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409.938.9202

Mayor Bobby Hocking
Mayor Pro- Tem Keith Bell- District A
Councilmember Chris Lane- District B
Councilmember Connie Trube- District C
Councilmember Clent Brown- District D

****

OFFICIALLY POSTED ON THE WEB:
DATE: **2.19.15** TIME: **4:30 p.m.**

ORDINANCE O-2015-003
RESOLUTION R-2015-004

AGENDA

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a Regular Meeting on Monday, February 23, 2015 at 6:00 p.m. at 1109-B Bayou Road for the purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

(2) ROLL CALL

(3) INVOCATION AND PLEDGE OF ALLEGIANCE

(4) MINUTES

a. Minutes of Regular Meeting of February 9, 2015

(5) PRESENTATION

a. Introduction of new employee- Library Director Amy Miller

(6) 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.

(7) NEW BUSINESS

a. Discussion/possible action regarding the Quarterly Investment Report – Fourth Quarter – Finance Director S. Kou

b. Discussion/possible action regarding a Memorandum of Understanding (MOU) between College of the Mainland and the City of La Marque – Police Chief V. King

c. Discussion/possible action regarding Resolution No. **R-2015-004**, authorizing the Mayor to

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sign the "Joint Resolution" with Galveston County Emergency Management – Mayor Hocking

d. Discussion/possible action regarding adopting Ordinance No. **O-2015-003**, amending the City of La Marque 2014-2015 Budget for Year-End encumbrances, personnel, and related Capital outlays by increasing certain expenditures, and increasing certain revenues to individual budget accounts in certain funds as set forth in attached Exhibit "A" of the said Ordinance ***THIS IS THE FIRST READING***

e. Discussion/possible action authorizing the City Manager to fund the IT Tech I position, as established by City Council workshop session for FY 2014-2015 – City Manager C. Buttler

(8) CITY MANAGER'S REPORT

- **Development Services**
- **Police Department**
- **Fire Department**
- **Library**
- **Transit Reports**
- **Public Works**
- **Animal Services**

(9) EXECUTIVE SESSION

The City Council for the City of La Marque, Texas reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized the Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development)

(10) REQUESTS AND ANNOUNCEMENTS

Requests by Mayor and Council Members for items to be placed on future City Council agendas and announcements on city events/community interests TEX. GOV'T CODE §551.415. (b), "items of community interest" includes:

(1) expressions of thanks, congratulations, or condolence;

(2) information regarding holiday schedules;

(3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;

(4) a reminder about an upcoming event organized or sponsored by the governing body;

(5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and

(6) announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after the posting of the agenda.

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(11) ADJOURNMENT

CERTIFICATION:
I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before February 19, 2015 before 5:00 p.m.

_____
Robin Eldridge, TRMC
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) 938-9259, or Fax (409) 935-0401, or e-mail cityclerk@cityoflamarque.org for further information.

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City of La Marque
Regular Minutes
February 9, 2015

Minutes of the Regular Meeting of the City Council of the City of La Marque, Texas that was conducted on Monday, February 9, 2015 at 6:00 p.m. at 1109-B Bayou Road for purpose of considering the following agenda:

(1) Mayor Hocking called the meeting to order at 6:00 pm.

(2) ROLL CALL

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

City Manager Buttler
City Attorney Ortego
City Clerk Eldridge

(3) INVOCATION AND PLEDGE OF ALLEGIANCE
Mayor Pro Tem Bell dispensed the invocation and led the Pledge of Allegiance.

(4) PRESENTATION – Mayor Hocking read a Proclamation in observance of Black History Month and reported that it will stay on display throughout the month of February at the La Marque Library

(5) MINUTES
a. City Council Regular Meeting Minutes of January 26, 2015 and the Workshop Meeting Minutes of January 26, 2015
** Councilmember Trube made a motion to approve the City Council Regular Meeting Minutes of January 26, 2015 and the Workshop Meeting Minutes of January 26, 2015
** Councilmember Brown seconded the motion. **MOTION CARRIED UNANIMOUSLY.**

(6) CITIZEN'S PARTICIPATION
a. Geraldine Sam asked for the support to La Marque ISD. "If the La Marque School District closes, the economic effect that it will have on the City will be tremendous." She then asked if the City could write a letter of recommendation in support of LMISD. She asked for a police presence in front of the school on Bayou for one hour in the morning and one hour in the afternoon, during the arrival and dismissal times of the school children.

(7) PUBLIC HEARING NEW BUSINESS

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a. Conduct Public Hearing to hear public input on the recommendation of the Planning and Zoning Commission to adopt Ordinance No. **O-2015-002** regarding the recommendation of Planning & Zoning Commission to approve the abandonment of Tract Two, a tract of land out of a portion of Prune Street 80 foot wide right of way lying South of Block 49 and that portion of Block 50 lying East of the G.H. & H. railroad right of way and North of Block 56, all in Subdivision "K" of the COOK AND STEWART SUBDIVISION, a subdivision in Galveston, County, Texas, according to the map or plat thereof recorded in Volume 81, Page 526 in the Office of the County Clerk of Galveston County, Texas

Mayor recessed the Regular Meeting and called the Public Hearing at 6:09 p.m.

No one spoke for or against the abandonment.

Mayor closed the Public Hearing and reconvened the Regular Meeting at 6:10 p.m.

(8) OLD BUSINESS

a. Discussion/possible action adopting Ordinance No. **O-2015-002** regarding the recommendation of Planning & Zoning Commission to approve the abandonment of Tract Two, a tract of land out of a portion of Prune Street 80 foot wide right of way lying South of Block 49 and that portion of Block 50 lying East of the G.H. & H. railroad right of way and North of Block 56, all in Subdivision "K" of the COOK AND STEWART SUBDIVISION, a subdivision in Galveston, County, Texas, according to the map or plat thereof recorded in Volume 81, Page 526 in the Office of the County Clerk of Galveston County, Texas **THIS IS THE SECOND AND FINAL READING.**

** Councilmember Trube made a motion to adopt Ordinance No. O-2015-002.
** Councilmember Lane seconded the motion.
** Councilmember Brown spoke in favor of the abandonment and said that it was in his district. **MOTION CARRIED UNANIMOUSLY**.

(9) NEW BUSINESS

a. Discussion/possible action regarding an appointment of a member to City of La Marque Boards and Commissions (Economic Development Corporation)

** Councilmember Brown requested that the appointment from District "D" be Louis McGaffey to the Economic Development Corporation Board.

b. Discussion/possible action adopting Resolution No. **R-2015-003** regarding the submission of a Texas Community Development Grant Program application to the Texas Department of Agriculture authorizing the Mayor to act as the City's Executive Officer and authorized representative in all matters pertaining to the City's participation in the Texas CDBG Program

City Manager Carol Buttler said that this item is related to some information that was discussed in the last Council workshop and referred to David Baker of Public Management to explain in more detail.

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David Baker explained that the City had been participating in the CDBG programs for the past twenty years and were successful in receiving grants seven or eight times.

Councilmember Trube asked, "If this grant is not going to be awarded until 2015-2016, why are we doing this now?"

Mr. Baker said that February 27th was the deadline for submitting the grant application. He further explained the time frame for submitting, receiving and the process of the grant application through the Department of Agriculture.

Ms. Buttler commented, "We are only asking permission to apply for the grant. We are under no obligation at this point."

Public Works Director Les Rumburg added, "If we receive the grant, our match of $35,000.00 would essentially be used toward our commitment to the SSO program, which is money we would obligate anyway."

Councilmember Bell added that in the previous Council Workshop, it was discussed that if the funds were not available, the City could also have an "in-kind" option, to secure the match.

** Councilmember Bell made a motion to adopt Resolution No. **R-2015-003** regarding the submission of a Texas Community Development Grant Program application to the Texas Department of Agriculture authorizing the Mayor to act as the City's Executive Officer and authorized representative in all matters pertaining to the City's participation in the Texas CDBG Program.

** Councilmember Lane seconded. **MOTION CARRIED UNANIMOUSLY.**

(10) CITY MANAGER'S REPORT

- **Development Services**
- **Judicial**
- **Police Department**
- **Fire Department**
- **Public Works**
- **Library**
- **Financials**

Councilmember Trube referred to page number 51, operation in the Fire Department on the in-house repairs to the antique fire truck, page 55, asked why the open air market item was tabled, it was her understanding that it was ready to go. A policy was to be presented as an exhibit to the ordinance and had never come back. Asked for costs and to review the handbook. Asked why the schedule of cleaning the ditches began with A and B Districts, when districts C and D ditches

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flood the worst; community service workers working on railroad mowing was questioned, she said they should be working off their community service by helping the City, since that is where they owe the money to. Telephones not being answered; page 62, asked if there was a timeline as to when the ordinance would come to be reviewed on synthetic marijuana; they are still conducting research; page 90, asked about the $39,311.39 difference (it was coded in the wrong fund) and will be recoded.

Councilmember Lane asked about the TAP program status. They are moving forward, as per Chief of Police.

Councilmember Bell asked if she had changed the format of the report, said that it seemed to be more detailed and chronologically inline. Referred to page 71, a report on officer's activities, the line item "miscellaneous", these are calls relating to not crime driven, a request or a response to a special assignment, or a meeting with a citizen and interactions as part of the community policing plan.

Mayor Hocking commented, "We really need to up our game on Chanel 16 and asked for Council's support in this area."

(11) REQUESTS AND ANNOUNCMENTS
Councilmember Brown wished all a Happy Valentines. Expressed his concerns with the LMISD. Councilmember Trube thanked all for attending; and wished all to have a Happy Valentine's Day.

Councilmember Bell echoed Ms. Trubes' comments, Happy Valentines to everyone and that we are having problems with Channel 16. "Hopefully we can give the City Manager the tools that she needs. There is an IT person to soon come on board, maybe they can come on a little sooner. We all know the plight that our school district is in and we should all be praying for our children since it is their futures that lie in the balance."

Mayor Hocking concurred with the rest of City Council and sent a Happy Birthday wish to his former Little League coach, Mr. Sparky Sparks. "I want to correct the rumor that is going around, the City of La Marque is not now nor will it ever be taken over by any other City."

(12) EXECUTIVE SESSION – there was no Executive Session

(13) ADJOURNMENT
Councilmember Bell made a motion to adjourn the meeting at 6:41 p.m. Councilmember Trube seconded. **MOTION CARRIED UNANIMOUSLY.**

_____
Bobby Hocking, Mayor

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Robin Eldridge, TRMC
City Clerk

CITY COUNCIL AGENDA FORM

Meeting Date: 2/23/15 Agenda item: 7a

Prepared by: Suzy Kou Reviewed by: *Carol Buttler*

Department: Finance

AGENDA ITEM DESCRIPTION: Discussion/possible action to accept the Quarterly Investment Report for Fourth Quarter 2014.

[X] **Attachments for Reference**

- **Investment Report for fourth quarter 2014**

Staff Briefing: Per Public Funds Investment Act, we are required to submit quarterly investment reports to Council for acknowledgement purposes.

History:

Target Implementation:

Significant Action Dates:

Action:

[ ] Ordinance
[ ] Resolution
[ ] Proclamation
[ ] Special Presentation
[X] Finance Report
[ ] Public Hearing
[ ] Other

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

Staff's Recommended Motion: Motion to accept City of La Marque's Quarterly Investment report for Fourth Quarter 2014.

