

1. City Council Regular Meeting Agenda (PDF)

Documents: [02272012 - REGULAR.PDF](#)

1.1. City Council Regular Meeting Agenda Revised (PDF)

Documents: [02272012 - REGULAR_CMV_CORRECTED03092012.PDF](#)

AGENDA

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a Regular Meeting on Monday, February 27, 2012 at 6:00 p.m. at 1109-B Bayou Road for purpose of considering the following agenda:

(1) **CALL MEETING TO ORDER**

(2) **ROLL CALL**

(3) **INVOCATION AND PLEDGE OF ALLEGIANCE**

Invocation – Rev. Sharon Monroe Sabom, La Marque First United Methodist Church

(4) **APPROVAL OF MINUTES (2-5)**

a. Public Hearing/Regular Meeting- February 13, 2012

(5) **CITIZEN'S PARTICIPATION**

Comments from the Public (At this time, any person with city-related business who has signed up may speak to Council (limited to three (3) minutes). In compliance with Texas Open Meeting Act the City Council may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.

(6) **PRESENTATION**

Introduction of new city employees

(7) **OLD BUSINESS (6-18)**

a. Discussion/possible action of appointments to Boards & Commissions

(8) **NEW BUSINESS (19-54)**

a. Discussion/possible action of Ordinance No. **O-2012-1058**, an Ordinance of the City Council of the City of La Marque, Texas, amending Chapter 14, Buildings and Regulations, of the Code of Ordinances of the City of La Marque, Texas, by repealing Sec. 14-60, Electrical Board Generally, of Article III, Electrical; Repealing Sec. 14-61, Appeal from Action of Electrical Board, of Article III, Electrical; and Repealing Sec. 14-88, Plumbing Board, of Article V, Plumbing. This is the first reading.

b. Discussion/possible action on Resolution **R-2012-1176** amending Resolution R-2011-1172 to change times of Early Voting in the Special Election on Amendments to the City Charter of the City of La Marque Special Election

c. Discussion/possible action on park usage guidelines as presented by Parks Board

d. Discussion/possible action of Resolution No. **R-2012-1177** by the City Council of the City of La Marque, Texas approving the submission of the grant application for a Special Response Team to the Office of the Governor, Criminal Justice Division in the amount of \$16,195

(9) **CITY MANAGER REPORT – No Council Action Necessary (55-136)**

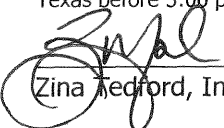
(10) **REQUESTS AND ANNOUNCEMENTS**

a. Requests by Mayor and Council Members for items to be placed on future City Council agendas and announcements on city events/community interests

(11) **ADJOURNMENT**

CERTIFICATION:

I hereby certify that the above notice of meeting was posted on the bulletin board outside Council Chambers, 1109-B Bayou Road, La Marque, Texas before 5:00 p.m. on **this 24th day of February 2012.**


Zina Redford, Interim City Clerk

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's office at (409) 938-9203, or Fax (409) 935-0401, or e-mail cityclerk@ci.la-marque.tx.us for further information.

**MINUTES
PUBLIC HEARING/REGULAR CITY COUNCIL MEETING
13 FEBRUARY 2012**

(1) CALL MEETING TO ORDER

Mayor Hocking called the meeting to order at 6:00 p.m.

(2) ROLL CALL

PRESENT:

Councilmember Brown
Councilmember Trube
Councilmember Osteen
Mayor Pro-Tem Bell
Mayor Hocking

(3) INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Bell led the Invocation. Mayor Hocking followed with the Pledge of Allegiance to the Flag.

(4) APPROVAL OF MINUTES

- a. Workshop Meeting – January 23, 2012
- b. Regular Meeting- January 23, 2012

Mayor Pro-Tem Bell moved to approve the minutes of the Workshop Meeting, January 23, 2012 and the Regular Meeting, January 23, 2012 as written. Councilmember Trube seconded. The minutes were approved as presented.

(5) CITIZEN'S PARTICIPATION

Comments from the Public (At this time, any person with city-related business who has signed up may speak to Council (limited to three (3) minutes). In compliance with Texas Open Meeting Act the City Council may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.

Mr. Gordon Patterson, 2428 Corbett, addressed his concerns on the proposed Resolution **R-2012-1175**.

(6) PUBLIC HEARING

- a. Public Hearing - Ordinance **No.1057** providing for the vacating, abandonment, and closing of a portion of Avenue A and Avenue D located within the City of La Marque, Texas

The Public Hearing was opened at 6:05 p.m.

The Public Hearing closed at 6:08 p.m.

(7) OLD BUSINESS

- a. Discussion/possible action of Ordinance **No.1057** on the proposed abandonment of a portion of Avenue A and Avenue D. This is the second reading.

Councilmember Osteen moved to approve Ordinance No. 1057 for the second reading. Councilmember Trube seconded the motion. Motion passed unanimously.

- b. Discussion/possible action on appointments to City Boards & Commissions

1. Board of Adjustment

Councilmember Brown – District D – Deferred to next meeting
Councilmember Trube – District C - Greg Cornett, 1310 Cedar Drive
Councilmember Osteen – District B – requested to move C.J. Leggett from Alternate Status to Board status.
Councilmember Osteen –District B - deferred alternate appointment to next meeting.

2. Building and Standards Commissioners

Councilmember Trube – District C – Louis McGaffey, 2314 Downey- Alternate
Mayor Pro-Tem Bell – District A – J.R. Bowes, 1319 First St. and Augustino Molis remain as Alternate

3. Cemetery Board

Councilmember Trube –District C – Bart Jennings, 806 Studio

4. Civil Service Commission

No changes to Commission.

5. Clean City Commission

No changes to Commission.

6. Economic Development Board

Mayor Hocking - Gene Smith, 2110 Evergreen

7. Electrical Board

There was a consensus to dissolve this board.

8. Library Board

Mayor Pro-Tem Bell – District A –Lois Scott, 2804 Virginia

Councilmember Osteen –District B – Deferred to next meeting

Councilmember Brown –District D – Catherine Polk, 2620 Studio

9. Parks Board

No changes to Commission.

10. Planning & Zoning Commission

Mayor Pro-Tem Bell – District A – Annette Callis, 915 Kenneth

Councilmember Brown – District D – Deferred to next meeting

11. Plumbing Board

There was a consensus to dissolve this board.

12. Public Safety Commission

Mayor Pro-Tem Bell – District A - Hilda Williams, 1118 Lake Road

Councilmember Trube –District C - Leonard Payne, 3rd Ave

Mayor Hocking – Jake Feigle- 2712 Houston Drive South

Mayor Pro-Tem Bell made a motion to re-appoint current board members and individuals nominated to specific Boards. Councilmember Trube seconded the motion.

(8) NEW BUSINESS

- a. Discussion/possible action of Resolution No. **R-2012-1173** authorizing Galveston County Mosquito Control District to provide aerial spraying over its territory for the abatement of mosquitoes

Councilmember Trube moved to approve Resolution No. R-2012-1173. Mayor Pro-Tem Bell seconded the motion. The motion passed unanimously.

- b. Discussion/possible action of Resolution No. **R-2012 1174** calling for the 2012 General Election to be held May 12, 2012

Mayor Pro-Tem Bell moved to approve Resolution No. R-2012-1174 calling for the 2012 General Election to be held May 12, 2012. Councilmember Trube seconded the motion. The motion passed unanimously.

- c. Discussion/possible action authorizing the City Manager to enter into a joint election agreement between the City of La Marque and La Marque ISD for the General Election to be held May 12, 2012

Councilmember Trube made a motion to authorize the City Manager to enter into a joint election agreement between the City of La Marque and La Marque ISD for the General Election to be held May 12, 2012.

Mayor Pro-Tem Bell seconded the motion. The motion passed unanimously.

d. Discussion/possible action of an appointment to the Galveston County Community Action Board in accordance with Texas Department of Housing and Community Affairs (TDHCA)
Mayor Hocking made a motion to nominate Mayor Pro-Tem Bell to serve the Galveston County Community Action Board. Councilmember Trube seconded the motion. The motion passed unanimously.

e. Discussion/possible action on approval of Fiscal Year Budget Amendments
Finance Director Karen Cooper was asked to present this item. Ms. Cooper informed Council that this item was basic clean up and adjustments to transfer funds from unused line items increases, due to unforeseen repairs, operating supplies and increased costs for services.
Councilmember Trube made a motion to approve Fiscal Year Budget Amendments. Councilmember Osteen seconded the motion. The motion passed unanimously.

f. Discussion/possible action on approving expenditures for city vehicles and equipment in the amount of \$270,915.27
Councilmember Trube made a motion to approve expenditures for city vehicles and equipment in the amount of \$270,915.27. Councilmember Osteen seconded the motion. The motion passed unanimously.

g. Discussion/possible action on a purchase order to O'Reilly Auto Parts for repair and service parts for all city vehicles and miscellaneous supplies
Councilmember Trube moved to approve a purchase order to O'Reilly Auto Parts for repair and service parts for all city vehicles and miscellaneous supplies. Councilmember Osteen seconded the motion. The action was approved 4 – 1 (Councilmember Brown)

h. Discussion/possible action –Resolution No. **R-2012-1175** in support of the proposed The Tribute Apartments, approving an application for tax credits and home funds to finance such project, providing an effective date
Joe Boyd, Vice President Realtex Development, presented Council a copy of the proposed development (8.5 acres) and information requested by the City Council. The proposal outlined the market rate units, local based subcontractors and water allocation/conservation methods. Mr. Boyd continued by stating that the state agency requires community support by March 1st, if application successful anticipated construction date would be this time next year. We have been good neighbors. There is a waiting list of over 500 at current apartments and we feel we are part of the answer. Councilmember Osteen asked for clarification on number of corporations asking for the city's support. Mr. Boyd stated that it is a partnership. Councilmember Trube stated that it had been brought to her attention that the existing complex has had issues involving narcotics, harassment, loud music, threats, and welfare checks. Mr. Boyd stated that he is aware, but like any other part of the community, police will be if needed. The applicant submits application and if the applicant has any felonies, drug abuse, violent/sex crimes, the applicant is rejected. Chief Aragon stated the complex has a safe image and has supported the community.
Mayor Pro-Tem Bell stated that he is satisfied with Chief Aragon's report, but is more concerned with the water situation due to the current drought situation. Public Works Director Morgan stated that there are concerns with the water issues with existing development. Currently, there are 300 connections in new subdivisions not to include commercial development. Concerns were voiced regarding the severe drought conditions, water consumption and ability to provide water to residents. Mayor Hocking asked for a motion on this item. No action taken.

(9) CITY MANAGER REPORT – No Council Action Necessary

There was discussion regarding the City Manager's Report. Council asked City Manager Buttler to review the due dates of the reports and consider dividing department reports between the two meetings.

(10) REQUESTS AND ANNOUNCEMENTS

- a. Requests by Mayor and Council Members for items to be placed on future City Council agendas and announcements on city events/community interests

Councilmember Brown – staff is doing a great job.

Councilmember Trube – thank all for coming to the meeting. Happy Valentine's Day!

Councilmember Osteen – Thanked Ms. Buttler for doing an excellent job earlier and would like to thank all staff members for doing a great job.

Mayor Pro-Tem Bell – Happy Valentine's Day!!

Mayor Hocking – Thanked staff for a job well done. Mayor stated that this city council has worked like a well oiled machine in the last seven months moving the city forward through difficult times. Mayor Hocking asked Sister Joyce Ford- St. Paul's Missionary Baptist Church to step forward and lead us in prayer before we adjourn meeting.

(11) ADJOURNMENT

Councilmember Trube made a motion to adjourn the meeting. Councilmember Osteen seconded the motion. The meeting adjourned at 8:40 p.m.

Bobby Hocking, Mayor

Zina Tedford, Interim City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: 2-27-12

Agenda item: 7a

Prepared by: zt

Reviewed by: [Signature]

Department: Administration

AGENDA ITEM DESCRIPTION:

a. Discussion/possible action of appointments to Boards & Commissions

☒ **Attachments for Reference**

Staff Briefing:

1- BOARD OF ADJUSTMENT – appointment by Councilmember District B
appointment by Councilmember District D

8- LIBRARY BOARD - appointment by Councilmember District B

10- PLANNING & ZONING -appointment by Councilmember District D

History (if applicable):

Target Implementation:

Significant Action Dates:

Action:

☐

Ordinance

☐

Resolution

☐

Proclamation

☐

Special Presentation

☐

Finance Report

☐

Public Hearing

☐

Other

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Item #	
Other Funding	

1- BOARD OF ADJUSTMENT

BOARD OF ADJUSTMENT- ORD. 953 CITY COUNCIL APPT5 MEMBERS AND MAY APPT. 2 ALTERNATE MEMBERS		Two Year Terms	
1. Charlotte Westerlage	825 Shady Lane	13	D
2. Greg Cornett	1310 Cedar Drive	14	C
3. Herman Harper	102 Union	13	A
4. Harold Augustus	1030 Laurel	14	M
5. C.J Leggett	1225 Kirsten	13	B
1. VACANT			D
2. VACANT			B

The Board shall consist of five (5) members who are residents of the City, each to be appointed by the City Council for a term of two years and removable for cause by the appointing authority upon written charges and after public hearing.

The City Council may appoint two (2) alternate members of the Board who shall serve in the absence of one (1) or more of the regular members.

These alternate members, when appointed, shall serve for the same period as the regular members, which are for a term of two (2) years, and any vacancy shall be filled in the same manner, and they shall be subject to removal the same as the regular members.

Each position on the Board shall be given a numerical designation with the designations beginning with the number 1 and ending with the number 5.

The terms of the odd-numbered positions (1, 3 & 5) will expire in odd-numbered years and the terms of even-numbered years (2 & 4) shall expire in even-numbered years. Board members may be appointed to successive terms.

2- BUILDING & STANDARDS

<i>Building & Standards Commission—ORD. #459 COUNCIL APPT 5 Members.</i>		Two Year Terms	
1. Bart Jennings	806 Studio	13	D
2. Paul Ray Heinrich	63 Middle Borondo	14	B
3. Trina Phillips	1222 Kirsten	13	M
4. Billy Jefferson	89 Boronda Reach	14	M
5. J.R. Bowes	1319 First	13	A
1. Augustino Molis	Saltgrass Crossing	13	A
2. Louis McGaffey	2314 Downey	14	C

The City of La Marque does adopt the provisions of Chapter 54 of the Local Government Code of the State of Texas and Subchapter C thereof, which is entitled "QUASI-JUDICIAL ENFORCEMENT OF HEALTH AND SAFETY ORDINANCES OF HOME-RULE MUNICIPALITY," and does declare the implementation of the that Subchapter and the creation of the Building & Standards Commission which shall be composed of five (5) members and a number of alternates not to exceed eight (8).

449 – There is hereby created a Building Standards Commission to be composed of five (5) members. They shall hold office for a period of two (2) years or until their successors are appointed; three (3) members of the Commission to be appointed in 1980 shall serve for terms of two (2) years and two (2) members shall serve for one (1) year; thereafter new members shall be appointed for two (2) years terms.

3-CEMETERY BOARD

CEMETERY BOARD –Ord. #1033 CITY COUNCIL APPT. 5 MEMBERS AND ONE EX-OFFICIO (COUNCIL MEMBER)		Two Year Term	
1. Guadalupe Maldonado	627 Rosedale	13	A
2. Bart Jennings	806 Studio	14	C
3. Peggy Phillips	2902 Pine Shadows	13	B
4. Bim Crowder	401 Texas Avenue	14	D
5. David Pennington Chairman	924 Cypress	13	M
Ex-Officio (Councilmember) Clent Brown	Appointed 12-12-11		

There is hereby created a Cemetery Board for the City of La Marque, Texas, which shall consist of five (5) members to be appointed by the City Council.

Board members shall serve for two (2) year terms .

4 –CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION –ORD. #821 CITY		Three Year Terms	
COUNCIL APPT. 3 MEMBERS			
1. Maggie Manual	1706 Crocket	15	City Manager/CC
2. C. J. Leggett	1225 Kirsten	14	
3. Nancy Leader	2212 Oaklawn Drive	16	
Bob Beagan-STAFF	1111 Bayou Road		

The Civil Service Commission shall consist of three (3) members appointed by the City Council.

Section 4 –Term of Office

The terms of office shall be for three (3) years with no more than one member appointed each year, with the exception of the initial appointments. The initial appointments to the Civil Service Commission shall serve as follows:

- a. one member to serve a one (1) year term
- b. one member to serve a two (2) year term
- c. one member to serve a three (3) year term

5 –CLEAN CITY COMMISSION

CLEAN CITY COMMISSION ORD. #857 CITY COUNCIL APPT. 7 MEMBERS		Two Year Terms	
1 Ingrid Selzer	2614 Meadow Lane	13	B
2 Carlos Flores	509 Wisteria	14	D
3 Beverly Ferguson	2205 Glendale	13	A
4 David Pennington	924 Cypress	14	M
5 Dorothy Jeffcoat	1407 Lamar	13	B
6 Catherine Polk	620 Studio Drive	14	M
7 Delores Johnston	1309 Redbud	13	C

All seven (7) commissioners appointed by the City Council serve two (2) year staggered terms, except that appointment to vacancies shall be for the unexpired term of the position to which the appointment is made.

6- ECONOMIC DEVELOPMENT CORPORATION

<i>ECONOMIC DEVELOPMENT CORP –ORD. #695 COUNCIL APPT.</i>		Six Year Terms	
Ron Crowder	#4 Chimney Corners	14	C
Gene Smith	2110 Evergreen	18	M
Deanie Barrett	2613 Cedar	16	A
James Rex	2114 Evergreen	14	B
Bill Charbonneau	2621 Meadow Lane	14	D

The Board of Directors shall consist of five (5) directors each of whom shall be appointed by the Governing Body.

7- ELECTRIC BOARD

PROPOSED DELETION OF BOARD

<i>ELECTRIC BOARD – ORD. #615 CITY COUNCIL APPT 5 MEMBERS</i>		Four Year Terms	
Greg Cornett	1310 Cedar		D (Citizen)
Bert Henderson	1318 Third Avenue	09	A (Citizen)
Jr. Broze	1319 1 st	10	C (Master)
Mark Wesley	640 Ross	12	M (Citizen)
Calvin Jones	9210 Vicksburg, Texas City 77591	10	B (Master)
Moose Meadows	P. O. Box 2010 Texas City 77592		Ex-Officio
Erasmio Barrera	1029 Sycamore		C (Master)

The Electrical Board shall consist of five (5) voting members appointed by the City Council. The five (5) voting members appointed by the city council shall consist of two (2) master electricians and three citizens at large.

8- LIBRARY BOARD

Member	Address	Term	Appointing District
<i>LIBRARY BOARD</i>		<i>ORD. #493 CITY COUNCIL</i>	
<i>APPT. 7 MEMBERS-</i>		<i>Two Year Terms</i>	
Velmer White	P. O. Box 656	13	A
Bertha Pruitt	103 Longridge Drive	14	C
Catherine Polk	2620 Studio Dr	13	D
Michelle Washington	3012 Cedar Drive	14	M
Maggie Manuel	1706 Crockett Dr. W	13	C
Lois Scott	2804 Virginia	14	A
VACANT		13	B
<i>City Council/City Manager</i>			

The City Council shall appoint a Library Board which shall consist of seven members, each member being a resident and a real property taxpayer of the City of La Marque.

Three members of the first board shall be appointed for a term of two years and two for a term of one year. Thereafter, new members shall be appointed for a term of two years.

9- PARKS BOARD

PARKS BOARD ORD. #758 - CITY COUNCIL APPT. 8		Two Year Terms	
MEMBERS			
1 Al Reida	2217 Main	13	C
2 C.J. Leggett	1225 Kirsten	14	B
3 Fred Zimmerman	614 Sunset	13	M
4 Bo Hunter	2613 Lake Park Drive	14	A
5 Louis McGaffey	2314 Downey	13	M
6 Calvin Jones	9210 Vicksburg, Texas City	14	D
7 Herbert Franklin	1008 W. Camp Circle	13	A
Larry Walker, LMISD Coach	P. O. Box 1785		

There is hereby established a Park Board to consist of eight (8) members who shall be appointed by the City Council and shall serve for two year terms.

The members shall serve staggered terms, that is, four (4) members' terms shall expire on odd numbered years and four members' terms shall expire on even number years.

10- PLANNING & ZONING

PLANNING AND ZONING COMMISSION ORD. #953/957 ORG SET UP BY CITY CHARTER SECTION 10.01 - CITY COUNCIL APPT. 5 MEMBERS		Two Year Terms	
Annette Callis	915 Kenneth	13	A
Peggy Phillips	2902 Pine Shadows	14	B
Norman Koneman	2615 Meadow Lane	13	C
Dickey Stanley	1405 Bowie	14	M
VACANT		13	D

The city council shall appoint a planning commission which shall consist of five members, each member being a resident and a real property taxpayer of the City of La Marque, and none of whom shall hold any other position in the city government.

Three members of the first commission shall be appointed for a term of two years and two for a term of one year, and service shall be without pay.

11 – PLUMBING BOARD

PROPOSED DELETION OF BOARD

PLUMBING BOARD ORD. #995 CITY COUNCIL APPT. 7 MEMBERS		FOUR YEAR TERMS	
J. W. Fewell	1115 Plum	11	C (Citizen)
Cliff Burks		12	B (Resident General Contractor)
Jack Kivch, Jr.	P. O. Box 359	11	D (Resident General Contractor)
Louis McGaffey	2314 Downey	11	M (Master Plumber)
VACANT			A (Master Plumber)

Plumbing appeals and advisory board created; composition and organization. There is hereby created a seven member plumbing appeals and advisory board consisting of two Galveston County resident licensed and bonded master plumber, two Galveston County resident bonded general contractors and one resident citizen-at-large, who shall be voting members.

Members of the board and their successors shall be appointed by the city council and shall hold office for terms of four years, or until their successors are appointed and have qualified, except that two members of the board hereafter first appointed shall hold office for 2 years and three for 4 years as determined by city council in making said appointments.

12 – PUBLIC SAFETY COMMITTEE

PUBLIC SAFETY COMMITTEE ORD. #913 CITY COUNCIL APPT. 3 MEMBERS		Two Year Terms	
Hilda Williams	1118 Lake Road	13	A
Leonard Payne	3 rd Ave	14	C
Jake Feigle	2712 Houston Drive South	13	M

There is hereby established a public safety committee, which shall be comprised of three persons to be appointed and confirmed by the city council for a two year term.



