job Summary

The Crime Analyst performs a variety of functions within the Police Department. These include examining crimes, researching factors that lead to deviant behavior, identifying criminal patterns, regularly briefing law enforcement regarding crime activity, compiling research reports, and other collaboration with law enforcement. Individuals must show a strong interest in human nature, an understanding of statistics, adaptability in ever-evolving situations, and the ability to apply theoretical principles to make informed analyses and hypotheses.

Essential Job Functions

- Analyze crime data, reports, and locations to identify, track, and better manage crime.
- Provide accurate and timely intelligence presentations at Compstat and Departmental briefings.
- Help develop effective tactics to counter crime through technology.
- Assist in rapid development of innovative community-oriented policing programs.
- Engage in follow-up and assessment of policing strategies and community programs.
- Advise Officers and Staff on active crime trends to increase Officer effectiveness.
- Craft and maintain reoccurring reports to aide in allocation of personnel and resources.
- Examine crime cause and nature to find patterns and commonalities among offenders.
- Research and analyze crime data to understand the motivation behind deviant behavior.
- Develop crime studies to assist Officers in understanding behavior and apprehend offenders safely.
- Examine crime scenes and evidence to determine potential suspects and categorizations.
- Prepare reports and statistics of research findings for future reference.
- Assist in developing crime prevention strategies and reform policies based on findings.
- Assess the social impact of crime and determine how to address these issues.
- Regular and timely attendance.
- Other special actions, operations, and duties as assigned.

Education, Training, and Experience

Bachelor's degree in criminology or related field. Master's or postgraduate degree in a related field is preferred.

EMERGENCY OPERATION CLASSIFICATION: TIER 2



***City of La Marque Position Description
Crime Analyst – Full-Time
Police Department***

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(Circle One)**

I have read the job description above and can perform the job duties **with** / **without** any reasonable accommodation.

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 _____

(Supervisor/Witness/Date)

(Employee Signature/Date)



City of La Marque Position Description
Project Coordinator
Public Works Department

Title: Public Work Project Coordinator

Grade Level:

FLSA Status: Non-Exempt

Department: Public Work

Reports To: Public Work Director

Position Summary:

Responsible for planning and coordinating designated projects and assist with grant administration to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters by performing the following duties personally or through other public works staff. Perform Public Work Project inspections pertaining to water, sewer, drainage and road construction to ensure compliance prior to final inspection. Responsible for working collaboratively with other members of the core team to achieve planned objectives.

Essential Job Functions (Must be performed with or without accommodations)

- Works on special public works projects as assigned by the Public Works Director.
- Gathers information as to materials used during construction work and review contractor's monthly payments for accuracy.
- Maintains and monitors Uniform contract and weekly coordination of uniforms to employees.
- Assists in covering public works phones during the work day and lunch hours. (As needed basis)
- Coordinates activities of project personnel including, material purchase and construction.
- Develops and delivers progress reports, proposals, requirements documentation, and presentations.
- Coaches, mentors, and motivates project team members on assigned work.
- Interfaces with public works operating personnel and management, internal and external clients.
- Ensures project documents are complete, current, and stored appropriately.
- Monitors budget for special projects.
- Prepares a variety of Departmental reports and correspondences.
- Conducts Public works Project Inspections pertaining to drainage and road construction to ensure compliance and customer satisfaction.
- Develops and coordinates activities to keep all City parks facilities and equipment up to expectations.
- Repairs/maintains all potholes on routine basis, plus as required.
- Supervises 1-2 employees for the parks maintenance and facilities (equipment, playground, ramp, trash)
- Assists with development of Parks Board Agenda/Minutes and attends monthly meetings as scheduled.
- Creates and maintains Public works web pages in coordination with Public Relations Specialist.
- Assists with Administrative duties for department 12.
- All other duties as assigned.

Education, Training, and Experience

- College degree in public administration, communication, organizational development, urban planning or related field, or
- 1 to 3 years progressively responsible experience in public policy processes, and program implementation; alternatively, or a recent college graduate with the ability to perform duties with on-the-job training in a one year period, or
- Any equivalent training and experience which provides the required knowledge, skills and abilities;

- Considerable knowledge of the characteristics and operating principles and practices of city public works projects as applied to the design, construction and maintenance of roads, drainage, water, and wastewater and facilities.
- Proficient in English language; Spanish preferred.

Skills:

- Ability to communicate with employees and citizens in a courteous and professional manner.
- Ability to provide and receive directions.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook and TEAMS).
- Proficient in City's "Request Tracker", MyGov, and any other applicable software/hardware.

Certifications and License: Must have a valid Texas Driver License.

Emergency Operation Classification: TIER 1– Essential: Employees with specific responsibilities that remain in the City on the job alternatively, at a designated location during an emergency.

**The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)**

I have read the job description above and can perform the job duties **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



City of La Marque Position Description
Grant Administrator
Administration Department

Title: *Grant Administrator*

Grade Level:

Department: Administration

FLSA Status: Exempt

Reports to: Deputy City Manager

General Summary: The individual is responsible for directing the operation of the City of La Marque grant programs and the performance of administrative duties required to coordinate the activities of the City government.

PURPOSE

Develops and coordinates grant-funded programs for the City. Reviews literature dealing with funds available through grants from governmental agencies to determine feasibility of developing programs requirements and sources of funds available with administrative personnel. Confers with personnel affected by proposed program to develop program goals and objectives. Outlines how funds are to be used and explains procedures necessary to obtain funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.**

- Individual directs the operation of the City grant programs and the performance of administrative duties required to coordinate the activities of the City government.
- Develops and coordinates grant-funded programs for the City.
- On a daily basis reviews literature and research the Internet to find available grant funds from governmental agencies to determine feasibility of developing programs, requirements, and sources of funds available with administrative personnel.
- Confers with the different departments affected by proposed programs to develop program goals and objectives, outline how funds are to be used and explain procedures necessary to obtain funding.
- Coordinate meetings on a regular basis with all department directors on researching grants as necessary.
- Writes grant application(s) to funding agency, whether it is federal, state, local or private foundation.
- Critiques and ensures grant proposals written by City department staff are correct and accurate.
- Directs and coordinates evaluation and monitoring of grant funded programs, write specifications for evaluation or monitor grant programs by outside agencies.
- Individual must have professional contact with the public through phone or in person.
- Prepares monthly, quarterly, and/or annual reports to federal, state and local funding agencies as required.
- Maintains master files on all grants and monitors all paper work connected with grant-funded programs.
- Communicates with representatives of funding sources to work on details of proposals.
- Works closely with the Finance Director or Finance Staff in preparing reimbursement reports for all City grants.



City of La Marque Position Description *Grant Administrator* *Administration Department*

- Assists in maintaining or redefining the department's future direction and ways of doing business in response to changing City needs; develops, implements and monitors appropriate plans, schedules and action steps.
- Addresses and resolves personnel issues as needed.
- Works in the development of departmental budget; analyzes ongoing budget; monitors departmental revenues, expenses and purchasing.
- Coordinates and prepares reports to the auditors in cooperation with the Finance Department.
- Performs tasks assigned by immediate supervisor.
- Performs all job functions with particular attention to proper safety and City policies and procedures as related to the job position.
- Assists various departments during agency audits pertaining to grants.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervision – will not typically be function of this role. From time to time may manager College Level Interns.

FINANCIAL / BUDGETARY RESPONSIBILITY:

- Will assist in monitoring budget and expenditures for work area.

QUALIFICATIONS:

- The requirements listed below are representative of the knowledge, skill, and/or ability required. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

EDUCATION:

- A Bachelor's degree in government, public administration, or related field. A Master's degree is preferred.

EXPERIENCE:

- Minimum of three – five (3-5) years' experience in grants preparation and administration.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Appropriate valid state-issued driver's license.

SKILLS AND ABILITIES IN:

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.



*City of La Marque Position Description
Grant Administrator
Administration Department*

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral/Reading Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences; reading and interpreting documents.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.

CONTACTS:

This position has frequent contact with the public, and department leaders throughout our organization; interactions may require obtaining cooperation of people; courtesy and tact are required when dealing with moderately difficult or sensitive issues. Contact with all management levels across multiple departments, as well as elected officials and commissions or boards.

EMERGENCY OPERATIONS CLASSIFICATION, TIER 2: Employees without specific responsibilities that would require them to remain in the City, or on the job, and/or at a designated location during an emergency.

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 _____

**The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)**

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



City of La Marque Position Description *Permit Technician* *Development Services*

Title: Permit Technician

Grade Level:

Department: FIRE

FLSA Statuses: Non-Exempt

Reports to: Code Enforcement Supervisor

Job Summary

Under general supervision, performs a variety of clerical duties in support of the Development Services Department. Work involves greeting customers, issuing permits, scheduling inspections, preparing, and distributing monthly reports to the department director, prepares financial reports, and prepares deposits daily. Maintains records in database to ensure compliance with city requirements. The ability to always remain professional and resolve conflicts with citizens and contractors.