Fiscal Impact: N/A

City of La Marque, Texas

Quarter Ended 12/31/14

Detailed Holdings

TexPool Rate:	0.0418
Logic Rate:	0.0974
DWS	0.0300

Fund	Description	Type	CUSIP	Coupon	Settlement Date	Maturity Date	Par Value	Purch Price	Purch Cost	Book Value	Mkt Price	Mkt Value	Days to Mat	YTM
General Fund	Logic	LGIP		0.0974			507,899.90	100.000	507,899.90	507,899.90	100.000	507,899.90	1	0.0974
General Fund	TexPool	LGIP		0.0418			971,190.54	100.000	971,190.54	971,190.54	100.000	971,190.54	1	0.0418
General Fund	DWS	MMKT		0.0300			573,332.08	101.000	573,332.08	573,332.08	100.000	573,332.08	1	0.0300
Utility Fund	Logic	LGIP		0.0974			1,587,054.66	100.000	1,587,054.66	1,587,054.66	100.000	1,587,054.66	1	0.0974
Utility Fund	TexPool	LGIP		0.0418			2,128,575.97	100.000	2,128,575.97	2,128,575.97	100.000	2,128,575.97	1	0.0418
Utility Fund	DWS	MMKT		0.0300			-	100.000	-	-	100.000	-	1	0.0300
Utility Fund	Logic	LGIP		0.0974			5,689.77	100.000	5,689.77	5,689.77	100.000	5,689.77	1	0.0974
Utility Fund	TexPool	LGIP		0.0418			4,473.43	100.000	4,473.43	4,473.43	100.000	4,473.43	1	0.0418
Utility Fund	DWS	MMKT		0.0300			-	100.000	-	-	100.000	-	1	0.0300
Replacement Fund	Logic	LGIP		0.0974			697,358.27	100.000	697,358.27	697,358.27	100.000	697,358.27	1	0.0974
Replacement Fund	TexPool	LGIP		0.0418			141,269.72	100.000	141,269.72	141,269.72	100.000	141,269.72	1	0.0418
Replacement Fund	DWS	MMKT		0.0300			-	100.000	-	-	100.000	-	1	0.0300
Hotel Motel Fund	Logic	LGIP		0.0974			1,046,870.03	100.000	1,046,870.03	1,046,870.03	100.000	1,046,870.03	1	0.0418
Hotel Motel Fund	TexPool	LGIP		0.0418			62,947.63	100.000	62,947.63	62,947.63	100.000	62,947.63	1	0.0418
Hotel Motel Fund	DWS	MMKT		0.0300			-	100.000	-	-	100.000	-	1	0.0300
Debt Service	Logic	LGIP		0.0974			531,871.62	100.000	531,871.62	531,871.62	100.000	531,871.62	1	0.0418
Debt Service	TexPool	LGIP		0.0418			304,578.96	100.000	304,578.96	304,578.96	100.000	304,578.96	1	0.0418
Debt Service	DWS	MMKT		0.0300			-	100.000	-	-	100.000	-	1	0.0300
LM EDC Operating	Logic	LGIP		0.0974			1,572,668.24	100.000	1,572,668.24	1,572,668.24	100.000	1,572,668.24	1	0.0418
LM EDC Operating	TexPool	LGIP		0.0418			1,989,817.78	100.000	1,989,817.78	1,989,817.78	100.000	1,989,817.78	1	0.0418
LM EDC Operating	DWS	MMKT		0.0300			265.93	100.000	265.93	265.93	100.000	265.93	1	0.0300
LM EDC Operating	Money Market	MMKT		0.1500			35,725.85	100.000	35,725.85	35,725.85	100.000	35,725.85	1	0.1500
LM EDC Operating	Texas First	CD	5177	0.2000	11/27/2014	11/27/2015	200,801.22	100.000	200,801.22	200,801.22	100.000	200,801.22	331	0.2000
LM EDC Operating	Moody Bank	CD	1835	0.6000	08/24/2014	08/24/2015	100,000.00	100.000	100,000.00	100,000.00	100.000	100,000.00	236	0.6000
LM EDC Operating	Moody Bank	CD	4478	0.6000	08/27/2014	08/27/2015	100,000.00	100.000	100,000.00	100,000.00	100.000	100,000.00	239	0.6000
1998 TWDB Sewer Rehab	DWS	MMKT		0.0300			155,403.04	100.000	155,403.04	155,403.04	100.000	155,403.04	1	0.0300
2005 CO	TexPool	LGIP		0.0418			505,374.24	100.000	505,374.24	505,374.24	100.000	505,374.24	1	0.0974
2007 CO	TexPool	LGIP		0.0418			761,422.61	100.000	761,422.61	761,422.61	100.000	761,422.61	1	0.0974
							13,984,591.48		**13,984,591.48**	**13,984,591.48**		**13,984,591.48**	**9**	**0.0679**

I certified that the Quarterly Investment Report represents the investment position of City of La Marque as of September 30, 2014 to the best of my knowledge and all investments under the City's control have been and are in compliance wit
the Texas Public Funds Investment Act and the City's Investment Policy as adopted by City Council.

Investment Officer, CPFIM

City of La Marque, Texas

Quarter ended 12/31/14

Summary Data

Type Breakdown:	Book Value	Percent	Wtd Avg Mat	Wtd Avg Yield
LGIP	12,819,063.36	91.67%	1	0.059
MMKT	764,726.90	5.47%	1	0.036
CD	400,801.22	2.87%	284	0.400
	13,984,591.48	**100.00%**	**9**	**0.068**

Issuer Breakdown:	Book Value	Percent	Wtd Avg Mat	Wtd Avg Yield
Texas First	200,801.22	1.44%	331	0.200
Moody Bank	200,000.00	1.43%	238	0.600
Money Market	35,725.85	0.26%	1	0.150
DWS	729,001.05	5.21%	1	0.030
Logic	5,949,412.49	42.54%	1	0.068
TexPool	6,869,650.87	49.12%	1	0.052
	13,984,591.48	**100.00%**	**9**	**0.068**

Fund Breakdown:	Book Value	Percent	Wtd Avg Mat	Wtd Avg Yield
General Fund	2,052,422.52	14.68%	1	0.052
Utility Fund	3,715,630.62	26.57%	1	0.066
Utility Fund (Restricted)	10,163.20	0.07%	1	0.073
Replacement Fund	838,627.99	6.00%	1	0.088
Capital Projects Fund	1,422,199.89	10.17%	1	0.090
Hotel Motel Fund	1,109,817.67	7.94%	1	0.042
Debt Service Fund	836,450.57	5.98%	1	0.042
LM EDC	3,999,279.02	28.60%	29	0.079
	13,984,591.48	**100.00%**	**9**	**0.068**

Maturity Breakdown:	Book Value	Percent
Less Than 90 Days	13,583,790.26	97.13%
90 to 180 Days	-	0.00%
181 to 365 Days	400,801.22	2.87%
More Than 365 Days	-	0.00%
	13,984,591.48	**100.00%**

City of La Marque, Texas

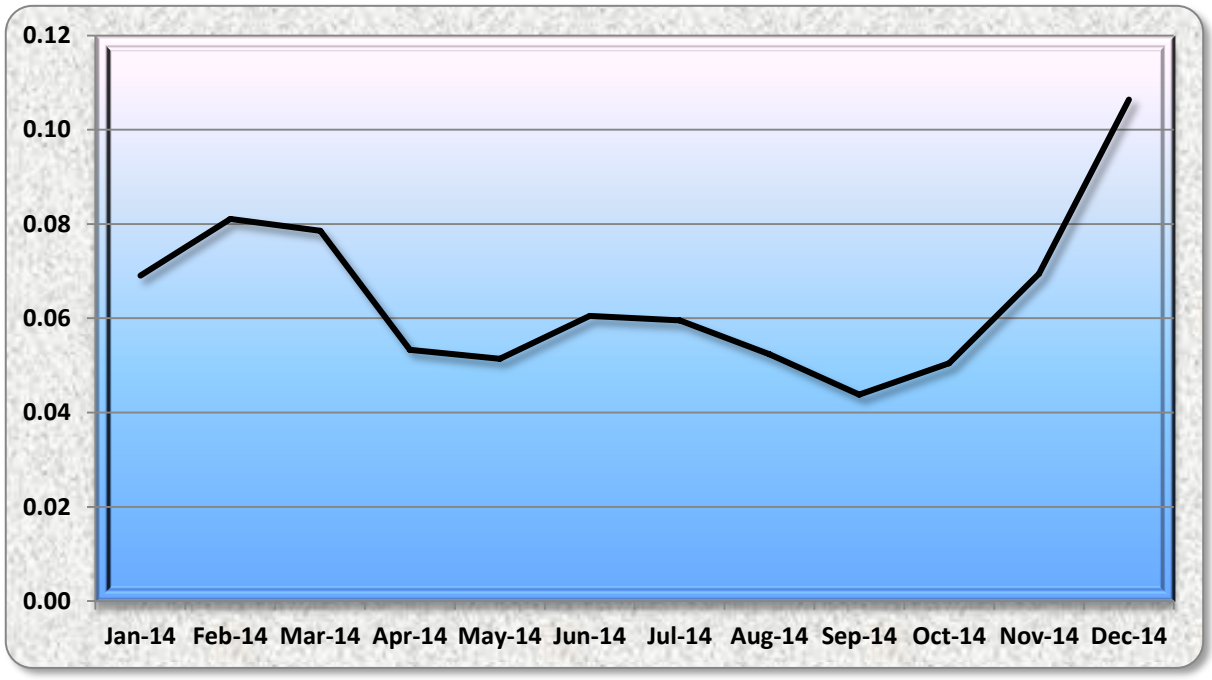
Summary Investment Report

For Period Ended 12/31/2014

Total Portfolio Summary			
	Current Month 12/31/2014	Prior Quarter 09/30/2014	Change From Prior
Book Value	13,984,591	11,341,680	2,642,911
Market Value	13,984,591	11,341,680	2,642,911
Market Value%	100.00%	100.00%	0.00%
Weighted Average Maturity - Days	9 days	8 days	1 days
Weighted Average Yield	0.07%	0.06%	0.01%

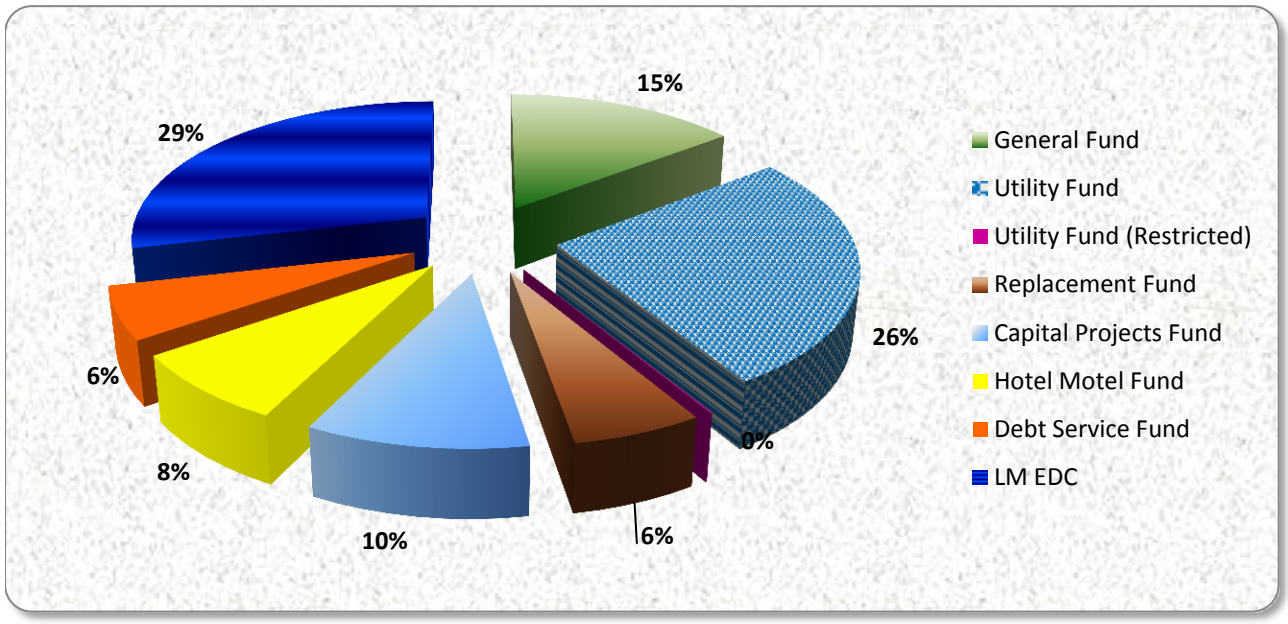
Portfolio Performance Summary		
Beginning Book Value	11,341,680	
Beginning Market Value	11,341,680	
Beginning WAM	8 days	*Liquidity measurement*
Ending Book Value	13,984,591	
Ending Market Value	13,984,591	
Change in market value	2,642,911	*Volatility measurement*
Ending WAM	9 days	*Liquidity measurement*
Period Average Yield	**0.07%**	
Period Average Benchmark	**0.08%**	

6-Month T-Bill Historical Trend



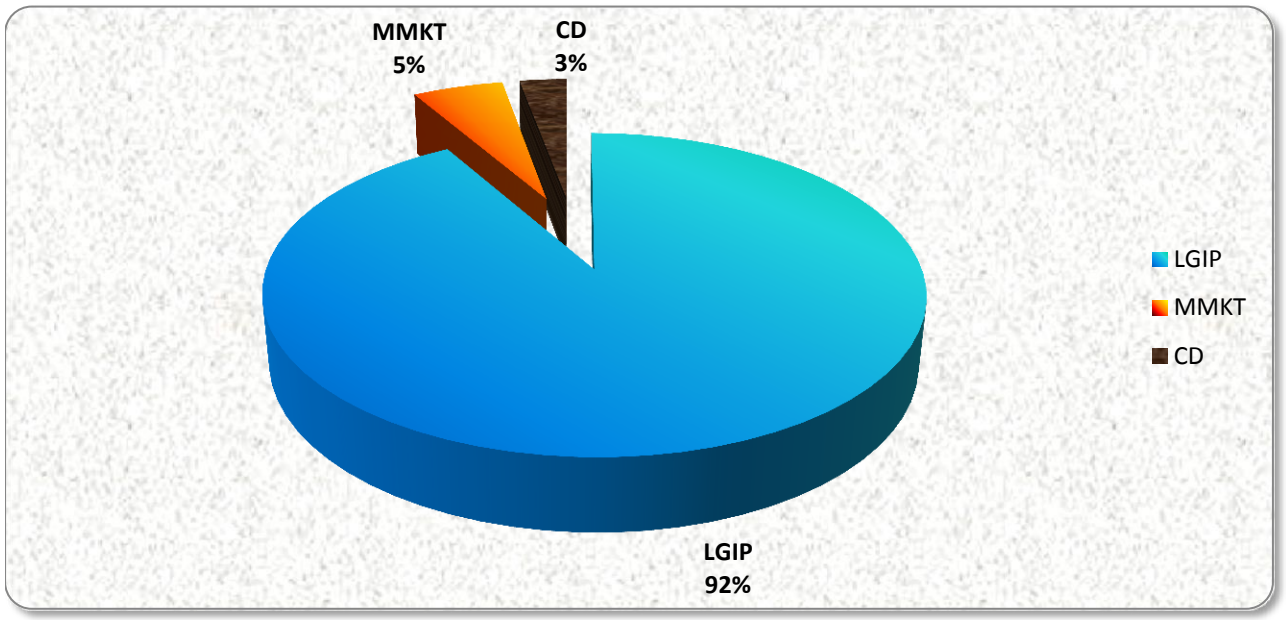
Investment Portfolio by Funds

As of 12/31/2014



Investment Portfolio by Types

As of 12/31/2014



CITY COUNCIL AGENDA FORM

Meeting Date: **February 23, 2015** Agenda item: **7b**
Prepared by: **Charlene Warren** Reviewed by: *Carol Buttler*
Department: **Emergency Mgmt.**

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding authorizing the Mayor to enter into an Emergency Management Memorandum of Understanding (MOU) with College of the Mainland.