CITY COUNCIL AGENDA FORM

Meeting Date: 2-27-12

Agenda item: 8a

Prepared by: zt

Reviewed by: [Signature]

Department: Administration

AGENDA ITEM DESCRIPTION:

a. Discussion/possible action of Ordinance No. **O-2012-1058**, an Ordinance of the City Council of the City of La Marque, Texas, amending Chapter 14, Buildings and Regulations, of the Code of Ordinances of the City of La Marque, Texas, by repealing Sec. 14-60, Electrical Board Generally, of Article III, Electrical; Repealing Sec. 14-61, Appeal from Action of Electrical Board, of Article III, Electrical; and Repealing Sec. 14-88, Plumbing Board, of Article V, Plumbing. This is the first reading.

☒ **Attachments for Reference**

Staff Briefing:

At the Workshop of January 23, 2012, it was the consensus of Council that these two boards be deleted. The boards were created through city ordinances; therefore an ordinance would be necessary to abolish the boards.

History (if applicable):

Target Implementation:

Significant Action Dates:

Action:

- | | |
|---|---|
| ☒ Ordinance | ☐ Resolution |
| ☐ Proclamation | ☐ Special Presentation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |

Cost Details:	
Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Item #	
Other Funding	

Staff's Recommended Motion: Staff recommends approval of the Ordinance No. O-2012-1058.

Fiscal Impact: n/a

ORDINANCE NO. O-2012-1058

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, AMENDING CHAPTER 14, BUILDINGS AND REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF LA MARQUE, TEXAS, BY REPEALING SEC. 14-60, ELECTRICAL BOARD GENERALLY, OF ARTICLE III, ELECTRICAL; REPEALING SEC. 14.61, APPEAL FROM ACTION OF ELECTRICAL BOARD, OF ARTICLE III, ELECTRICAL; AND REPEALING SEC. 14-188, PLUMBING BOARD, OF ARTICLE IV, PLUMBING.

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

SECTION ONE:

That Sec. 14-60, Electrical Board Generally, of Article III, Electrical, of Chapter 14, Buildings and Regulations, is hereby repealed.

SECTION TWO:

That Sec. 14-61, Appeal from Action of Electrical Board, of Article III, Electrical, of Chapter 14, Buildings and Regulations, is hereby repealed.

SECTION THREE:

That Sec. 14-188, Plumbing Board, of Article IV, Plumbing, of Chapter 14, Buildings and Regulations, is hereby repealed.

PASSED AND APPROVED on first reading this ____ day of _____, 2012.

PASSED AND APPROVED on second and final reading this the ____ day of _____, 2012.

Bobby Hocking, Mayor
City of La Marque, Texas

ATTEST:

Zina Tedford, City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: 2-27-12

Agenda item: 8b

Prepared by: zt

Reviewed by: [Signature]

Department: Administration

AGENDA ITEM DESCRIPTION:

a. Discussion/possible action on Resolution **R-2012-1176** amending Resolution R-2011-1172 to change times of Early Voting in the Special Election on Amendments to the City Charter of the City of La Marque Special election

☒ **Attachments for Reference**

Staff Briefing:

Resolution Number R-2011-1172 included provisions regarding the dates and times of early voting in the special election on amendments to the City Charter which was adopted December 2011. The provisions stated that extended early voting hours would be held 7 a.m.- 7 p.m. on May 7th and 8th.

In discussions with the Galveston County Election Officer, he has advised the City that he is planning to conduct early voting so that it is held from 7:00 a.m. to 7:00 p.m. on April 30, 2012 and on May 1, 2012, and from 8:00 a.m. to 5:00 p.m. on May 2, 3, 4, 7, and 8, 2012.

It would be in the best interest of the City and its voters if the dates and times of early voting in the special election on amendments to the City Charter be held at the same dates and times as the Galveston County Election Officer has scheduled for early voting for the election to be held on May 12, 2012.

The fifth paragraph of Section 3 of Resolution Number R-2011-1172 of the City Council of the City of La Marque, Texas, be amended to read as follows:

Early voting shall be conducted from 7:00 a.m. to 7:00 p.m. on April 30, 2012 and on May 1, 2012, and from 8:00 a.m. to 5:00 p.m. on May 2, 3, 4, 7, and 8, 2012, all as provided by applicable provisions of the Texas Election Code.

History (if applicable):

Target Implementation:

Significant Action Dates:



CITY COUNCIL AGENDA FORM

Action:

- | | |
|---|--|
| ☐ Ordinance | ☒ Resolution |
| ☐ Proclamation | ☐ Special Presentation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |

Cost Details:	
Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Item #	
Other Funding	

Staff's Recommended Motion: Staff recommends approval of the Resolution No. R-2012-1176

Fiscal Impact:

RESOLUTION NUMBER R-2012-1176

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MARQUE,
TEXAS AMENDING RESOLUTION NUMBER R-2011-1172 TO CHANGE THE
TIMES OF EARLY VOTING IN THE SPECIAL ELECTION ON
AMENDMENTS TO THE CITY CHARTER OF THE CITY OF LA MARQUE**

WHEREAS, by Resolution Number R-2011-1172 adopted on the 12th day of December, 2011, the City Council of the City of La Marque, Texas (the "City") called a special election to be held on May 12, 2012, on amendments to the City Charter of the City of La Marque, Texas; and

WHEREAS, said Resolution Number R-2011-1172 included provisions regarding the dates and times of early voting in the special election on amendments to the City Charter; and

WHEREAS, the City has entered into a Contract for Election Services with Dwight D. Sullivan, the Galveston County Election Officer, in regard to the Galveston County Election Officer providing various services for the special election to be held on May 12, 2012, and early voting; and

WHEREAS, said Contract for Election Services provides for the City to determine the dates and times for early voting in the special election on amendments to the City Charter; and

WHEREAS, the Galveston County Election Officer has advised the City that he is planning to conduct early voting so that it is held from 7:00 a.m. to 7:00 p.m. on April 30, 2012 and on May 1, 2012, and from 8:00 a.m. to 5:00 p.m. on May 2, 3, 4, 7, and 8, 2012; and

WHEREAS, the City Council of the City of La Marque, Texas, believes that it would be in the best interest of the City and its voters if the dates and times of early voting in the special election on amendments to the City Charter be held at the same dates and times as the Galveston County Election Officer has scheduled for early voting for the election to be held on May 12, 2012.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, that:

SECTION 1. The fifth paragraph of Section 3 of Resolution Number R-2011-1172 of the City Council of the City of La Marque, Texas, be amended to read as follows:

Early voting shall be conducted at the City of La Marque Community Room 1109-B Bayou Road, La Marque, Texas 77568, on weekdays beginning April 30, 2012, and ending May 8, 2012. Zina Tedford, whose mailing address is City Hall, 1111 Bayou Road, La Marque, Texas 77568, shall serve as the Early Voting Clerk. The Early Voting Clerk shall appoint at least one (1) Deputy Early Voting Clerk (who may be an employee of the City) in accordance with the provisions of the Texas Election Code.

Early voting shall be conducted from 7:00 a.m. to 7:00 p.m. on April 30, 2012 and on May 1, 2012, and from 8:00 a.m. to 5:00 p.m. on May 2, 3, 4, 7, and 8, 2012, all as provided by applicable provisions of the Texas Election Code.

SECTION 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this resolution for all purposes and are adopted as part of the judgments and findings of the City Council.

SECTION 3. The provisions of this resolution shall be and remain controlling as to the matters resolved herein.

SECTION 4. It is officially found, determined, and declared that the meeting at which this resolution is adopted was open to the public and that public notice of the time, place, and subject matter of the public business to be conducted at such meeting, including this resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 5. This resolution shall be in force and effect from and after the date of its adoption, and it is so ordered.

PASSED AND APPROVED on the 27th day of February, 2012.

BOBBY HOCKING, Mayor

ATTEST:

Zina Tedford, Interim City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: 2-27-12

Agenda item: 8c

Prepared by: zt

Reviewed by: [Signature]

Department: Administration

AGENDA ITEM DESCRIPTION:

c. Discussion/possible action on park usage guidelines as presented by Parks Board

☒ **Attachments for Reference**

Staff Briefing:

Parks Board Chairman Louis McGaffey will be at the meeting to present this item to City Council.

History (if applicable): Please see attached copies of current and proposed policies.

Target Implementation:

Significant Action Dates:

Action:

☐

Ordinance

☐

Resolution

☐

Proclamation

☐

Special Presentation

☐

Finance Report

☐

Public Hearing

☒

Other- Guidelines

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Item #	
Other Funding	

Staff's Recommended Motion:

Fiscal Impact: Electricity and water usage to be paid by user/organization per separate agreement

POLICY GOVERNING MAHAN PARK

1. ORDINANCES

- a. In accordance with Ordinance No. 529 – No glass containers will be allowed in Mahan Park.
- b. Ordinance No. 555 – 10 mph speed limit

2. LEAGUE REQUIREMENTS

- a. Existing leagues will have control over the playing field and the concession stands as follows:
 - (1) La Marque Girl's Softball League – Fields #1, #2, #3, and field #4.
 - (2) La Marque Youth Football League – The Football Field
- b. The term “playing field” includes, but is not limited to, all capital improvements at each field (concession stands, buildings, lights, bleachers, scoreboards, fences, dugouts, etc).
- c. Each league shall designate a Trustee of the League, whose name, address, and phone number will be submitted to the City 30 days prior to the League start of each year.. All City/League business will be conducted by the League Trustee.
- d. Each League will be required to submit to the City proof of liability insurance and sign a waiver releasing the City of La Marque for responsibility of participants 30 days prior to the League start of each year.
- e. Should any of the existing Leagues inform the City in writing of their intent to abandon their facility, or abandon their facility for one year, control of that facility reverts to the City of La Marque Parks Board.
- f. One-time users or non-league organizations are required to obtain a permit from the City for each one-time use of a field during the off season. Each permit will require a \$ 50.00 refundable deposit. The City will notify the applicable League Trustee of the field use.
- g. Individual citizens of La Marque will be allowed use of any playing fields so long as their use does not conflict with scheduled League use and does not cause damage to the playing field.

3. **MAINTENANCE OF FACILITIES**

- a. Leagues will maintain the "playing fields" as defined above.
- b. The City will mow grass on request from the League Trustee.
- c. The City will furnish good quality dirt for playing surfaces on request from the League Trustee, within the means of the Park Budget.
- d. The City will include concession buildings on its regular trash pick up schedule during peak periods of park use.
- e. The City will provide electric, water, sewer, and garbage service to the users at no charge.
- f. Each League or one-time user is responsible for field clean-up.
- g. The City will maintain the restroom facilities located adjacent to the tennis courts and those in the pavilion.

4. **CAPITAL IMPROVEMENTS**

Any capital improvements made or removed to any of the playing fields by a League shall comply with the City of La Marque's Building Codes, recommended by the Parks Board, and approved by the City Council.

5. **PARK HOURS**

Gates open at 7:00 a.m. and close at 11:30 p.m.; functions are to stop at 11:00 p.m. during softball seasons. During off-seasons, gates will open at 7:00 a.m. and will close at 9:00 p.m. No person will be allowed in the park during closed hours without City permission.

6. **ALCOHOLIC BEVERAGES**

No alcoholic beverages shall be allowed on playing fields as defined in Section 2(b) which involves organized youth functions.

7. **VEHICLES & LIVESTOCK**

- a. No vehicles or livestock will be allowed on playing fields.
- b. No motorized vehicles are allowed off pavement.
- c. No person shall drive a vehicle at a speed greater than ten (10) miles per hour. (Ord. No. 555).

8. **COMPLIANCE**

Failure to comply with the policies herein, relinquishes a League's control of its designated facilities, at the Park Board's discretion.

9. **PREVIOUS POLICY**

This policy supersedes all previously adopted park policies.

APPROVED BY THE PARKS BOARD 5/19/83

APPROVED BY THE PARKS BOARD 5/23/83

REVISED BY THE PARKS BOARD 5/23/83

APPROVED BY THE PARKS BOARD 5/17/07

REVISED BY THE PARKS BOARD 5/17/07

PROPOSED
MAHAN PARK GUIDELINES

1. ORDINANCES

- a. In accordance with Ordinance No. 529 – **NO GLASS CONTAINERS** will be permitted in Mahan Park.
- b. Ordinance No. 555 – 10 mph speed limit

2. LESSEE REQUIREMENTS

- a. Use of Athletic Fields 1, 2, 3, 4, 5 (Tiger Football field) and concession stand.
- b. The term "playing field" includes, but is not limited to, all capital improvements at each field (concession stand, buildings, lights, bleachers, scoreboards, fences, dugouts, etc).
- c. Lessee shall designate an individual that has the authority to bind the league and whose name, address, and phone number will be submitted to the City thirty (30) days prior to the League start of each year. All City/League business will be conducted by the designee.
- d. Insurance and Indemnification: As a condition precedent to the use of the permission granted, Lessee agrees to indemnify and hold harmless City, its officials, employees, and agents from and against any and all costs, claims, and damages (including attorney's fees) that may be caused by the use of said property, and shall protect and indemnify City from any and all claims costs, expenses, judgments, and causes of action arising out of the use of said property, and shall defend any litigation arising in connection with such use at its own cost and expense. In addition, Lessee agrees to obtain an insurance policy protecting City from any liability and to have City named as co-insured in said policy. Such policy shall be for not less than \$1,000,000.00 per person for bodily injuries, not less than \$100,000.00 for property damage and an aggregate limit of not less than \$2,000,000.00 per occurrence. Certificate of said policy (or said policy) shall be delivered to and kept by the City Clerk of City and such insurance policy shall be maintained in full force so long as this agreement is in effect.
- e. There shall be a written agreement to cover all matters for the use of the fields between the City of La Marque Park Board and Designee.
- f. Individual citizens of La Marque will be allowed use of any playing fields so long as their use does not conflict with scheduled League use and does not cause damage to the playing field.

3. MAINTENANCE OF FACILITIES

- a. Lessee will maintain the "playing fields" as defined above.
- b. City will pay the first **\$250.00** of the electricity bill per month..
The Lessee will pay the City any portion which exceeds **\$250.00** no later than fifteen (15) days after receipt of invoice. If payment is not received by due date, the league will pay an additional **\$10.00** per day after due date.
- c. The City will include concession buildings on its regular trash pick up schedule during peak periods of park use.
- d. The City will pay the first **\$200.00** of the water. The Lessee will pay the City any portion which exceeds **\$200.00** no later than fifteen (15) days after receipt of invoice. If payment is not received by due date, the league will pay an additional **\$10.00** per day after due date.

The City will be responsible for sewer and garbage for the park.
- e. Lessee or one-time user is responsible for field clean-up.
- f. The City will maintain the restroom facilities located adjacent to the tennis courts.

4. CAPITAL IMPROVEMENTS

Any capital improvements made or removed to any of the playing fields by a Lessee shall comply with the City of La Marque's Building Codes.

5. PARK HOURS

Sports season - Gates open at dawn and close at 11:30 p.m. Functions will end at 11:00 p.m. with the exception of game days.

6. ALCOHOLIC BEVERAGES

No alcoholic beverages shall be allowed on playing fields as defined in Section 2(b) which involves organized youth functions.

7. VEHICLES & LIVESTOCK

- a. No vehicles will be allowed on playing fields.
- b. No livestock will be allowed.
- c. No motorized vehicles are allowed off pavement.
- d. No person shall drive a vehicle at a speed greater than ten (10) miles per hour. (Ord. No. 555).

8. **PREVIOUS POLICY**

This policy supersedes all previously adopted park policies.

APPROVED BY THE PARKS BOARD 5/19/83

APPROVED BY THE PARKS BOARD 5/23/83

REVISED BY THE PARKS BOARD 5/23/83

APPROVED BY THE PARKS BOARD 5/17/07

REVISED BY THE PARKS BOARD 5/17/07

REVISED BY THE PARKS BOARD 2-5-12

REVISED BY THE PARKS BOARD 1-19-12

REVISED BY THE PARKS BOARD 2-16-12



CITY COUNCIL AGENDA FORM

Meeting Date: 2-27-12

Agenda item: 8d

Prepared by: Sgt. C. Waggoner
Department: Police Department

Reviewed by: [Signature]

AGENDA ITEM DESCRIPTION

- d. Discussion/possible action of Resolution No. **R-2012-1177** by the City Council of the City of La Marque, Texas approving the submission of a grant application for the Special Response Team to the Office of the Governor, Criminal Justice Division in the amount of \$16,195.

☒ **Attachments for Reference**

Staff Briefing:

The purpose of this grant application will be to fund the Special Response Team. The Special Response team is a five member tactical team which addresses specific hot spots throughout the City of La Marque. The team may be utilized for surveillance, felony apprehensions, and executing warrants.

History (if applicable):

Staff continues to research and apply for any grant funding which will assist the city in projecting a zero tolerance against crime within the City of La Marque.

Target Implementation:

The target implementation date is October 2012.

Significant Action Dates:

Action:

- | | |
|---|--|
| ☐ Ordinance | ☒ Resolution |
| ☐ Proclamation | ☐ Special Presentation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name	
Line Item #	
Other Funding	

Staff's Recommendation-

It is staff's recommendation to approve Resolution R-2012-1177, the submission of a grant application for the Special Response Team to the Office of the Governor, Criminal Justice Division in the amount of \$16,195.

Fiscal Impact: If awarded this grant, it will fund the operation of the Special Response Team without having to utilize any funds from the city budget.

RESOLUTION NUMBER R-2012-1177

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS APPROVING SUBMISSION OF A GRANT APPLICATION FOR THE SPECIAL RESPONSE TEAM TO THE OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION IN THE AMOUNT OF \$16,195

WHEREAS, The City of La Marque finds it in the best interest of the citizens of La Marque that the Special Response Team be operated for 2012; and

WHEREAS, City of La Marque agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of La Marque assures that the funds will be returned to the Criminal Justice Division in full.

WHEREAS, City of La Marque designates Carol Buttler, City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that City of La Marque approves submission of a grant application for the Special Response Team to the Office of the Governor, Criminal Justice Division in the amount of \$16,195.

Passed and Approved this the 27th Day of February, 2012

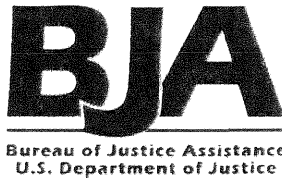
Grant Number 2575701

PASSED AND APPROVED on the 27th day of February, 2012.

BOBBY HOCKING, Mayor

ATTEST:

Zina Tedford, Interim City Clerk



Edward Byrne Justice Assistance Grant (JAG) Program Fact Sheet

JAG Overview: The Edward Byrne Memorial Justice Assistance Grant (JAG) Program was created as part of the Consolidated Appropriations Act of 2005, which merged the discretionary Edward Byrne Memorial Grant Program with the formula-based Local Law Enforcement Block Grant (LLEBG) program. The JAG Program, administered by the Bureau of Justice Assistance (BJA), is the leading source of federal justice funding to state and local jurisdictions. The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and court, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives.

In Fiscal Year (FY) 2011, there are a total of 56 states and 1483 local jurisdictions eligible for JAG funds, with a total of \$368.26 million available (approximately \$246 million to states and territories and \$122 million to local units of government).

In Fiscal Year (FY) 2010, BJA processed 1,577 local and 56 state applications totaling more than \$456 million in JAG funding (approximately \$301 million to states and territories and \$153 million to local units of government).

Legislation: Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111 (Merger of the Byrne Formula Grant Program and Local Law Enforcement Block Grant Program).

JAG Formula: The Bureau of Justice Statistics (BJS) calculates, for each state and territory, a minimum base allocation which, based on the congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government. For additional details regarding the JAG formula and award calculation process, with examples, please click here: [JAG Technical Report](#).

Eligibility and Program Guidance: All 56 states and territories are eligible, as well as units of local government identified annually in the JAG allocation charts provided here: [JAG Eligibility](#). BJA posts annual JAG program solicitations (program guidance) to its [JAG webpage](#); which also contains a direct link to [JAG Frequently Asked Questions](#), which are updated regularly.

How/When to Apply: All applications must be submitted via the Office of Justice Programs (OJP) [Grants Management System \(GMS\)](#). FY 2011 State and Local JAG solicitations and allocations can be found on the [JAG webpage](#).

Award Length: JAG awards are four years in length; extensions are at the discretion of BJA's Director.

Match Requirement: Match is not required.

Reporting Requirements: JAG recipients are required to submit quarterly performance metrics reports, quarterly Federal Financial Reports (SF-425s), quarterly performance reports, and an annual programmatic performance report. Detailed reporting information can be found here: [JAG Reporting Requirements](#).

Agency Name: La Marque Police Department
Grant/App: 2575701 Start Date: 10/1/2012 End Date: 9/30/2013

Project Title: Special Response Team
Status: Application Pending Submission

Eligibility Information

Your organization's Texas Payee/Taxpayer ID Number:
746012995

Application Eligibility Certify:

Created on:2/3/2012 11:00:42 AM By:chad waggoner

Applicant Agency Name: La Marque Police Department
Project Title: Special Response Team
Division or Unit to Administer the Project: La Marque Police Department Office Of Professional Responsibility
Address Line 1: 431 Bayou Road
Address Line 2: 431 Bayou Road
City/State/Zip: La Marque Texas 77568
Start Date: 10/1/2012
End Date: 9/30/2013

Regional Council of Governments(COG) within the Project's Impact Area: Houston-Galveston Area Council
Headquarter County: Galveston
Counties within Project's Impact Area: Galveston

Grant Officials:

Authorized Official

User Name: chad waggoner
Email: c.waggoner@cityoflamarque.org
Address 1: 431 Bayou Road
Address 1: 431 Bayou Road
City: La Marque, Texas 77568
Phone: 409-938-9241 Other Phone: 409-682-0561
Fax: 409-935-0005
Title: Mr.
Salutation: Sergeant

Project Director Not Found

Financial Official Not Found

Grant Writer

User Name: chad waggoner

Email: c.waggoner@cityoflamarque.org

Address 1: 431 Bayou Road

Address 1: 431 Bayou Road

City: La Marque, Texas 77568

Phone: 409-938-9241 Other Phone: 409-682-0561

Fax: 409-935-0005

Title: Mr.