Essential Job Duties

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Services Departments).
- Perform a variety of administrative and clerical functions for the Development Services Department including receiving and processing permit applications, assist assigning addresses to undeveloped lots, answering phones and responding to the public. Must be able to communicate with citizens and contractors daily about complaints or concerns and maintain a professional attitude.
- Receive and review building applications for completeness; calculate and/or verify square footage; route and track drawings, maps, plans and applications; notify contractors and the citizen of permit status; calculate and collect proper fees and issue necessary permits. Works closely with the Code Compliance Division on Stop Work Orders and Substandard Structures.
- Receive and respond to questions, inquires, and requests from the public on permits, inspections, and City Ordinances. Provide information to citizens and assist applicants in completing building permit applications and associated forms; explain and provide information regarding codes, regulations, and processes; refer callers to appropriate City staff for further assistance.
- Contact internal and external departments and agencies to obtain a variety of information resulting from permit issuance including information regarding City Ordinances, inspection requests and scheduling, plan review requests and submitting them to the proper department daily, follow-up data entry into Smart Gov program for all inspections and permit information and case notes.
- Process purchase orders and invoices; input accurate invoice data into electronic purchasing system for payment reconcile invoices with Finance Department's financial reports and vendor statements; requisition and receive purchase orders electronically.
- Type, proofread and word process a variety of documents and forms including general correspondence, reports, and memoranda from rough draft or verbal instruction; disseminate information as appropriate.



*City of La Marque Position Description
Permit Technician
Development Services*

- Maintain accurate and up-to-date files and records for the building department; monitor various logs, accounts, and files for current and accurate information.
- All other duties as assigned.

Education, Training, and Experience

- High School diploma or GED;
- Specialized training in business procedures or related field; and 6-12 months experience processing building permits,
- Alternately, any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities

Emergency Operation Classification: TIER 2 [Employees not at work are responsible for maintaining contact with their supervisor regarding assignments, to stay abreast of the situation by monitoring radio and television for instructions, and by calling the Emergency Operations Center daily.](#)

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 _____

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals

I have read the job description above and can perform the job duties (Circle One)
with without any
reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date



*City of La Marque Position Description
Maintenance Technician I
IT Department*

Title: Maintenance Technician I

Department: IT

FLSA Status: Non-Exempt

Reports To: IT Director

Job Summary

Under general supervision, is responsible for performing skilled maintenance and construction work for the City's IT and City Facilities. Work involves assisting with crew engaged in the maintenance of the City's IT system; transporting personnel and equipment to and from job sites; hauling material in trucks; practices and enforces safety regulations. Employee is also responsible for operating limited types of other equipment.

Essential Job Functions (Must be completed with or without accommodations)

- Maintenance and repair of IT and City Facilities.
- Load debris, etc., onto trucks.
- Operates truck to haul fuel and/or construction supplies to work sites, and/or to haul debris, etc., to dump sites.
- Cleans debris from room, halls floors, inside and outside of IT and City Facilities, etc.
- Performs custodial duties in Department facilities and vehicles.
- Prepares daily work report for individual work assignments completed at the end of the day.
- Employee will be required to assist other Departments within his/her essential job functions as departmental staffing levels dictate.
- Job position requires working in inclement weather conditions and weekly on call rotation for weekend and after hour callouts.
- Safely and professionally operate equipment such as hand-truck, forklift or truck as required or instructed.
- Employee will be cross trained to be utilized in other departments when necessary.
- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate uniform attire for Public Works Departments.
- All other duties as assigned.

Education, Training, and Experience

- High School Diploma or GED; or
 - An equivalent combination of training and experience which provides the required knowledge, skills, and abilities to perform these essential functions.
- Must possess and ability to maintain a valid State of Texas Driver License

EMERGENCY OPERATION CLASSIFICATION: TIER 1– Essential: Employees with specific responsibilities that remain in the city, on the job alternatively, at a designated location during an emergency.

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 _____

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(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date

Exhibit C

ARPA Allocations

ARPA Allocations

		Initial Estimated Amount	Estimated Expense FY	Final Estimated Amount
Dept	Pending Expenditures/Encumbrances			
PD	Outfitting Police Cars	\$ 100,000.00		\$ -
PD	Police Software	\$ 244,000.00		\$ -
PD	Digitizing PD Records	\$ 75,000.00		\$ -
PD	Police Station Construction	\$ 1,000,000.00	FY 26	\$ 500,000.00
PD	Flock Cameras	\$ 120,000.00	FY 24	\$ 120,000.00
PD	Crime/Lock Hide Signage	\$ 6,000.00		\$ -
	Police Dept Total			\$ 620,000.00
Library	15 Passenger Van	\$ 50,000.00		\$ -
Library	Recreation Trailer	\$ 20,000.00		\$ -
	Library Total			\$ -
PW	Street Repair	\$ 1,000,000.00	FY 24	\$ 75,000.00
PW	Remove Fleet Center Gas Tank	\$ 60,000.00		
PW	Remove Stonewall Ground Storage Tank	\$ 150,000.00		
PW	Remove Bayou Rd. Ground Storage Tank	\$ 250,000.00		
PW	Remove 2004 Ground Storage Tank	\$ 100,000.00		
PW	Mosquito Truck	\$ 15,000.00		\$ -
PW	Pothole Trailer	\$ 105,000.00	FY 24	\$ 105,000.00
PW	Asphalt Zipper	\$ 250,000.00	FY 24	\$ 50,000.00
PW	Water/Sewer Repair	\$ 1,000,000.00	FY 25	\$ 1,000,000.00
PW	GLO Grant Matches	\$ 560,000.00	FY 26	\$ 560,000.00
PW	Skid Steer	\$ 75,000.00	FY 24	\$ 75,000.00
PW	Asphalt Roller	\$ 60,000.00	FY 24	\$ 60,000.00
PW	Stormwater Repairs	\$ 440,000.00		\$ -
PW	Parks Improvements/Fencing	\$ 500,000.00		\$ -
PW	Excavator	\$ 175,000.00	FY 24	\$ 175,000.00
PW	Streetlight Conversion/Addition	\$ 275,000.00	FY 25	\$ 164,698.37
PW	Service Center	\$ 350,000.00	FY 25	\$ 275,000.00
PW	Concrete Saw	\$ 15,000.00	FY 24	\$ 15,000.00
PW	Sidewalk Repair	\$ 100,000.00	FY 24	\$ 50,000.00
	Public Works Total			\$ 2,604,698.37
FD	Jaws of Life	\$ 135,000.00	FY 24	\$ 135,000.00
FD	Ambulance Remounts	\$ 290,000.00	FY 24	\$ 178,000.00
FD	Fire Radios	\$ 25,000.00		\$ -
FD	Life Pak / City Facility AED's	\$ 90,000.00	FY 25	\$ 90,000.00
FD	Stretcher	\$ 30,000.00	FY 24	\$ 30,000.00
FD	Thermal Imagers	\$ 65,000.00	FY 25	\$ 65,000.00
	Fire Department Total			\$ 498,000.00
Admin	Digitizing Records	\$ 50,000.00		
Admin	HR, Finance, UB, & Admin Software	\$ 200,000.00	FY 25	\$ 485,000.00
	Administration Total			\$ 485,000.00
UB	Water Usage Client Software	\$ 48,000.00	FY 25	\$ 48,000.00
UB	Kiosks	\$ 47,856.00		\$ -
	Utility Billing Total			\$ 48,000.00
		\$ 8,075,856.00		\$ 4,255,698.37

FY 24	\$ 1,068,000.00
FY 25	\$ 2,127,698.37
FY 26	\$ 1,060,000.00
	<u>\$ 4,255,698.37</u>

Budget Amendment FY 2023-24

FY24 ARPA Allocations

Accounts	Acct Description	Amounts	Comments
65-1001-00-00	Consolidated Cash	-1,068,000	
65-7041-05-00FLKCAM	5-YR Life Asset (Equip)	120,000	Purchase of Police Flock Cameras
65-7001-12-00 STREET	R&M - Street / Road	75,000	PW Street Repair
65-7001-12-00 STREET	R&M - Street / Road	50,000	PW Sidewalk repairs
65-7041-12-00PWSTR	5-YR Life Asset (Equip)	480,000	PW Street Repair Equipment
65-7040-06-00FDARPA	5-YR Life Asset (Equip)	135,000	FD Jaws of Life
65-7040-06-00FDARPA	5-YR Life Asset (Equip)	178,000	FD Ambulance remount
65-7040-06-00FDARPA	5-YR Life Asset (Equip)	30,000	FD Stretcher

FY25 ARPA Allocations

Accounts	Acct Description	Amounts	Comments
65-1001-00-00	Consolidated Cash	-2,127,698	
65-7001-12-00 STREET	R&M - Street / Road	1,000,000	PW Water/Sewer repair
65-7001-12-00 STREET	R&M - Street / Road	164,698	PW Streelight Conversion/ Addition
65-7001-12-00 STREET	R&M - Street / Road	275,000	PW Service Center
65-2011-06-00FDARPA	First Response Supplies	90,000	FD Life Pak/AEDs
65-2011-06-00FDARPA	First Response Supplies	65,000	FD Thermal Imagers
65-4040-02-00ARPA	Professional Fees	485,000	HR, Finance, UB & Admin Softw
65-4040-02-00ARPA	Professional Fees	48,000	Water Usage Client Softw

FY26 ARPA Allocations

Accounts	Acct Description	Amounts	Comments
65-1001-00-00	Consolidated Cash	-1,060,000	
65-7021-05-00PDSTAT-03	Police Station	500,000	PD Police Station Construction
65-7001-12-00 STREET	R&M - Street / Road	560,000	GLO Matches



CITY COUNCIL AGENDA FORM

Meeting Date: March 11, 2024

Prepared by: Mikala Halbrook

Department: Administration

Agenda Item: 3.III.