[X] **Attachments for reference**
1. Emergency Management Memorandum of Understanding

Staff Briefing:

- The City is subject to danger and damage from hurricanes, tornadoes, high winds, hazardous material incidents, and other acts of nature, accident, or terrorism, and utilizes an all-hazards approach to emergency management.
- The purpose of this Memorandum of Understanding (MO) is to establish a formal working mutual aid relationship between the City and College of the Mainland.
- This agreement would allow both entities to share data and information to support planning, response, recovery, mitigation, and other operational programs.
- This agreement would provide enhanced Emergency Management program capabilities for protecting public health and safety, preserving and safeguarding property and the environment, all of which are the foundation of emergency management.
- City Attorney has reviewed and approved

History: There is no previous formal emergency management agreement with College of the Mainland.

Target Implementation: February 23, 2015

Significant Action Dates: February 23, 2015

Action:

[ ] Ordinance
[ ] Resolution
[ ] Special Presentation
[ ] Proclamation
[ ] Finance Report
[ ] Public Hearing
[√] Memorandum of Understanding

Cost Details:	
Budgeted	N/A
Actual Bid	N/A
Estimated Expenditure	**N/A**
Acct. Name(s)	N/A
Line Items #	N/A
Other Funding	N/A

[√] Mark if this item does not conflict with any Resolution, Ordinance or City Charter

Staff's Recommendation: Motion to authorize the Mayor to enter into an Emergency Management Memorandum of Understanding (MOU) with College of the Mainland.

Fiscal Impact: **None**

Emergency Management Memorandum of Understanding (MOU)
between College of the Mainland and the City of La Marque

College of the Mainland (the College) and the City of La Marque (the City) are subject to danger and damage from hurricanes, tornadoes, high winds, lightning, hazardous material incidents and other act of nature, accident, or terrorism. The College and the City recognize the need to maintain strong coordination at a level that ensures efficient and effective use of all available resources, consistent with the principles of each entity. This Emergency Management Memorandum of Understanding (MOU) establishes a formal working mutual-aid relationship between the City and the College in support of Emergency Management planning, response, recovery and mitigation programs.

Both the College and the City agree to establish and maintain a relationship and to hold periodic partnership meetings to focus on identifying and assessing an all hazards approach to emergency management, particularly as they relate to the College of the Mainland and the City of La Marque.

Both parties agree, but are not limited to the following:

- Cooperate in all areas of mutual interest as it relates to Emergency Management: sharing data and information regarding planning, response, recovery, and other operational support programs;
- Enhance and maximize Emergency Management program capabilities of both participants for the purpose of protecting the public health and safety, and to preserve and safeguard property and the environment;
- Provide a rapid coordinated and effective response with full utilization of all resources of both participant jurisdictions, including any resources on hand or available that are essential to the safety, care and welfare of those impacted in the event of an emergency or disaster declared by the jurisdiction.
- Appoint an individual representative to serve as a point of contact for each jurisdiction for matters relevant to this MOU.

This MOU becomes effective on the date of execution and shall remain in effect unless terminated by written notification by either jurisdiction to the other. This MOU may be amended by written mutual agreement.

This Memorandum of Understanding is hereby approved and accepted by the College of the Mainland and the City of La Marque.

_____	_____
Dr. Beth Lewis	Bobby Hocking
President	Mayor
College of the Mainland	City of La Marque
Date: _____	Date: _____

CITY COUNCIL AGENDA FORM

Meeting Date: February 23, 2015 | Agenda item: 7c
Prepared by: Chief Vicki King | Reviewed by: *Carol Buttler*
Department: Emergency Management

AGENDA ITEM DESCRIPTION: Discussion/possible action adopting Resolution No. **R-2015-004**, authorizing the Mayor to sign the "Joint Resolution" with Galveston County Emergency Management

☑ **Attachments for reference**

1. Proposed Resolution (2015-004)
2. Resolution 1164
3. Resolution (2014-0022) signed September 2014
4. Email sent by Galveston County

Staff Briefing:

- The City of La Marque has chosen to fall under the Galveston County Emergency Management Plan relating to emergency operations; consequently, Joint Resolution Number 1164 (dated July 25, 2011) was the agreement that solidified this protocol.
- Both attached resolutions (2014-0022 and 2015-004) are essentially identical; however, in the revised version, additions include the City Officials' names and date of execution; and the sentence that reads "Upon motion duly made, seconded and passed by each Party hereto, the forgoing is HEREBY RESOLVED."

History:

- The City of La Marque has worked harmoniously with Galveston County relating to emergency management operations and desires to continue with this relationship.
- Consequently, this revised joint resolution is indeed in the best interest of our jurisdiction.

Target Implementation: February 23, 2015

Significant Action Dates:
September 9, 2014 – Joint Resolution approved at the Regular City Council meeting.
February 6, 2015 – Received an email from Galveston County, informing the City that their Legal Department had made a few minor additions to the Resolution, which would exclude any ambiguity as to when the resolution is passed and signed by each entity.

CITY COUNCIL AGENDA FORM

Action:

[ ]	Ordinance	[X]	Resolution
[ ]	Proclamation	[ ]	Special Presentation
[ ]	Finance Report	[ ]	Public Hearing
[ ]	Other		

[X] Check box if there is no conflict with City Charter, ordinances, resolutions, or policies.

Cost Details:	
Budgeted	N/A
Actual Bid	
Estimated Expenditure	N/A N/A
Acct. Name	
Line Items #	
Other Funding	

Staff's Recommendation: Motion to adopt Resolution No. **R-2015-004**, authorizing the Mayor to sign the "Joint Resolution" with Galveston County Emergency Management.

Fiscal Impact: N/A

County of Galveston §
§
State of Texas §

Resolution No. R-0015-004

Joint Resolution Establishing and Continuing
Interjurisdictional Emergency Management Plan

Whereas, the City of La Marque, by City Ordinance No. 660 and Galveston County, by Commissioners Court Order dated July 22, 2002, have established similar programs of comprehensive emergency management which include the mitigation, preparedness, response, and recovery phases of emergency management;

Whereas, the City of La Marque (City) and Galveston County (County) **FIND** that vulnerability to many potential hazards is shared by residents of the City and the unincorporated portions of the County;

Whereas, the City and the County **FIND** that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County;

Whereas, the action herein is authorized by the aforementioned Ordinance and Order and any subsequent Ordinances and Orders amending such authorizations, if any; and

Whereas, the action herein is authorized by the Texas Disaster Act of 1975, which is codified as Chapter 418 of the Texas Government Code, including without limitation Sections 418.103, 418.104, 418.105, 418.106, and/or 418.107 of the Government Code:

Now Therefore, it is hereby RESOLVED, that the Galveston County emergency management organization previously established is hereby CONTINUED, which shall continue to consist of the officers and employees of the City and of the County as designated in the interjurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify;

It is Further RESOLVED, that the Mayor of La Marque shall appoint an Emergency Management Coordinator to coordinate all aspects of the Galveston County program of comprehensive emergency management that relate to the City, including the preparation and maintenance of the interjurisdictional emergency management plan for the City and the County; and

It is Further RESOLVED, that this Joint Resolution shall remain in effect indefinitely, unless and until amended or repealed by subsequent ordinance or order, as the case may be, of the City and the County.

IT IS HEREBY RESOLVED, by the City Council of the City of La Marque, on this, the _____ day of February, 2015.

Upon motion duly made, seconded and passed by each party hereto, the forgoing instrument is HEREBY RESOLVED

Bobby Hocking, Mayor	Mark Henry, County Judge
City of La Marque, Texas	Galveston County, Texas

Date of Execution:

_____

Date of Execution:

_____

ATTEST:

_____
City Secretary

_____
County Clerk

JOINT RESOLUTION NUMBER 1164

WHEREAS, the City of La Marque by City Ordinance No. 660 and Galveston County by Commissioners Court order dated March 20, 1997, have established similar programs of comprehensive emergency management which includes the mitigation, preparedness, response and recovery phases of emergency management; and

WHEREAS, the City and County find the vulnerability to many potential hazards is shared by residents of La Marque and the unincorporated portions of Galveston County; and

WHEREAS, the City and County further find that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County; and

WHEREAS, the contemplated action is specifically authorized by the aforementioned Ordinance and Court Order.

NOW, THEREFORE, BE IT RESOLVED that there is hereby established the Galveston County emergency management organization which shall consist of the officers and employees of the City and of the County as designated in an interjurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify, and

BE IT FURTHER RESOLVED that the Mayor of La Marque shall appoint an Emergency Management Coordinator to coordinate all aspects of the Galveston County program of comprehensive emergency management that relate to the City, including the preparation and maintenance of an interjurisdictional emergency management plan for La Marque and Galveston County in accordance with this resolution.

BE IT FURTHER RESOLVED that this joint resolution will be revised and resubmitted every two years to be in compliance with the election of new mayors.

RESOLVED this the 25th **day of** July **, 2011.**

Bobby Hocking, Mayor
City of La Marque

Mark Henry, County Judge
County of Galveston

ATTEST:

Martha Hocking, Attorney
City Secretary

Dwight D. Sullivan
County Clerk

County of Galveston §
§
State of Texas §

Resolution No. R-0014-0022
Joint Resolution Establishing and Continuing
Interjurisdictional Emergency Management Plan

Whereas, the City of La Marque, by City Ordinance No. 660 and Galveston County, by Commissioners Court Order dated July 22, 2002, have established similar programs of comprehensive emergency management which include the mitigation, preparedness, response, and recovery phases of emergency management;

Whereas, the City of La Marque (City) and Galveston County (County) **FIND** that vulnerability to many potential hazards is shared by residents of the City and the unincorporated portions of the County;

Whereas, the City and the County **FIND** that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the City and the County;

Whereas, the action herein is authorized by the aforementioned Ordinance and Order and any subsequent Ordinances and Orders amending such authorizations, if any; and

Whereas, the action herein is authorized by the Texas Disaster Act of 1975, which is codified as Chapter 418 of the Texas Government Code, including without limitation Sections 418.103, 418.104, 418.105, 418.106, and/or 418.107 of the Government Code:

Now Therefore, it is hereby RESOLVED, that the Galveston County emergency management organization previously established is hereby CONTINUED, which shall continue to consist of the officers and employees of the City and of the County as designated in the interjurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify;

It is Further RESOLVED, that the Mayor of La Marque shall appoint an Emergency Management Coordinator to coordinate all aspects of the Galveston County program of comprehensive emergency management that relate to the City, including the preparation and maintenance of the interjurisdictional emergency management plan for the City and the County; and

It is Further RESOLVED, that this Joint Resolution shall remain in effect indefinitely, unless and until amended or repealed by subsequent ordinance or order, as the case may be, of the City and the County.

IT IS HEREBY RESOLVED, by the City Council of the City of La Marque, on this, the 8th day of September, 2014.

Mayor
City of La Marque, Texas

County Judge
Galveston County, Texas

ATTEST:

City Secretary

County Clerk

Robin Eldridge

From: Young, Alyssa <Alyssa.Young@co.galveston.tx.us>
Sent: Friday, February 6, 2015 1:56 PM
To: Charlene Todaro; Robin Eldridge
Subject: FW: Made a change - Interjurisdictional resolution - City and County
Attachments: Joint Resolution - Draft #3 LM.doc

Good Afternoon,

There has been a change by our Legal Department to the last Resolution, signed by your Mayor back in September of 2014. Please read below if you have any questions or you can give me a call.

Please send right over to me once complete or I can pick it up.

Thank you,

Alyssa Young
Office Manager
Galveston County Office of Emergency Management
1353 FM 646, Suite 201
Dickinson, TX 77539
281-309-5039
www.gcoem.org

From: Reingold, Myrna
Sent: Friday, February 06, 2015 11:43 AM
To: Young, Alyssa
Subject: FW: Made a change

Hi Alyssa,

Thank you for tending to this.

Due to the delay/gap between the signatures and also due to the ambiguity that was in the earlier version as to when the resolution would have actually been passed by each entity, I would recommend running this through each City Council meeting again.

Each word document needs to be changed to reflect the correct city, correct city official name, and correct ordinance number by each city.

Thanks,

Myrna

CITY COUNCIL AGENDA FORM

Meeting Date: 2/23/15 Agenda item: 7d

Prepared by: Suzy Kou Reviewed by: *Carol Buttler*

Department: Finance

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding Ordinance No. **O-2015-003**, amending the City of La Marque 2014-2015 Budget for Year-End encumbrances, personnel, and related Capital outlays by increasing certain expenditures, and increasing certain revenues to individual budget accounts in certain funds as set forth in attached Exhibit "A" of the said Ordinance ***THIS IS THE FIRST READING***

[X] Attachments for reference

1. Ordinance No. O-2015-003
2. Exhibit "A"

Staff Briefing:

- At year end of each fiscal year, the City incurs a number of outstanding encumbrances to be paid in the new fiscal year.
- As purchase orders were issued, funds were committed for certain purposes during the old fiscal year.
- However, if services or goods had not been delivered until after year end, payments would have to be recognized in the new fiscal year and charged toward new year's budget.
- To resolve the imbalancing of funds budgeted with no activity in one year and funds not budgeted with activities in another year, we are proposing to amend the new year's budget using committed funds available from previous year so that current budget would not be impacted by past commitments.
- In addition, staff is also proposing two positions to meet ongoing urgent needs as well as capital outlays for the current year's budget.