Salutation: Sergeant

Agency Name: La Marque Police Department

Grant/App: 2575701 **Start Date:** 10/1/2012 **End Date:** 9/30/2013

Project Title: Special Response Team

Status: Application Pending Submission

Narrative Information

Primary Mission and Purpose

The purpose of the Edward Byrne Justice Assistance Formula Grant (JAG) Program is to prevent and control crime and make improvements to the criminal justice system.

Funding Levels

The anticipated funding levels for the JAG program are as follows:

- ☐ Minimum Award - \$10,000
- ☐ Maximum Award – None
- ☐ Match Required - None

For more information regarding grantee match, please click on the **Budget** tab, and then click on the **Source of Match** tab in eGrants.

***Note:** If you voluntarily include matching funds that exceed the minimum match requirement, you will be held to that amount throughout the grant period.*

** The requirements for this fund source are subject to change pursuant to actions of the U.S. Congress and federal guidance.*

Preferences – Preference will be given to projects that perform the following activities:

1. Promote intelligence sharing, crime reporting and communication.
2. Target statistically supported areas of violent crime.
3. Promote the use of inter-local agreements (Texas Government Code, Chapter 791) to target statistically supported crime threats to a specified geographical area.

4. Promote comprehensive solutions to local criminal justice priorities.

Purpose Areas

Applicant assures that its proposed project meets at least one of the following Purpose Areas to be eligible for funding:

Law Enforcement - Supports state and local law enforcement agencies that address violent crime or statistically supported major crime initiatives at the local level.

Prosecution and Court - Programs that improve the prosecution of serious and violent crimes, including those that reduce the time from arrest to disposition.

Technology – Programs that implement or expand a law enforcement agency’s ability to report and analyze crime. Applicant assures that any criminal intelligence databases developed under this program will comply with 28 CFR Part 23.

Corrections and Community Corrections – Programs that reintegrate adults and juveniles into the community.

Drug Treatment – Programs that target substance abuse treatment for juveniles or adults who have been court ordered to participate, including drug courts and projects that serve as alternatives to incarceration.

Drug Court Program Requirements

Drug Court programs that provide court-supervised substance abuse treatment as an alternative to traditional criminal sanctions, as defined in Chapter 469 of the Texas Health and Safety Code must incorporate the following ten (10) essential characteristics of drug courts noted below and codified in Texas Health and Safety Code §469.001 to be eligible for funding:

Ten Essential Characteristics

Describe in detail how your program meets each of the 10 essential characteristics of a drug court.

Integration of Services – The integration between alcohol and other drug treatment services in the processing of cases in the judicial system.

Non-Adversarial Approach – The use of a non-adversarial approach involving prosecutors and defense attorneys to promote public safety and to protect the due process

rights of program participants.

Prompt Placement – Early identification and prompt placement of eligible participants in the program.

Access – Access to a continuum of alcohol, drug, and other related treatment and rehabilitative services.

Abstinence Monitoring – Monitoring of abstinence through weekly alcohol and other drug testing.

Compliance Strategy – A coordinated strategy to govern program responses to participants' compliance.

Judicial Interaction – Ongoing judicial interaction with program participants.

Evaluation – Monitoring and evaluation of program goals and effectiveness.

Education – Continuing interdisciplinary education to promote effective program planning, implementation, and operations.

Partnerships – Development of partnerships with public agencies and community organizations.

General Approaches

- Pre-adjudication - The defendant is diverted to the treatment program in lieu of prosecution before charges are filed or before final case.
- Post-adjudication - The drug offender begins the drug court program after entering a plea of guilty or nolo contendere or having been found guilty, often as a condition of probation.
- Reentry - Offenders completing sentences of incarceration or lengthy terms of residential treatment are ordered into the treatment program to facilitate their transition and reintegration into society.
- Civil - Participants enter the drug court program in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.

Select the **general approach(es)** that best fit this drug court.

Select all that apply:

- ☐ Pre-adjudication
- ☐ Post-adjudication
- ☐ Reentry
- ☐ Civil
- ☒ N/A

Observation – The drug court team (judge, prosecutor, defense counsel, treatment provider, supervision officer, court coordinator, etc.) of a new program must observe at least one drug court staffing session and hearing, in Texas, prior to program implementation.

Policies and Procedures – The drug court will develop and maintain written policies and procedures for the operation of the program.

Information Sharing – The applicant will submit a copy of any project evaluations, evaluation plans, recidivism studies, or related reports that are completed during the grant period to CJD.

Jurisdiction - Provide the name of the court administering the Drug Court program (*e.g., 999th Judicial District Court, Somewhere County Criminal Court, or City of Somewhere Municipal Court*). If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply.

Drug Court Date - If the Court has commenced operations, provide the date that the Court was established.

Enter the date [mm/dd/yyyy]:

Drug Court Type

- Adult - Programs serving adults (either pre-adjudication, post-adjudication, or reentry).
- Family - Programs serving parents who enter the drug court in relation to suits affecting the parent-child relationship, including child welfare / CPS cases, child support cases, or other civil matters.
- Juvenile - Programs serving juveniles (either pre-adjudication, post-adjudication, or reentry).
- Veterans - Programs serving veterans or current members of the United States armed forces, including members of the Reserves, National Guard or State Guard.

Select the type of drug court that will be operated:

- ☐ Adult
- ☐ Veterans
- ☐ Family
- ☐ Juvenile
- ☒ N/A

Will the drug court accept **DWI offenders**?

Select the appropriate response:

- ☐ Yes
- ☐ No
- ☒ N/A

Presiding Judge - The presiding judge of a drug court funded through this program must be an active judge holding elective office, an associate judge or magistrate assigned to preside over drug court, or a retired judge available as a sitting judge.

Enter the name, phone number, and email address of the **Presiding Judge** for the Drug Court. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a judge is appointed.

Drug Court Coordinator - Enter the name, phone number and email address of the Drug Court Coordinator. If this has not been decided enter 'To Be Determined', or enter 'N/A' if this item does not apply. Applicant must notify CJD with this information when a coordinator is appointed.

***Note:** The Drug Court Coordinator usually monitors the operation of the Drug Court, supervises Drug Court staff, participates in Drug Court judicial staff meetings, prepares and oversees Drug Court contracts with service providers, maintains data on Drug Court operations, and communicates with legal staff, government officials, social service agencies, and the public regarding matters of the Drug Court.*

Federal Funding – Applicant agrees to apply for federal grant funding from the Bureau of Justice Assistance to support operations of the court. Applicant also agrees to notify CJD immediately of any additional state or federal grants or other funds that may become available to support operation of the court. At that

time, CJD may deobligate a portion of the funds awarded under this solicitation.

Has the drug court ever applied for **federal funding**?

Select the appropriate response:

- ☐ Yes
- ☐ No
- ☒ N/A

Has the drug court ever received **federal funding**?

Select the appropriate response:

- ☐ Yes
- ☐ No
- ☒ N/A

If you selected **Yes** above, provide the federal award amount, grant period [mm/dd/yyyy to mm/dd/yyyy], and how the funds were used or will be used if the federal grant period overlaps with the grant period for this solicitation.

Enter the federal funding description:

TDSHS - CMBHS Registration

Applicant assures that it is currently registered or will register with the Texas Department of State Health Services (TDSHS) – Clinical Management for Behavioral Health Services (CMBHS) database. Information about registration procedures can be accessed [here](#).

Program Requirements Cont'd.

Program Income

Applicant agrees to comply with all federal and state rules and regulations for program income and agrees to report all program income that is generated as a result of the project's activities. Applicant agrees to report program income to CJD through a formal grant adjustment and to secure CJD approval prior to use of the program income. Applicant agrees to use program income for allowable costs and agrees to expend program income immediately after CJD's approval of a grant adjustment and prior to requesting reimbursement of CJD funds.

Deduction Method - Program income shall be deducted from total allowable costs to determine the net allowable costs. Program income shall be used for current costs unless CJD authorizes otherwise. Program income which the grantee did not anticipate at the time of the award shall be used to reduce the CJD award and grantee match rather than to increase the funds committed to the project.

Asset Seizures and Forfeitures - Program income from asset seizures and forfeitures is considered earned when the property has been adjudicated to the benefit of the plaintiff (e.g., law enforcement entity).

Uniform Crime Reporting

Applicant assures that if it operates a law enforcement agency, the agency it is current and has been current in reporting required Part I violent crime data for the three previous years to the Texas Department of Public Safety, and will continue timely reporting of required crime data throughout the grant period.

Criminal History Reporting

Applicant assures that they are currently reporting at an average of 90% or above on disposition completeness and will maintain timely reporting of all information as required under the *Texas Code of Criminal Procedure, Chapter 60*. Disposition completeness percentage is defined as the percentage of arrest charges a county reports to the Texas Department of Public Safety to be entered into the computerized criminal history system under Chapter 60 that were brought against a person in the county for which a disposition has been subsequently reported and entered into the computerized criminal history system.

Constitutional Compliance

Applicant assures that they will engage in no activity that violates Constitutional law including profiling based upon race.

Information Systems

Applicant assures that any new criminal justice information systems will comply with data sharing standards for the Global Justice XML Data Model and the National Information Exchange Model.

Applicant assures that if its agency was eligible to apply, it did apply for a 2010 direct award from the Bureau of Justice Assistance for JAG funds under the Edward Byrne Memorial Justice Assistance Formula Grant Program: Local Solicitation.

Was your agency eligible for a (direct award) in the current federal fiscal year?

☒ Yes
☐ No

Did your agency apply for these funds?

☒ Yes
☐ No

If you selected **Yes** above, provide the amount you are eligible to receive, or have already received.

Enter the amount (\$) of JAG Funds:

12714

If you selected **Yes** above, describe how you plan to use the funds.

The funds were used to support the La Marque Police Department Special Response Team. This team was developed to address specific crimes as they arise and appear to be out of the scope of normal patrol functions.

Civil Rights Liaison

A civil rights liaison who will serve as the grantee's civil rights point of contact and who will be responsible for ensuring that the grantee meets all applicable civil rights requirements must be designated. The designee will act as the grantee's liaison in civil rights matters with CJD and with the federal Office of Justice Programs.

Enter the Name of the Civil Rights Liaison:

Bob Beagan

Enter the Address for the Civil Rights Liaison:

1111 Bayou Road La Marque Texas 77568

Enter the Phone Number for the Civil Rights Liaison [(999) 999-9999 x9999]:

409-938-9249

Certification

Each applicant agency will certify to the specific criteria detailed above under **Program Requirements** to be eligible for funding under the Justice Assistance Grant (JAG) Program Solicitation.

X I certify to all of the above eligibility requirements.

Problem Statement:

Please provide a detailed account in the Problem Statement section of the existing issues your project will target.

Enter your problem statement:

The City of La Marque is unique in the fact that it has a high crime rate for a relatively low population. The tax base is majority low income. In attempt to combat the crime problem the police department has developed a team (Special Response Team) which is a part time team that addresses certain specific "crime hot spots" and targets certain crimes that are causing the City the most problems at that time. This team was developed to be versatile in that it could be addressing narcotic related issues one week and High Risk Felony Apprehensions the next week. The City of La Marque is not financially able to

fund this team on a full time basis. so this team relies on federal funding to support officers to work overtime on a part time basis.

Supporting Data:

Provide as much supporting data, to include baseline statistics and the sources of your data, which are pertinent to where the grant project is located and/or targeted. Do not use statewide data for a local problem or national data for a statewide problem.

Enter your supporting data:

Community Plan:

For projects that have a local or regional impact target area, provide information regarding the community plan need(s) that your project will address.

Enter your community planning needs:

Goal Statement:

Provide a brief description of the overall goals and objectives for this project.

Enter a description for the overall goals and objectives:

The goals and objectives of this project is to reduce the citizens of La Marque's fear of crime by taking a pro-active approach to crime "hot spots" in the area and instill a sense of security back into the minds of the citizens.

Cooperative Working Agreement (CWA):

When a grantee intends to carry out a grant project through cooperating or participating with one or more outside organizations, the grantee must obtain authorized approval signatures on the cooperative working agreement (CWA) from each participating organization. Grantees must maintain on file a signed copy of all cooperative working agreements, and they must submit to CJD a list of each participating organization and a description of the purpose of each CWA. Cooperative working agreements do not involve an exchange of funds.

For this project, provide the name of the participating organization(s) and a brief description of the purpose(s) for the CWA(s). You should only provide information here that this project's successful operation is contingent on for the named service or participation from the outside organization.

Note: A **Sample CWA** is available [here](#) for your convenience.

Enter your cooperating working agreement(s):

N/A

Continuation Projects:

For continuation projects only, if your current or previous year's project is NOT on schedule in accomplishing the stated objectives, briefly describe the major obstacles preventing your organization from successfully reaching the project objectives as stated within your previous grant application. (Data may be calculated on a pro-rated basis

depending on how long the current or previous year's project has been operating.)
Enter your current grant's progress:

Project Summary:

Briefly summarize the entire application, including the project's problem statement, supporting data, goal, target group, activities, and objectives. Be sure that the summary is easy to understand by a person not familiar with your project and that you are confident and comfortable with the information if it were to be released under a public information request.

Enter your summary statement for this project:

This department is seeking funding to support the La Marque Police Department Special Response Team. This is the departments way of taking the streets back from the criminals in the most cost effective way. The target group for this grant is any and all criminals that are repeated problems in a specific area. The Chief of Police will create an Operations Plan as he is infomed by his command staff that there is a specific "hot spot". The OPS plan will then be given to the Special Response Team Leader who will then execute the operation. Upon completion of the operation the Team Leader and the Chief will meet and discuss to assure all objectives were met.

Agency Name: La Marque Police Department

Grant/App: 2575701 **Start Date:** 10/1/2012 **End Date:** 9/30/2013

Project Title: Special Response Team

Status: Application Pending Submission

Measures Information

Progress Reporting Requirements

All programs will be required to report the output and outcome measures for this program to Texas A&M University, Public Policy Research Institute (PPRI).

Objective Output Measures

OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
Number of cases investigated.		
Number of cases referred for prosecution.		
Number of cash seizures attributed to grant-funded activities.		
Number of drug seizures attributed to grant-funded activities.		
Number of gang members arrested for felony offenses.		
Number of gangs targeted.		
Number of weapons seized.		
Number of individuals estimated to receive substance abuse treatment.		
Number of individuals attending training sessions.		
Number of miles patrolled by grant-funded officers.		
Number of traffic citations issued by grant-funded officers.		
Number of felony arrests for drug offenses.		
Number of misdemeanor arrests for drug offenses.		
Number of arrests for human trafficking offenses.		
Number of arrests for other felony offenses.		
Number of individuals detained and referred to another local, state or federal law enforcement agency.		
Number of support staff hired with grant funds.		
Number of gang members arrested for misdemeanor offenses.		
Number of search warrants executed.		
Number of drug tests administered to individuals in the program.		
Number of training or information sharing sessions conducted.		
Number of TCLEOSE approved training sessions conducted.		

Custom Objective Output Measures

CUSTOM OUTPUT MEASURE	CURRENT DATA	TARGET LEVEL
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Objective Outcome Measures

OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
Cash value of drug seizures (in dollars using DPS calculations).		
Number of individuals completing substance abuse treatment.		
Dollar value of cash seizures.		
Value of cash forfeitures (if forfeited during the grant period).		
Number of reports prepared by support staff.		
Number of felony charges filed against gang members.		
Number of cases solved / completed.		
Number of search warrants executed that resulted in drug seizures or stash houses used for human trafficking.		
Number of individuals who failed to pass drug testing while in the program.		
Number of individuals employed or enrolled in school at the time of program completion (part time or full time).		
Number of individuals passing TCLEOSE approved training sessions.		
Number of individuals attending training who reported an increase in knowledge or skills.		

Custom Objective Outcome Measures

CUSTOM OUTCOME MEASURE	CURRENT DATA	TARGET LEVEL
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General Information and Instructions

[View Introduction](#)

[View Instructions](#)

Select and Enter Budget Line Item Details 

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+						
+						
Edit	Grantee-Defined Line Item	OOG Funds	Cash Match	In Kind Match	GPI	To Pr
	The La Marque Special Response Team consists of 5 team members. The team will be restricted to 8 hours of overtime per month. The average overtime rate for those team members is \$33.74. The average overtime rate multiplied by 8 hours by 5 members and then by 12 months comes to a total of \$16,195.	\$16,195.00	\$0.00	\$0.00	\$0.00	\$1

Budget Summary Totals

OOG Funds:

\$16,195.00

Cash Match:

\$0.00

COMPREHENSIVE CERTIFICATION AND ASSURANCES

ASSURANCES

The applicant must assure and certify compliance with any and all applicable federal and state statutes, regulations, policies, guidelines and requirements, including, but not limited to, OMB Circulars No. A-21, A-110, A-122, A-87, A-133; Office of Justice Programs (OJP) Financial Regulations; Education Department General Administrative Regulations (EDGAR); E.O. 12372 Uniform Administrative Requirements for Grants and Cooperative Agreements — 28 CFR, Part 66, Common Rule; the Uniform Grant Management Standards (UGMS); and Title 1, Part 1, Chapter 3 of the Texas Administrative Code, that govern the application, acceptance and use of Federal and State funds for this project. In instances where multiple requirements apply to a grantee, the more restrictive requirement applies. Specifically, the following applicable requirements must be certified:

1. **LEGAL AUTHORITY** - It possesses legal authority to apply for the grant. A resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application,

including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required. State agencies are not required to adopt a resolution.

2. **DISPLACED PERSONS** - It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions (42 USC §§ 4601 - 4655) which provide for fair and equitable treatment of persons displaced as a result of Federal and federally assisted programs.
3. **POLITICAL ACTIVITY** - It will comply with provisions of Federal law which limit certain political activities of employees of State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC § 1501, et seq.)
4. **LABOR FAIR STANDARDS ACT** - It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 USC §§ 201 - 219) if applicable.
5. **CONFLICT OF INTEREST** - It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. **EXAMINATION OF RECORDS** - It will give the sponsoring agency, the Office of the Governor, or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. **COMPLIANCE WITH REQUIREMENTS** - It will comply with all requirements imposed by the Federal sponsoring agency, the Office of the Governor, or the Comptroller General, concerning special requirements of law, program requirements, and other administrative requirements.
8. **EPA VIOLATING FACILITIES** - It will insure that the facilities under its ownership, lease or supervision, which shall be utilized in the accomplishment of the project, are not listed in the Environmental Protection Agency's (EPAs) list of Violating Facilities, and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. **FLOOD INSURANCE** - It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act (50 USC § 4001), which states that, on or after March 2, 1975, communities must purchase flood insurance, where such insurance is available in those communities. This requirement is a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that had been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. **HISTORIC PRESERVATION** - It will assist the federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 (16 USC § 470), Executive Order 11593 (identification and protection of historic properties), Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1, et seq.), by (a) consulting with the State Historic Preservation Officer (SHPO) on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. **NATIONAL ENVIRONMENTAL POLICY ACT** – It will assist the federal grantor agency in its compliance with the National Environmental Policy Act of 1969 (P.L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, 83 Stat. 852) as amended by P.L. 94-52, July 3, 1975, 89 Stat. 258, and P.L. 94-83, August 9, 1975, 89 Stat. 424), by (a) identifying if any of the following activities will be related to the use of grant funds: (1) new construction; (2) minor renovation or remodeling of a property either listed on or eligible for listing on the National Register of Historic Places or located within a 100-year flood plain; (3) a renovation, lease or any proposed use of a building or facility that will either result in a change in its basic prior use or significantly change its size; and (4) implementation of a new program involving the use of chemicals other than chemicals that are purchased as an incidental component of a funded activity and traditionally used, for example, in office, household, recreational, or education environments; and (b) by complying with the following conditions relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories: (1) provide medical screening of personnel assigned or to be assigned by the grantee to the seizure or closure of clandestine methamphetamine laboratories; (2) provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and all other personnel assigned to either the seizure or closure of clandestine methamphetamine laboratories; (3) as determined by their specified duties, equip the personnel with OSHA required protective wear and other required safety equipment; (4) assign properly trained personnel to prepare a comprehensive contamination report on each seized/closed laboratory; (5) utilize qualified disposal personnel to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized laboratory; (6) dispose of the chemicals, equipment, and contaminated materials and wastes at properly licensed disposal facilities or, when allowable, at properly licensed recycling facilities; (7) monitor the transport, disposal, and recycling components of subsections numbered (5) and (6), immediately above, in order to ensure proper compliance; (8) have in place and/or implement any required written agreements with the Texas Department of Protective and Regulatory Services regarding the safety of any minors located at the clandestine laboratory site, the Texas Commission for Environmental Quality, and other entities deemed necessary by the State Administrative Agency.

12. **COMPLIANCE WITH LAWS AND GUIDES** - It will comply, and assure the compliance of all its sub grantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M7100.1; and all other applicable Federal laws, orders, circulars, or regulations.
13. **COMPLIANCE WITH CODE OF FEDERAL REGULATIONS** - It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/ Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
14. **NONDISCRIMINATION** -
- A. It will comply with all State and Federal statutes relating to nondiscrimination and ensure, in accordance with federal civil rights laws, that the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.
 - B. It will comply, and all its contractors will comply, with the nondiscrimination requirements which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 USC § 3789(d)); Victims of Crime Act (42 U.S.C. § 10604(e)); Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans With Disabilities Act (ADA) of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and 28 CFR 38 (Equal Treatment for Faith-Based Organizations); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations) and Ex. Order 13559 (fundamental principles and policymaking criteria for partnerships with faith-based and neighborhood organizations).
 - C. In the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Justice Programs, Office for Civil Rights (OCR).
 - D. It will provide an Equal Employment Opportunity Plan (EEOP) to OCR and to the Office of the Governor (OOG), if required to submit one; otherwise, it will provide a certification to the OCR and the OOG that it has a current EEOP on file, if required to maintain one. For public grantee agencies receiving less than \$25,000, or public grantee agencies with fewer than 50

employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr>.