Reviewed by: Cesar Garcia, City
Manager

AGENDA ITEM DESCRIPTION:

Discussion/ possible action regarding the allocation of American Rescue Plan Act (ARPA) funds

STAFF BRIEFING:

Item was discussed during Special Council Meeting on 02.12.2024

HISTORY:

ARPA was originally presented at the 06.21.2021 meeting. Item was a workshop item during the Special Council Meeting on 02.21.2024. All funds must be allocated by the end of calendar year 2024.

FISCAL IMPACT:

\$4,291,405

GrantWorks

City of La Marque

ARPA STATUS REPORT

Prepared by:

Linda Miller

linda.miller@grantworks.net

March 6, 2024



City of La Marque: ARPA STATUS REPORT

This Status Report is presented by the GrantWorks ARPA project management team to provide routine updates.

FINANCIAL SUMMARY			
Category	Dollars	Percent Complete	Comments
Total Allocation	\$4,477,079.55		
Match/Local Funds	\$177,193.52		
Total Estimated Budget	\$213,500.00		
Remaining Amount to Budget	\$4,263,579.55	5%	
Total Obligations	\$213,500.00		
Remaining Amount to Obligate	\$4,263,579.55	5%	9 Months Remaining Until the Obligation Deadline of 12/31/2024.
Total Expenditures	\$66,185.00		
Remaining Amount to Expend	\$4,410,894.55	2%	33 Months Remaining Until the Expenditure Deadline of 12/31/2026.

Estimated Expenditure Threshold Date	
25%	06/30/2025
50%	12/31/2025
75%	06/30/2026
100%	12/31/2026



City of La Marque: ARPA STATUS REPORT

ARPA SELECTED PROJECTS

Contract No.: ARP-TX-21-163

Type: NEU (Funds from TDEM)

Total Allocation being Managed: \$4,477,079.55

Reports Required: Annually

Remaining Amount to Budget: \$4,263,579.55

Project ID	Project Type - Project Delivery - Project Title	Description (50 - 250 Words)	Expense Class - Expenditure Category	Identified Risks	Estimated Budget	Total Obligations	Remaining Amount to Obligate	Total Expenditures	Remaining Amount to Expend	Estimated Completion Date
Decision to Proceed: Yes										
2201	ARPA Recipient - Professional Services - Administrative Services	General Administrative services for the management and oversight of ARPA funded Programs and projects. Services provided by consultants, contractors and/or staff and may include public notices, accounting and audit support, disbursement of funds, monitoring, reporting, or any other general administrative or grant management services. Development of internal policies and procedures that are compliant with ARPA guidelines which may include procurement, financial management, labor monitoring, oversight of subrecipient awards, etc...	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$213,500.00	\$213,500.00	\$0.00	\$66,185.00	\$147,315.00	12-31-2026
Decision to Proceed: Pending										
2216	ARPA Recipient - Construction - Police Station	Police Station: Funding would go towards constructing a new police station. The current facility was constructed in 1970 and is lacking space, modern working conditions, and provides limited accommodations for handicapped visitors. The current facility is in need of massive repairs, and refurbishment. The facility has an outdated and poorly functioning air conditioning and circulation and has a unmanageable rodent problem.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$500,000.00	\$0.00	\$500,000.00	\$0.00	\$500,000.00	
2221	ARPA Recipient - Construction -	Renovation of Public Works Service Center: Currently roof is ripped apart presents	6. Revenue Replacement - 6.01	Non-compliance with applicable	\$275,000.00	\$0.00	\$275,000.00	\$0.00	\$275,000.00	



City of La Marque: ARPA STATUS REPORT

Project ID	Project Type - Project Delivery - Project Title	Description (50 - 250 Words)	Expense Class - Expenditure Category	Identified Risks	Estimated Budget	Total Obligations	Remaining Amount to Obligate	Total Expenditures	Remaining Amount to Expend	Estimated Completion Date
	Renovation of Public Works Service Center	safety concerns. The service center serves as coverage to protect over \$1.5m of equipment not including new equipment we hope to add to our maintenance fleet.	Provision of Government Services	portions of Uniform Guidance 2 CFR 200						
2223	ARPA Recipient - Equipment or Informal Purchase (only) - Financial Software Replacement	Financial Software Replacement: Current software that the City utilizes may be unavailable by 2026. New software is needed to replace obsolete software and continue to operate multiple departments (Human Resources, Utility Billing, and Finance). It takes 12-18 months to implement new software.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$485,000.00		\$485,000.00	\$0.00	\$485,000.00	
2232	ARPA Recipient - Equipment or Informal Purchase (only) - Mini-Excavator	Mini-Excavator: This piece of equipment would be in lieu of purchasing another backhoe. It would assist in both water line replacement efforts as well as drainage assistance.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$175,000.00		\$175,000.00	\$0.00	\$175,000.00	
2236	ARPA Recipient - Construction - Street Repair	Street Repair: Repair and maintenance of streets. Could include resurfacing or reconstruction of streets with the use of chip seal, paving, overlay, inlay of asphalt, and the replacement of concrete.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	
2244	ARPA Recipient - Equipment or Informal Purchase (only) - Thermal Imagers	Thermal Imagers: A type of camera that can help render infrared radiation as visible light, allowing firefighters to see areas of heat through smoke, darkness, or heat-permeable barriers.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$65,000.00		\$65,000.00	\$0.00	\$65,000.00	
2246	ARPA Recipient - Equipment or Informal Purchase (only) - Fire/EMS Stretchers	Fire/EMS Stretchers: With new ambulance remounts, new stretchers are also needed. This would replace one hydraulic stretcher. These stretchers are needed to ensure proper standard of care.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$30,000.00		\$30,000.00	\$0.00	\$30,000.00	
2249	ARPA Recipient - Equipment or Informal Purchase (only) - CPR Devices and Defibrulators	CPR Devices and Defibrulators: Electrical heart monitoring machines that will help improve the standard of care and quality of medical care delivered to the citizens. It will also add lifesaving AED's to various city buildings.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$90,000.00		\$90,000.00	\$0.00	\$90,000.00	
2251	ARPA Recipient - Equipment or	Ambulance Remount: An ambulance remount involves removing the existing	6. Revenue Replacement - 6.01	Non-compliance with applicable	\$178,000.00		\$178,000.00	\$0.00	\$178,000.00	



City of La Marque: ARPA STATUS REPORT

Project ID	Project Type - Project Delivery - Project Title	Description (50 - 250 Words)	Expense Class - Expenditure Category	Identified Risks	Estimated Budget	Total Obligations	Remaining Amount to Obligate	Total Expenditures	Remaining Amount to Expend	Estimated Completion Date
	Informal Purchase (only) - Ambulance Remount	ambulance module or box from an existing chassis and remounting it onto a new chassis. It extends the life of the ambulance, saving time and money and helps avoid a costly new vehicle purchase.	Provision of Government Services	portions of Uniform Guidance 2 CFR 200						
2252	ARPA Recipient - Equipment or Informal Purchase (only) - Jaw of Life for Fire/EMS	Jaw of Life for Fire/EMS: Jaws of Life are a hydraulic apparatus used to pry apart the wreckage of crashed vehicles in order to free people trapped inside. Our current unit is over 20 years old. Extrication tools made prior to 2010 cannot cut the Ultra High Strength Steel use in electric cars.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$135,000.00		\$135,000.00	\$0.00	\$135,000.00	
2461	ARPA Recipient - Construction - Water Line Repairs	Water Line Repairs: Following community meeting on capital improvements needed for the city, it was found that we need to focus on taking next steps towards water line repair in the city to repair aging infrastructure that has been neglected for over half a century. This amount will help us take the first step in doing so.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00	
2462	ARPA Recipient - Equipment or Informal Purchase (only) - Street Lights	Street Lights: The city has lighting challenges which presents safety and security vulnerabilities for residents and business owners. Lighting has often been used as a deterrent to crime and driver/pedestrian accidents occurring after dark and La Marque has many dark areas in densely populated and traveled areas. This project aims to address city' s lighting need in a 3 phased approach with the 1st proposed phase initially estimated to cost \$275-300K	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$164,698.37	\$0.00	\$164,698.37	\$0.00	\$164,698.37	
2463	ARPA Recipient - Construction - Sidewalk Repair	Sidewalk Repair: This would be the initial work in hopes of creating an annual budget to repair existing sidewalks.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	
2464	ARPA Recipient - Equipment or Informal Purchase (only) - Concrete Saw	Concrete Saw: A concrete saw is used to perform street patch repairs as well as waterline repairs. It is designed to be operated by a single person and is pushed	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	