History (if applicable):

Target Implementation:

- **3/9/2015 –** Second and Final reading of Ordinance

Significant Action Dates:

- **2/23/2015** – First reading of Ordinance
- **3/9/2015** – Second and Final reading of Ordinance

CITY COUNCIL AGENDA FORM

Action:

[X]	Ordinance	[ ]	Resolution
[ ]	Proclamation	[ ]	Special Presentation
[ ]	Finance Report	[ ]	Public Hearing
[ ]	Other		

[✓] Check box if there is no conflict with City Charter, ordinances, resolutions, or policies.

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

Staff's Recommendation: Motion to approve Ordinance No. **O-2015-003**, amending the City of La Marque 2014-2015 Budget for Year-End encumbrances, personnel, and related capital outlays by increasing certain expenditures, and increasing certain revenues to individual budget accounts in certain funds as set forth in attached Exhibit "A" of the said Ordinance

Fiscal Impact: Please see Exhibit "A"

ORDINANCE O-2015 - 003

AN ORDINANCE AMENDING THE CITY OF LA MARQUE 2014-2015 BUDGET FOR YEAR-END ENCUMBRANCES, PERSONNEL, AND RELATED CAPITAL OUTLAYS BY INCREASING CERTAIN EXPENDITURES AND INCREASING CERTAIN REVENUES TO INDIVIDUAL BUDGET ACCOUNTS IN CERTAIN FUNDS AS SET FORTH IN ATTACHED EXHIBIT "A" BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS;

Section 1. That the City La Marque 2014-2015 Fiscal Year Budget is hereby amended for year-end encumbrances, personnel, and related capital outlays by increasing certain expenditures and increasing certain revenues to the individual budget accounts in certain funds set forth in Exhibit "A" attached hereto and made a part hereof.

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

PASSED AND APPROVED by the City Council of the City of La Marque, Texas, on the first reading this the __ day of _____, 2015.

PASSED AND APPROVED by the City Council of the City of La Marque, Texas, on the second and last reading this the ___ day of _____, 2015.

_____

Bobby Hocking, Mayor
City of La Marque, Texas

APPROVED AS TO FORM:

_____

Ellis J. Ortego, City Attorney

ATTEST:

_____
Robin Eldridge, TRMC
City Clerk

EXHIBIT A

Year End Encumbrances:

Accounts	Descriptions	Expenditure Increases	Revenues Increases	Vendors
01-2010-01-01	Operating supplies	890.00		A to Z Trophies
01-4043-13-00	Website	21,880.15		Icon Enterprises
01-3030-03-00	R & M vehicles	193.67		O'Reily Auto Parts
01-6092-03-00	Building Demolition & Lot Clearing	62,260.00		J.T.B. Services
01-3020-05-00	R & M building, furniture & fixture	652.14		Southern Computer Warehouse
01-3030-05-00	R & M vehicles	4,280.48		O'Reily Auto Parts
01-3040-05-00	R & M equipment	912.24		Taser International
01-7030-05-00	10 year life assets (vehicles)	36,640.01		Fleet Safety Equipment
01-7030-05-00	10 year life assets (vehicles)	7,200.00		Mobile Graphics
01-7030-05-00	10 year life assets (vehicles)	121,900.00		Silsbee Ford Inc.
01-3020-06-00	R & M building, furniture & fixture	3,887.13		Crescent Electric
01-3020-06-00	R & M building, furniture & fixture	434.76		Southern Computer Warehouse
01-3030-06-00	R & M vehicles	410.24		O'Reily Auto Parts
01-3040-06-00	R & M equipment	1,908.06		O'Reily Auto Parts
01-3020-08-00	R & M building, furniture & fixture	326.07		Southern Computer Warehouse
01-2010-12-00	Operating supplies	130.79		O'Reily Auto Parts
01-2060-12-00	Small tools	2,302.53		O'Reily Auto Parts
01-3030-12-00	R & M vehicles	398.54		O'Reily Auto Parts
01-3040-12-00	R & M equipment	521.16		O'Reily Auto Parts
01-3020-12-00	R & M building, furniture & fixture	2,000.00		Crescent Electric
01-3020-12-00	R & M building, furniture & fixture	543.45		Southern Computer Warehouse
01-3030-12-00	R & M vehicles	1,388.94		O'Reily Auto Parts
01-3030-12-00	R & M vehicles	2,457.19		Kinloch Equipment & Supply, Inc
01-3030-12-00	R & M vehicles	4,517.85		Kinloch Equipment & Supply, Inc
01-2010-13-00	Operating supplies	50.00		O'Reily Auto Parts
01-3030-13-00	R & M vehicles	200.00		O'Reily Auto Parts
01-3020-99-00	R & M building, furniture & fixture	108.69		Southern Computer Warehouse
01-3502-00-00	Plastic bag sales		7,550.00	Sales revenues
01-6210-99-00	Plastic bag purchases	7,550.00		Aragus Plastics, Inc.
	General Fund total	**285,944.09**		
02-3030-21-00	R & M vehicles	877.06		O'Reily Auto Parts
01-3011-22-00	R & M sewer supplies	11,720.00		Public Management
01-3011-22-00	R & M sewer supplies	28,750.00		KSA Engineers
01-3011-22-00	R & M sewer supplies	44,035.00		Horseshoe Construction
01-3011-22-00	R & M sewer supplies	25,500.00		Cobb, Fendley & Assoc
02-3030-22-00	R & M vehicles	3,249.02		O'Reily Auto Parts
02-6010-22-00	Grant Funding Match Expense	29,172.00		Alcott, Inc
02-3030-24-00	R & M vehicles	1,001.65		O'Reily Auto Parts
02-3040-24-00	R & M equipment	100.00		O'Reily Auto Parts
02-7111-24-00-HWY3CD	Hwy 3 Cedar Forcemain Replacement	4,148.70		Cobb, Fendley & Assoc
02-7111-24-00-HWY3CD	Hwy 3 Cedar Forcemain Replacement	193,085.00		Alcott, Inc
02-3011-26-00	R & M wells	2,040.00		Corrpro Companies
02-3030-26-00	R & M vehicles	532.00		O'Reily Auto Parts
02-3040-26-00	R & M equipment	100.00		O'Reily Auto Parts
02-4040-27-00	Basic Engineering Services	5,855.00		LJA Engineering & Surveying
	Utility Fund Total	**350,165.43**		
19-4040-00-00	Professional fees	2,700.00		John Mercer & Assoc
19-4040-00-00	Professional fees	52,000.00		JBS Water, Inc
19-4040-00-00	Professional fees	1,200.00		Geosuv
19-4040-00-00	Professional fees	24,250.00		Lex Odom
19-6001-00-00	Public improvememt	1,200.00		AR Turnkey Construction
	EDC Total	**81,350.00**		

Year End Encumbrances:

Accounts	Descriptions	Expenditure Increases	Revenues Increases	Vendors
34-7100-22-00-GDRULN-07	Construction	81,016.87		Alcott, Inc
34-7100-22-00-GDRULN-07	Construction	141,028.55		Horseshoe Construction
34-7100-22-00-GDRULN-07	Construction	715,633.75		Lucas Construction
34-7100-22-00-GLO36S-07	Construction	507,779.50		Repipe Construction
34-3015-00-00	Grant proceeds		1,445,458.67	Grant proceeds
39-7100-22-00-GLOSWR	Capital projects	1,127,690.00		PM Construction
39-7100-24-00-GLOKIR	Capital projects	1,864,975.00		Long & Son, Inc
39-3015-00-00	Grant proceeds		2,992,665.00	Grant proceeds
81-2011-00-00	Parks improvement	5,104.00		The Playwell Group
81-2011-00-00	Parks improvement	890.00		A to Z Trophies
81-2011-00-00	Parks improvement	1,725.00		A to Z Fence Company
	Parks Fund Total	**7,719.00**		
89-4049-00-00	Cemetery Board expenditure	7,437.82		Cobb, Fendley & Assoc

2014-15 Budget Amendment- High Priority

Accounts	Descriptions	Expenditure Increase	Revenue Increase	Explanations
01-1010-13-00	Salary	18,040.00		Addition IT position at half year
01-1060-13-00	FICA	1,445.00		Addition IT position at half year
01-1065-13-00	TMRS	1,670.00		Addition IT position at half year
01-1075-13-00	Worker's Comp	870.00		Addition IT position at half year
01-1070-13-00	Insurance	2,920.00		Addition IT position at half year
	Subtotal	24,945.00		
01-1010-04-00	Salary	16,421.00		Addition Court position at half year
01-1060-04-00	FICA	1,464.00		Addition Court position at half year
01-1065-04-00	TMRS	1,564.00		Addition Court position at half year
01-1075-04-00	Worker's Comp	75.00		Addition Court position at half year
01-1010-04-00	Insurance	3,000.00		Addition Court position at half year
	Subtotal	22,524.00		
01-1030-04-00	Extra help	12,000.00		Temp assistance on court activities
01-4030-99-00	General insurance	10,000.00		Unanticipated potential claims
01-3020-12-00	R & M building, furniture, fixture	39,716.73		Stolen copper replacement at Highland Bayou Park
01-7030-05-00	10 Year Life Assets	157,791.00		Lease purchase for police radios
01-7030-06-00	10 Year Life Assets	60,905.60		Lease purchase for fire radios
01-3901-00-00	Lease purchase proceeds		218,696.60	Lease revenue received to purchase radios
02-7040-21-00	5 Year Life Assets (Equipment)	15,125.00		Handheld replacement for meter readers (2)

2014-15 Budget Amendment- Capital Outlay

Accounts	Descriptions	Increase	Decrease	Explanations
01-4040-03-00	Professional services	80,000.00		Bureau Veritas
01-6092-03-00	Demolition	100,000.00		Additional demolition services
01-7030-16-00	10 year life assets	60,000.00		Generator for emergency management
01-7030-13-00	10 year life assets	50,000.00		Phone system
01-7030-13-00	10 year life assets	15,000.00		Switches, routers throughout all facilities
01-7030-06-00	10 Year Life Assets	60,000.00		Fire SCBA
89-4049-00-00	Cemetery Board expenditure	20,000.00		Cemetery capital

CITY COUNCIL AGENDA FORM

Meeting Date: **February 23, 2015** Agenda item: **7e**
Prepared by: **City Manager** Reviewed by: *Carol Buttler*
Department: **Administration**

AGENDA ITEM DESCRIPTION: Discussion/possible action authorizing the City Manager to fund the Information Technology (IT) Technician I position as established by City Council during the budget workshop session FY 2014-2015.

[X] Attachments for reference
1. Job Description
2. Survey of Regional Cities-Salary and Pay Scale
3. Cost Impact

Staff Briefing:

- Over the last several years, technology has progressed to the level that more advanced tools are available to employees and City Council to perform duties.
- When technology fails or is interrupted, many incidents are urgent and require immediate assistance from IT.

The following job duties are performed by the present IT System Administrator for over 100 City employees and City Council:

- Manage, maintain, install, configure, and update City systems:
  a) phone system
  b) servers
  c) security systems
  d) camera system
  e) e-mail system
  f) dispatch radio console
  g) emergency communication systems
  h) wireless systems
  i) internet equipment
  j) computers, laptops, iPads
  k) cell phones
  l) radios
  m) websites
  n) public access channel
  o) social media on website (twitter, Facebook, etc.)
- Processes all communication bills (AT&T, Verizon, Comcast)
- Supports other departments with grants that deal with technology; finds new creative ways to improve
- Other duties outside of daily IT work:
  a) replace air conditioner filters
  b) assist in moving furniture and office equipment from one area to another
  c) clean / organize storage areas
  d) repurpose areas to be used for other functions
  e) hang and install equipment in areas as requested
  f)

CITY COUNCIL AGENDA FORM

History:

- In 2005 once the System Administrator left the City for another job, the position was posted and the current employee was hired.
- Since that time frame, the City took great strides to increase the use of technology for everyday tasks as well as for special projects, which has increased the number of employees using technology, which has resulted in an increased load of duties and responsibilities for the IT Department.

Target Implementation: March 2014, to post the position with anticipation of hiring within 60 days from posting

Significant Action Dates:
August 2014 – City Council directed the City Manager to delay request for funding this position until spring 2015
February23, 2014 – City Council to consider a budget amendment to fund the IT Technician I position

Action:

☐	Ordinance	☐	Resolution
☐	Special Presentation	☐	Proclamation
☐	Finance Report	☐	Public Hearing
☒	Other – New Employee Position		

Cost Details:	
Budgeted	$0.00
Actual Bid	
Estimated Expenditure	**$25,000.00**
Acct. Name(s)	Various
Line Items #	Various
Other Funding	

☒ Mark if this item does not conflict with any Resolution, Ordinance, or City Charter, policies, or procedures

Staff's Recommendation: Motion authorizing the City Manager to fund the IT Technician I position as established by City Council during the budget workshop session for FY 2014-2015.

Fiscal Impact: Base salary plus benefits estimated $25,000.00 for an estimated 6 months

City of La Marque Position Description
IT Tech I
Administration Department

Title: IT Tech I **FLSA Statuses:** Non-Exempt
Department: Information Technology **Reports To:** IT System Administrator

Job Summary

The City of La Marque is actively seeking an energetic person to work in our dynamic environment to help provide Help Desk support and feedback to all users while maintaining inventory and performing other duties.
This person will be provided with an opportunity to take their knowledge or coursework and utilize it in a professional local government environment.