15. **LIMITED ENGLISH PROFICIENCY** - It will comply with Ex. Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) and resulting agency guidance which states that national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, a recipient must take reasonable steps to ensure the LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral interpretation and written translation, where necessary. In conducting its programs and activities, the recipient is encouraged to consider the language service needs of LEP persons whom it serves or encounters. Additional assistance and information regarding LEP obligations can be found at <http://www.lep.gov>.
16. **COASTAL BARRIERS** - It will comply with the provisions of the Coastal Barrier Resources Act (16 USC § 3501, et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
17. **SUPPLANTING PROHIBITION** - It will use funds to supplement existing funds for program activities and may not replace (supplant) non-Federal funds that have been appropriated for the same purpose. The applicant understands that potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this Program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.
18. **TAXES** - It will comply with all State and Federal laws and are solely responsible for filing all required State and Federal tax forms.
19. **GRANT ADMINISTRATION** - It will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant, including these standard assurances, are met.
20. **PUBLIC INFORMATION** - It will ensure that all information collected, assembled or maintained by the applicant relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
21. **CHILD SUPPORT PAYMENTS** - It will comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
22. **SUSPECTED CHILD ABUSE** - It will comply with Section 261.101 of the Texas Family Code, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantees shall also ensure that all program personnel are properly trained and aware of this requirement.
23. **RELATIVES** - It will comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the applicant's governing body or of the applicant's contractor shall vote or confirm the employment of any

person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body, or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person, who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.

24. **OPEN MEETINGS** - If the applicant is a governmental entity, it will comply with Texas Government Code, Chapter 551, which requires all regular, special or called meeting of governmental bodies to be open to the public, except as otherwise provided by law or specifically excluded in the Texas Constitution.

25. **HEALTH, HUMAN SERVICES, PUBLIC SAFETY OR LAW ENFORCEMENT AGENCY** - If the applicant is a health and human services agency or public safety or law enforcement agency, it will not contract with or issue a license, certificate or permit to the owner, operator or administrator of a facility if the license, permit or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.

26. **LAW ENFORCEMENT AGENCY** - If the applicant is a law enforcement agency regulated by Texas Government Code, Chapter 415, it will comply with all rules adopted by the Texas Commission on Law Enforcement Officer Standards and Education pursuant to Texas Government Code, Chapter 415, or it must provide the Criminal Justice Division with a certification from the Texas Commission on Law Enforcement Officer Standards and Education stating that the agency is in the process of achieving compliance with such rules.

CERTIFICATIONS

1. **DRUG-FREE WORKPLACE** - The applicant certifies that it will provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establish a drug-free awareness program to inform employees about:
 - i. the dangers of drug abuse in the workplace;
 - ii. the applicant's policy of maintaining a drug-free workplace;
 - iii. any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. the penalties that may be imposed upon employees for drug abuse violations.
- C. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
- D. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. abide by the terms of the statement, and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction.

- E. Notifying the agency within ten days after receiving notice under subparagraph (d) (ii) from an employee or otherwise receiving actual notice of such conviction.
 - F. Taking one of the following actions with respect to any employee who is so convicted:
 - i. taking appropriate personnel action against such an employee, up to and including termination; or
 - ii. requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
 - G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).
2. **LOBBYING** – The applicant certifies that:
- A. It will not use grant funds, either directly or indirectly, in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, without the express prior approval of the Criminal Justice Division.
 - B. If any non-grant funds have been or will be used in support of the enactment, repeal, modification, or adoption of any law, regulation or policy, at any level of government, it will notify the Criminal Justice Division to obtain the appropriate disclosure form.
 - C. It will include the language of paragraphs A. and B. of this section in the award documents for all sub-awards at all tiers and will require all sub-recipients to certify accordingly.

CITY OF LA MARQUE INTER-DEPARTMENTAL COMMUNICATION

TO: Honorable Mayor Hocking and City Councilmembers
FROM: Carol Buttler, City Manager
DATE: February 27, 2012
SUBJECT: City Manager Report

1. City Council

Important information for City Council not requiring action.

a. TML Region 14 Spring Meeting

These meetings are held in the spring and fall of each year and present Mayors and Councilmember the opportunity to meet on items of importance to the entire region, whereas the local bi-monthly meetings are more Galveston County related.

I recommend that you mark your calendars and try to attend.

Please notify Ms. Tedford or Ms. Rees whether or not you plan to attend.

b. Concerns have been expressed about voter registration cards versus the ability to vote. Please see the attached e-mail notice from the state.

2. Department Activities

Any activities requiring a narrative explanation will be incorporated into this memorandum.

3. Matrix Charts

Each department created a matrix chart showing regular operation duties, special projects, hours required to perform duties, meetings attended etc., to give you a better idea of activities that actually occupy staff's time.

4. Financials

Financial information will be provided solely by the Finance Department, rather than by individual departments, to avoid discrepancy in the numbers due to a variety of deadlines for financial transactions.

a. **Finance Department**

Finance Department has had a very busy month:

- Gearing up for FY 2013 Budget, preparing worksheets for all funds and departments
- Finalizing audit information
- Rewriting City's Purchasing Policy
- Reviewing new investment pool 'Texas Class' for City and EDC

b. **Inspection/Building Department**

- The Building and Inspections department has been tediously working to clean the city and make a safe environment for our citizens. We are happy to report that we have had a good response from property owners abating their properties. For example we received a comment about a junk vehicle locate at 420 Banana "good luck it has been there for 10 years" I am happy to report that the vehicles on the

property have been removed. In addition the illegal dumping at 102 Azalea on the corner of Azalea and Circle has been cleaned by Galveston County abatement office. We are seeing major improvement on Chestnut some abated by the owners, and some abated by us. 1202 Lamar has been a sore sight for many years. We are happy to report that after our arraignment date on court the property has been significantly improved.

The owner of 1901 & 1903 Rosalee filled out a voluntary demolition form. This has been an eyesore for many years in District A. We are attempting to procure a demolition grant for him at this time, however if this is ineffective the city will abate the property violations.

The owner of property located at 1525 Main Street had the underground gasoline storage tank removed on February 9, 2012. This grants the ability to issue building permits to rehabilitate the dwelling.

c. Judicial Department

- There was an increase in new cases filed during the month of January 2012 resulting in an increase of revenue collected for the month. Hopefully this trend will continue.

We continue our collection efforts by mailing courtesy letters, making courtesy phone calls to defendants, and by utilizing TLO to locate good addresses and phone numbers to contact defendants.

We have mailed over 2500 bright orange postcards for warrant round-up. Notices have been placed on front doors of City buildings, the marquee at the Police Department, Channel 16, City Website, and water bills to help notify the public and to urge defendants to pay before arrests are made.

d. Library

- The circulation of materials has increased by 15% over the same time frame last year. The number of visitors has risen by 8%. I attended weekly city staff meetings, a meeting on conducting performance appraisals, and the Galveston County Library System meeting on January 11. I also attended the American Library Association Conference in Dallas January 19-23.

e. Police Department

- **Personnel:**

- Vacancy exists in Police Department: Telecommunicator.
- Vacancy exists in the Fire Department: Administrative Assistant.

- **Training:**

Five (5) LMPD Officers are attending a 24-hour course (three (3) days—2-8-12 through 2-10-12) at Sam Houston State University (Police LEMIT program) on “The Seven Habits of Highly Effective People--for Law Enforcement.” This is a modified version of the principles from the 1989 international best selling book/program *The Seven Habits of Highly Effective People*, by Dr. Stephen R. Covey. Those attending the course are: Lieutenant Greg Gilchrist, Sergeant Chad Waggoner, K-9 Officer

Chris Kelemen, ID Officer Brian Auzston, and Community Policing Officer Domingo Montanez.

(*Note: having both the Police and Fire Departments to align/embrace The “Seven Habits” philosophy is a vision the police chief has been slowly and methodically working diligently to achieve.)

f. **Fire Department**

- **Operations:**

Bi-Annual Inspection of Fire Department: The Texas Commission on Fire Protection (TCFP) conducted this inspection on 1-23-12. Overall the results were satisfactory with findings consisting of five (5) items needing correction: four (4) were corrected “on-the-spot” and one requires an inspection of Personal Protective Equipment (PPE) which will be rectified prior to 5-1-12.

g. **Fire Marshal**

- ***Emergency Management:***

The Office of Emergency Management is continuing to monitor the drought conditions. While we remain under a burn ban, the City of La Marque continues to experience small brush or grass fires. Citations are being issued to those people who are burning illegally. At this time there is NO burning allowed within the City limits. Once the burn ban has been lifted, residents, who meet all of the requirements, will be allowed to burn with the proper permit. EMC Pierce attended an Emergency Drought Management meeting in Liberty on February 16th with representatives from Public Works and the Water Treatment Plant.

- ***Fire Prevention:***

Fire Marshal Pierce continues to observe a continuing increase of kitchen fires which will lead to community outreach and public education to address the matter.

- ***Grants:***

Fire Marshal Pierce continues to seek out various grants for the City. At this time applications are being submitted for various small grants to help with the purchase of much needed items to replace damaged or out of date equipment currently in use. Additionally, FEMA is currently working with the City to audit both existing and completed grants associated with the damage from Hurricane Ike. Fire Marshal Pierce recently received a \$500 community grant from Wal-Mart.

h. **Public Works Department**

1. **GLO Round 1.0 Grant Projects**

- **Huff & Mitchell –CDBG sewer line Grant** – At this time, we are waiting for the deposit of funds from the CDBG Grant Program to make the final payments to the contractor. Director will be checking with the Finance Department for the deposit of funds which should be available in the next couple of weeks.
- **Alsay Equipment – GLO grant project Water Well Contract Take Point #2**– We have been notified by Centerpoint Energy the gas meter will be installed on Friday, February 10, 2012. TCEQ has reviewed the well construction logs as part of the well approval process. All documents are in order with the exception of a 150 foot sanitary sewer easement. This easement needs to be established as part of the adjacent property owner’s deeds. Staff has conducted a search of deeds for all the

affective property owners. This information has been gathered and we have started the process to draw up the easement for the surrounding property owners for approval. At this time, land owners have not been contacted.

- **Long & Son - GLO grant project Magnolia Water Plant** –The general contractor has completed the concrete roof for the control building and has installed the 12 inch water line from the main control building pumps to the city system. City staff has had a meeting with the sub-contractor Weisinger in regards to the well rehabilitation. Weisinger has requested to run 24 hours a day to clean and re-proof the well. City staff has indicated to the sub-contractor that this location of work is in a residential area and we have concerns about noise complaints. We have granted their request for 24 hour operations but we have instructed the contractor that he will be shut down if we receive complaints about the work. If shut down, the contractor will have to submit a modified work schedule.
 - **Generators of Houston - GLO grant project Fire Station Generator** – Centerpoint Energy has installed the gas meter. The City and LJA Engineering is setting up the final close-out documents and generator start up training for employees.
 - **C.F. McDonald Electric - GLO grant project Waste Water Treatment Plant, Volney & Delany Generators** – The preliminary start-up of the new generator located at the WWTP was unsuccessful due to insufficient gas supply from Centerpoint Energy to the meter location in Mahan Park. An investigation was conducted by Centerpoint Energy and their recommendations are to up-size the 1 ¼ line up to a 2 inch line from Woodland to the meter. The line from the meter to the WWTP is a 2 inch line and will not require up-sizing.
2. **Funding for GLO Round 2.1 Disaster Projects** – The City's engineer has received its work order from the GLO to move forward with the August 2010 Round 2.1 grant project design work. This grant is for two major projects, the first project is a 12 inch water line that will connect the west side of the city limits under IH-45 to the east side of town at IH-45@Cedar. The second project is a major trunk sewer line replacement from FM 519@Clark back to the WWTP located on Woodland. The estimated cost of these two projects is approximately 1.65 million dollars. The project engineering design has started with the construction ending around February 2014.
- **Funding for GLO Round 2.2 Disaster Projects** – The second and final phase of questions and answers pertaining to the 2.2 Grant application have been submitted to the GLO.
 - **2010 -2011 Street Improvement Program Projects 1, 2 & 3** – The general contractor is working on streets located within Project 3. The contractor has completed the work on Newman Road and has started base repairs on Garrett and Casey. A clean-up crew has begun installing water valve risers on streets within Projects 2 & 3.
3. **Meetings**
January – conducted weekly staff meeting with supervisors

January 9 – meeting with City Manager over agenda items
 January 10 – meeting with Planning & Zoning Committee pertaining to Sam's Club
 January 11- meeting with City Manager & Emergency Management over Blackboard
 January 12 – meeting over Facility Maintenance
 January 17 – meeting with City Manager & Mr. Luskac
 January 20- meeting pertaining to Low to Moderate Income Apartments on Bayou@IH-45
 January 23 – Workshop on City Boards
 January 24- Employee Appraisal Training
 Texas 811 meeting
 January 25- met with landscapers at PD – installation of water line
 January 26- Olson & Olson Training Seminar

4. Stage 2 Drought – The City of La Marque is still maintaining Stage 2 Drought Contingency Plan.

January 1 – January 31, 2012 Water Usage Amounts
 31 day average 2.230 million gallons a day- 80% of capacity
 Peak day usage was 2.829 million gallons a day-102% of capacity (water leak)
 Minimum day usage was 1.979 million gallons a day-71% of capacity

5. La Marque Parks Board – regular meeting held on January 19, 2012, members reviewed policy governing Mahan Park article covering League requirements. Also, discussed expanding parking lot area and extending electrical facilities at Highland Bayou Park.

La Marque Cemetery Board – regular meeting held on February 2, 2012, members reviewed the “Wreaths Across America” ceremony held on December 10, 2011. The members discussed ways to improve program for next year. Members also discussed the Five Year Plan for upcoming projects; projects discussed were new gates, flag pole(s) and an additional message center board.

6. Provided cost estimate for additional electric fixtures and to extend power poles in Highland Bayou Park parking lot to enlarge area for Bayou Fest.

7. Continue to assist with contract projects for Magnolia Water Plant, Take Point 2 (FM 1764) Improvements, Emergency generator at Fire Station and Street Improvement Projects 1 & 3.

8. Continue to finalize paper work in concurrence with Texas New Mexico Power Company for the installation of street lights at various locations throughout La Marque.

i. Economic Development Board

- Alex Getty finished up ad details/design for a sticker ad in the Galveston Daily News to promote our ShopsQA program.
 The program gives every La Marque business the opportunity to have a web presence at no cost to the La Marque business
 The sticker ad ran on January 4, 2012

- **Update:**

When the sticker ad ran only one of the two papers that is delivered to city hall had the sticker

Alex inquired and the Galveston Daily News (GDN) checked with the third party that does the stickers but no abnormalities were discovered

The GDN offered to run a regular color print ad to show good faith

The ad ran January 25, 2012

Alex Getty spoke with Andy Walsh (Sugaroak Management) regarding how the new mall in Texas City would positively or negatively affect occupancy at Gulfway Plaza. Mr. Walsh was not concerned due to the recent transition from a true outlet mall to a mixed use facility.

According to Mr. Walsh the rent at the new mall will be roughly twice the rate of Gulfway Plaza.

Alex and Andy also shared some ideas about targeting light medical businesses (dental, chiropractic, physical therapy, etc...)

City Council

Carol Buttler

To: City Clerk
Subject: RE: FYI- Voter Registration

Z:

Got it!

Thanks,

Carol Buttler

City Manager
City of La Marque
1111 Bayou Road
La Marque TX 77565
409.938.9202 Office
409.935.0401 Fax
c.buttler@ci.la-marque.tx.us
www.ci.la-marque.tx.us

From: City Clerk
Sent: Thursday, February 23, 2012 2:22 PM
To: Carol Buttler
Subject: FYI- Voter Registration

New Voter Registration Cards Delayed in Some Counties; Voter Registration Status Not Affected

[Tweet](#)
[?](#)

February 21, 2012
Contact: Rich Parsons
512/ 463-5770

AUSTIN, TX – As a result of on-going redistricting litigation, the mailing of new voter registration certificates is delayed. In the absence of approved interim redistricting maps, county voter registration officials in many counties are unable to finalize electoral precincts for the purposes of conducting elections.

All previously-issued voter registration certificates expired on December 31, 2011, but only the cards expired, voter registrations remain valid. Voters, who are currently registered, but:

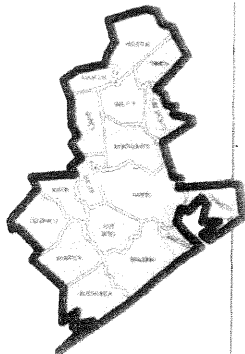
- Do not have any changes to their voter registration (i.e., haven't moved or changed name), do not need to take any action, their cards will be automatically renewed.
- Remain in their county of registration but have changed residence address or name, will need to submit their updated information to their county voter registrar.
- Have changed their county of residence, will need to submit a new voter registration application no later than the 30th day before Election Day.

Once interim redistricting maps are approved and counties have the opportunity to finalize precinct lines, counties will mail new voter registration certificates to all registered voters.

For information on how to register to vote or to determine if you are already registered, please visit www.votetexas.gov.



TML Region 14 San Jacinto Region — Houston Area

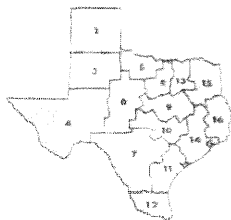


President
Julie Masters
Mayor
City of Dickinson

First Vice President
Scott Sherman
Mayor Pro Tem
City of Pearland

Second Vice President
Bert Miller
Mayor
City of Navasota

TML Board Director
Thomas Abraham
Councilmember
City of Sugar Land



P.O. Box 22777
Houston, Texas 77227-2777
713-993-4555
Fax: 713-993-4503

TO: City Officials, TML Region 14
FROM: Julie Masters, President, TML Region 14
Mayor, City of Dickinson
SUBJ: **TML Region 14 Spring Meeting – March 22, 2012**

TML Region 14 Spring Meeting

Thursday, March 22, 2012

Four Seasons Hotel

1300 Lamar Street, Houston, TX 77010

6:30 p.m. Registration

7:00 p.m. Dinner

\$60.00 per person

You are invited to attend the 2012 Region 14 TML Spring Meeting. The Honorable Tommy Williams, State Senator, District 4 will be our guest speaker. Senator Williams is Chairman of the important Transportation and Homeland Security Committee. He will speak on state transportation policy and funding, and on a Senate Interim Charge to review emergency response to wildfire disasters.

Enclosed is a meeting agenda, a map showing the location of the Four Seasons Hotel, a registration form and Minutes of the Region 14 Fall 2011 meeting. Please make your **reservations** for the spring meeting by **March 16, 2012**, by contacting Althea Edwards at telephone (713)993-4555, fax (832)681-2522, by email althea.edwards@h-gac.com or by registering online at <http://www.h-gac.com/go/TMLWorkshop>.

We look forward to seeing you on Thursday, March 22 at 6:30 p.m.

JM/ace

Enclosures

**TENTATIVE AGENDA
TEXAS MUNICIPAL LEAGUE – REGION 14
SPRING MEETING
FOUR SEASONS HOTEL
1300 Lamar Street, Houston, TX 77010
Wednesday, March 22, 2012
7:00 PM**

Reception

Dinner and Business Meeting

Call to Order & Welcome

Julie Masters
President, TML Region 14
Mayor, City of Dickinson

Invocation

Bert Miller
Second Vice President, TML Region 14
Mayor, City of Navasota

Pledge

Dinner

Introductions

Scott Sherman
Second Vice President, TML Region 14
Mayor Pro Tem, City of Pearland

Program

Tommy Williams
Texas Senator, District 4

Business

Remarks from TML Regional Director, Thomas Abraham, City of Sugar Land
Approve Minutes TML Region 14 Fall Meeting August 20, 2011
Appoint TML Region 14 Nominating Committee
Other Business

Adjourn

Registration Form

**TEXAS MUNICIPAL LEAGUE
SPRING MEETING 2012**

Four Seasons Hotel

1300 Lamar Street, Houston, TX 77010

**March 22, 2012
6:30 p.m.**

City of _____ Registration Information

City Contact Person:

Name _____ Telephone # _____ Email _____

Meeting Participants:

Name	Title	Dietary Constraints
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No

REGISTRATION FEES

Per Participant \$60.00
of Participants _____
Total enclosed _____

CONTACT INFORMATION

Althea Edwards
Houston-Galveston Area Council
P. O. Box 22777, Houston TX 77227-2777
713-993-4555 / 832-681-2522 (fax)
althea.edwards@h-gac.com

REGISTRATION AND GENERAL INFORMATION

Please make checks **PAYABLE** to Houston-Galveston Area Council. You may register with a credit card at http://www.h-gac.com/go/TMJ_Workshop or by phone at 713-993-4555.

ON-SITE REGISTRATION

On-site registration is available with cash or check. On-site registration is \$70.00 per participant.

CANCELLATIONS

Cancellations made **after** March 19, 2012 will be subject to billing.

SPECIAL ACCOMMODATIONS

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request. For accommodations, please contact Althea Edwards at 713-993-4555.

Please indicate **dietary constraints** above or contact Althea Edwards at 713-993-4555.

TML REGION 14 SPRING MEETING – MARCH 22, 2012, 6:30PM

FOUR SEASONS HOTEL

1300 Lamar Street • Houston, Texas 77010-3017 • (713)650-1300 • <http://www.fourseasons.com/houston>



Valet Parking is available at a rate of \$15.00
Surface Parking is also available at adjacent lots

Instructions From the North I-45

Take I-45 into Houston
 Exit left onto McKinney Street
 Continue on McKinney for about 10 blocks
 Turn right onto La Branch Street
 Go one block and turn right onto Lamar Street
 Continue on Lamar Street for two blocks
 The Hotel is on the left

Instructions From the South on US59

Take Highway 59 North and merge onto 610 South
 Follow 610 about 7 miles to Highway 288 North/Downtown
 Follow 288 North to 59 North/Cleveland
 Exit onto the Polk Street/Downtown Destinations exit
 Turn left at the light and go under the freeway on Polk
 Turn right at Austin, go two blocks to Lamar and turn left
 The Hotel is on the left

Instructions From the East on I-10

Take I-10 to 59 South
 Exit Downtown Destinations/Hamilton Street
 Follow the exit ramp to the stadium and turn right on Congress Street
 Follow Congress Street 3 blocks and turn left on LaBranch
 Go 8 blocks on LaBranch and turn right on Lamar Street
 The Hotel is on the left

Instructions From the West on I-10

Take I-10 East into Houston
 Exit onto Smith Street toward downtown
 Follow Smith Street 9 blocks to Dallas Street
 Turn left onto Dallas Street
 Go 8 blocks and turn left onto Austin Street
 Go 1 block and turn left on Lamar Street
 The Hotel is on the left

Summary Minutes of the Meeting
Texas Municipal League--Region 14
August 20, 2011

A regular meeting of the Texas Municipal League--Region 14 was held on Saturday, August 19, 2011 at the Moody Gardens Hotel located in Galveston. In attendance were 64 persons, representing 24 cities.