City of La Marque: ARPA STATUS REPORT

Project ID	Project Type - Project Delivery - Project Title	Description (50 - 250 Words)	Expense Class - Expenditure Category	Identified Risks	Estimated Budget	Total Obligations	Remaining Amount to Obligate	Total Expenditures	Remaining Amount to Expend	Estimated Completion Date
		along the surface to be cut, allowing for easy and accurate control.								
2465	ARPA Recipient - Equipment or Informal Purchase (only) - Asphalt Roller	Asphalt Roller: A compactor-type engineering vehicle. Equipment to be used for in-house street repair initiatives including larger patch work.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	
2466	ARPA Recipient - Equipment or Informal Purchase (only) - Skid Steer	Skid Steer: Commonly used for landscaping and contouring. Primarily to aid with drainage efforts and restoration assistance on water line repairs.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$75,000.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	
2467	ARPA Recipient - Equipment or Informal Purchase (only) - DuraPatcher Pot-hole Trailer Patcher	DuraPatcher Pot-hole Trailer Patcher: To aid with the pot hole repair in the city, have researched a more efficient way to address pot holes that are becoming more prevalent with our aging infrastructure. This machine will allow us to take the next step in offering routine pot hole repair in a more efficient manner moving forward.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$105,000.00	\$0.00	\$105,000.00	\$0.00	\$105,000.00	
2468	ARPA Recipient - Equipment or Informal Purchase (only) - Utility Client Software Upgrade	Utility Client Software Upgrade: With this upgrade, citizens can set a threshold for their usage as well as receive notifications via the portal, text or email. Alerts can be sent to multiple recipients. Citizens can monitor multiple meters in one application as well as view and export usage and trends on an hourly, daily, weekly, yearly basis.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$48,000.00	\$0.00	\$48,000.00	\$0.00	\$48,000.00	
2469	ARPA Recipient - Equipment or Informal Purchase (only) - Flock Cameras	Flock Cameras: License plate cameras that are motion activated to detect license plates and take pictures. This system assists law enforcement in finding stolen vehicles, wanted offenders, and missing people. This would purchase 40 cameras to place throughout the City.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$120,000.00	\$0.00	\$120,000.00	\$0.00	\$120,000.00	
2470	ARPA Recipient - Equipment or Informal Purchase (only) - Asphalt Zipper	Asphalt Zipper: Asphalt Zipper machines simultaneously cut a straight edge and pulverize asphalt into reusable material, virtually eliminating saw cutting, chunking, trucking and disposal costs.	6. Revenue Replacement - 6.01 Provision of Government Services	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$50,000.00	



City of La Marque: ARPA STATUS REPORT

Project ID	Project Type - Project Delivery - Project Title	Description (50 - 250 Words)	Expense Class - Expenditure Category	Identified Risks	Estimated Budget	Total Obligations	Remaining Amount to Obligate	Total Expenditures	Remaining Amount to Expend	Estimated Completion Date
2471	ARPA Recipient - Administrative - GLO Match	The City of La Marque is using ARPA funds as match for the MIT projects (project numbers D208 and/or D223).	6. Revenue Replacement - 6.02 Non-Federal Match for Other Federal Programs	Non-compliance with applicable portions of Uniform Guidance 2 CFR 200	\$560,000.00		\$560,000.00	\$0.00	\$560,000.00	
					\$4,469,198.37	\$213,500.00	\$4,255,698.37	\$66,185.00	\$4,403,013.37	



City of La Marque: ARPA STATUS REPORT

COMPLETED TREASURY REPORTING

Report	Completion Status	Notes
Annual Planning & Expenditure Reporting	Completed April 26, 2022	
Annual Planning & Expenditure Reporting	Completed April 6, 2023	



City of La Marque: ARPA STATUS REPORT

GENERAL NEXT STEPS FOR NEXT MONTH

- Continue to work on Closeout Document Checklist Status, see below
- Next Treasury Report due April 2024
- Move forward with formal ARPA project selection so we can begin assisting with procurement

PROJECT COMPLIANCE & MONITORING FOLLOW-UP STEPS

- **Risk from COOP Solicitations:**

Local governments often prefer using Cooperative Purchasing (also called COOPS or ‘buy boards’ generally) to procure goods and services and as a means to ensure competition and speed of project delivery. However, COOPS frequently place ARPA Recipients at varying levels of risk of non-compliance when procuring with ARPA (or other Federal) funds because COOPS are not fully aligned with the specific terms and provisions of ARPA, the Federal Uniform Guidance (2 CFR 200), and/or specific local procurement policies and thresholds that would also ensure ARPA compliance. *As such, GrantWorks does not recommend using COOPs for ARPA procurements.*

- **General Guidance on COOP Solicitations:**

If you would still like to use a COOP for an ARPA procurement – GrantWorks requests the following:

- Provide the terms & conditions and general forms & contract documents used by the COOPs for review on level of compliance with ARPA requirements
- Include GrantWorks prior to solicitation so that a new solicitation with ARPA requirements can be issued with the COOP
- Require respondents to be registered in SAM.gov and to sign ARPA Addendum(s)

- **Next Steps on COOP Solicitations:**

- If you have already completed a procurement and expended funds – GrantWorks will complete a review of the procurement and provide a compliance summary.
- If you have already completed a procurement and have not yet expended funds – GrantWorks can provide an ARPA Addendum for inclusion in the contract.



City of La Marque: ARPA STATUS REPORT

CLOSEOUT DOCUMENT CHECKLIST STATUS

I) Client Level Compliance

Checklist Document Name	Item Complete?	Item Notes
Transition Call Notes	Yes	
State Regulations for Procurement	Yes	
Federal Regulations for Procurement	Yes	
Client's Standards of Conduct with Conflict of Interest Policy		
Financial Management System/Plan		
Document Management & Retention Plan		
Single Audit, or equivalent 2021		
Single Audit, or equivalent 2022		
Single Audit, or equivalent 2023		
Single Audit, or equivalent 2024		
Single Audit, or equivalent 2025		
Single Audit, or equivalent 2026		
Client's Executed Terms & Conditions		
Client's Executed Title VI Form		
Client's Budget submitted to Treasury		
P&E Annual Report - 2022	Yes	
P&E Annual Report - 2023	Yes	
P&E Annual Report - 2024		
P&E Annual Report - 2025		
P&E Annual Report - 2026		

City of La Marque: ARPA STATUS REPORT

II) **Project Level Compliance**

We will provide a Document Checklist for each project and review each of the document items with you.



ARPA PROPOSAL

P R E S E N T A T I O N O F P R O J E C T S

Start Slide

ARPA

Historical Information

American Rescue Plan Act Coronavirus Local Fiscal Recover Funds (CLFRF) were announced for La Marque to receive \$4,291,404.85 through the Texas Department of Emergency Management (DEM).



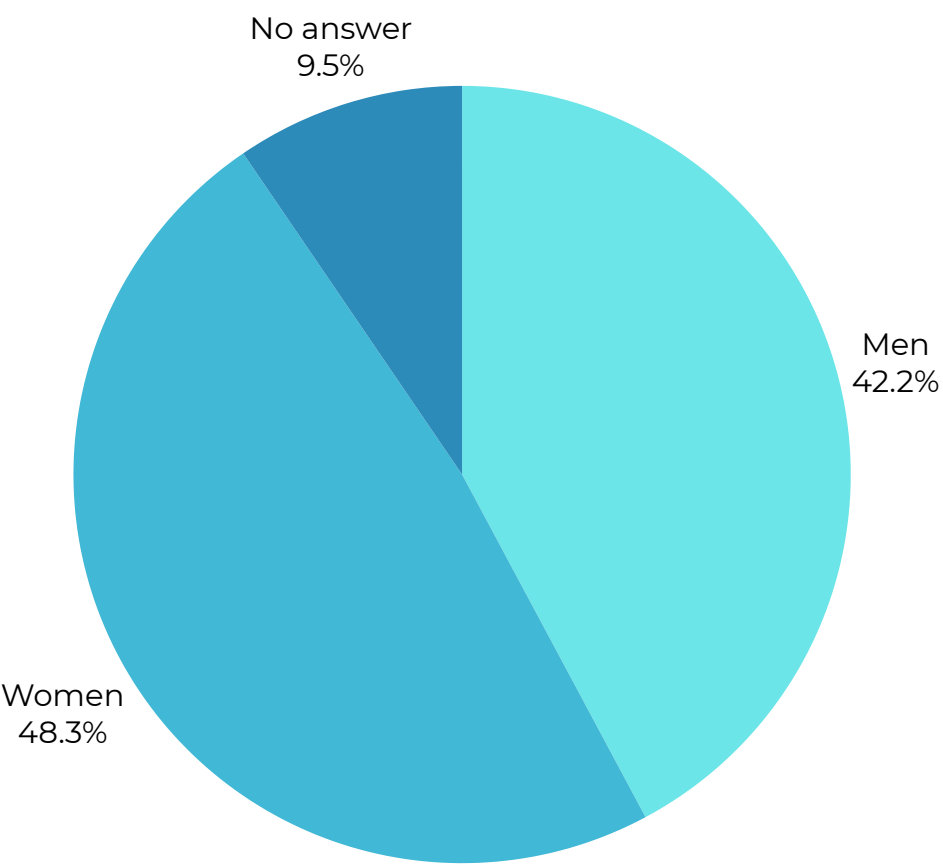
The City of La Marque has earned \$177,193.52 from interest as of October 2023

Per contract, the City owes GrantWorks \$213,500. The available balance for projects is \$4,255,698.37.