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

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
- Attendance Policy
- All Safety Policies and Procedures
- Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments); Learn up to date technology and software that will increase work productivity.
- Learn networking and security technologies such as TCP/IP protocols, network routing, and VPN support.
- Learn basic Window Server protocols such as DNS, DHCP, Active Directory, Group Policy, etc.
- Provide Help Desk support and feedback to all users.
- Troubleshoot, install, replace, and configure network hardware, servers, workstations, switches, telephones, wireless equipment, and other IT supported hardware devices.
- Troubleshoot, install, configure, and update users' software as well as server software.
- Maintain an inventory of desktop computers, servers, and other related PC components.
- Learn, support, and maintain city's local television cable channel, meeting broadcasts and city websites.
- Learn, support, and maintain city's 700 MHz-800 MHz emergency radios.
- Other duties as assigned
- Current Technology that to support includes but is not limited to: All Microsoft Office products and versions, Citrix, VMware, Nortel / Avaya software, VPN hardware and software, Microsoft Windows XP-8, Microsoft Server 2003-2008, Exchange Server 2003, Adobe products, Other misc. software.

Education/Qualifications:

- High School Diploma
- Desire to work in a public service environment
- Career interest in the Information Technology field
- Ability to successfully perform multiple tasks and projects simultaneously
- Ability to work under pressure and maintain a calm state
- Organized and detail oriented
- Good written and verbal communication skills
- Basic Knowledge of basic PC installation, repair and maintenance.
- Basic Knowledge of networks, Windows, telephone systems and outlook.

- Working knowledge of Microsoft Office Applications.
- Ability to diagnose problems along with strong customer service skills.
- Must be able to lift at least 50lbs or more.
- Must be able to work to exposure to extreme heat or cold, enclosed spaces conditions
- Ability to learn new applications

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

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

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

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

(Circle One)

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

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

Surrounding Cities
IT Assistant Comparison Information

City	IT Asst.	Title	# of IT	Lowest Salary	Additional Info.
Webster	Yes	IT Administrator	4	$16.39 / hr	1 Manager & 3 Administrator
Texas City	Yes	IT Technician	3	$16.82 / hr	1 Manager & 2 Technicians
La Marque		**IT Technician 1**	**1**	**$16.82 / hr**	**1 System Administrator (Director)**
Seabrook	Yes	Technical Support Analyst	2	Mid $40's annual	Newly posted - DOQ - Estimated Lowest Salary
Dickinson	No	N/A	N/A	N/A	Contracted through PC Cable
Hitchcock	No	N/A	N/A	N/A	Contracted through City Technology Group
Santa Fe	No	N/A	N/A	N/A	Contracted through PC Cable
Friendswood	No Response				

IT position

Cost Categories	Full Year	Half Year
Gross	34,986	17,493
FICA	2,676	1,338
TMRS	3,334	1,667
TWC	207	104
WC	1,739	869
Phone stipends	1,080	540
	44,022	22,011
Health insurance	5,433	2,717
Dental	190	95
Vision	101	51
Life	108	54
	5,832	2,916
Monetary Impact	49,854	24,927

CITY OF LA MARQUE
INTER-DEPARTMENTAL
COMMUNICATION

To act in the best interest of the City
To consistently demonstrate respect to Staff
To invest our resources effectively for our future
To handle our disagreements/conflicts in a
Respectful manner that keeps our Image
Positive with the public and each other

TO: Honorable Mayor Hocking and City Councilmembers
FROM: Carol Buttler, City Manager
DATE: **February 23, 2015**
SUBJECT: City Manager Report – **January 2015 Activity**

a. Development Services

- See report attached.

b. Police:

- On Monday, February 23, 2015, the LMPD will begin the TAPS program on the DAEP campus of the LMISD. Approximately 25 students will participate in this ground-breaking program designed to bring police and at-risk youth together.
- Call-for-service data collected for LMPD during January 2015 showed one reported sexual assault involving two individuals in a dating relationship. The single robbery involved the robbery of an individual by a stranger. Of the six aggravated assaults reported, four involved family violence and one occurred during a New Year's Eve party. Only one of the assaults involved a stranger attack. All of these cases are under active investigation.
- An analysis of the 18 reported burglaries showed the following results:
  - four properties were vacant buildings,
  - three involved known acquaintances,
  - three suspects made entry through unlocked or open entrances,
  - one suspect was frightened off by an alarm,
  - one case was narcotics related, and
  - three involved the theft of televisions and gaming consoles.
- The LMPD is actively working to develop suspects and leads in each of the noted cases.

c. Fire

- **Personnel:**
  LMFD currently has three (3) vacancies. The vacancies were created by the resignation of Fire Fighter Eric Hopkins, Fire Fighter Chad Chapman, and Engineer Steve Manis.

The vacancies have been posted on the Texas Fire Commission Website and, advertised through "mass alerts" to Fire Academy graduates from COM, Galveston Community College, Alvin Community College and, San Jacinto Junior College.

- **Operations:**
  All apparatus with the exception of Engine 1 are currently functional and in service. Engine 1 is undergoing warranty repairs in Houston.
- **Training:**
  LMFD currently has one (1) Fire Fighter enrolled in an EMT Paramedic licensure program at San Jacinto College and one (1) Fire Fighter enrolled in an EMT Intermediate (Advanced) licensure program at Alvin Community College as a condition of employment.

  We have five (5) additional Fire Fighters enrolled in a state approved Fire Inspector certification course, which will enable us to satisfy a requirement of ISO Improvement Plan.
  One (1) Fire Fighter attended the TML Supervisory Training. One (1) Fire Fighter competed Pump Operations and Fire Officer One. Fire Administration attended Pipeline Emergency Response Workshop.
- **Overtime Utilization:**
  Overtime is required to maintain staffing levels depleted by scheduled and/or unscheduled leaves of absence, training, special work assignments, and ongoing vacancies. Escalating "overtime" is a direct result of leave scheduling and existing personnel vacancies.
  FY2015 YTD: $54,155.24
  February MTD:$ 3,455.26
- **Other:**
  Statistical information:
  Average Response Times: 5:02
  Engine Company Responses for Service:
  MTD: 50
  YTD: 353
  Medic Responses for Service:
  MTD: 73
  YTD: 693
  Mutual Aid Given and Received:
  MTD Given: 5
  YTD Given: 41
  MTD received: 14
  YTD received: 161
  Detailed statistical information enclosed

d. Library

- See report attached.

e. Public Works

- **Public Works Administrative Assistan**t – For the month of January, compared to last year, there was an increase in calls pertaining to water leaks, sewer stops, leaks at the meter, Billing Department, blue cart/trash pick-up, Wednesday pick-up, bulk pick-up, Co-compliance, driveway repair, culverts, street light outages, Supervisors, City Hall Administrative Assistant, line locates, customers at the window, community service and miscellaneous calls. Low pressure, Director, City Manager, Human Resource, Inspections and recycling calls were down for the month.

- **Parks** – For the month of January, compared to last year there was an increase in hours at Bayou, Jaycee, Lagana, Martin Luther King Jr. and Westlawn Parks, Cemetery and Bus Stops and an overall decrease in hours at all other City facilities and parks. There were no pavilion rentals for the month.
  Right-of-Way Maintenance – For the month of January, compared to last year there was an increase in potholes filled, driveways repaired, mowing hours, sweeping hours, weed-eating and checking of drains and ditches. There was a decrease in trimming tree limbs, traffic sign repair, grading ditches and safety meetings.
- **Utility 22 - Water & Sewer Maintenance** – For the month of January, compared to last year there was an increase in residential water taps, low pressure on City side, meter boxes and lids replaced, fire hydrants installed, sewer stops, sewer lines repaired, residential sewer taps, clean-out tops replaced, line locates and feet of sewer main replaced. There was a decrease in water leaks, low pressure customer side, water turned off for citizens, clean-outs installed, dress-ups and sewer lines cleaned.
- **Utility 24 – Water & Waste Water** – For the month of January, at the Treatment Plant data is comparative to the same as last year; with the exception of an increase in rain fall, flow totals, chemicals at the WWTP and Lift Station pump hours; a decrease in chemicals at wells and Lift stations, dead ends flushed and fire hydrants weed-eated.
- **Utility 26 – Water & Waste Water Maintenance** – For the month of January, there was an overall decrease in preventative and in corrective maintenance.
- **Overtime Hours:**
  Public Services (Parks, Right-of-Way Maintenance & Service Center) – overtime hours for being on-call; carrying the on-call telephone; attending Parks Board meeting
- **Department 22 –**overtime hours for on call maintenance worker and operator who worked sewer stops and water leaks after hours and also for being on-call; carrying the on-call telephone
- **Department 24** – overtime hours for weekend Plant operations duties

f. ADMINISTRATION – Responses to previous City Council meeting:

<u>General</u>

- Supplied Employee Handbook and costs to entire City Council.
- Discovered another phone line rings but will not allow anyone to connect when answered. IT Administrator will have to reconfigure extensions, which could be resolved with a new phone system.
- <u>Police</u>
- The City's Traffic Enforcement Officer, when on shift, radars traffic at the various schools during morning drop off and afternoon pick up.
- <u>Library</u>
- Action on library fines will be discussed with the new Library Director.
- <u>IT</u>
- Comcast is evaluating the City's outdated media equipment with the IT Administrator to offer recommendations for improving the quality of Ch 16.
  New equipment should meet threshold criteria for use of PEG Fund dollars.

DEVELOPMENT SERVICES

Jan-15	January 2015	December 2014	January 2014	Fiscal Year To Date
Plumbing Inspections				
Gas Test	37	27	20	116
Plumbing Final	12	19	14	66
Plumbing Top-Out	12	14	20	53
Plumbing Underground	1	4	7	18
Sewer Line	17	11	9	55
Water Heater	1	1	7	3
Plumbing Rough-in	4	4	0	19
Water Line	16	7	7	39
Total	**100**	**87**	**84**	**369**
Electrical inspections				
Electric Underground	0	0	1	2
Electrical Final	16	20	15	63
Electrical Meter Loop	16	17	19	69
Electrical Pool Bonding	0	0	0	0
Electrical Rough-In	9	21	14	57
Generators	0	0	0	0
Temporary poles	10	0	9	20
Total	**51**	**58**	**58**	**211**
Mechanical Inspections				
Mechanical Rough In	4	10	7	36
Mechanical Final	11	21	11	67
Total	**15**	**31**	**18**	**103**

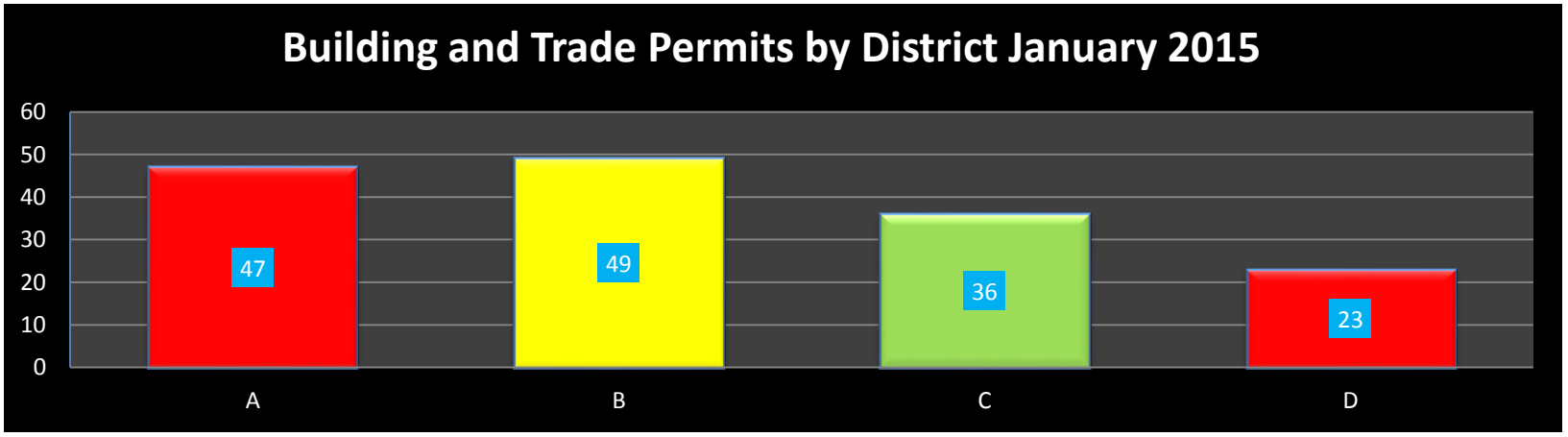
Dec-14	January 2015	December 2014	January 2014	Fiscal Year To Date
Building Inspections				
Brick Ties	1	1	2	4
Building Final	16	16	6	69
Bulkhead	0	0	0	0
Deck	0	0	0	2
Driveways	8	10	4	54
Foundation Slab/Pier	14	12	11	43
Framing	8	18	11	59
House leveling	0	0	0	0
Pool Seal	0	0	0	2
Miscellaneous	0	1	0	6
Sign	0	0	0	0
Total	**47**	**58**	**34**	**239**
Service Inspections				
Service Inspections (C of O)	4	5	4	19
		Total Inspections		**217**