President Beckie Stockstill-Cobb, Councilmember of the City of Deer Park called the meeting to order at 9:15 a.m. and welcomed members to the TML Region 14 meeting. She introduced Mayor Bobby Hockings, Mayor of the City of LaMarque who led members in the invocation. Mayor Stockstill-Cobb then led members in pledges to the United States and Texas flags. After introducing TML Region 14 officers, First Vice President, Julie Masters, Mayor of the City of Dickinson and Thomas Abraham, Region 14's Regional Director who was not being able to attend, President Stockstill-Cobb recognized Region 14 Past Presidents in attendance and turned the meeting over to Vice President Masters to introduce participating cities.

Following the introductions of city officials, President Stockstill-Cobb introduced State TML President Elect, Leonard Reed, and Mayor of Willis. Mayor Reed, thanked everyone for their support during his tenure as a Region 14 officer and requested their continued support as the TML President. Mayor Reed reminded everyone that the Annual Conference will be held in Region 14 at the George R. Brown Convention Center this year and encouraged everyone to attend.

President Stockstill-Cobb then introduced Bennett Sandlin, TML Executive Director. Mr. Sandlin, informed members of the proposed adoption of an RFP process to select host cities for the TML Annual meetings. This process, if approved, will go into effect for the 2014 conference. Mr. Sandlin then went on to provide legislative updates that came out of the recent session in Austin.

This session was unique in that we had a large number of freshman legislators and an unprecedented large budget deficit. School districts, state agencies and cities all took a huge hit. Cities lost about \$70 million in state funding this year; 35% of the usual \$200 million received. Mr. Bennett stated that even with this tremendous lose there was a silver lining, -

possibly because of our loss; all the other traditionally bad revenue bills got no traction. Not a single one of those bills were passed.

Mr. Bennett highlighted the most pertinent activities affecting cities. HB590 passed. It gives Texas cities the ability to obtain detailed information about sale taxes that are submitted by companies in their cities. We did have to compromise on a portion of the bill. The provision that would provide administrative hearings at the comptroller's office for cities contesting the reallocation of the sales tax was dropped.

HB2972, the street maintenance sales tax bill was vetoed. HB2972 has been presented at several sessions in an attempt to make the tax final. We have decided to hold off on pursuing this bill for the time being.

The passage of SB100 requires a minimum time period between state primaries and run-offs which causes municipal elections to be sandwiched between primaries held in April and the runoff that are held in June. The dilemma is that counties have stated that there is not enough time to reprogram the voting machines between elections. Cities across the state are handling the dilemma in various ways. Options to cities include working with respective counties to see if they will still conduct the elections, purchasing their own machines, or unstaggering terms. TML is keeping an informal database to track how cities are responding. Mr. Bennett asked cities to notify TML on how they have solved the issue.

Lastly, the Alcoholic Beverage Tax took a hit because of the wording within the statute which states that the legislature may appropriate no more than 10.7% of the tax to cities. This tax provides approximately \$100 million annual revenue for cities. The state attempted to withhold all the Alcoholic Beverage Tax revenue. We fought to retain the tax for cities arguing that cities should be entitled to the tax to cover the cost of enforcing drunk driving laws. We were able to get \$26 million back. To help protect this tax in the future, we tacked an amendment on the fiscal bill from the special session that changes the language from no more than 10.7%, to no less than 10.7% to become effective in the 2014 biennium. Mr. Bennett closed with a question and answer session.

President Stockstill-Cobb introduced Mr. Aaron Farmer with the Retail Coach. Mr. Farmer brought an enlightening presentation on what is going on in the Gulf Coast Region retail industry and what member cities can do to be proactive in their retail recruitment efforts. Mr. Farmer stressed that community development precedes economic development. Communities must have eye appeal, they should have entertainment and quality of life assets. Cities should look at their communities through the eyes of developers. Mr. Farmer stated that it is important for members to actively recruit retail developers to their communities and gave examples of what the larger retailers look for when they are shopping markets. He delineated the various ways to report area population: Radial trade areas, drive time areas, retailer defined areas, primary trade areas and secondary trade areas. He encouraged members to keep up-to-date demographics and psychographics. He also stressed the importance of having city websites that provide relevant information such as a community resource guide, demographics, psychographics, retail gap analysis and a portal for existing businesses. He warned that while retail developers are not attracted to downtown areas cities should not abandon their downtown areas. Downtowns have become entrepreneur driven and cities should also recruit those types of retailers.

In summary Mr. Farmer encouraged cities to: know their market and their competitor's market; conduct a SWOT analysis; maintain a strong downtown; determine the accurate retail trade area; promote retail trade area population rather than city populations; maintain current, accurate and relevant data; have an up-to-date gap analysis; develop and maintain and inventory of available sites; develop multiple retail marketing tools and information; know the customer profile for targeted retail developers/site selectors; have an informative website; actively recruit retail; and be persistent.

Member adjourned for a lunch, after which President Stockstill-Cobb called for approval of the Region 14, March 30, 2011 meeting minutes. A motion was made and the minutes were unanimously approved.

President Stockstill-Cobb called for resolutions being presented to the Region. There being none, she then called for the Nominating Committee Report. Wayne Riddle, Nominating Committee Chairperson and Mayor of the City of Deer Park introduced members of the nominating committee: Tom Reid, Mayor of the City of Pearland, and Terry Henley, Mayor

Pro-Tem of the City of Meadows Place. The committee presented their report. A motion was made and seconded to approve the nominating committee report for 2011-2012 officers: Mayor Julie Masters of the City of Dickinson as President; Mayor Pro Tem Scott Sherman of the City of Pearland as 1st Vice President; Mayor Bert Miller of the City of Navasota as 2nd Vice President; and Mayor Pro-Tem Thomas Abraham, City of Sugar Land as TML Regional Director. In accordance with TML bylaws, II-GAC was designated as Secretary-Treasurer.

Following remarks by incoming President Stockstill-Cobb, the meeting was adjourned.

Submitted by:

A handwritten signature in dark ink, appearing to read "Althea Edwards", is written over a horizontal line.

Althea Edwards, TML Secretary-Treasurer

INSPECTION/ BUILDINGS DEPARTMENT

Building and Inspections
Monthly Report
Ana Tims

Nov 2011 - Jan 2012

January 2012	December 2011	November 2011	Fiscal Year To Date
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Plumbing Inspections

Gas Test	23	32	31	86
Plumbing Underground	3	9	15	27
Plumbing Top-Out	8	15	21	44
Plumbing Final	4	12	10	26
Water Heater	3	0	0	3
Sewer Line	4	16	16	36
Water Line	5	5	18	28
Total	50	89	111	250

Electrical inspections

Electric Underground	0	0	0	0
Electrical Rough-In	4	12	21	37
Electrical Final	4	15	10	29
Electrical Meter Loop	28	19	24	71
Electrical Pool Bonding	0	0	1	1
generators	0	0	2	2
Temporary poles	0	2	0	2
Total	36	48	58	142

Mechanical Inspections

Mechanical Rough In	5	7	21	33
Mechanical Final	4	10	10	24
Total	9	17	31	57

Building and Inspections
Monthly Report
 Ana Tims

Nov 2011 - Jan 2012

	January 2012	December 2011	November 2011	Fiscal Year To Date
Building Inspections				
Foundation Slab/Pier	6	8	16	30
Framing	5	13	21	39
Driveways	5	10	12	27
Building Final	4	17	10	31
Brick Ties	0	0	1	1
Sign	0	1	1	2
Deck	0	0	1	1
House leveling	0	1	1	2
Bulkhead	0	1	2	3
Pool Seal	1	0	1	2
Total	21	51	66	138

Service Inspections

Service Inspections	3	3	1	7
			Total	7

Total Building Inspections	1181
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**Building and Inspections
Monthly Report
Ana Tims**

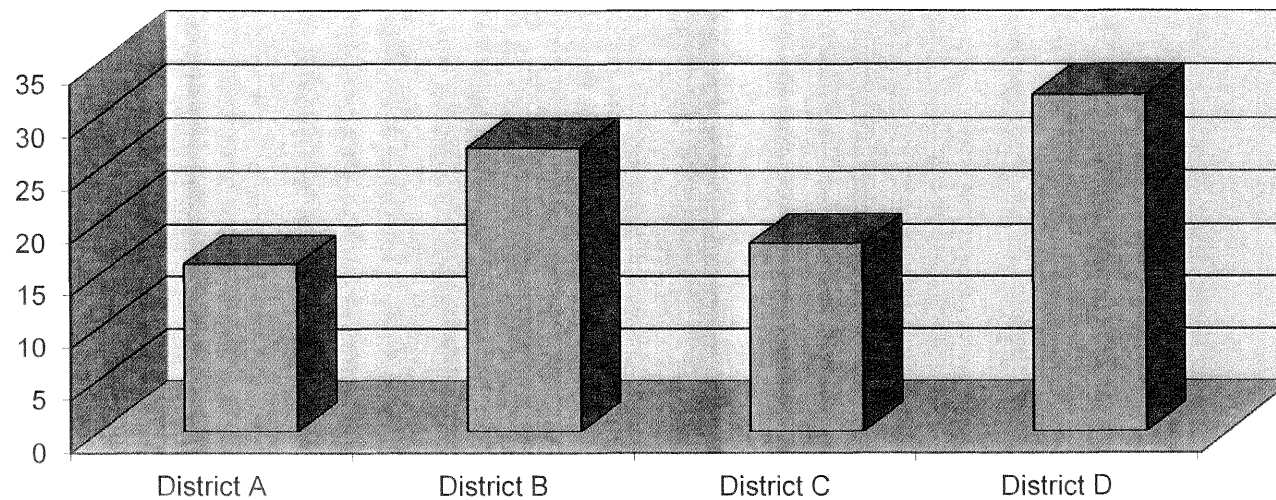
Building Permits

Nov 2011 - Jan 2012	January 2012	December 2011	November 2011	Fiscal Year To Date
Flammable Fluids	1	1	0	2
Highland Bayou Park	2	1	0	3
Fire Code Plan review	0	0	1	1
Liquor License	8	3	1	12
Mechanical	9	14	14	37
Mobile Home Parks	0	2	0	2
Plan Reviews	6	7	10	23
Plumbing	39	39	41	119
Rezone	1	1	0	2
Public Information	0	0	2	2
Service Inspection	2	4	3	9
Culvert Setting	1	0	4	5
Electrical	20	25	30	75
Demolition	1	2	0	3
Community Room	0	2	0	2
Building	25	17	27	69
Burial	0	1	0	1
Coin Operated Machine	10	5	0	15
Temporary Operation	13	11	7	31
Replat Fee	2	0	0	2
Sign	1	0	0	1
Total	141	135	140	416

**Building and Inspections
Monthly Report
Ana Tims**

Building and trade permits by district for January 2012

	District A	District B	District C	District D
Building permits	4	8	5	8
Electrical permits	5	6	5	4
Mechanical Permits	2	3	2	2
Plumbing Permits	5	10	6	18
Total	16	27	18	32



Special Projects

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**Building and Inspections
Monthly Report
Ana Tims**

Nov 2011 - Jan 2012

January 2012	December 2011	November 2011	Fiscal Year To Date
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Code Enforcement Violations (properties may have more than one violation)

High Grass	23	75	52	150
Unlawful Deposits	12	4	6	22
Required RV Park License	2	0	0	2
RV Parks Rules & Regulations	2	0	0	2
Junk Vehicles	26	4	2	32
Junkyard Applications	1	0	0	1
Junkyard Enclosure	1	0	0	1
Graffiti	1	3	0	4
Keeping of swine, fowl, etc	2	1	0	3
Accumulation of Rubbish or Garbage	3	0	0	3
Disposal of Rubbish or Garbage	5	0	0	5
Garbage, Rodents, Refuse & Other Waste	3	0	0	3
Removal of Rubble & Haz-Mat	1	0	0	1
Sanitation	3	0	0	3
Water Heater T & P Discharge	2	0	0	2
Water Systems	2	0	0	2
Plumbing Hazards	1	0	0	1
Property owner responsibility	3	0	0	3
Prohibited home occupations	1	0	0	1
Zoning District Violations	0	0	0	0
Comm. Trash Container	0	0	0	0
Abandoned Premises	1	0	0	1
Security of Vacant Premises	2	0	0	2
Vacant Premises	1	0	0	1
Accessory Buildings	1	0	0	1
Industrial Business without a Dwelling	1	0	0	1
Subst./Delapidtd Bldg.	0	4	0	4
Dangerous Conditions	2	0	0	2
Unsafe Structures	4	0	0	4
Electrical Licensing Required	1	0	0	1
Flexible Chords where permitted	2	0	0	2

**Building and Inspections
Monthly Report
Ana Tims**

Nov 2011 - Jan 2012

January 2012	December 2011	November 2011	Fiscal Year To Date
-----------------	------------------	------------------	---------------------

Code Enforcement Violations (properties may have more than one violation)

Unsafe Electrical Systems	3	0	0	3
Street Address Placement	0	0	0	0
Working Without Permit	6	1	0	7
Dirty Pools	0	0	0	0
Refrig. / Containers Acces. To Child	4	1	0	5
Underground Storage Tank	1	0	0	1
Illegal Dumping	10	0	0	10
Total				286

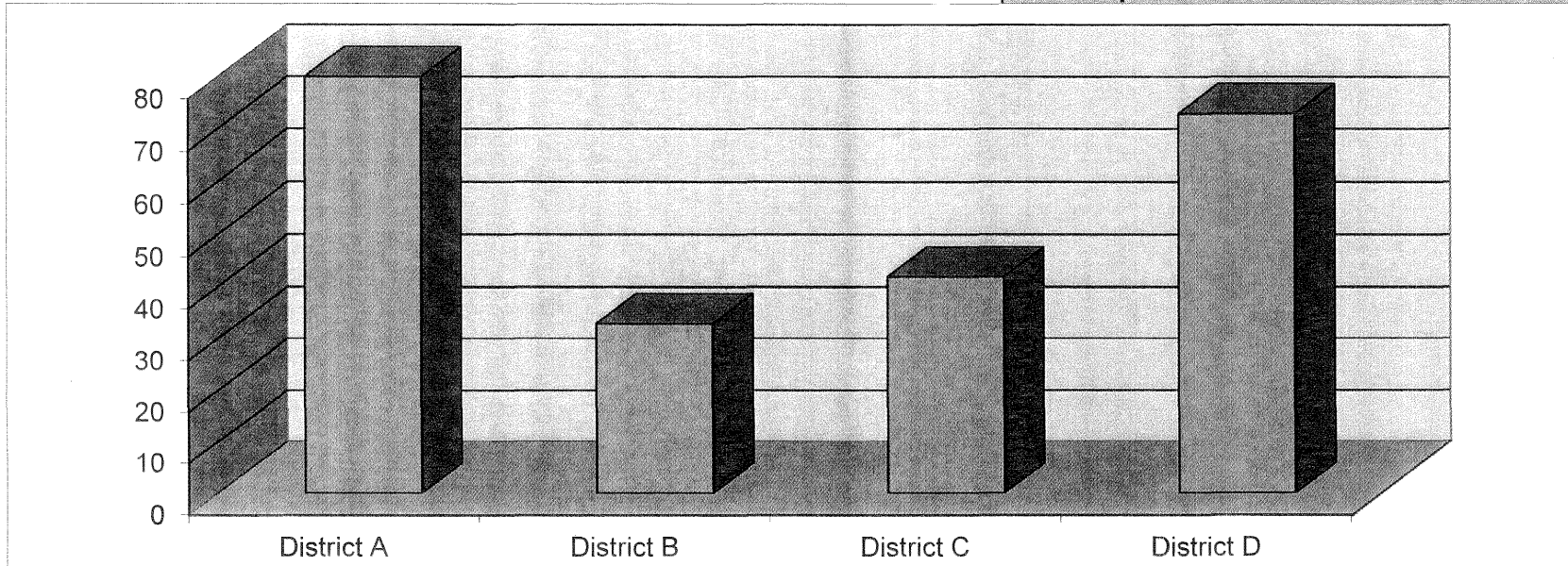
Abatement

Abated by Owner	70	34	10	114
Abated by City	11	2	3	16
Obtained bid to abate	15	6	4	25
Gave Initial Notice	85	5	7	97
Received CERT RCPT	3	0	0	3
Recheck / Follow Up	21	0	0	21
Retake & Request Pictures	5	0	0	5
30 day compliance extn	2	3	27	32
10 day Compliance extn	9	23	3	35
Sent to Court	18	0	0	18
Court Reset	2	0	0	2
Court No Show	3	0	0	3
Letter sent to City Attorney	1	0	0	1
Total				372

Building and Inspections
Monthly Report
Ana Tims

Inspections by property and district for code enforcement violations(Property may have more than 1 violation.)

	District A	District B	District C	District D
Property Inspections	80	33	42	73
Total Insp			228	



JUDICIAL DEPARTMENT

**Judicial
Monthly Report
January 2012**

	Non- Parking	Traffic Parking	Traffic City Ordinance	Penal Code	Non- Traffic State Law	City Ordinance	Total this Month	Fiscal yr to date	Total Prior Month	Prior Fiscal yr to date
Total Cases Pending First of Month	4618	0	4	1596	1894	496	8608		8959	
Active Cases	989	0	1	291	319	272	1872		2172	
Inactive Cases	3629	0	3	1305	1575	224	6736		6787	
New Cases Filed	345	0	1	110	32	17	505	1911	378	5728
Cases Reactivated	18	0	0	10	7	3	38		19	
All Other Cases Added	0	0	0	0	0	0	0	0	0	
Total Cases on Docket	1352	0	2	411	358	292	2415		2569	
Dispositions Prior to Trial:										
Uncontested Dispositions	0	0	0	30	14	0	44	231	37	
Dismissed by Prosecution	1	0	0	0	1	1	3	14	3	
Dispositions at Trial:										
Convictions:										
Guilty Plea or Nolo Contendere	144	0	0	28	8	6	186	832	202	3164
By the Court	76	0	0	11	1	7	95	348	100	
By the Jury	0	0	0	0	0	0	0	0	0	2
Acquittals:										
By the Court	0	0	0	0	0	0	0	0	0	3
By the Jury	0	0	0	0	0	0	0	0	0	0
Dismissed by Prosecution	21	0	0	6	4	11	42	143	35	
Compliance Dismissals:										
After Driver Safety Course	24						24	144	30	289
After Deferred Disposition	35	0	0	3	3	0	41	189	45	318
After Proof of Financial Responsibility	3						3	34	5	95

**Judicial
Monthly Report
January 2012**

	Non- Parking	Traffic Parking	Traffic City Ordinance	Penal Code	Non- Traffic State Law	City Ordinance	Total this Month	Fiscal yr to date	Total Prior Month	Prior Fiscal yr to date
All Other Transportation Code Dismissals	18	0	0	0	0	0	18	60	13	
All Other Dispositions	12	0	0	8	5	3	28	307	236	
Total Cases Disposed	334	0	0	86	36	28	484	2219	706	
Cases Placed on Inactive Status	145	0	0	96	34	11	286		185	
Total Cases Pending End of Month:	4629	0	5	1620	1890	485	8629		8631	
Active Cases	873	0	2	229	288	253	1645		1678	
Inactive Cases	3756	0	3	1391	1602	232	6984		6953	
Show Cause Hearings Held	70	0	0	17	12	2	101	301	122	
Cases Appealed:										
After Trial	0	0	0	0	0	0	0	7	1	35
Without Trial	0	0	0	0	0	0	0	1	0	

Courtesy Letters Mailed:							137	498	104	925
Courtesy Phone Calls Made:							109	384	94	

City Marshal Activity:	Total This Month	Fiscal Year to Date	Prior Fiscal Year to Date	Total Month Prior
Door Hangers Issued	38	146	0	28
Arrests	22	114	0	31
Collection Phone Calls	312	1299	0	298
Warrant Amounts Collected	26,262.13	90,560.36	0.00	22,593.62
Letters Mailed	11	97	0	21
Holds Placed	20	116	0	26
Non-Cash Credit Amount	59,793.00	236,881.50	0.00	48,191.00

Judicial
Monthly Report
January 2012

	<i>Total this Month</i>	<i>Fiscal yr to date</i>	<i>Total Prior Month</i>	<i>Prior Fiscal yr to date</i>
Juvenile/Minor Activity:				
Transportation Code Cases Filed	7	10	2	
Non-driving Alcoholic Beverage Code Cases Filed	0	1	0	
Driving Under Influence of Alcohol Cases Filed	0	0	0	
Drug Paraphernalia Cases Filed	0	3	1	
Tobacco Cases Filed	0	1	1	
Failure to Attend School Cases Filed	0	0	0	
Education Code Cases Filed (except fail to attend)	0	0	0	
Curfew Violation Cases Filed	0	8	4	
All Other Non-traffic Fine-only Cases Filed	9	20	6	
Additional Activity:				
Magistrate Warnings:				
Class C Misdemeanors	5	24	4	
Class A and B Misdemeanors	22	81	14	
Felonies	12	36	6	
Arrest Warrants Issued:				
Class C Misdemeanors	264	1160	120	3179
Capias Pro Fine Issued:				
Class C Misdemeanors	152	470	113	
Emergency Protection Orders Issued	1	9	3	34
Stolen Property Hearings Held	0	2	1	
Cases Satisfied by Jail Time Credit	147	602	114	
Fines, Court Costs and Other Amounts Collected:				
<i>Kept by City</i>	\$ 55,949.72	\$ 209,261.66	\$ 51,734.61	
<i>Remitted to State</i>	\$ 24,421.29	\$ 89,834.44	\$ 21,459.67	
Total	\$ 80,371.01	\$ 299,096.10	\$ 73,194.28	\$ 912,143.28

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1/01/2012 - 1/31/2012

COFCRPT Page: 1
Summary

Beginning Date.....: 01/01/2012
Ending Date.....: 01/31/2012
by Citation date

Agency.....: POLICE DEPARTMENT
Officer.....: All

Type of Offense.....: All

Special Flag.....:

Total by Race/Sex.....: Yes

PD POLICE DEPARTMENT

517 GARCIA, RICHARD

Totals for Officer

Number of Citations for Officer.....	1
Number of Violations for Officer.....	1
Amount of Fines/Fees Assessed.....	\$314.00
Amount of Paid/Bond Applied.....	\$0.00
Amount Outstanding.....	\$314.00
Number of Citations to Juveniles.....	0
Number of Citations to Minors.....	0
Number of Citations by Sex	
Male	1
Female	0
Unknown	0
Number of Citations by Race	
Black	1