\$4,255,698.37

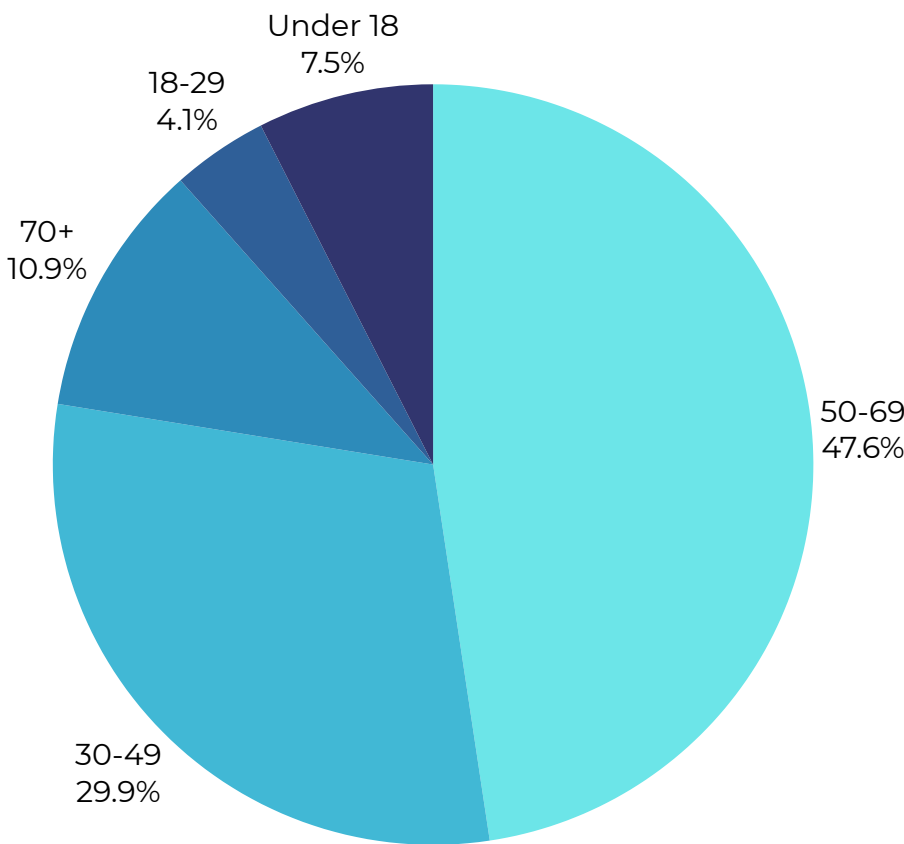
Gender of Respondents

Of individuals that answered the exit questions, 62 respondents were male and 71 respondents were female.



Age of Respondents

Almost half (47.6%) of respondents were between the ages of 50 and 69.



ARPA
Survey Analytics

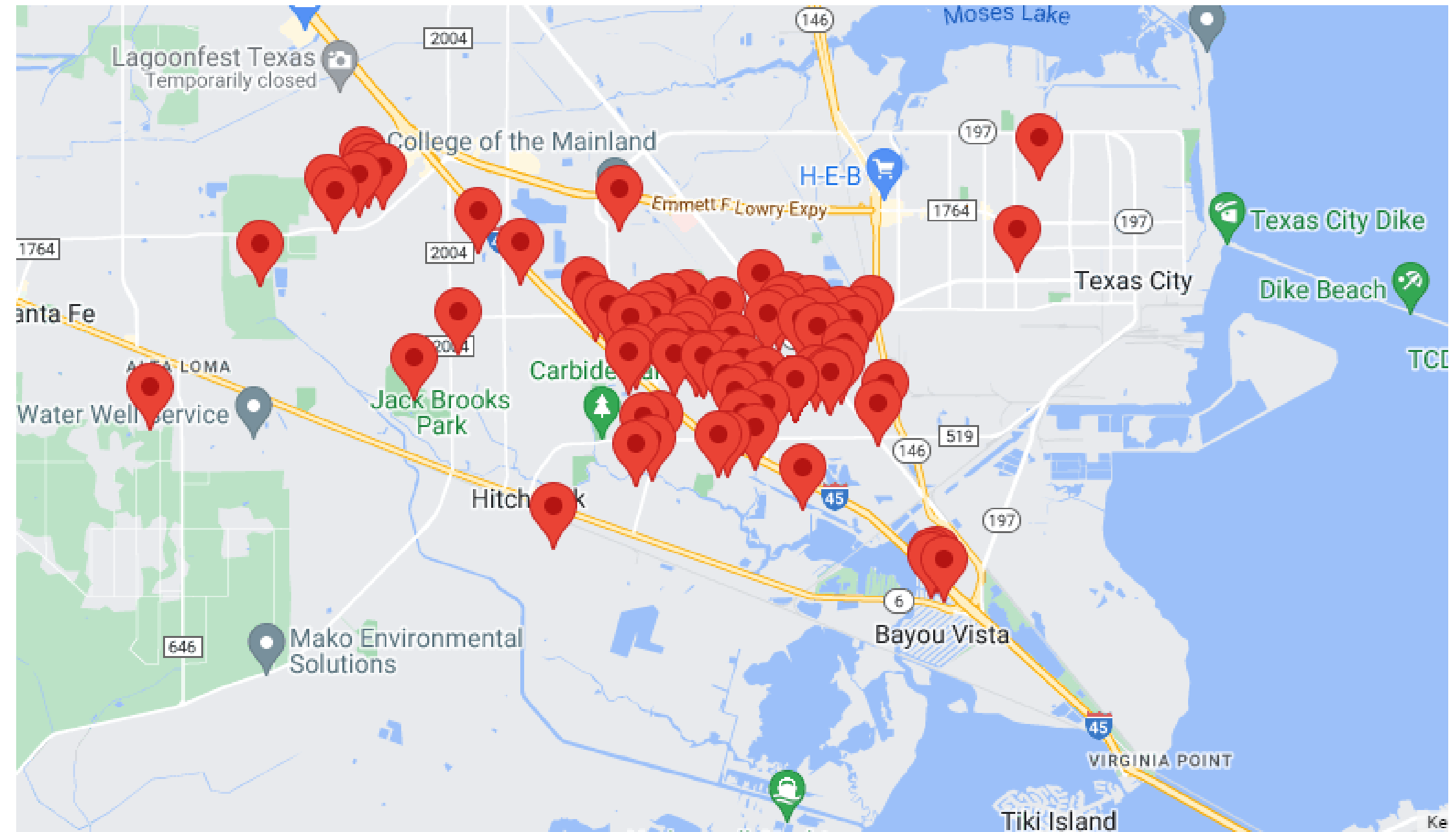
Through Balancing Act, the City of La Marque was able to receive 147 submissions to the ARPA survey.

ARPA

Survey Analytics

Through Balancing Act, the City of La Marque was able to receive 147 submissions to the ARPA survey.

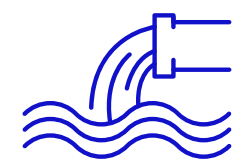
Approximate Location of Respondents



ARPA

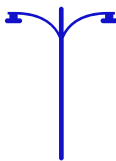
Survey Results

	Votes ↓	Project
	111	Water Line Repairs
	88	Street lights Phase 1 of 3
	78	Stormwater Phase 1 of 20
	77	Street repair Phase 2 of 10



Project 01

Water line repairs were voted most popular among residents with 111 votes. 76% of people who took the survey voted for waterline repairs.



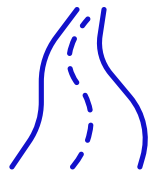
Project 02

Street lights received 88 votes overall.



Project 03

Stormwater repairs received 78 votes.



Project 04

Street repairs received 77 votes.