Building Permits				
Jan-15	January 2015	December 2014	January 2014	Fiscal Year To Date
Flammable Fluids	1	5	0	6
Alarm permit	18	13	not available	52
Building	44	49	43	162
Burial	0	0	0	0
Community Room	0	0	0	0
Garage sale permit	9	20	not available	81
Culvert Setting	1	0	0	3
Demolition	2	10	7	28
Coin operated machines	13	17	not available	33
Electrical	34	20	26	104
Fire Code Plan review	1	0	0	0
Fire protection	0	0	0	0
Highland Bayou Park	1	0	1	1
Irrigation	0	0	0	0
Junkyard	0	1	0	2
Liquor License	1	3	2	5
Mechanical	13	13	13	67
Mobile Home Parks/Mobile Home	0	0	0	1
Plan Reviews	15	24	0	68
Plumbing	64	36	26	172
Public Information	0	1	0	4
Replat Fee	0	0	0	0
Rezone	0	2	1	4
Service Inspection	2	1	1	9
Sign	1	1	0	4
Solicitor	0	0	0	0
Temporary Operation	0	0	47	2
Wrecker Permit	1	5	1	13

Total	**221**	**221**	**168**	**821**
		Total Permits		**221**

Building and trade permits by district for January 2015				
	District A red	District B yellow	District C green	District D blue
Building permits	14	11	11	8
Electrical permits	14	9	8	3
Mechanical Permits	3	5	4	1
Plumbing Permits	16	24	13	11
Total	**47**	**49**	**36**	**23**

Special Projects / Trends Pipeline permit (1)



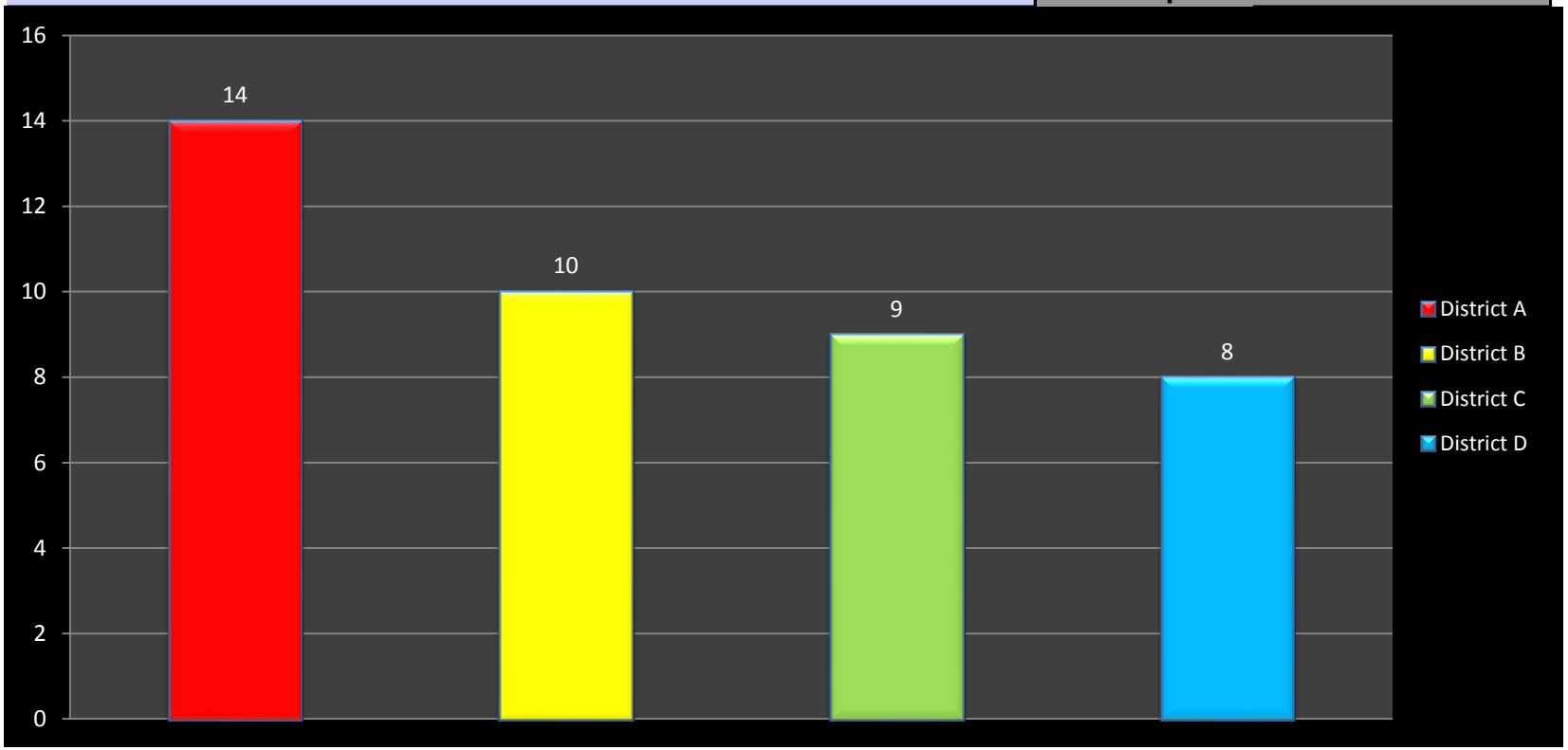
Jan-15	January 2015	December 2014	January 2014	Fiscal Year To Date
Code Enforcement Violations (properties may have more than one violation)				
Abandoned Premises	1	0	1	1
Accumulation of Rubbbish or Garbage	16	14	1	46
Disposal of Rubbish or Garbage	6	7	0	14
Garbage,Rodents,Refuse & Other Waste	23	26	4	64
Grafitti	0	0	0	0
High Grass	8	20	1	60
Junk Vehicles	10	19	43	76
Junkyard Applications	1	1	1	2
Junkyard Enclosure	0	1	1	1
Keeping of swine, fowl, etc	2	1	0	5
Peddlers Licence/ Liquor Lic required	0	0	0	0
Plumbing Hazards	0	1	3	3
Prohibited home occupations	2	1	0	6
Property owner responsibility	3	3	3	12
Removal of Rubble & Haz-Mat	0	2	1	4
Required RV Park License/RV parking	2	1	0	5
RV Parks Rules & Regulations	0	0	0	1
Sanitation	5	9	2	17
Security of Vacant Premises	2	6	2	12
Stop Work Order	2	3	2	17
Unlawful Deposits	0	3	0	4
Vacant Premises	2	11	1	15
Water Heater T & P Discharge	1	0	0	1
Water Systems/Dirty pools	0	2	0	2
Brush Pile (tree limbs) on property	7	15	0	29
Zoning District Violations	0	1	0	1
Permit to conduct a Garage Sale	0	1	0	9
Separate Water connection per Home	0	0	**0**	0

Jan-15	January 2015	December 2014	January 2014	Fiscal Year To Date
Code Enforcement Violations (properties may have more than one violation)				
Industrial Business without a Dwelling	0	0	0	0
Accessory Buildings	7	7	0	16
Barking Dogs as a public nuisance	1	1	1	3
Commercial Trash Containers	2	2	0	9
Commercial containers Garb inside	0	0	0	0
Dangerous Conditions	1	0	0	5
Electrical Licensing Required	0	0	0	0
Exterior Structural Maintenance	1	6	2	8
Fire Protection	0	0	0	0
Flexible Chords where permitted	1	0	0	1
Human water consumption	0	0	0	0
Illegal Dumping	8	1	0	12
Interior surfaces in disrepair	0	1	0	1
Dog Teethering and chaining prohibited	0	2	0	4
Kennels	0	0	1	0
No ceiling voids allowing fire ext.	1	0	0	1
Occupant responsible for extermination	0	0	0	0
Refrig. / Containers Acces. To Child	0	1	1	1
Removal of combustibles/Used oil	2	2	0	5
Screening Required/ not up to code	1	0	0	2
Street Address Placement	3	3	3	9
Subst./Delapidted Bldg.	9	9	7	33
Tires Illegal dumping	8	10	3	20
Underground Storage Tank	0	0	0	0
Unsafe Electrical Systems	1	1	0	5
Unsafe Structures	2	0	15	3
Walking Surfaces/Drainage	1	3	0	4
Procuring water service by fraud	1	0	0	3
Connection to sewer	3	2	not available	7

Stagnant water	0	4	not available	6
General maintenance of exterior/disrepair	1	18	not available	24
Working Without Permit/License	3	3	1	23
TOTAL	**150**	**224**	**100**	**612**

Special Projects / Trends	0			
Signs posted on City's ROW and Poles (12)				
Dec-14	**December 2014**	**November 2014**	**January 2013**	**Fiscal Year To Date**
Abatement of property				
10 day Compliance extn	2	0	1	43
30 day compliance extn	0	1	9	1
Abated by City	15	2	9	18
Abated by Owner	14	16	11	100
Court No Show	0	0	9	2
Charges Dismissed	2	0	0	2
Court Reset	0	0	3	2
Gave Initial Notice	71	70	31	305
Letter sent to City Attorney	0	0	0	0
Obtained bid to abate	0	0	6	0
Recheck / Follow Up	39	27	45	112
Retake & Request Pictures	4	0	40	19
Sent to Court	1	0	7	22
TOTAL	**148**	**116**	**171**	**626**

Code Enforcement Inspections - Complaint Driven				
	District A	District B	District C	District D
Property Inspections	14	10	9	8
			Total Insp	**41**



Code Enforcement Citation Report

Beginning Date.....:01/01/2015 Ending Date.....: 01/31/2015 by Citation date

Agency.....: CODE ENFORCEMENT

Officer.....: All

Type of Offense.....: All Special Flag.....:

Entered By.....: All

Total by Race/Sex.....: no

Sort By.....: Officer Badge

01/01/2015 10:05 AM COFCRPT Citation Date:01/01/2015 -01/31/2015 Summary

601 SINGLETON,D

Totals for Officer

Number of Citations for Officer.....: 0

Number of Violations for Officer....: 0

Amount of Fines/Fees Assessed: $0

Amount of Paid/Bond Applied.....: $0

Amount Outstanding.....: $0

600 VANSTAVERN, K
Totals for Officer

Number of Citations for Officer.....: 1
Number of Violations for Officer....: 2
Amount of Fines/Fees Assessed.....: $1,132.00
Amount of Paid/Bond Applied.....: $0
Amount Outstanding.....: $1,132.00
Number of Citations to Juveniles....: 0 Number of Citations to Minors.....: 0

Number of Citations for Agency.....: 1
Number of Violations for Agency.....: 2
Amount of Fines/Fees Assessed.....: $1,132.00
0
Amount Outstanding.....: $1,132.00

POLICE/OEM

City of La Marque
Monthly and Year
To Date

Police Department
Month: January
Year: 2015

	CURRENT MONTH (Jan15)	CURRENT MO. PREV. YR. (Jan14)	PREV. MONTH (Dec14)	YR. TO DATE 2015	PREV. YR. TO DATE 2014
PART I CRIMES:					
Homicide	0	0	0	0	0
Rape	1	0	3	1	0
Robbery	1	2	4	1	2
Assault (*includes simple)	54	40	31	54	40
Burglary	18	16	23	18	16
Theft	56	66	43	56	66
M.V. Theft	4	4	1	4	4
PART II CRIMES:	223	264	265	223	264
CALLS FOR SERVICE:	1,878	2,016	1,987	1,878	2,016
ACCIDENTS:	24	21	37	24	21
Injuries	6	7	8	6	7
Non-injury	18	14	29	18	14
Fatalities	0	0	0	0	0
Alcohol Related	1	1	1	1	1
ADULT ARRESTS:	165	212	188	165	212
JUVENILE DETENTIONS:	0	2	4	0	2
TRAFFIC STOPS:	582	367	580	582	367
Citations	407	296	320	407	296
Violations	551	409	405	551	409
Warnings	49	12	55	49	12
DISTURBANCES:	83	99	89	83	99

This month, the Police Department arrested **53** people on municipal warrants, serving **137** warrants.

To date, the Police Department has arrested **53** people on municipal warrants, serving **137** warrants.