538 WALTON, H

Totals for Officer

Number of Citations for Officer.....	9
Number of Violations for Officer.....	10
Amount of Fines/Fees Assessed.....	\$2,703.00
Amount of Paid/Bond Applied.....	\$164.00
Amount Outstanding.....	\$2,539.00
Number of Citations to Juveniles.....	0
Number of Citations to Minors.....	1
Number of Citations by Sex	
Male	6
Female	3
Unknown	0
Number of Citations by Race	
Black	3
White	6

548 CAMPBELL, J

Totals for Officer

Number of Citations for Officer.....	23
Number of Violations for Officer.....	29
Amount of Fines/Fees Assessed.....	\$9,704.21
Amount of Paid/Bond Applied.....	\$217.21
Amount Outstanding.....	\$9,487.00

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Citation Date: 1/01/2012 - 1/31/2012

COFCRPT Page: 3

Summary

Number of Citations to Juveniles.....:	4
Number of Citations to Minors.....:	2
Number of Citations by Sex	
Male	13
Female	10
Unknown	0
Number of Citations by Race	
Black	15
White	7

547 KELEMEN,CHRIS

Totals for Officer

Number of Citations for Officer.....:	11
Number of Violations for Officer.....:	15
Amount of Fines/Fees Assessed.....:	\$4,590.00
Amount of Paid/Bond Applied.....:	\$264.00
Amount Outstanding.....:	\$4,326.00
Number of Citations to Juveniles.....:	1
Number of Citations to Minors.....:	5
Number of Citations by Sex	
Male	10
Female	1
Unknown	0
Number of Citations by Race	
Black	6
White	2
HISPANIC	3

539 SOLO,D

Totals for Officer

Number of Citations for Officer.....:	36
Number of Violations for Officer.....:	47
Amount of Fines/Fees Assessed.....:	\$13,178.43
Amount of Paid/Bond Applied.....:	\$1,247.43
Amount Outstanding.....:	\$11,931.00
Number of Citations to Juveniles.....:	1
Number of Citations to Minors.....:	6
Number of Citations by Sex	
Male	20
Female	16
Unknown	0

Number of Citations by Race

Black	25
White	7
HISPANIC	1
Unknown	3

530 KELEMEN,MIKE

Totals for Officer

Number of Citations for Officer.....	23
Number of Violations for Officer.....	26
Amount of Fines/Fees Assessed.....	\$8,472.00
Amount of Paid/Bond Applied.....	\$260.00
Amount Outstanding.....	\$8,212.00
Number of Citations to Juveniles.....	1
Number of Citations to Minors.....	3

Number of Citations by Sex

Male	18
Female	5
Unknown	0

Number of Citations by Race

Black	19
White	4

544 LIVELY,AMBER

Totals for Officer

Number of Citations for Officer.....	18
Number of Violations for Officer.....	19
Amount of Fines/Fees Assessed.....	\$5,519.91
Amount of Paid/Bond Applied.....	\$305.91
Amount Outstanding.....	\$5,214.00
Number of Citations to Juveniles.....	1
Number of Citations to Minors.....	2

Number of Citations by Sex

Male	12
Female	6
Unknown	0

Number of Citations by Race

Black	11
White	6
HISPANIC	1

537 GANDY, FORREST

Totals for Officer

Number of Citations for Officer.....	36
Number of Violations for Officer.....	51
Amount of Fines/Fees Assessed.....	\$16,713.60
Amount of Paid/Bond Applied.....	\$1,158.60
Amount Outstanding.....	\$15,555.00
Number of Citations to Juveniles.....	0
Number of Citations to Minors.....	5
Number of Citations by Sex	
Male	26
Female	10
Unknown	0
Number of Citations by Race	
Black	22
White	13
HISPANIC	1

543 RODRIGUEZ,G

Totals for Officer

Number of Citations for Officer.....	3
Number of Violations for Officer.....	3
Amount of Fines/Fees Assessed.....	\$795.00
Amount of Paid/Bond Applied.....	\$267.00
Amount Outstanding.....	\$528.00
Number of Citations to Juveniles.....	2
Number of Citations to Minors.....	1
Number of Citations by Sex	
Male	1
Female	2
Unknown	0
Number of Citations by Race	
Black	1
White	2

545 SAMUELSON,SHELBY

Totals for Officer

Number of Citations for Officer.....	20
Number of Violations for Officer.....	40
Amount of Fines/Fees Assessed.....	\$13,049.00
Amount of Paid/Bond Applied.....	\$0.00
Amount Outstanding.....	\$13,049.00
Number of Citations to Juveniles.....	1

Number of Citations to Minors.....: 0

Number of Citations by Sex
 Male 13
 Female 7
 Unknown 0

Number of Citations by Race
 Black 16
 White 4

551 CLARK, JESSICA

Totals for Officer

Number of Citations for Officer.....: 3
 Number of Violations for Officer.....: 6
 Amount of Fines/Fees Assessed.....: \$1,502.00
 Amount of Paid/Bond Applied.....: \$0.00
 Amount Outstanding.....: \$1,502.00
 Number of Citations to Juveniles.....: 0

Number of Citations to Minors.....: 0

Number of Citations by Sex
 Male 2
 Female 1
 Unknown 0

Number of Citations by Race
 Black 2
 HISPANIC 1

516 CAGNON, KENNETH

Totals for Officer

Number of Citations for Officer.....: 3
 Number of Violations for Officer.....: 4
 Amount of Fines/Fees Assessed.....: \$1,088.00
 Amount of Paid/Bond Applied.....: \$0.00
 Amount Outstanding.....: \$1,088.00
 Number of Citations to Juveniles.....: 0

Number of Citations to Minors.....: 2

Number of Citations by Sex
 Male 3
 Female 0
 Unknown 0

Number of Citations by Race
 Black 1

 White 2

514 RODRIGUEZ, R

Totals for Officer

Number of Citations for Officer.....	1
Number of Violations for Officer.....	1
Amount of Fines/Fees Assessed.....	\$564.00
Amount of Paid/Bond Applied.....	\$0.00
Amount Outstanding.....	\$564.00
Number of Citations to Juveniles.....	0
Number of Citations to Minors.....	0
Number of Citations by Sex	
Male	1
Female	0
Unknown	0
Number of Citations by Race	
White	1

534 KING, CONAN

Totals for Officer

Number of Citations for Officer.....	16
Number of Violations for Officer.....	18
Amount of Fines/Fees Assessed.....	\$5,183.21
Amount of Paid/Bond Applied.....	\$866.21
Amount Outstanding.....	\$4,317.00
Number of Citations to Juveniles.....	2
Number of Citations to Minors.....	1
Number of Citations by Sex	
Male	9
Female	6
Unknown	1
Number of Citations by Race	
Black	7
White	5
HISPANIC	2
Asian	1

540 GUZMAN, JESSE

Totals for Officer

Number of Citations for Officer.....	29
Number of Violations for Officer.....	35
Amount of Fines/Fees Assessed.....	\$9,011.56

Amount of Paid/Bond Applied.....	\$939.56
Amount Outstanding.....	\$8,072.00
Number of Citations to Juveniles.....	1
Number of Citations to Minors.....	0
Number of Citations by Sex	
Male	12
Female	17
Unknown	0
Number of Citations by Race	
Black	17
White	11
HISPANIC	1

Totals for Agency

Number of Citations for Agency.....	232
Number of Violations for Agency.....	305
Amount of Fines/Fees Assessed.....	\$92,387.92
Amount of Paid/Bond Applied.....	\$5,689.92
Amount Outstanding.....	\$86,698.00
Number of Citations to Juveniles.....	14
Number of Citations to Minors.....	28
Number of Citations by Sex	
Male	147
Female	84
Unknown	1
Number of Citations by Race	
Black	146
White	70
HISPANIC	10
Unknown	3
Asian	1

Grand Totals

Total Number of Citations.....	232
Total Number of Violations.....	305
Total Amount of Fines/Fees Assessed:	\$92,387.92
Total Amount of Paid/Bonds Applied...	\$5,689.92
Amount Outstanding.....	\$86,698.00
Total Number of Citations Juveniles..	14
Total Number of Citations Minors.....	28
Total Number of Citations by Sex	
Male	147

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Citation Date: 1/01/2012 - 1/31/2012

COFCRPT Page: 9
Summary

Female	84
Unknown	1

Total Number of Citations by Race

Black	146
White	70
HISPANIC	10
Unknown	3
Asian	1

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1/01/2012 - 1/31/2012

COFCRPT Page: 1
Summary

Beginning Date.....: 01/01/2012
Ending Date.....: 01/31/2012
by Citation date

Agency.....: POLICE DEPARTMENT
Officer.....: All

Type of Offense.....: All

Special Flag.....:

Total by Race/Sex.....: Yes

Warning

PD POLICE DEPARTMENT

539 SOLO,D

Totals for Officer

Number of Citations for Officer.....	1
Number of Violations for Officer.....	1
Amount of Fines/Fees Assessed.....	\$0.00
Amount of Paid/Bond Applied.....	\$0.00
Amount Outstanding.....	\$0.00
Number of Citations to Juveniles.....	0
Number of Citations to Minors.....	0
Number of Citations by Sex	
Male	1
Female	0
Unknown	0
Number of Citations by Race	
White	1

540 GUZMAN,JESSE

Totals for Officer

Number of Citations for Officer.....	1
Number of Violations for Officer.....	1
Amount of Fines/Fees Assessed.....	\$0.00
Amount of Paid/Bond Applied.....	\$0.00
Amount Outstanding.....	\$0.00
Number of Citations to Juveniles.....	0
Number of Citations to Minors.....	0
Number of Citations by Sex	
Male	0
Female	1
Unknown	0
Number of Citations by Race	
White	1

Totals for Agency

Number of Citations for Agency.....	2
Number of Violations for Agency.....	2
Amount of Fines/Fees Assessed.....	\$0.00
Amount of Paid/Bond Applied.....	\$0.00
Amount Outstanding.....	\$0.00
Number of Citations to Juveniles.....	0

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Citation Date: 1/01/2012 - 1/31/2012

COFCRPT Page: 3
Summary

Number of Citations to Minors.....: 0

Number of Citations by Sex

Male 1
Female 1
Unknown 0

Number of Citations by Race

White 2

Grand Totals

Total Number of Citations.....: 2

Total Number of Violations.....: 2

Total Amount of Fines/Fees Assessed: \$0.00

Total Amount of Paid/Bonds Applied..: \$0.00

Amount Outstanding.....: \$0.00

Total Number of Citations Juveniles.: 0

Total Number of Citations Minors.....: 0

Total Number of Citations by Sex

Male 1
Female 1
Unknown 0

Total Number of Citations by Race

White 2

POLICE DEPARTMENT



2012 LA MARQUE POLICE DEPT.
CRIME STATS



	2008				2009				2010				2011				2012							
	January - December				January - December				January - December				January - December				January							
	OFF	% +/-	CL	% CL	OFF	% +/-	CL	% CL	OFF	% +/-	CL	% CL	OFF	% +/-	CL	% CL	Offense 2011	Offense 2012	% +/-	Clearance 2011	Clearance 2012	% CL 2011	% CL 2012	
Murder	1	-67%	1	100%	4	400%	2	50%	3	0%	2	67%	2	-50%	2	100%	1	0	-50%	1	0	100%	100%	
Rape	26	24%	13	50%	22	-15%	10	45%	16	-27%	10	63%	5	-69%	2	40%	1	1	-69%	0	0	0%	0%	
Robbery	44	69%	17	37%	39	-11%	11	28%	34	-13%	16	47%	28	-18%	10	36%	1	1	-18%	1	0	100%	0%	
Aggravated Assault	74	4%	39	53%	98	32%	53	54%	61	-3%	27	44%	21	-65%	11	52%	4	1	-65%	3	0	75%	0%	
La Marque Violent Crime Total	145	20%	70	48%	163	12%	76	47%	114	-10%	55	48%	56	-51%	25	45%	7	3	-51%	5	0	71%	0%	
Texas Violent Crime Total	123,621	#DIV/0!	52,303	41%	121,789	-2%	53,587	44%	113,300	-7%	49,852	44%	*	*	*	*	*	*	*	*	*	*	*	
Burglary	241	-17%	35	15%	236	-2%	26	11%	202	-16%	77	38%	203	0%	16	8%	17	15	0%	4	4	24%	27%	
Theft	337	25%	96	28%	382	13%	112	29%	478	23%	159	33%	443	-7%	97	22%	41	25	-7%	13	23	32%	92%	
Motor Vehicle Theft	49	0%	23	47%	45	-8%	27	60%	29	-37%	15	52%	33	18%	8	24%	5	1	18%	2	1	40%	100%	
Arson	7	40%	1	14%	9	29%	1	11%	4	400%	0	0%	2	-50%	1	50%	0	1	-50%	0	0	0%	0%	
La Marque Property Crime Total	634	3%	155	24%	672	6%	166	25%	713	5%	251	35%	681	-4%	122	18%	63	42	-4%	19	28	30%	67%	
Texas Property Crime Total	969,807	-2%	146,350	15%	995,150	3%	149,272	15%	951,971	-4%	142,796	15%	*	*	*	*	*	*	*	*	*	*	*	
	RATE		% +/-		RATE		% +/-		RATE		% +/-		RATE		% +/-		RATE		% +/-					
La Marque Violent Crime Rate	1,164		12%		1,182		2%		826		-30%		386		-53%		21		-44%					
Texas Violent Crime Rate	508		-1%		491		-3%		451		-8%		*		*		*		*					
La Marque Property Crime Rate	4,800		6%		4,872		1%		5,169		5%		4,894		-5%		289		-66%					
Texas Property Crime Rate	3,987		-3%		4,016		1%		3,786		-6%		*		*		*		*					
Calls For Service	24,209				28,249				25,017				22,549				1,785							
Population Estimate	14,236				13,794				13,794				14,509				14,509							
Officers per 1,000 pop.	2.0				2.0				2.1				2.0				2.0							
DWI	46				23				39				69				4							
Traffic Citations	3,413				3,872				1,917				2,874				232							
Drug Arrests	106				115				90				198				21							

*Data unavailable

City of La Marque
Monthly and Year
To Date

Police Department
Month: January
Year: 2012

	CURRENT MONTH (Jan12)	CURRENT MO. PREV. YR. (Jan11)	PREV. MONTH (Dec11)	YR. TO DATE 2012	PREV. YR. TO DATE 2011
<u>PART I CRIMES:</u>					
Homicide	0	1	0	0	1
Rape	1	1	1	1	1
Robbery	1	1	2	1	1
Assault (*includes simple)	23	19	25	23	19
Burglary	15	17	26	15	17
Theft	25	41	35	25	41
M.V. Theft	1	5	2	1	5
<u>PART II CRIMES:</u>	195	178	155	195	178
<u>CALLS FOR SERVICE:</u>	1,785	2,263	1,711	1,785	2,263
<u>ACCIDENTS:</u>	12	20	17	12	20
Injuries	3	5	3	3	5
Non-injury	9	15	14	9	15
Fatalities	0	0	0	0	0
Alcohol Related	1	1	3	1	1
<u>ADULT ARRESTS:</u>	148	177	105	148	177
<u>JUVENILE DETENTIONS:</u>	1	8	0	1	8
<u>TRAFFIC STOPS:</u>	297	236	240	297	236
Citations	232	232	203	232	232
Violations	305	326	286	305	326
Warnings	2	6	14	2	6
<u>DISTURBANCES:</u>	103	74	83	103	74

This month, the Police Department arrested **58** people on municipal warrants, serving **130** warrants.

To date, the Police Department has arrested **58** people on municipal warrants, serving **130** warrants.

LA MARQUE POLICE DEPARTMENT
USE OF FORCE / DEFENSIVE ACTION REPORT

Incident / Case No.: 12-000064

Date of Incident: 01/15/2012 Time: 1210

Location: 2700 Meadow Lane

REPORTING OFFICER: R. Garcia ID#: 517

Assignment: Sergeant on Duty, Assisted on disturbance

TYPE OF DEFENSIVE ACTION:

☒ Physical Control Techniques / "Hard Hands" ☐ Baton ☐ OC Spray ☐ Firearm Discharge
☐ TASER ☐ Other (describe): _____

PERSON(S) ARRESTED:

Name: [REDACTED] DOB: 09/25/1986
Name: _____ DOB: _____
Name: _____ DOB: _____

WITNESSES:

Name: Officer S. Samuelson Address: 431 Bayou Road
Name: Officer J. Campbell Address: 431 Bayou Road
Name: _____ Address: _____

***Note: Defensive Action Report:**

1. Will be completed by each Officer involved in a reportable incident (as per Written Directive 700-2).
2. Will be stapled (as cover pages) to a copy of the applicable Incident Report.
3. Will be reviewed and signed by the Officer's immediate Shift Leader: prior to departing from shift duty (see Written Directive 700-2 for exceptions). Completed packet will be hand carried by Shift Leader to reporting Officer's applicable Division Commander. If incident is serious/sensitive Shift Leader will immediately provide oral/telephonic briefing to appropriate Division Commander and Chief of Police.
4. Applicable Division Commander will review packet then hand deliver packet to the Office of Professional Responsibility (OPR) Manager.
5. OPR Manager will review packet and hand deliver packet to the Chief of Police.

SUMMARY OF INCIDENT (Specifically address the type of defensive action used):

Officers responded to disturbance call. Actor left before officer arrived. Subject was located in a vehicle and evaded as officer attempted to stop him. Subject continued to his residence and did not comply with officers commands.

Explain why it was necessary to use defensive action specified above:

Subject was being taken into custody for a felony and it was unknown if the actor had any weapons on him.

Explain why defensive action used was reasonable:
The minimal amount of force necessary was used to make the arrest.

Explain consequences (injury, damage, etc.) that resulted from the use of defensive action:
The rear window was broken out of the minivan due to the limited visibility that the tint caused.

Post Care Action Performed by Reporting Officer:
None. Subject was taken into custody without injury.

If subject was not injured, document observations and/or any statements made by suspect, that indicate subject was not injured:
The subject was lowered to the ground and he did not complain of any injuries.

(Attach copies of Incident Reports, Arrest Reports, statements, and other documentation as necessary)

Chain of Command Review

1. WAS REPORTED USE OF DEFENSIVE ACTION JUSTIFIED? ☒ YES ☐ NO

Shift Leader's Name Sgt. R. Garcia Signature R. Dancion Date 1/15/12

Comments:

2. WAS REPORTED USE OF DEFENSIVE ACTION JUSTIFIED? ☒ YES ☐ NO

Applicable Division Cdr's Name LT. G. G. W. RIST Signature [Signature] Date 01/18/2012

Comments:

3. WAS REPORTED USE OF DEFENSIVE ACTION JUSTIFIED? ☐ YES ☒ NO

OPR Name Waggoner Signature [Signature] Date 02/01/12 Manager's

Comments:

Review by Chief of Police

Comments:

Force utilized was ~~aligned~~ w/ W D System.

Chief of Police Name Randall Aragon Signature [Signature] Date 2-1-12

LA MARQUE POLICE DEPARTMENT
USE OF FORCE / DEFENSIVE ACTION REPORT

Incident / Case No.: 12-000064

Date of Incident: 01/15/2012 Time: 12:10

Location: 2713 Meadow

REPORTING OFFICER: S. Samuelson ID#: 545

Assignment: Patrol

TYPE OF DEFENSIVE ACTION:

☐ Physical Control Techniques / "Hard Hands" ☐ Baton ☐ OC Spray ☐ Firearm Discharge
☐ TASER ☒ Other (describe): assisted to the ground and handcuffed

PERSON(S) ARRESTED:

Name: [REDACTED] DOB: 09/25/1986
Name: _____ DOB: _____
Name: _____ DOB: _____

WITNESSES:

Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

***Note: Defensive Action Report:**

1. Will be completed by each Officer involved in a reportable incident (as per Written Directive 700-2).
2. Will be stapled (as cover pages) to a copy of the applicable Incident Report.
3. Will be reviewed and signed by the Officer's immediate Shift Leader: prior to departing from shift duty (see Written Directive 700-2 for exceptions). Completed packet will be hand carried by Shift Leader to reporting Officer's applicable Division Commander. If incident is serious/sensitive Shift Leader will immediately provide oral/telephonic briefing to appropriate Division Commander and Chief of Police.
4. Applicable Division Commander will review packet then hand deliver packet to the Office of Professional Responsibility (OPR) Manager.
5. OPR Manager will review packet and hand deliver packet to the Chief of Police.

SUMMARY OF INCIDENT (Specifically address the type of defensive action used):

This officer was advised offender was disregarding other officers by vehicle, which a pursuit ensued. This officer arrived on location 2713 Meadow to assist other officers, removing my service pistol to effect a felony arrest. This officer assisted in effecting the arrest of the offender by using hands-on to offender who was assisted to the ground and handcuffed. Offender was placed in the rear of a patrol unit and transported to the PD.