RECOMMENDED PROJECTS TO FUND

P R E S E N T A T I O N O F P R O J E C T S

Description of Submitted ARPA Projects

Water Line Repairs

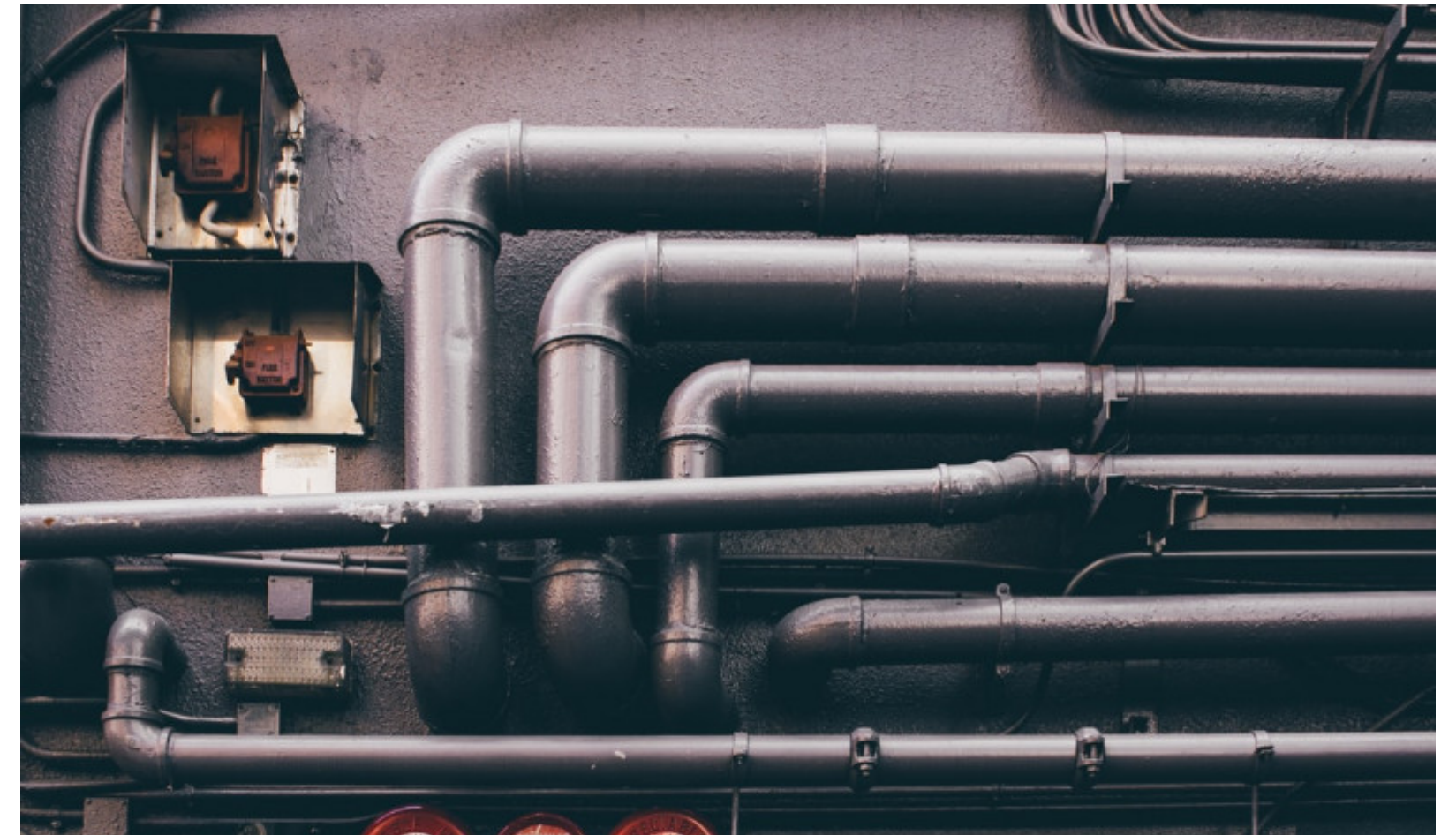
Following community meeting on capital improvements needed for the city, it was found that we need to focus on taking next steps towards water line repair in the city to repair aging infrastructure that has been neglected for over half a century. This amount will help us take the first step in doing so.

Water Line Repair Requested Allocation

\$1,000,000 Requested

Water Line Repair Current Allocation

\$1,000,000 Recommended



Description of Submitted ARPA Projects

Street Lights

The city has lighting challenges which presents safety and security vulnerabilities for residents and business owners. Lighting has often been used as a deterrent to crime and driver/pedestrian accidents occurring after dark and La Marque has many dark areas in densely populated and traveled areas. This project aims to address city's lighting need in a 3 phased approach with the 1st proposed phase initially estimated to cost \$275-300K

Street Light Requested Allocation

\$275,000 Requested

Street Light Current Allocation

\$164,698.37 Recommended



Description of Submitted ARPA Projects

Street Repair

Repair and maintenance of streets. Could include resurfacing or reconstruction of streets with the use of chip seal, paving, overlay, inlay of asphalt, and the replacement of concrete.

Street Repair Requested Allocation

\$1,000,000 Requested

Street Repair Current Allocation

\$75,000 Recommended



Description of Submitted ARPA Projects

Sidewalk Repair

This would be the initial work in hopes of creating an annual budget to repair existing sidewalks.

Sidewalk Repair Requested Allocation

\$100,000 Requested

Sidewalk Repair Current Allocation

\$50,000 Recommended



Description of Submitted ARPA Projects

Concrete Saw

A concrete saw is used to perform street patch repairs as well as waterline repairs. It is designed to be operated by a single person and is pushed along the surface to be cut, allowing for easy and accurate control.

Concrete Saw Requested Allocation

\$15,000 Requested

Concrete Saw Current Allocation

\$15,000 Recommended



Description of Submitted ARPA Projects

Asphalt Roller

A compactor-type engineering vehicle. Equipment to be used for in-house street repair initiatives including larger patch work.

Asphalt Roller Requested Allocation

\$60,000 Requested

Asphalt Roller Current Allocation

\$60,000 Recommended



Description of Submitted ARPA Projects

Skid Steer

Commonly used for landscaping and contouring. Primarily to aid with drainage efforts and restoration assistance on water line repairs.

Skid Steer Requested Allocation

\$75,000 Requested

Skid Steer Current Allocation

\$75,000 Recommended



Description of Submitted ARPA Projects

DuraPatcher Pot-hole Trailer Patcher

To aid with the pot hole repair in the city, have researched a more efficient way to address pot holes that are becoming more prevalent with our aging infrastructure. This machine will allow us to take the next step in offering routine pot hole repair in a more efficient manner moving forward.

Pot-hole Patcher Requested Allocation

\$105,000 Requested

Pot-hole Patcher Current Allocation

\$105,000 Recommended



Description of Submitted ARPA Projects

Mini-Excavator

This piece of equipment would be in lieu of purchasing another backhoe. It would assist in both water line replacement efforts as well as drainage assistance.

Mini-Excavator Requested Allocation

\$175,000 Requested

Mini-Excavator Current Allocation

\$175,000 Recommended



Description of Submitted ARPA Projects

Renovation of Public Works Service Center

Currently roof is ripped apart presents safety concerns. The service center serves as coverage to protect over \$1.5m of equipment not including new equipment we hope to add to our maintenance fleet.

Service Center Requested Allocation

\$350,000 Requested

Service Center Current Allocation

\$275,000 Recommended



Description of Submitted ARPA Projects

Ambulance Remount

An ambulance remount involves removing the existing ambulance module or box from an existing chassis and remounting it onto a new chassis. It extends the life of the ambulance, saving time and money and helps avoid a costly new vehicle purchase.

Ambulance Remount Requested Allocation

\$290,000 Requested

Ambulance Remount Current Allocation

\$178,000 Recommended



Description of Submitted ARPA Projects

Fire/EMS Stretchers

With new ambulance remounts, new stretchers are also needed. This would replace one hydraulic stretcher. These stretchers are needed to ensure proper standard of care.

Stretcher Replacement Requested Allocation

\$30,000 Requested

Fire/EMS Stretcher Current Allocation

\$30,000 Recommended



Description of Submitted ARPA Projects

CPR Devices and Defibrulators

Electrical heart monitoring machines that will help improve the standard of care and quality of medical care delivered to the citizens. It will also add lifesaving AED's to various city buildings.

CPR Devices and Defibrulators Requested Allocation

\$90,000 Requested

CPR Devices and Defibrulators Current Allocation

\$90,000 Recommended



Description of Submitted ARPA Projects

Jaw of Life for Fire/EMS

Jaws of Life are a hydraulic apparatus used to pry apart the wreckage of crashed vehicles in order to free people trapped inside. Our current unit is over 20 years old. Extrication tools made prior to 2010 cannot cut the Ultra High Strength Steel use in electric cars.