2015 LA MARQUE POLICE DEPT.
CRIME STATS

	2011 January - December				2012 January - December				2013 January - December				2014 January - December				2015 January						
	OFF	% +/-	CL	% CL	OFF	% +/-	CL	% CL	OFF	% +/-	CL	% CL	OFF	% +/-	CL	% CL	Offense 2014	Offense 2015	% +/-	Clearance 2014	Clearance 2015	% CL 2014	% CL 2015
Murder	2	-33%	2	100%	1	-50%	1	100%	1	-50%	1	100%	0	-100%	0	100%	0	0	0%	0	0	0%	0%
Rape	5	-17%	2	40%	14	280%	8	57%	5	280%	5	100%	6	20%	1	17%	0	1	100%	0	1	0%	100%
Robbery	28	-18%	12	43%	23	-18%	11	48%	26	-18%	9	35%	24	-8%	7	29%	2	1	-50%	1	0	50%	0%
Aggravated Assault	29	-26%	18	62%	32	10%	31	97%	41	10%	26	63%	46	10%	40	87%	4	6	50%	7	0	175%	0%
La Marque Violent Crime Total	**64**	**-22%**	**34**	**53%**	**70**	**10%**	**51**	**73%**	**73**	**10%**	**41**	**56%**	**76**	**3%**	**48**	**63%**	**6**	**8**	**33%**	**8**	**1**	**133%**	**13%**
Texas Violent Crime Total	**104,961**	**-7%**	**59,827**	**57%**	**######**	**1%**	**47,818**	**45%**	**######**	**-5%**	**47,571**	**45%**	*	*	*	*	*	*	*	*	*	*	*
Burglary	203	0%	16	8%	193	-6%	17	9%	162	-6%	23	14%	207	29%	34	16%	16	18	13%	4	0	25%	0%
Theft	443	-7%	97	22%	477	7%	202	42%	747	7%	313	42%	720	-4%	428	59%	65	56	-14%	65	8	98%	14%
Motor Vehicle Theft	33	18%	8	24%	43	30%	15	35%	51	30%	11	22%	45	-2%	23	51%	4	5	25%	1	0	25%	0%
Arson	2	-50%	1	50%	9	900%	0	0%	5	900%	0	0%	1	100%	1	100%	0	0	0%	0	0	0%	0%
La Marque Property Crime Total	**681**	**-4%**	**122**	**18%**	**722**	**5%**	**234**	**32%**	**965**	**5%**	**347**	**36%**	**973**	**2%**	**486**	**50%**	**85**	**79**	**-7%**	**70**	**8**	**81%**	**10%**
Texas Property Crime Total	**892,419**	**-6%**	**######**	**16**	**######**	**2%**	**######**	**16**	**######**	**-2%**	**146,307**	**17**	*	*	*	*	*	*	*	*	*	*	*

	RATE	% +/-	RATE	% +/-	RATE	% +/-	RATE	% +/-	RATE	% +/-
La Marque Violent Crime Rate	**441**	**-26%**	**482**	**9%**	**503**	**-5%**	**624**	**3%**	**55**	**33%**
Texas Violent Crime Rate	**409**	**-9%**	**408**	**0%**	**400**	**-2%**	*	*	*	*
La Marque Property Crime Rate	**4,894**	**-5%**	**4,976**	**5%**	**6,651**	**31%**	**6,706**	**2%**	**544**	**-7%**
Texas Property Crime Rate	**3,476**	**-8%**	**3,359**	**-3%**	**3,254**	**-3%**	*	*	*	*

Calls For Service	22,549	24,036	24,371	22,456	1,878
Population Estimate	14,509	14,509	14,509	14,509	14,509
Officers per 1,000 pop.	TX = 2.1 LM = 1.9	TX = 2.2 LM = 1.9	TX = 2.2 LM = 1.9	TX = 2.2 LM = 1.9	TX = 2.2 LM = 1.9
DWI	69	63	42	56	4
Traffic Citations	2,874	3,237	3,514	3,598	407
Drug Arrests	198	189	183	253	10

*Data unavailable

FIRE/EMS

NET COLLECTIONS

YEAR	2014			2015		
MONTH	10	11	12	1	2	3
	$27,204.16	$34,339.29	$21,006.65	$9,823.28		

YEAR						
MONTH	4	5	6	7	8	9

YTD TOTAL: $92,373.38

YTD FEES PAID TO INTERMEDIX------COLLECTION RATE

DATE	PAYMENT
10/2/2014	$2,173.54
11/2/2014	$3,024.72
12/2/2014	$1,441.23
1/2/2015	$ 107.43
2/2/2015	$1,555.41

YTD TOTAL: $8,302.33 **YTD Average: 13%**
AVERAGE PYMT: $1,660.46

***Payments to Intermedix are calculated on collections during the previous month. The amount collected and fees paid to Intermedix may or may not reflect credits, refunds, or adjustments not yet processed and posted.**

YTD RESPONSES – TOTAL CURRENT CHARGES – BILLABLE ACCOUNTS

MONTH	YEAR	RESPONSES	NET CHARGES	BILLABLE
10	2014	138	$130,201.62	128
11	2014	133	$128,911.82	114
12	2014	108	$110,206.35	100
01	2015	126	$151,828.71	113
02	2015	48	$ 71,087.40	45
YTD TOTALS:		**553**	**$592,235.90**	**500**

City of La Marque Fire Department Month: January 30th to February 12th

Year: 2015

	Current Month: 01/30/15 to 02/12/15	Current Month/ Previous Year: 01/30/14 to 02/12/14	Previous month: 12/01/14 to 12/31/14	Fiscal Year to Date: 2014-2015	Previous Year to Date: 2013-2014
Fires-	3	3	5	26	22
Overpressures/ Explosions-	0	0	0	1	0
Rescue and EMS-	73	47	147	679	595
Haz-Mat-	3	0	1	28	23
Good Intent-	8	7	13	56	49
False Alarm-	3	3	8	27	34
Mutual Aid Received from(FIRE)-Texas City-	1				
Mutual Aid Given to (FIRE)- Texas City-	0				
Mutual Aid Received from(EMS)- Texas City-	11				
Mutual Aid Given to(EMS)- Texas City-	1				
Mutual Aid Received from(FIRE)- Alvin-	0				
Mutual Aid Given to(FIRE)- Alvin-	0				
Mutual Aid Received from (EMS)-Alvin-	1				
Mutual Aid Given to (EMS)-Alvin-	0				
Mutual Aid Rec'd (FIRE)-Galv. Fire-	0				
Mutual Aid Rec'd (EMS)- Galv. Fire-	0				
Mutual Aid Given to (FIRE)-Galv. EMS	0				
Mutual Aid Given to (EMS)-Galv. EMS	2				
Mutual Aid Rec. from(FIRE)Bayou Vista	1				
Mutual Aid Given to (FIRE) – Bayou Vista	2				
Mutual Aid Rec. (EMS) – Bayou Vista	0				
Mutual Aid Given (EMS)-Bayou Vista	0				
Mutual Aid Given to (EMS) – All Others	0				
Mutual Aid Given to (FIRE) – All Others	0				
Mutual Aid Received (EMS)- All Others-	0				
Mutual Aid Received from(Fire)- All Others-	0				

All others=Dickinson, Hitchcock, Tiki Island, San Leon, Air Phi Medical, Santa Fe, etc…

EMS CALL STATISTICS FY 2014-2015

La Marque Fire/Rescue

PATIENT DISPOSITION BY MONTH														
Disposition	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT		
Encounters	128	101	106	126	51									
Transports	116	87	98	113	47									
Aeromedical	0	0	0	0	0									
Dead On Scene	5	1	3	1	1									
Refusals	7	12	5	11	3									

RESPONSE TIMES PER MONTH (minutes)														
Unit Status	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT		
Dispatch - Location	6	5	6	6	5									
Location - To Hospital	15	17	17	16	16									
To Hospital - At Hospital	12	11	10	11	13									
At Hospital - In Service	33	36	31	37	34									
Location - At Hospital	27	27	26	26	29									
Dispatch - At Hospital	34	32	32	32	34									
Dispatch - In Service	64	64	62	65	65									

Service Call	2 1%	0 0%											2 1%
Stroke	3 2%	1 1%											4 2%
Trauma	3 2%	1 1%											4 2%
Unconscious	3 2%	1 1%											4 2%
Unknown	0 0%	0 0%											0 0%

CALL LOCATIONS BY MONTH

RESPONSE TIMES PER MONTH (minutes)													
Unit Status	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVG
Dispatch - Location	6	5											6
Location - To Hospital	16	16											16
To Hospital - At Hospital	11	13											11
At Hospital - In Service	37	34											36
Location - At Hospital	26	29											27
Dispatch - At Hospital	32	34											33
Dispatch - In Service	68	65											67

Electrocution	1 0%	0 0%											1 0%
Eye Injury	0 0%	0 0%											0 0%
Falls	7 5%	2 3%											9 5%
Fire/Hazmat	0 0%	0 0%											0 0%
GSW/Stab	0 0%	0 0%											0 0%
Headache	1 0%	0 0%											1 0%
Heat/Cold	0 0%	0 0%											0 0%
Hemorrhage	0 0%	0 0%											0 0%
Ind Accident	0 0%	0 0%											0 0%
MVA	14 11%	2 3%											16 8%
Medical	26 20%	10 19%											36 20%
Other	7 5%	1 1%											8 4%
Overdose	2 1%	1 1%											3 1%
Person Down	1 0%	0 0%											1 0%
Psych	3 2%	0 0%											3 1%
Respiratory	23 18%	7 13%											30 16%
Seizures	8 6%	4 7%											12 6%

Call Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
	0 0%	0 0%											0 0%
Abd Pain	2 1%	2 3%											4 2%
Allergic Rx	0 0%	1 1%											1 0%
Animal Bite	1 0%	0 0%											1 0%
Assault	0 0%	0 0%											0 0%
Auto Ped	0 0%	1 1%											1 0%
Back Pain	1 0%	2 3%											3 1%
Burns	0 0%	0 0%											0 0%
CO Poison	0 0%	1 1%											1 0%
CPR	2 1%	0 0%											2 1%
Cardiac	10 7%	6 11%											16 8%
Childbirth	0 0%	0 0%											0 0%
Choking	0 0%	2 3%											2 1%
DOS	1 0%	1 1%											2 1%
Diabetic	4 3%	5 9%											9 5%
Drowning	0 0%	0 0%											0 0%

Time	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
0600-1159	40 32%	10 19%											50 28%
1200-1759	44 35%	20 39%											64 36%
1800-2359	23 18%	16 31%											39 22%
0000-0559	18 14%	5 9%											23 13%

PATIENT AGE BY MONTH													
Years Old	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
<1	0 0%	1 1%											1 0%
1-8	4 3%	2 3%											6 3%
9-12	2 1%	0 0%											2 1%
13-17	1 0%	2 3%											3 1%
18-25	12 9%	2 3%											14 7%
26-50	29 23%	14 27%											43 24%
51-75	50 39%	20 39%											70 39%
76-100	25 19%	10 19%											35 19%
>100	3 2%	0 0%											3 1%

DISPATCHED CALL TYPES PER MONTH

Hermann	0 0%	0 0%											0 0%
ShrinrBH	0 0%	0 0%											0 0%
Methodist	0 0%	0 0%											0 0%
St Luke	0 0%	0 0%											0 0%
TXChld	0 0%	0 0%											0 0%
BayAreaMed	0 0%	2 4%											2 1%
Methodist	0 0%	0 0%											0 0%
TOTAL	111 100%	47 100%											158 100%

PATIENT DISPOSITION BY MONTH

Disposition	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
Encounters	126	51											177
Transports	113 89%	47 92%											160 90%
Aeromedical	0 0%	0 0%											0 0%
Dead On Scene	1 0%	1 1%											2 1%
Unfounded	0 0%	0 0%											0 0%
Refusals	11 8%	3 5%											14 7%

CALLS BY TIME OF DAY

CALL STATISTICS 2015

La Marque Fire/Rescue

PATIENT TRANSPORTS BY RECEIVING FACILITY													
Facility Code	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOT
CStJoseph	0 0%	0 0%											0 0%
MD	0 0%	0 0%											0 0%
WomenTx	0 0%	0 0%											0 0%
MHSE	1 0%	0 0%											1 0%
UTMBHosp	25 22%	9 19%											34 21%
HouMeStJon	1 0%	0 0%											1 0%
MHPB	0 0%	0 0%											0 0%
MHCH	0 0%	0 0%											0 0%
CLRH	8 7%	5 10%											13 8%
St John	0 0%	0 0%											0 0%
SanJac	0 0%	0 0%											0 0%
Mainlnd	76 68%	31 65%											107 67%
Bellaire	0 0%	0 0%											0 0%

La Marque Fire & Rescue

Incident Type Report (Summary)

Alarm Date Between {01/30/2015} And {02/12/2015}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	1.04%	$0	0.00%
151 Outside rubbish, trash or waste fire	1	1.04%	$0	0.00%
153 Construction or demolition landfill fire	1	1.04%	$0	0.00%
	3	**3.12%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	1	1.04%	$0	0.00%
321 EMS call, excluding vehicle accident with	67	69.79%	$0	0.00%
322 Motor vehicle accident with injuries	5	5.20%	$0	0.00%
	73	**76.04%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	2.08%	$0	0.00%
444 Power line down	1	1.04%	$0	0.00%
	3	**3.12%**	**$0**	**0.00%**
5 Service Call				
531 Smoke or odor removal	1	1.04%	$0	0.00%
550 Public service assistance, Other	2	2.08%	$0	0.00%
553 Public service	1	1.04%	$0	0.00%
554 Assist invalid	2	2.08%	$0	0.00%
	6	**6.25%**	**$0**	**0.00%**
6 Good Intent Call				
600 Good intent call, Other	3	3.12%	$0	0.00%
611 Dispatched & cancelled en route	2	2.08%	$0	0.00%
651 Smoke scare, odor of smoke	2	2.08%	$0	0.00%
671 HazMat release investigation w/no HazMat	1	1.04%	$0	0.00%
	8	**8.33%**	**$0**	**0.00%**
7 False Alarm & False Call				
700 False alarm or false call, Other	1	1.04%	$0	0.00%
733 Smoke detector activation due to	1	1.04%	$0	0.00%
735 Alarm system sounded due to malfunction	1	1.04%	$0	0.00%
	3	**3.12%**	**$0**	**0.00%**

La Marque Fire & Rescue

Unit Response Time Analysis

Alarm Date Between {01/30/2015} And {02/12/2015}

Response Hrs Mins	Count	Percentage
< 01	13	10.5%
01	4	3.2%
02	10	8.1%
03	11	8.9%
04	27	21.9%
05	8	6.5%
06	17	13.8%
07	9	7.3%
08	4	3.2%
09	6	4.8%
10	3	2.4%
11	10	8.1%
14	1	0.8%

Overall Average Response Time: 00:05:02

LIBRARY DEPARTMENT

La Marque Public Library
Report for December 31st – January 24th

Mission: The LMPL provides materials and services to help community residents obtain information to meet their needs: personally, educationally, and professionally. Special emphasis is placed on supporting students at all academic levels to stimulate the minds of young children in reading and learning. "The Library serves as a learning and educational center for all residents of the community." (ALA Planning and Role Setting for Public Libraries, 43)

The LMPL is open to the public 39 hours a week. We had a total of 1,870 visitors in the Library.