Explain why it was necessary to use defensive action specified above:

offender was mostly barricaded in between a vehicle and an interior wall which restricted effecting the arrest

Explain why defensive action used was reasonable:
Officer safety issues; not searched nor was complying with verbal commands

Explain consequences (injury, damage, etc.) that resulted from the use of defensive action:
none to report; arrest was effecting without incident; minor property damage - broken rear glass window created for officer safety reasons

Post Care Action Performed by Reporting Officer:
None to report

If subject was not injured, document observations and/or any statements made by suspect, that indicate subject was not injured:
None to report

(Attach copies of Incident Reports, Arrest Reports, statements, and other documentation as necessary)

Chain of Command Review

1. WAS REPORTED USE OF DEFENSIVE ACTION JUSTIFIED? ☒ YES ☐ NO

Shift Leader's Name R. Garcia Signature R. Garcia Date 01/15/12

Comments:

2. WAS REPORTED USE OF DEFENSIVE ACTION JUSTIFIED? ☒ YES ☐ NO

Applicable Division Cdr's Name LT. G. Gilchrist Signature [Signature] Date 01/18/2012

Comments:

3. WAS REPORTED USE OF DEFENSIVE ACTION JUSTIFIED? ☒ YES ☐ NO

OPR Name C. Waggan Signature [Signature] Date 02/01/12 Manager's

Comments:

Review by Chief of Police

Comments:

Force used was aligned w/ ICD system

Chief of Police Name Candace H. Adams Signature [Signature] Date 2-8-12

FIRE DEPARTMENT

City of La Marque

Fire Department
Month: January
Year: 2012

Current Month January 2012	Current Mo. Previous Year (January 2011)	Prev. Month (December 2011)	Yr to Date 2011-2012	Prev. Yr. to Date 2010-2011
<u>Fires</u>				
4	7	9	43	33
<u>Overpressures, Explosions</u>				
0	0	1	4	2
<u>Rescue & EMS</u>				
113	129	119	621	712
<u>HAZMAT</u>				
6	2	3	29	12
<u>Good Intent</u>				
6	18	11	73	64
<u>False Alarm</u>				
11	14	4	35	43

CALL STATISTICS FY 2011- 2012
La Marque Fire/Rescue

Disposition	PATIENT DISPOSITION BY MONTH											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Encounters	150	102	104	110								
Transports	113	78	85	93								
Aeromedical	0	0	0	0								
Dead On Scene	0	1	1	0								
Refusals	37	23	18	17								

Unit Status	RESPONSE TIMES PER MONTH (minutes)											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Dispatch - Location	5	5	5	5								
Location - To Hospital	17	16	15	15								
To Hospital - At Hospital	11	8	9	9								
At Hospital - In Service	28	25	32	31								
Location - At Hospital	26	23	24	24								
Dispatch - At Hospital	31	28	30	30								
Dispatch - In Service	54	49	57	57								

CALL STATISTICS FY 2010- 2011

La Marque Fire/Rescue

PATIENT DISPOSITION BY MONTH													
Disposition	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Encounters	151	139	139	132	116	102	128	109	137	125	108	109	122
Transports	106	98	94	90	94	80	94	84	104	97	93	77	90
Aeromedical	0	0	0	0	0	0	0	0	0	0	0	0	0
Dead On Scene	3	1	0	1	1	1	0	0	2	0	1	3	2
Refusals	42	40	45	41	21	21	34	25	31	28	13	29	30

RESPONSE TIMES PER MONTH (minutes)													
Unit Status	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Dispatch - Location	5	5	5	5	4	5	4	5	4	4	5	5	5
Location - To Hospital	17	16	17	19	16	15	15	16	15	15	15	16	16
To Hospital - At Hospital	10	11	11	12	10	10	9	10	10	9	9	11	9
At Hospital - In Service	31	25	29	30	27	29	27	30	27	28	29	31	25
Location - At Hospital	26	26	26	29	24	25	25	25	24	23	23	25	22
Dispatch - At Hospital	31	31	31	35	29	30	30	29	29	28	29	31	28
Dispatch - In Service	53	48	51	53	52	52	48	53	48	52	55	53	47

FIRE MARSHAL

Fire Marshal Monthly Activity Report November 2011

SECTION I- CODE ENFORCEMENT	Current Month	Prior Month	Year to Date
Litter/Trash/Dumping	0	0	0
Junk Vehicle	0	0	0
Grass/Weeds	2	1	2
Graffiti	0	1	0
Citizens Complaints Other	16	21	16
SECTION II- FIRE INVESTIGATIONS		Prior Month	Year to Date
Cases Assigned to Investigate	1	2	1
Cases Open	1	1	1
Cases Closed	0	0	0
Arrests Made	0	1	0
Illegal Burns	3	3	3
SECTION III- FIRE INSPECTIONS	Current Month	Prior Month	Year to Date
Fire Inspections Conducted	5	16	5
# of Violations	12	23	12
Re-Inspections	3	20	3
# of Violations	3	52	3
# of Inspections Not Compliant in 30 Days	0	3	0
Misc Inspections	2	2	2
Burn Permits	0	0	0
Construction Inspections	1	2	1
Plan Reviews	1	2	1
SECTION IV- PUBLIC EDUCATION	Current Month	Prior Month	Year to Date
Fire Safety Classes	0	0	0
CPR Classes	0	0	0
NIMS Training Classes	0	0	0
Other Training Classes	0	0	0
Speaking Engagements	0	1	0
# of Adults	0	25	0

Fire Marshal Monthly Activity Report November 2011

# of Children	0	0	0
Car Seat Installations	2	1	2
Smoke Detector Installations	8	1	8
Weather Radio Installations	8	0	8
SECTION V- MEETINGS	Current Month	Prior Month	Year to Date
# of Meetings Attended	21	12	21
# of Hours Spent in Meetings	31	18	31
SECTION VI- SPECIAL PROJECTS	Current Month	Prior Month	Year to Date
Currently working on multiple grant projects and working on FEMA audit for existing projects.			

PUBLIC WORKS DEPARTMENT

CITY OF LA MARQUE
PARKS DEPARTMENT MONTHLY REPORT

Dwanna Jones

2012 / January

SCHEDULED WORK

COMPLETED WORK

PARK MAINTENANCE	WK 1	WK 2	WK 3	WK 4	WK 5	DESCRIPTION OF WORK
	1/1-1/7	1/8-1/14	1/15-1/21	1/22-1/28	1/29-/31	
Bayou City Park	20	4	4	4	4	Mowed and weed-eated parks. Picked up trash
Bird Sanctuary	20	4	4	4	4	and disinfected restrooms @ Highland Bayou &
Highland Bayou Park	4	36	20	4	4	Mahan Parks
Jaycee Park	4	4	4	4	4	
Lagana Park	4	4	4	4	4	
Martin Luther King Jr. Park	20	4	4	4	4	
Mahan Park	4	4	4	4	4	
Walter Feigle Park	4	4	4	4	4	
Westlawn Park	4	4	4	12	4	
GENERAL MAINTENANCE						DESCRIPTION OF WORK
City Hall	4	4	4	4	4	Trimmed hedges @ City Hall & Library
Library	8	4	4	4	4	Mowed Fireman's Hall
Police Department	4	4	4	4	4	Picked up trash at all locations
La Marque Cemetery	4	4	4	26	16	
LM property/Aid & Guidance	4	4	4	4	4	
Bus Stops	4	4	4	4	4	
WEEKEND DUTIES						DESCRIPTION OF WORK
Highland Bayou Park	0	0	0	0	0	Check and clean restrooms before and after
						pavilion rental; empty trash barrels and check
						area for trash and debris
Weekly Total Hours	112	92	76	90	72	
Comments:						
Helped with the taking down Christmas lights. Cleaned easement at McArthur. Did curve & gutter on 1st Street						

WATER & SEWER MAINTENANCE DIVISION
ACTIVITY REPORT
TONY MCCOY

2012 / January

	WEEK 1 1/1-1/7	WEEK 2 1/8-1/14	WEEK 3 1/15-1/21	WEEK 4 1/16-1/28	WEEK 5 1/29-1/31	MONTHLY TOTALS
WATER						
Water leaks repaired	12	4	11	10	0	37
Residential Water Taps	1	0	0	0	0	1
Commercial Water Taps	0	0	0	0	0	0
Remote Read Meters Installed	0	0	0	0	0	0
Low Pressure Problems City Side	0	1	1	0	0	2
Low Pressure Problems Customer Side	3	2	3	1	0	9
Meter Boxes & Lids Replaced	0	0	1	0	0	1
Water Turned On/Off for Citizens	1	0	0	0	0	1
Rusty Water Inquires	0	0	0	0	0	0
Bad Taste/Smelly Water Inquiries	0	0	0	0	0	0
Feet of Water Mains Installed	0	0	0	0	0	0
Length & Size of Water Mains Replaced	0	0	0	0	0	0

WATER & SEWER MAINTENANCE DIVISION
ACTIVITY REPORT
TONY MCCOY

2012 / January

	WEEK 1 1/1-1/7	WEEK 2 1/8-1/14	WEEK 3 1/15-1/21	WEEK 4 1/16-1/28	WEEK 5 1/29-1/31	MONTHLY TOTALS
SEWER						
Sewer Stoppages Resolved	28	27	31	24	0	110
Sewer Lines Repaired	1	2	2	2	0	7
Sewer Lines Cleaned (LF)	0	0	516	0	0	516
Residential Sewer Taps	1	0	0	0	0	1
Commercial Sewer Taps	0	0	0	0	0	0
Clean-Out Tops Replaced	1	0	0	1	0	2
Clean-Outs Installed	0	2	0	0	0	2
Sewer Lines Installed	0	0	0	0	0	0
Feet of Sewer Main Replaced	0	0	0	0	0	0
Feet of Sewer Line T.V.'d	40	0	10	225	0	275
Manhole Repaired	0	0	0	0	3	3
Manhole Installed	0	0	0	0	0	0
Smoke Testing Done (LF)	0	0	0	0	0	0
Lines Locate, Water & Sewer	0	1	2	0	0	3
Fire Hydrants						
Fire Hydrants Installed	0	0	0	0	0	0
Fire Hydrants Repaired	0	0	0	0	0	0
Fire Hydrants Serviced	0	0	0	0	0	0
Miscellaneous						
Dress-Ups	0	0	3	0	0	3
Saw Cuts	0	0	0	0	0	0
Culverts Cleaned	1	0	0	6	0	7
Valves Replaced	0	0	0	0	0	0

TOTAL WORK ORDERS 980

SPECIAL PROJECTS

1/20 - repaired fence

1/23 - saw cut and jack hammered concrete around gas pumps at 1500 Municipal Dr.

1/24 - dug out gas pumps lines from gas tanks to the dispenser unit for testing and repairs

1/27 - pressure washed and cleaned up after water leak on Westward

PUBLIC WORKS ADMINISTRATION
ACTIVITY REPORT

Cyndi Efird

2012 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
	1/1-1/7	1/8-1/14	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
Water Leaks	9	4	11	3	3	30
Sewer Stops	18	23	23	15	5	84
Leak at Meter	1	1	0	0	0	2
Low Pressure / No Water	9	3	1	0	0	13
Dress-Ups	0	1	1	0	0	2
Billing Department	11	22	19	11	13	76
Blue Cart / Trash Pick Up	0	2	2	2	1	7
Wednesday Pick Up	6	4	3	2	0	15
Trash Pick Up	0	0	1	1	0	2
Co-Compliance	0	0	1	0	0	1
Pot Holes	1	0	1	0	0	2
Street Repair	0	1	2	1	2	6
Driveway Repair	0	0	1	2	0	3
Dirt Request	0	0	0	0	0	0
Culverts	1	4	1	2	0	8
Street Signs	0	0	1	0	0	1
Traffic Lights	0	0	2	0	0	2
Street Light Outage	0	1	1	2	1	5
Street Light Request	0	0	0	0	0	0
Director	1	8	8	2	1	20
Assistant Director	0	3	1	1	0	5
PW/Utility Dept Supervisors	7	27	15	3	10	62
City Manager	0	0	0	0	0	0
City Hall Admin Assist.	0	0	0	0	0	0
Human Resource	0	0	2	0	0	2

PUBLIC WORKS ADMINISTRATION
ACTIVITY REPORT
Cyndi Efird

2012 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
	1/1-1/7	1/8-1/14	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
City Clerk	0	0	0	1	0	1
Inspections	4	0	1	4	0	9
Animal Control	1	3	0	0	0	4
Mosquito Spray	0	0	0	0	0	0
Locates	0	1	1	0	0	2
LM's	0	5	1	1	0	7
Customer at Window	5	2	5	3	0	15
Recycling	0	1	1	0	0	2
Community Service	1	0	0	1	0	2
Gas Company	0	0	0	0	0	0
Miscellaneous Calls	15	15	7	10	6	53

1/5/21012 - attended Cemetery Board Meeting - no quorum
1/19/2012 - attended Parks Board Meeting
1/23/2012 attended Workshop for City Boards
1/24/2012 attended Texas 811 Meeting
1/27/2012 attend Olson & Olson Workshop

RIGHT-OF-WAY & ROAD MAINTENANCE DIVISION
ACTIVITY REPORT
DWANNA JONES

2012 / December		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	MONTHLY
		1-Dec	12/2-12/8	12/9-12/15	12/16-12/22	12/23-12/29	12/30-12/31	TOTALS
STREETS								
Utility Patch								0
Man Hours								0
Culverts-Linear Feet Set								0
Man Hours								0
Trimming Tree Limbs-Man Hours								0
Driveway Tie In-Man Hours								0
Traffic Sign Repair - Man Hours								0
Potholes Filled								0
Man Hours								0
Repaired Driveways								0
Man Hours								0
Grading Ditch - Linear Feet Cut								0
Man Hours								0
Mowing Man Hours								0
# of Streets Reconstructed								0
Linear Feet								0
Sweeping - Man Hours								0
Grate Repair - Man Hours								0
Weed-eat - Man Hours								0
Dress-up - Man Hours								0
Check Drains & Ditches								0
Man Hours								0
TOTAL							0	0

RIGHT-OF-WAY & ROAD MAINTENANCE DIVISION
ACTIVITY REPORT
DWANNA JONES

2012 / December

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	MONTHLY
	1-Dec	12/2-12/8	12/9-12/15	12/16-12/22	12/23-12/29	12/30-12/31	TOTALS
BFI							
Brush Letters Sent Out							0
Special Pickup's							0
Man Hours							0
Safety Meetings							0
						TOTAL	0

SPECIAL PROJECTS

WATER & WASTE WATER
ACTIVITY REPORT
Supervisor Jason Hubbell

2012 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
Utility 24	1/1-1/7	1/8-1/14	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
Rain Fall	0	3.5	0.1	0.7	0.2	4.5
Flow Total MG/D	7.812	16.971	10.181	9.782	4.104	48.85
Lb. oc CL2 used	685	1075	745	655	270	3430
Lb. of SO2 used	348	602	376	405	169	1900
Plant Man Hours	71	85	71	85	34	346
Bio Solids Removed/Tons	0	0	0	0	0	0
Raw TSS Avg. mg/1						105.7
Raw BOD tes/Avg.						75.2
Raw Total Cu Avg.mg/l						0.0258
Raw NH3-3 Avg. mg/l						21.063
Effluent CBOD test/Avg.						2
Effluent TSS Avg. mg/1						2.1
Effluent NH-3N Avg.mg/L						0.204
Raw Total CU mg/L						0.0042
Distribution System-Total						
Surface Water MG/D	16.154	15.702	15.508	14.785	6.982	69.131
Total Well Water MGD	0.001	0	0.001	0.001	0.001	0.004
Lb. of CL2 used	43	36	40	33	27	179
Lb. of Amonia Used	12	22	11	9	8	62
Total # of CL2						
Residual Samples	92	77	77	77	77	400
Number of Water						
Bacteriology Samples	15	0	0	0	0	15

WATER & WASTE WATER
ACTIVITY REPORT
Supervisor Jason Hubbell

2012 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
Utility 24	1/1-1/7	1/8-1/14	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
Collection System - Total Lift Station Pump Hours	467.6	724.9	508.6	512.4	204.7	2418.2
Man Hours Wells Station	32	32	32	32	13.5	141.5
Safety Meetings	1	0	0	0	0	1
Dead ends Flushed	0	0	0	115	0	115
Fire Hydrants Painted	0	0	0	0	0	0

CL2 = CHLORINE

MGD = MILLION GALLON DAY

SO2 = HYDROGEN SULFIDE

BOD = BIOCHEMICAL OXYGEN DEMAND

CU = COPPER

NH-3N = AMMONIA

UTILITY 26 MAINETNANCE DIVISION
ACTIVITY REPORT
Steve Gassaway

2012 / January

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
	1/1-1/7	1/8-1/14	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
PREVENTATIVE MAINTENANCE						
Lift Pumps	3	2	0	2	0	7
Valves	5	5	4	6	0	20
Electric Motors	0	0	0	0	0	0
Electric Panels	2	7	2	4	0	15
Vent Fans	0	1	0	0	0	1
Blowers	2	0	0	0	0	2
Belts	16	10	8	4	0	38
Floats	27	39	12	24	0	102
Well Sites	2	2	0	3	0	7
Clean Up or Remove Grease @ Well Sites	10	1	1	0	0	12
Troubleshoot Problems	7	10	5	2	0	24
Corrective Maintenance						
Replaced Belts	6	0	3	3	0	12
Replaced Bearings	0	0	0	0	2	2
Replaced Motors	0	0	0	0	0	0
Replaced Seals	2	2	0	0	6	10
Replaced Pumps	1	1	0	0	0	2
Replace wear Parts	1	6	0	0	4	11
Replace Valves	3	0	0	0	0	3
Replace Floats	0	0	0	0	0	0
Replace Gauges	0	0	0	0	0	0
Replace Electrical Parts	8	5	2	2	0	17
Change Oil in Pumps	8	8	7	7	2	32
Degrease & Wash Down Lift Stations	6	5	6	6	0	23
					TOTAL	340

SPECIAL PROJECTS

Removed Blue Box from rear of City Hall. Cut out 4" pipe from floor with jack hammer at the Vauthier Lift Station and installed new suction line.

EDC DEPARTMENT

City of La Marque
Monthly and Year
To Date

EDC
Month: January
Year: 2012

	CURRENT MONTH (Jan12)	CURRENT MO. PREV. YR. (Jan11)	PREV. MONTH (Dec11)	YR. TO DATE 2011	PREV. YR. TO DATE 2010
<u>Registered ShopsQA</u> <u>Businesses</u>	1	None	7	8	None

***2 promotional newspaper ads ran in January**

LIBRARY DEPARTMENT

LA MARQUE PUBLIC LIBRARY	Jan. 2012	Jan. 2011	Dec. 2011	Dec.2010	2012 YTD	2011 YTD
SERVICES						
Books Loaned	958	810	825	932	5301	3909
Audio Books Loaned	13	27	27	28	57	103
Music CDs/Cassettes Loaned	5	15	11	7	22	27
Videos/DVDs Loaned	564	470	395	502	1882	1881
Other Materials Loaned	0	1	0	1	0	3
Total Circulation Transactions	1530	1323	1,258	1470	5789	5923
Juvenile Transactions-part of total	279	n/a	245	n/a	1307	1552
Materials Used in House	504	347	165	298	1664	1517
New Patrons Registered	52	72	35	53	180	260
Reference Questions	284	329	244	289	1755	1336
Adult Programs	0	1	1	4	2	22
Attendees	0	5	2	34	8	92
Children's Programs	0	0	11	9	29	29
Attendees	0	0	242	216	614	1008
Number of Visits (Door Count)	3708	3926	4611	3568	15759	14654
Volunteer Hours	10	69	31	36.5	108	210.25
<u>INTERNET AND ELECTRONIC SERVICES</u>						
Internet Users	723	1064	646	881	2816	3816
Internet Hours	888	1263	818	1273	3415	4917
<u>RESOURCE SHARING</u>						
<u>ILL</u> borrowed from outside of Galveston Co.	5	8	14	11	47	65
<u>ISL</u> borrowed from in Galveston Co.	0	0	0	0	0	0
<u>Total ILL & ISL borrowed</u>	5	8	14	11	47	65
<u>Total ILL & ISL requests loaned</u>	0	0	0	0	0	0
Amount saved this fiscal year by patrons	\$107,254					

FINANCE DEPARTMENT

Cash, Checks, and Credit Card Deposits
for All FUNDS
The month ending December 31, 2011

	6-Jan		13-Jan		20-Jan		27-Jan		31-Jan		Total
	Cash & Checks	Credit Cards	Cash & Checks	Credit Cards	Cash & Checks	Credit Cards	Cash & Checks	Credit Cards	Cash & Checks	Credit Cards	Collections
Building & Inspections	\$ 45,637.90	\$ 265.23	40,759.30	354.75	1,145.70	190.66	2,284.25	54.59	1,009.65	-	\$ 91,702.00
Municipal Court	\$ 8,693.00	\$ 3,033.35	17,408.00	4,688.56	11,884.00	4,764.78	16,664.25	5,028.46	7,114.00	2,664.64	\$ 81,943.04
Utility Accounting	\$ 82,007.28	\$ 8,662.69	115,206.42	6,695.71	118,781.44	10,550.74	87,561.65	8,423.54	35,909.12	4,578.58	\$ 478,377.17
Library	\$ 258.61	\$ -	-	-	34.20	-	112.80	-	-	-	\$ 405.61
Police	\$ 1,339.59	\$ -	-	-	-	-	1,461.00	-	-	-	\$ 2,800.59
Fire/EMS	\$ 170.00	-	17,502.52	-	3,058.79	-	10,366.72	-	-	-	\$ 31,098.03
Medicare - Part B (Fire/EMS)	-	\$ -	-	-	-	-	-	-	-	-	\$ -
Finance & Misc Revenues	\$ 1,686.50	\$ -	4,099.38	-	115,805.75	69,305.00	54,328.87	34,597.01	213.94	-	\$ 280,036.45
Direct Deposits (State, Federal, & Franchise)	-	\$ -	-	-	-	-	-	-	-	-	\$ -
Sales Tax - State (City 75%, EDC 25%)	-	\$ -	-	244,274.73	-	-	-	-	-	-	\$ 244,274.73
Galveston County Tax Office	-	\$ 155,997.84	-	686,769.82	-	233,370.15	-	101,901.27	-	-	\$ 1,178,039.08
	\$ 139,792.88	\$ 167,959.11	\$ 194,975.62	\$ 942,783.57	\$ 250,709.88	\$ 318,181.33	\$ 172,779.54	\$ 150,004.87	\$ 44,246.71	\$ 7,243.22	\$ 2,388,676.70

City of La Marque
Budget to Actual
as of
January 31, 2012

	<u>Budget</u>	<u>YTD as of 1/31/2012</u>	<u>Benchmark 0.33%</u>	<u>YTD as of 1/31/2011</u>
<u>General Fund</u>				
Revenues:				
Property Taxes	2,503,200	725,430	28.98%	1,854,993
Sales Tax (60 day lapse in receipt)	2,395,000	369,698	15.44%	353,148
Local Tax/Franchises (Quarterly)	1,011,250	188,665	18.66%	134,958
License/Permits	223,400	53,937	24.14%	50,341
Coin Operated Machine License	155,500	152,190	97.87%	125,085
Municipal Fines & Fees	733,950	196,785	26.81%	158,989
Library Fines & Fees	4,500	1,029	22.88%	1,563
Sanitation	1,647,050	433,759	26.34%	517,157
Fire /Code Plan Review	50,500	23,007	45.56%	15,624
EMS Ambulance Fees	395,000	137,960	34.93%	136,893
Miscellaneous Fees	274,054	30,911	11.28%	12,438
Transfers In	700,175	258,048	36.85%	157,745
General Fund - Total Revenues	<u>\$10,093,579</u>	<u>2,571,421</u>	25.48%	<u>3,518,935</u>
* Note = Bulk of Property Tax expected Jan 2012, Sales Tax 60 days until receipted from State, Franchise Fees on Quarterly Basis.				
Expenditures:				
General Government Division				
City Manager	347,618	108,897	31.33%	85,693
CM - General Administration	114,675	26,166	22.82%	45,832
CM - City Council	91,478	6,251	6.83%	8,765
City Council	10,000	2,058	20.58%	2,051
Finance	398,443	114,112	28.64%	113,389
Inspection	303,608	60,868	20.05%	54,067
Judicial	329,666	88,045	26.71%	84,977
City Clerk	113,890	35,476	31.15%	30,057
Library	295,113	80,968	27.44%	96,959
Info Technology	102,758	28,041	27.29%	30,068
Fund Expenditures	180,350	44,017	24.41%	49,143
Subtotal of GGD Expenditures	<u>2,287,599</u>	<u>594,899</u>	26.01%	<u>600,999</u>