Jaws of Life Requested Allocation

\$135,000 Requested

Jaws of Life Current Allocation

\$135,000 Recommended



Description of Submitted ARPA Projects

Police Station

Funding would go towards constructing a new police station. The current facility was constructed in 1970 and is lacking space, modern working conditions, and provides limited accommodations for handicapped visitors. The current facility is in need of massive repairs, and refurbishment. The facility has an outdated and poorly functioning air conditioning and circulation and has a unmanageable rodent problem.

Police Station Requested Allocation

\$1,000,000 Requested

Police Station Current Allocation

\$500,000 Recommended



Description of Submitted ARPA Projects

Financial Software Replacement

Current software that the City utilizes may be unavailable by 2026. New software is needed to replace obsolete software and continue to operate multiple departments (Human Resources, Utility Billing, and Finance). It takes 12-18 months to implement new software.

Software Replacement Requested Allocation

\$200,000 Requested

Software Replacement Current Allocation

\$485,000 Recommended



Description of Submitted ARPA Projects

Utility Client Software Upgrade

With this upgrade, citizens can set a threshold for their usage as well as receive notifications via the portal, text or email. Alerts can be sent to multiple recipients. Citizens can monitor multiple meters in one application as well as view and export usage and trends on an hourly, daily, weekly, yearly basis.

Utility Client Software Requested Allocation

\$48,000 Requested

Utility Client Software Current Allocation

\$48,000 Recommended for first year and integration fees.



UNFUNDED PROJECTS

P R E S E N T A T I O N O F P R O J E C T S

Description of Submitted ARPA Projects

Fire Ladder Truck

This will improve the service delivery to the local business owners and help decrease our ISO rating in an attempt to save all citizens money on their insurance the lower ISO rating will also help draw bigger business to the city of La Marque.

Fire Ladder Truck Requested Allocation

\$1,800,000 Requested

Fire Ladder Truck Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Fire/EMS Radios

The radios will increase our ability to communicate with other departments on different frequency by upgrading some of our existing older radios.

Radios Requested Allocation

\$25,000 Requested

Radios Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Police Software Upgrades

The Police record management software handles all police reports, dispatch operation, and police records. The current system will no longer function by 2025 and no longer be serviced by the provider.

Software Replacement Requested Allocation

\$244,000 Requested

Police Software Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

AXON Body Worn Cameras

Replacement and upgrades for body worn cameras for current sworn officers. Cameras are needed operationally so that all officers can have needed equipment.

AXON Body Worn Camera Requested Allocation
\$80,000 Requested

AXON Body Worn Camera Current Allocation
\$0 Recommended



Description of Submitted ARPA Projects

Motorola Radios

Two-way radios for police officers to help ensure communication and safety during emergency response. Current radios need to be replaced due to manufacture upgrades and advancements.

Motorola Radios Requested Allocation

\$40,000 Requested

Motorola Radios Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Infrared Drone

Air vehicle and associated equipment that would be remotely piloted to assist in enforcing laws and other law enforcement duties. Will assist in conducting surveillance during hazardous law enforcement operations such as conducting search warrants, high risk apprehensions, and other critical situations that require an “eyes on” approach.

Infrared Drone Requested Allocation

\$48,000 Requested

Infrared Drone Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Digitize Police Records

Police records are required to be maintained for long periods of time, forever in some cases. As a result of multiple Record Management Systems over the past twenty years, the police department has excessive amounts of paper documents. Digitization is needed to reduce storage and protect from loss of records.

Digitizing Requested Allocation

\$75,000 Requested

Digitizing Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Dash Cameras

Dash camera systems are needed to provide safety for patrol officers, generate admissible evidence, and allow for greater community transparency. Units need to be outfitted with dash cameras as some units do not currently have any installed.

Dash Cameras Requested Allocation

\$50,000 Requested

Dash Cameras Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Electronic Citation Devices, Printers, and Warranties

Last purchased in 2017, ticket writers are needed to assist in outfitting police vehicles to ensure efficiency in traffic stops. Overuse has worn down current equipment and replacement is needed.

Citation Devices Requested Allocation

\$40,000 Requested

Citation Devices Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

K-9 Officer

Trained police dog that can assist law enforcement in search and rescue. The department's current K-9 ("Edo") has attained the age of retirement and is also currently suffering medical concerns; consequently, Edo must be retired.

K-9 Requested Allocation

\$20,000 Requested

K-9 Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Outfitting Police Cars

The police department has cars that have been ordered that will need internal remodel. This will construct a safe space for transportation of people. Outfitting also includes laptop, radio, and other essential equipment.

Outfitting Requested Allocation

\$100,000 Requested

Outfitting Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Digitizing Aging Records

In-line with state mandates

Reduce need for additional operating
and staff space

Protect from loss in case of significant
emergency incident

Digitizing Records Requested Allocation

\$50,000 Requested

Digitizing Records Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Fencing at Mahan Park

Repair of unsafe infrastructure. Fencing has currently been torn down, but it has not been replaced.

Fencing Requested Allocation

\$50,000 Requested

Fencing at Mahan Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Parks Upgrades

Provide equitable and necessary upgrades to parks across the city as per the first phase of the newly adopted Conceptual Parks Master Plan as allotted funds would allow. Initial improvements at City Parks, investing 5% towards a \$12.5M Parks Revitalization Plan based on the newly adopted Parks Master Plan.

Parks Requested Allocation

\$450,000 Requested

Parks Current Allocation

\$0 Recommended



Description of Submitted ARPA Projects

Stormwater

In line with our Capital Improvement Plan, our 1st priority project based on need would be Wisteria and Lake Roads which we have identified for an estimated total of \$440,000.

Stormwater Requested Allocation

\$440,000 Requested

Stormwater Current Allocation

\$0 Recommended



OTHER RECOMMENDED PROJECTS

P R E S E N T A T I O N O F P R O J E C T S

Description of Submitted ARPA Projects

Flock Cameras

License plate cameras that are motion activated to detect license plates and take pictures. This system assists law enforcement in finding stolen vehicles, wanted offenders, and missing people. This would purchase 40 cameras to place throughout the City.

Flock Camera Current Allocation

\$120,000 Recommended



Description of Submitted ARPA Projects

Asphalt Zipper

Asphalt Zipper machines simultaneously cut a straight edge and pulverize asphalt into reusable material, virtually eliminating saw cutting, chunking, trucking and disposal costs.

Asphalt Zipper Current Allocation

\$50,000 Recommended



Description of Submitted ARPA Projects

Thermal Imagers

A type of camera that can help render infrared radiation as visible light, allowing firefighters to see areas of heat through smoke, darkness, or heat-permeable barriers.