City of La Marque
Budget to Actual
as of
January 31, 2012

	<u>Budget</u>	<u>YTD as of 1/31/2012</u>	<u>Benchmark 0.33%</u>	<u>YTD as of 1/31/2011</u>
Public Safety Division				
Police	3,112,823	988,111	31.74%	1,071,445
Fire/EMS	1,815,781	566,721	31.21%	568,042
Emergency Mgmt	18,100	632	3.49%	14,393
Animal Control	73,450	0	0.00%	15,613
Fire Marshal	76,017	19,751	25.98%	30,000
Subtotal of PSD Expenditures	5,096,171	1,575,215	30.91%	1,699,493
Public Works Division				
Parks	202,011	36,132	17.89%	38,901
Shop/Service	176,113	47,533	26.99%	47,151
PW Admin	84,641	20,955	24.76%	24,979
Street	981,542	281,209	28.65%	347,275
Sanitation	1,265,500	232,002	18.33%	345,149
Subtotal of PWD Expenditures	2,709,807	617,830	22.80%	803,456
General Fund - Total Expenditures	\$10,093,577	2,787,944	27.62%	3,103,948

City of La Marque
Budget to Actual
as of
January 31, 2012

	<u>Budget</u>	<u>YTD as of 1/31/2012</u>	<u>Benchmark 0.33%</u>	<u>YTD as of 1/31/2011</u>
<u>Utility Fund</u>				
Revenues:				
Operating Revenues	4,229,100	1,092,840	25.84%	1,240,417
Other Revenues	4,700	1,627	34.63%	3,388
Transfer Ins	474,750	65,300	13.75%	92,533
Utility Fund - Total Revenues	<u>\$4,708,550</u>	<u>\$1,159,767</u>	24.63%	<u>1,336,338</u>
 * Note = Consumption down due to drought; billed for less usage.				
Expenditures:				
UB/Accounting	361,308	89,038	24.64%	95,999
Utility Line Maint	1,279,752	220,002	17.19%	212,342
Water & Sewer Operations	2,150,714	408,427	18.99%	555,565
Debt Service	46,850	22,611	48.26%	22,611
Equipment Maintenance	193,529	35,547	18.37%	52,303
Storm Water	27,600	3,476	12.60%	633
Fund Expenditures	612,940	191,551	31.25%	198,199
Utility Fund - Total Expenditures	<u>\$4,672,693</u>	<u>\$970,652</u>	20.77%	<u>1,137,653</u>

City of La Marque
Budget to Actual
as of
January 31, 2012

Intermedix Ambulance Billing - Accounts Receivable, Billings and Collections

Intermedix Billing Services

As of October 31, 2011

Aged Receivables

Current	159,894.49
30 days	90,715.28
60 days	59,481.96
90 days	83,457.43
120 days	58,353.86
150 days	86,127.10
180 days	70,040.93
210 days	3,413,889.47
Unidentified payments	<u>(2,338.91)</u>

Accts. Receivable as of 10/31/2011 \$4,019,621.61

	<u>Billed</u>	<u>Intermedix Collections</u>	<u>Direct Deposit Medicare</u>
October-11	30,336.91	10,959.18	15,714.69
November-11	38,400.41	25,409.23	9,592.22
December-11	46,653.56	37,177.36	10,499.73
January-12		28,608.03	0.00
	<u>115,390.88</u>	<u>102,153.80</u>	<u>35,806.64</u>

Per Intermedix Report (Collected Charges, Fees & Medicare Payments)

137,960.44

EMS Ambulance Fees deposited into the General Fund

137,960.44

Unidentified Variance

0.00

FINANCE DEPARTMENT

31-Jan-2012

(Includes 5 Employees = Finance Director, Accounting Clerk, Clerk/Purchasing, A/P Clerk, P/R Clerk)

CITY OF LA MARQUE

	Current December	Last Month December	Current Fiscal Year-to-date	Last Fiscal Year-to-date
DEPARTMENT INQUIRIES				
Finance Director's Office	6.75	5.5	14.75	
Walk-ins	5	2	12	
Customers by Phone	11	7.5	36.25	
MEETINGS & PRESENTATIONS		Man Hours	Man Hours	Man Hours
Meetings	24.5	21.95	82.95	
Rust-Ewing Employee Benefits	0	1.5	8	
Republic Services/Allied Waste	1.5	4.5	11	
PROFESSIONAL DEVELOPMENT		Man Hours	Man Hours	Man Hours
Workshop/Conference Attended			0	
On-Line courses completed		2	2	
In-House Training		4	29.5	
CPR Training & Certification from Fire/EMS			5	
SPECIAL PROJECTS/REPORTS		Man Hours	Man Hours	Man Hours
Purchasing Policy	12.5	18	58.5	
Bank Depository Agreement	0	3	42	
Travel/Training Form - New	1.5	4.5	6	
Health Ins by Dept for A/P	8.5	9	27	
Reconcile Life, Dental, Vision & AFLAC	6	5	11	
Refuse Monthly Breakdown for A/P	4.5	4.5	13	
Budget Reports for Depts	5	4	13	
In-House Departmental Audits	13	12	43	
Daily Bank Deposits for All Depts	56	58	233	
NSF Check worked for Collections	8.5	9.5	37	
Vendor Maintenance - W-9's	4	9	13	
Invoices Processed for A/P	80	68	331	
Budgetary Controls for A/P	24	15.5	99.5	
# of A/P checks processed	11.5	10.5	37.5	
# of P/R checks processed	48	58	226	
State & Federal P/R Reports	10	11.5	45	
TMRS Monthly Retirement Report	5.5	6.5	20	
P/R Deductions Check Runs	5	4.5	19.5	
Spreadsheet for FEMA/Firefighter Reimb.	0	8	8	
City Liens Filed with Galv County	2.5	3.5	38	

FINANCE DEPARTMENT

31-Jan-2012

(Includes 5 Employees = Finance Director, Accounting Clerk, Clerk/Purchasing, A/P Clerk, P/R Clerk)

CITY OF LA MARQUE

	Current December	Last Month December	Current Fiscal Year-to-date	Last Fiscal Year-to-date
Approving A/P for Payment	12	6.5	35.5	
Filing of A/P & Invoices in Finance	9	13	67.5	
A/P Spreadsheets for Invoices by Depts	21	20.5	47.5	
Review P/R Times Sheets for Processing	44	43	159	
ACH for Electronic Child Support Payments	4	4	8	
Approving P/R for Employees	9	8.5	29.5	
Bank Transfers for P/R	3	1	7	
Pull Reports for Workers Comp Audit	0	0	10	
Workers Comp Audit with TML	0	0	3	
Processing Purchase Orders	65	28	148	
Approval of Purchase Orders	50	8	59.5	
Close Out of Prior Fiscal Year Purchase Orders	0	10	10	
AS400 Nightly Backup and Server Cleanup	5	3	8	
Reconcile Credit Card to G/L & Bank	6	5	11	
Balance Bank Statements	9	8	33	
Reconcile Bank to General Ledger	6	6	14.5	
Journal Entry entries, edits & transactions	95	56.5	270.5	
UB Unjournalized Transactions	9.75	5.25	31	
Bank Deposits for all Departments	10	7	32.5	
Brush Truck Case Study	0	6	13.5	
EDC & PID Financials	5	6.45	15.95	
Clean City Monthly Reports	2	0.75	4	
Parks Board Monthly Reports	2	0.75	4	
Change Order Audit	3	3	10	
Change Orders for All Depts	4	6.5	17.5	
Coke Machine Deposits	2	2.5	8.5	
State Sales Tax Report	2	1	5	
Various Reports for Finance & UB	15	13	46.5	
Budget Worksheets for Various Depts	42	13	87.5	
Property Tax Reports	2.5	3.5	16	
Special City Manager/Council Projects	4	5	22.5	
Payroll Maintenance for Accounting System	4	12	24.75	
Purchasing Duties	8	1.5	9.5	
Grants for Police Department (4)	2	0.15	42.15	

FINANCE DEPARTMENT

31-Jan-2012

(Includes 5 Employees = Finance Director, Accounting Clerk, Clerk/Purchasing, A/P Clerk, P/R Clerk)

CITY OF LA MARQUE

	Current December	Last Month December	Current Fiscal Year-to-date	Last Fiscal Year-to-date
Grants for Public Works (2)	5	7	31	
SERVICE TO DEPARTMENTS	Man Hours	Man Hours	Man Hours	Man Hours
City Manager	4	5.5	17.5	
Human Resources	2	6.5	19.5	
Inspection/Code Enforcement	1	3.5	7	
Municipal Court	2	5.5	11	
Police	4	5.5	16	
Fire/EMS	5	11.5	22.75	
City Clerk	1	2.5	6.25	
Library	1.5	8.5	15.5	
Parks	1	3.25	7.25	
Shop/Service Facility	1.5	4.5	11.5	
PW Administration	1	2	3.5	
Street	3	2.25	10.25	
Information Technology	1	6.5	20.5	
Fire Marshall	2	4	9.5	
Refuse/Sanitation	15	15	48.5	
Utility Accounting	54	45.5	177.5	
Utility Line Maintenance	1.5	1.25	11.75	
Water & Sewer Operations	1.5	1.25	11.75	
Equipment Maintenance	1	2.5	7	
Storm Water	0	0	0.75	
Misc Fund Expenditure	2	3.5	9.5	

920.00

827.30

3,310.55

0

Utility Billing/Accounting Department
(Includes 2 Cashiers, 2 UB Clerks & 2 Meter Readers)

ACTIVITY REPORT

January 31, 2012

WEEK (1) 1/02-01/06	WEEK (2) 01/09-01/13	WEEK (3) 01/16-01/20	WEEK (4) 01/23-01/27	WEEK (5) 01/30-01/31	MONTHLY TOTALS
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METER ORDERS

New Connects	30	10	7	10	0	57
Disconnects	83	12	133	16	200	444
Reconnects	41	38	16	94	8	197
Finald for Non-Pay/Customer Requests	22	20	18	11	13	84
Check read meters & meter re-reads	6	1	2	1	1	11
Change Meter/Transponders	0	2	1	5	0	8
						801

** Note

REFUSE/CART ISSUES

Requests for Carts	18	5	6	6	10	45
Citizen Complaints/Concerns	5	2	3	3	5	18
						0
						0
						0
						0
						TOTAL 63
						TOTAL WORK ORDERS 864

SPECIAL PROJECTS

Balance UB & Cashier Deposits	0	0	0	0	0	0
Vacant with Consumption Accts Worked	0	0	0	0	0	0
U/B/Account Units Billed	2,299			3,343		5,642
Water Consumption Billed	15,283,500			28,468,800		43,752,300

** Note

**Note = Due to the different scheduling of Meter Readings and Actual Billing dates will never reflect the same number due to the fact we bill in arrears.

CITY MANAGER'S REPORT

FEBRUARY 27, 2012

CORRECTED CITY MANAGER'S REPORT

MARCH 9, 2012

Building and Inspections
Monthly Report
Ana Tims

Nov 2011 - Jan 2012

	January 2012	December 2011	November 2011	Fiscal Year To Date
Building Inspections				
Foundation Slab/Pier	6	8	16	30
Framing	5	13	21	39
Driveways	5	10	12	27
Building Final	4	17	10	31
Brick Ties	0	0	1	1
Sign	0	1	1	2
Deck	0	0	1	1
House leveling	0	1	1	2
Bulkhead	0	1	2	3
Pool Seal	1	0	1	2
Total	21	51	66	138

Service Inspections

Service Inspections	3	3	1	7
			Total	7

Total Building Inspections	594
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Fire Marshal Monthly Activity Report January 2012

SECTION I- CODE ENFORCEMENT	Current Month	Prior Month	Year to Date
Litter/Trash/Dumping	0	0	0
Junk Vehicle	0	0	0
Grass/Weeds	2	1	2
Graffiti	0	1	0
Citizens Complaints Other	16	21	16
SECTION II- FIRE INVESTIGATIONS		Prior Month	Year to Date
Cases Assigned to Investigate	1	2	1
Cases Open	1	1	1
Cases Closed	0	0	0
Arrests Made	0	1	0
Illegal Burns	3	3	3
SECTION III- FIRE INSPECTIONS	Current Month	Prior Month	Year to Date
Fire Inspections Conducted	5	16	5
# of Violations	12	23	12
Re-Inspections	3	20	3
# of Violations	3	52	3
# of Inspections Not Compliant in 30 Days	0	3	0
Misc Inspections	2	2	2
Burn Permits	0	0	0
Construction Inspections	1	2	1
Plan Reviews	1	2	1
SECTION IV- PUBLIC EDUCATION	Current Month	Prior Month	Year to Date
Fire Safety Classes	0	0	0
CPR Classes	0	0	0
NIMS Training Classes	0	0	0
Other Training Classes	0	0	0
Speaking Engagements	0	1	0
# of Adults	0	25	0

Fire Marshal Monthly Activity Report January 2012

# of Children	0	0	0
Car Seat Installations	2	1	2
Smoke Detector Installations	8	1	8
Weather Radio Installations	8	0	8
SECTION V- MEETINGS	Current Month	Prior Month	Year to Date
# of Meetings Attended	21	12	21
# of Hours Spent in Meetings	31	18	31
SECTION VI- SPECIAL PROJECTS	Current Month	Prior Month	Year to Date
Currently working on multiple grant projects and working on FEMA audit for existing projects.			

**ACTIVITY REPORT
TONY MCCOY**

2012 / January

	WEEK 1 1/1-1/7	WEEK 2 1/8-1/14	WEEK 3 1/15-1/21	WEEK 4 1/16-1/28	WEEK 5 1/29-1/31	MONTHLY TOTALS
SEWER						
Sewer Stoppages Resolved	28	27	31	24	0	110
Sewer Lines Repaired	1	2	2	2	0	7
Sewer Lines Cleaned (LF)	0	0	516	0	0	516
Residential Sewer Taps	1	0	0	0	0	1
Commercial Sewer Taps	0	0	0	0	0	0
Clean-Out Tops Replaced	1	0	0	1	0	2
Clean-Outs Installed	0	2	0	0	0	2
Sewer Lines Installed	0	0	0	0	0	0
Feet of Sewer Main Replaced	0	0	0	0	0	0
Feet of Sewer Line T.V.'d	40	0	10	225	0	275
Manhole Repaired	0	0	0	0	3	3
Manhole Installed	0	0	0	0	0	0
Smoke Testing Done (LF)	0	0	0	0	0	0
Lines Locate, Water & Sewer	0	1	2	0	0	3
Fire Hydrants						
Fire Hydrants Installed	0	0	0	0	0	0
Fire Hydrants Repaired	0	0	0	0	0	0
Fire Hydrants Serviced	0	0	0	0	0	0
Miscellaneous						
Dress-Ups	0	0	3	0	0	3
Saw Cuts	0	0	0	0	0	0
Culverts Cleaned	1	0	0	6	0	7
Valves Replaced	0	0	0	0	0	0
TOTAL WORK ORDERS						138
SPECIAL PROJECTS						
1/20 - repaired fence						
1/23 - saw cut and jack hammered concrete around gas pumps at 1500 Municipal Dr.						
1/24 - dug out gas pumps lines from gas tanks to the dispenser unit for testing and repairs						
1/27 - pressure washed and cleaned up after water leak on Westward						

Excluded from total below

Excluded from total below

Excluded from total below

Excluded from total below

RIGHT-OF-WAY & ROAD MAINTENANCE DIVISION
ACTIVITY REPORT
DWANNA JONES

2012 / January

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
	1/1-1/7	1/8-1/4	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
STREETS						
Utility Patch	0	0	0	0	0	0
Man Hours	0	0	0	0	0	0
Culverts-Linear Feet Set	0	36	72	20	20	148
Man Hours	0	16	36	12	12	76
Trimming Tree Limbs-Man Hours	16	8	0	24	16	64
Driveway Tie In-Man Hours	0	0	0	0	6	6
Traffic Sign Repair - Man Hours	0	0	16	0	0	16
Potholes Filled	15	7	204	282	90	598
Man Hours	8	8	48	48	16	128
Repaired Driveways	6	0	1	9	0	16
Man Hours	24	0	12	0	0	36
Grading Ditch - Linear Feet Cut	0	0	521	591	0	1112
Man Hours	0	0	36	90	0	126
Mowing Man Hours	0	0	24	48	32	104
# of Streets Reconstructed	0	0	0	0	0	0
Linear Feet	0	0	0	0	0	0
Sweeping - Man Hours	0	24	24	16	0	64
Grate Repair - Man Hours	0	0	16	0	0	16
Weed-eat - Man Hours	16	32	32	0	16	96
Dress-up - Man Hours	0	0	0	0	0	0
Check Drains & Ditches	3	89	0	19	0	111
Man Hours	48	192	0	8	0	248
TOTAL						2965

1 of 2

RIGHT-OF-WAY & ROAD MAINTENANCE DIVISION
ACTIVITY REPORT
DWANNA JONES

2012 / January

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY
	1/1-1/7	1/8-1/4	1/15-1/21	1/22-1/28	1/29-1/31	TOTALS
BFI						
Brush Letters Sent Out	0	2	0	7	0	9
Special Pickup's	0	0	0	0	0	0
Man Hours	0	4	0	4	0	8
Safety Meetings	0	1	0	0	0	1
					TOTAL	18

SPECIAL PROJECTS

Took down Christmas lights. Cleaned out cement ditches in Lee Addition. Repaired shoulder of the road on Stewart. Reset a tank on Volney for Utility Department. Community service workers picked up trash on ROW on RR Track, Holly, Delany, Fairwood, First, Grebb, Bayou, Cedar, MLK and Westward.
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FINANCE DEPARTMENT

31-Jan-2012

(Includes 5 Employees = Finance Director, Accounting Clerk, Clerk/Purchasing, A/P Clerk, P/R Clerk)

CITY OF LA MARQUE

	Current January	Last Month December	Current Fiscal Year-to-date	Last Fiscal Year-to-date
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Republic Services/Allied Waste	1.5	4.5	11	
PROFESSIONAL DEVELOPMENT		Man Hours	Man Hours	Man Hours
Workshop/Conference Attended			0	
On-Line courses completed		2	2	
In-House Training		4	29.5	
CPR Training & Certification from Fire/EMS			5	
SPECIAL PROJECTS/REPORTS		Man Hours	Man Hours	Man Hours
Purchasing Policy	12.5	18	58.5	
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State & Federal P/R Reports	10	11.5	45	
TMRS Monthly Retirement Report	5.5	6.5	20	
P/R Deductions Check Runs	5	4.5	19.5	
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FINANCE DEPARTMENT

31-Jan-2012

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CITY OF LA MARQUE

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ACH for Electronic Child Support Payments	4	4	8	
Approving P/R for Employees	9	8.5	29.5	
Bank Transfers for P/R	3	1	7	
Pull Reports for Workers Comp Audit	0	0	10	
Workers Comp Audit with TML	0	0	3	
Processing Purchase Orders	65	28	148	
Approval of Purchase Orders	50	8	59.5	
Close Out of Prior Fiscal Year Purchase Orders	0	10	10	
AS400 Nightly Backup and Server Cleanup	5	3	8	
Reconcile Credit Card to G/L & Bank	6	5	11	
Balance Bank Statements	9	8	33	
Reconcile Bank to General Ledger	6	6	14.5	
Journal Entry entries, edits & transactions	95	56.5	270.5	
UB Unjournalized Transactions	9.75	5.25	31	
Bank Deposits for all Departments	10	7	32.5	
Brush Truck Case Study	0	6	13.5	
EDC & PID Financials	5	6.45	15.95	
Clean City Monthly Reports	2	0.75	4	
Parks Board Monthly Reports	2	0.75	4	
Change Order Audit	3	3	10	
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Coke Machine Deposits	2	2.5	8.5	
State Sales Tax Report	2	1	5	
Various Reports for Finance & UB	15	13	46.5	
Budget Worksheets for Various Depts	42	13	87.5	
Property Tax Reports	2.5	3.5	16	
Special City Manager/Council Projects	4	5	22.5	
Payroll Maintenance for Accounting System	4	12	24.75	
Purchasing Duties	8	1.5	9.5	
Grants for Police Department (4)	2	0.15	42.15	

FINANCE DEPARTMENT

31-Jan-2012

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CITY OF LA MARQUE

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Grants for Public Works (2)	5	7	31	
SERVICE TO DEPARTMENTS	Man Hours	Man Hours	Man Hours	Man Hours
City Manager	4	5.5	17.5	
Human Resources	2	6.5	19.5	
Inspection/Code Enforcement	1	3.5	7	
Municipal Court	2	5.5	11	
Police	4	5.5	16	
Fire/EMS	5	11.5	22.75	
City Clerk	1	2.5	6.25	
Library	1.5	8.5	15.5	
Parks	1	3.25	7.25	
Shop/Service Facility	1.5	4.5	11.5	
PW Administration	1	2	3.5	
Street	3	2.25	10.25	
Information Technology	1	6.5	20.5	
Fire Marshall	2	4	9.5	
Refuse/Sanitation	15	15	48.5	
Utility Accounting	54	45.5	177.5	
Utility Line Maintenance	1.5	1.25	11.75	
Water & Sewer Operations	1.5	1.25	11.75	
Equipment Maintenance	1	2.5	7	
Storm Water	0	0	0.75	
Misc Fund Expenditure	2	3.5	9.5	
	920.00	827.30	3,310.55	0