Thermal Imager Current Allocation

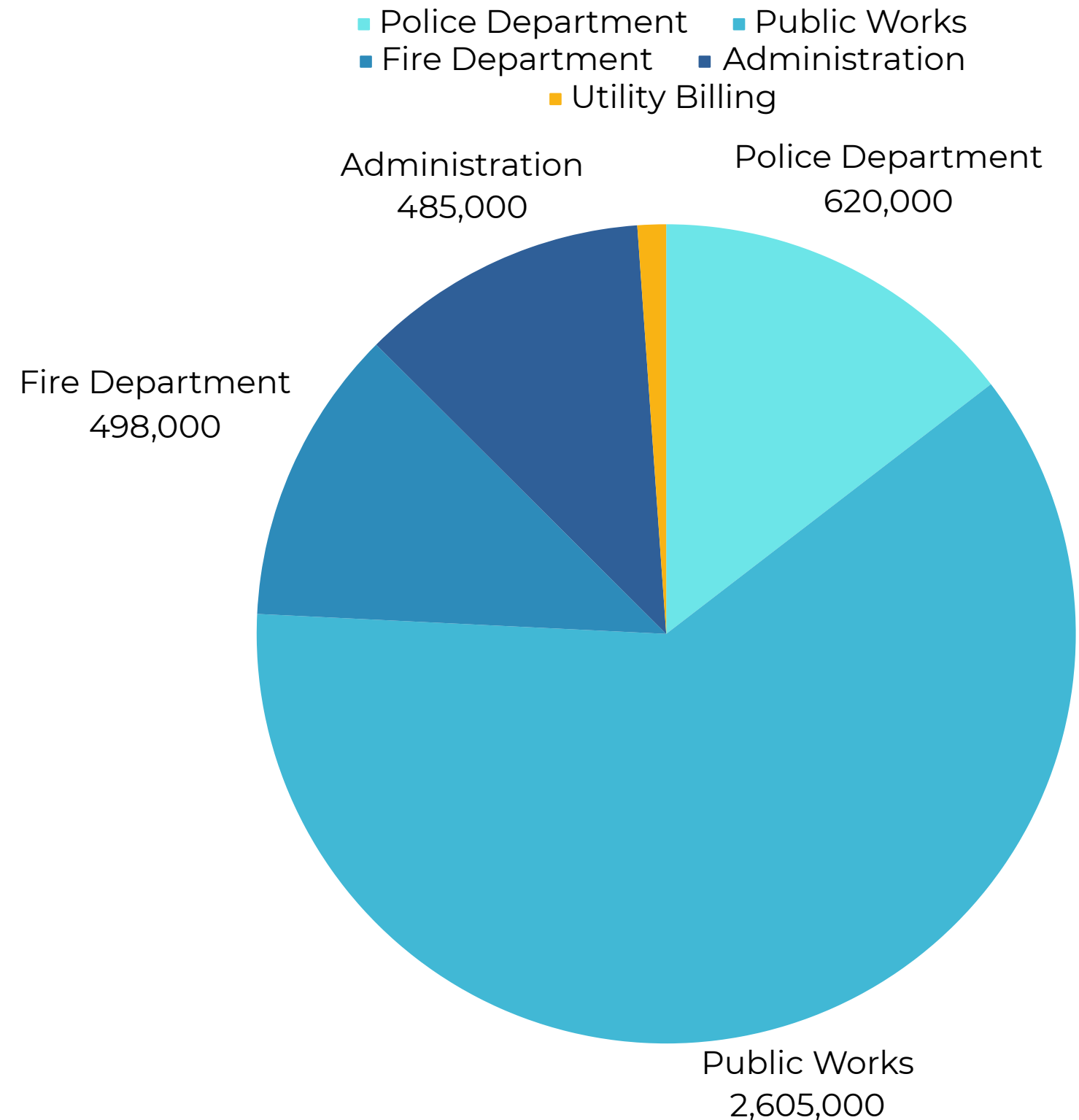
\$65,000 Recommended



TOTAL OF ALL PROJECTS

PRESENTATION OF PROJECTS

Total of all Recommended ARPA Projects



Dept	Pending Expenditures/Encumbrances	Initial Estimated Amount	2nd Round Estimated Amount	3rd Round Estimated Amount
PD	Outfitting Police Cars	\$ 100,000.00	\$ -	\$ -
PD	Police Software	\$ 244,000.00	\$ 122,000.00	\$ -
PD	Digitizing PD Records	\$ 75,000.00	\$ 75,000.00	\$ -
PD	Police Station Construction	\$ 1,000,000.00	\$ 500,000.00	\$ 500,000.00
PD	Flock Cameras	\$ 120,000.00	\$ 120,000.00	\$ 120,000.00
PD	AXON Bodyworn Cameras	\$80,000.00	-	-
PD	Motorola Radios	\$40,000.00	-	-
PD	Infrared Drone	\$38,000	-	-
PD	Dash Cams	\$50,000.00	-	-
PD	Electronic Citation Devices, Printers, and Warranties	\$40,000.00	-	-
PD	K9 Officer	\$20,000.00	-	-
PD	Crime/Lock Hide Signage	\$ 6,000.00	\$ -	\$ -
Library	15 Passenger Van	\$ 50,000.00	\$ -	\$ -
Library	Recreation Trailer	\$ 20,000.00	\$ 15,000.00	\$ -
PW	Street Repair	\$ 1,000,000.00	\$ 175,000.00	\$ 75,000.00
PW	Remove Fleet Center Gas Tank	\$ 60,000.00	\$ 60,000.00	
PW	Remove Stonewall Ground Storage Tank	\$ 150,000.00	\$ 75,000.00	
PW	Remove Bayou Rd. Ground Storage Tank	\$ 250,000.00		
PW	Remove 2004 Ground Storage Tank	\$ 100,000.00		
PW	Mosquito Truck	\$ 15,000.00	\$ 15,000.00	\$ -
PW	Pothole Trailer	\$ 105,000.00	\$ 105,000.00	\$ 105,000.00
PW	Asphalt Zipper	\$ 250,000.00	\$ 50,000.00	\$ 50,000.00
PW	Water/Sewer Repair	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
PW	GLO Grant Matches	\$ 560,000.00	\$ 560,000.00	\$ 560,000.00
PW	Skid Steer	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00
PW	Asphalt Roller	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
PW	Stormwater Repairs	\$ 440,000.00	\$ -	\$ -
PW	Parks Improvements/Fencing	\$ 500,000.00	\$ -	\$ -
PW	Excavator	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
PW	Streetlight Conversion/Addition	\$ 275,000.00	\$ 275,000.00	\$ 164,698.37
PW	Service Center	\$ 350,000.00	\$ 350,000.00	\$ 275,000.00
PW	Concrete Saw	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
PW	Sidewalk Repair	\$ 100,000.00	\$ 50,000.00	\$ 50,000.00
FD	Jaws of Life	\$ 135,000.00	\$ 135,000.00	\$ 135,000.00
FD	Ambulance Remounts	\$ 290,000.00	\$ 178,000.00	\$ 178,000.00
FD	Fire Radios	\$ 25,000.00	\$ 25,000.00	\$ -
FD	Life Pak / City Facility AED's	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00
FD	Stretcher	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
FD	Thermal Imagers	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
Admin	Digitizing Records	\$ 50,000.00	\$ 50,000.00	
Admin	HR, Finance, UB, & Admin Software	\$ 200,000.00	\$ 200,000.00	\$ 485,000.00
UB	Water Usage Client Software	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
UB	Kiosks	\$ 47,856.00	\$ -	\$ -
		\$ 8,343,856.00	\$ 4,693,000.00	\$ 4,255,698.37
		\$ 4,255,698.37	\$ (4,088,157.63)	\$ (437,301.63)
			\$ -	\$ -



THANK YOU

QUESTIONS AND DISCUSSION

End Slide

Dept	Pending Expenditures/Encumbrances	Initial Estimated Amount	Estimated Expense FY
PD	Outfitting Police Cars	\$ 100,000.00	
PD	Police Software	\$ 244,000.00	
PD	Digitizing PD Records	\$ 75,000.00	
PD	Police Station Construction	\$ 1,000,000.00	FY 26
PD	Flock Cameras	\$ 120,000.00	FY 24
PD	Crime/Lock Hide Signage	\$ 6,000.00	
Library	15 Passenger Van	\$ 50,000.00	
Library	Recreation Trailer	\$ 20,000.00	
PW	Street Repair	\$ 1,000,000.00	FY 24
PW	Remove Fleet Center Gas Tank	\$ 60,000.00	
PW	Remove Stonewall Ground Storage Tank	\$ 150,000.00	
PW	Remove Bayou Rd. Ground Storage Tank	\$ 250,000.00	
PW	Remove 2004 Ground Storage Tank	\$ 100,000.00	
PW	Mosquito Truck	\$ 15,000.00	
PW	Pothole Trailer	\$ 105,000.00	FY 24
PW	Asphalt Zipper	\$ 250,000.00	FY 24
PW	Water/Sewer Repair	\$ 1,000,000.00	FY 25
PW	GLO Grant Matches	\$ 560,000.00	FY 26
PW	Skid Steer	\$ 75,000.00	FY 24
PW	Asphalt Roller	\$ 60,000.00	FY 24
PW	Stormwater Repairs	\$ 440,000.00	
PW	Parks Improvements/Fencing	\$ 500,000.00	
PW	Excavator	\$ 175,000.00	FY 24
PW	Streetlight Conversion/Addition	\$ 275,000.00	FY 25
PW	Service Center	\$ 350,000.00	FY 25
PW	Concrete Saw	\$ 15,000.00	FY 24
PW	Sidewalk Repair	\$ 100,000.00	FY 24
FD	Jaws of Life	\$ 135,000.00	FY 24
FD	Ambulance Remounts	\$ 290,000.00	FY 24
FD	Fire Radios	\$ 25,000.00	
FD	Life Pak / City Facility AED's	\$ 90,000.00	FY 25
FD	Stretcher	\$ 30,000.00	FY 24
FD	Thermal Imagers	\$ 65,000.00	FY 25
Admin	Digitizing Records	\$ 50,000.00	
Admin	HR, Finance, UB, & Admin Software	\$ 200,000.00	FY 25
UB	Water Usage Client Software	\$ 48,000.00	FY 25
UB	Kiosks	\$ 47,856.00	

	\$ 8,075,856.00
\$ 4,255,698.37	\$ (3,820,157.63)

FY 24
FY 25
FY 26

Final Estimated Amount	
\$ -	
\$ -	
\$ -	
\$ 500,000.00	
\$ 120,000.00	
\$ -	\$ 620,000.00
\$ -	
\$ -	
\$ 75,000.00	
\$ -	
\$ 105,000.00	
\$ 50,000.00	
\$ 1,000,000.00	
\$ 560,000.00	
\$ 75,000.00	
\$ 60,000.00	
\$ -	
\$ -	
\$ 175,000.00	
\$ 164,698.37	
\$ 275,000.00	
\$ 15,000.00	
\$ 50,000.00	\$ 2,604,698.37
\$ 135,000.00	
\$ 178,000.00	
\$ -	
\$ 90,000.00	
\$ 30,000.00	
\$ 65,000.00	\$ 498,000.00
\$ 485,000.00	\$ 533,000.00
\$ 48,000.00	
\$ -	

\$ 4,255,698.37
\$ -

\$ 1,068,000.00
\$ 2,127,698.37
\$ 1,060,000.00
\$ 4,255,698.37