Our top 200 members checked out a total of 885 items!

This month alone, patrons have saved a total of $19,495 by checking out items at the LMPL!

Items

LMPL staff processed and added a total of 50 items to our collection.

Circulation Statistics

We had total of 1,076 items circulate this month! Based on our circulation stats, Wednesday was our busiest days of the week.

Overdrive eBooks –N/A (Overdrive Statistics are temporarily out of service. We will amend this statistic when it becomes available). *53 eBooks checked out (amended 2/10/2015).*

Currently we have a total of 441 items checked out that are not overdue items.

We had a total of 31 ILLs (Interlibrary Loans-Shipped and Received).

Report updated 01/27/2015 by Tom Hansen

Online Catalog Usage

There were 528 external searches performed via our online library catalog (Biblionix).

Computer Usage

Current LMPL patrons are allotted 2, 1 hour sessions based on availability. Library visitors who are not current patrons are allotted a 30 minute session at our stand up computers, based on availability.

Guest log-ins are issued to community members and visitors who do not have an active library card. All library visitors that do not have a library card have to show proof of ID to use guest computers. We urge all library visitors to obtain a library card for future usage.

There were a total of 892 patron log in sessions. Total computer time used by patrons was 582 hours.

Patrons use the library computers for job searches, completing applications, creating resumes, checking emails, accessing various documents (bank statements, tax info, W2 forms, pay checks, etc), and surfing the web.

Reference Assistance

The LMPL staff provides reference assistance to our patrons by answering a variety of questions. We answered a recorded 411 questions. Reference questions range from “how do I get a library card” to “where can I locate divorce or tax forms”. We are currently researching a system that will record every reference question in categories.

Volunteers

Our volunteers worked at total of 2 hours.

Training/Professional Development

Directors last day was December 2nd. No training.

Programs/Outreach

Report updated 01/27/2015 by Tom Hansen

Adult Programs- 9
# of attendees- 2

Children Programs- 2
# of attendees- 20

Meetings Attended

Directors last day was December 2nd. No meetings.

Other Services Provided

- Printing
- Faxing
- Copying
- CD/DVD Restoration (in planning stage to provide this service for additional city revenue)
- Laminating

Library Happenings

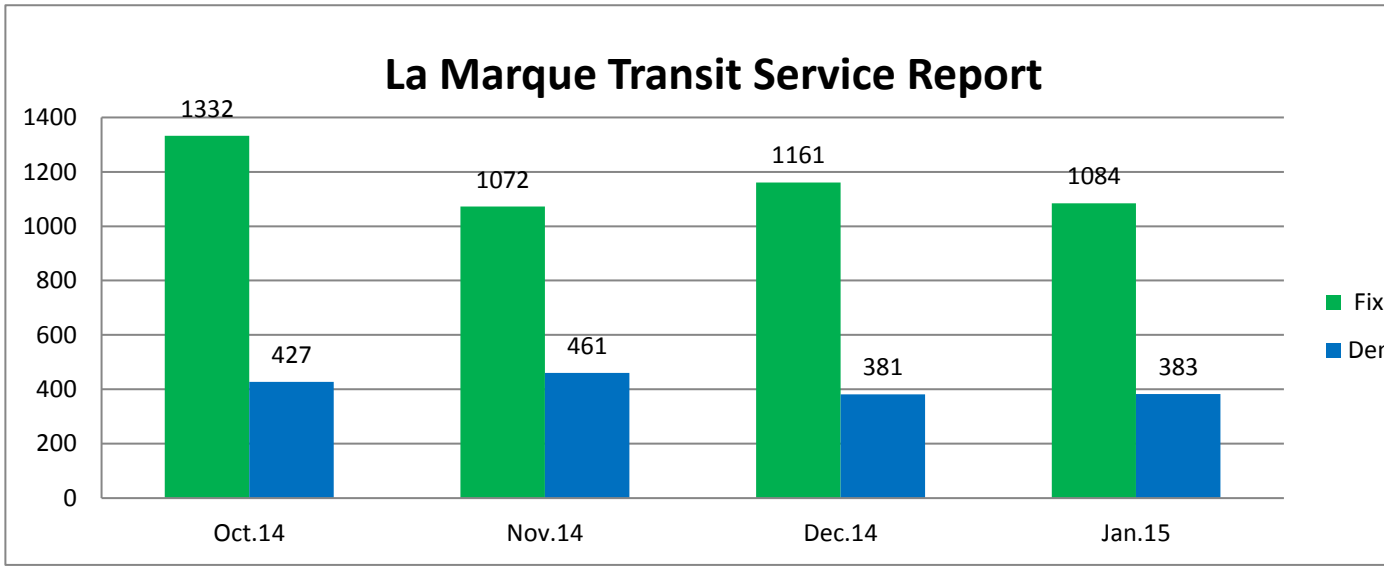
- The Library continues to serve the public with current books and resources. We had our first story time of the year and the children had a great time. Holly Bowman, new staff member, enjoyed her first story time with the kids and looks forward to more.
- Movie night continues every 3rd Thursday of the Month.
- Independence Village continues to come and enjoy the library.
- Drop-In Workshops
    - The Library offers drop in workshops for patrons on Tuesdays from 12pm-2pm which include:
        - How to use Texshare Databases
        - How to use Overdrive
        - Microsoft Word Tips
        - Intro to Email

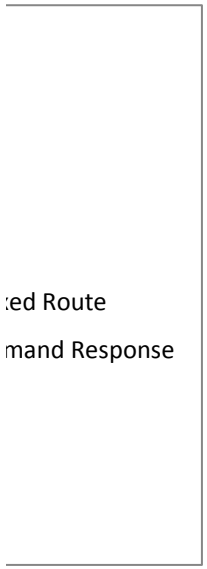
- Overdrive usage continues to be popular. OverDrive allows the library to lend eBooks, audiobooks, music and video to your users with a digital lending library from OverDrive.
    - The Library has developed training sessions for library patrons using OverDrive

- The Library is continually working on enhancing our website, Facebook page, Twitter and Flickr pages and email marketing to reach our patrons and the community.

Report updated 01/27/2015 by Tom Hansen

La Marque Transit Service Report		
Month	**Fixed Route**	**Demand Response**
Oct.14	1332	427
Nov.14	1072	461
Dec.14	1161	381
Jan.15	1084	383

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PUBLIC WORKS DEPARTMENT

PUBLIC WORKS ADMINISTRATION
ACTIVITY REPORT
Cyndi Efird

2015 / January	WEEK 1 1/1-1/3	WEEK 2 1/4-1/10	WEEK 3 1/11-1/17	WEEK 4 1/18-1/24	WEEK 5 1/25-1/31	MONTHLY TOTALS	Jan 2014
Calls / Customers							
Water Leaks	0	7	9	13	6	35	12
Sewer Stops	7	21	15	20	31	94	73
Leak at Meter	2	0	2	0	4	8	4
Low Pressure / No Water	0	1	8	0	1	10	13
Dress-Ups	0	1	0	0	0	1	1
Billing Department	5	30	19	15	22	91	72
Blue Cart / Trash Pick Up	0	4	5	3	7	19	12
Wednesday Pick Up	0	9	5	5	6	25	7
Bulk Pick Up	2	0	0	0	1	3	1
Co-Compliance	0	1	1	2	1	5	0
Pot Holes	0	0	1	0	0	1	0
Street Repair	0	1	0	0	0	1	0
Driveway Repair	0	0	1	0	1	2	0
Dirt Request	0	0	0	0	1	1	0
Culverts	0	1	3	1	1	6	0
Mowers / Mowing	0	0	0	0	0	0	0
Street Signs	0	0	0	0	1	1	0
Traffic Lights	0	0	0	0	0	0	0
Street Light Outage	0	0	1	2	5	8	0
Street Light Request	0	0	0	0	0	0	0
Director	0	6	4	8	7	25	31
Assistant Director	0	0	0	0	0	0	4
PW/Utility Dept Supervisors	0	17	10	19	22	68	50
City Manager	0	0	0	0	0	0	4
City Hall Admin Assist.	0	1	1	2	3	7	3
Human Resource	0	0	0	0	0	0	4

PUBLIC WORKS ADMINISTRATION
ACTIVITY REPORT
Cyndi Efird

2015 / January	WEEK 1 1/1-1/3	WEEK 2 1/4-1/10	WEEK 3 1/11-1/17	WEEK 4 1/12-1/24	WEEK 5 1/25-1/31	MONTHLY TOTALS	Jan 2014
Calls / Customers							
City Clerk	0	0	1	0	0	1	2
Inspections	0	1	1	2	0	4	8
Animal Control	0	1	0	0	0	1	1
Mosquito Spray	0	0	0	0	0	0	0
Locates	0	0	1	1	1	3	1
LM's	0	0	0	0	0	0	0
Customer at Window	0	4	4	11	9	28	26
Recycling	0	1	1	0	1	3	13
Community Service	1	6	2	1	2	12	8
Gas Company	0	0	0	0	0	0	0
Miscellaneous Calls	0	18	16	19	22	75	71
					Totals	**538**	**421**

January 15th - attended Parks Board Meeting
January 22nd - attended Administrative Assistant Meeting
January 27th - attended staff meeting at City Hall
January 29th - attended Olson & Olson seminar

CITY OF LA MARQUE
PARKS DEPARTMENT MONTHLY REPORT
Dwanna Jones

2015 /January — **SCHEDULED WORK** — **COMPLETED WORK**

PARK MAINTENANCE	WK 1	WK 2	WK 3	WK 4	WK 5	Month	2014	DESCRIPTION OF WORK
	1-3	4-10	11-17	18-24	25-31	Totals	TOTALS	
Bayou City Park	1	1	1	1	1	**5**	**4**	empty trash
Bird Sanctuary	0	0	0	0	0	**0**	**0**	
Highland Bayou Park	1	5	5	5	5	**21**	**21**	clean restrooms; empty trash
Jaycee Park	1	1	1	1	1	**5**	**4**	empty trash; trim trees
Lagana Park	1	1	1	1	1	**5**	**4**	empty trash
Martin Luther King Jr. Park	1	1	1	1	1	**5**	**4**	empty trash
Mahan Park	1	5	5	5	5	**21**	**327**	clean restrooms; empty trash
Westlawn Park	1	1	1	1	1	**5**	**4**	empty trash; trim trees; weed-eated
GENERAL MAINTENANCE								**DESCRIPTION OF WORK**
City Hall	0	3	0	0	0	**3**	**32**	trim hedges; weed-eat
Library / Walter Feigle Park	0	0	0	0	0	**0**	**32**	
Police Department	0	0	0	0	0	**0**	**16**	
La Marque Cemetery	1	2	2	2	2	**9**	**4**	empty trash
La Marque Sign @ Hwy 3	0	0	0	0	0	**0**	**0**	
Kirsten esplanade	0	0	0	0	0	**0**	**0**	
Lake Rd. / Grebb / Charity	0	0	0	0	0	**0**	**0**	
LM property / Aid & Guidance	0	0	0	0	0	**0**	**0**	
Bus Stops	1	2	2	2	2	**9**	**5**	empty trash; weed-eat
WEEKEND DUTIES								**DESCRIPTION OF WORK**
Highland Bayou Park	0	0	0	0	0	**0**	**0**	Pavilion rental clean-up
Weekly Total Hours	**9**	**22**	**19**	**19**	**19**	**88**	**457**	

Comments:

Saw cut utility patches; picked up debris in ROW; curve & gutter on Magnolia & First; trimmed trees on First; weed-eated RR track; cleaned drains of debris on Ryan, Norman, Austin, Houston Drive N., Nanlee, Oaklawn, Franlee, MLK Jr., Grafton, Bluebonnett; Azalea, Plum Lake Road & Kansas; moved boxes at City Hall; cleaned ROW behind Virginia; cleaned ditches on Banana, Roselee, MLK Blvd., Casey, Taylor, Westward, Partridge, Newman, Orange & Nashby

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

2015/ January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY	January
	1/1-1/3	1/4-1/10	1/11-1/17	1/12-1/24	1/25-1/31	TOTALS	2014
STREETS							
Utility Patch	0	0	0	0	0	0	0
Man Hours	0	0	0	0	0	0	0
Culverts-Linear Feet Set	0	0	0	0	20	20	20
Man Hours	0	0	0	0	16	16	16
Trimming Tree Limbs-Man Hours	0	16	8	0	0	24	176
Driveway Tie In-Man Hours	0	0	0	0	0	0	0
Traffic Sign Repair - Man Hours	0	8	24	8	8	48	128
Potholes Filled	0	0	190	246	288	724	132
Man Hours	0	0	64	40	40	144	72
Repaired Driveways	0	1	0	0	0	1	0
Man Hours	0	4	0	0	0	4	0
Grading Ditch - Linear Feet Cut	0	0	0	0	80	80	350
Man Hours	0	0	0	0	24	24	32
Mowing Man Hours	0	16	0	32	0	48	0
Sweeping - Man Hours	8	24	0	8	24	64	8
Grate Repair - Man Hours	0	0	0	0	0	0	0
Weed-eat - Man Hours	16	16	0	40	0	72	32
Dress-up - Man Hours	0	0	0	0	0	0	0
Check Drains & Ditches	15	10	30	39	15	109	10
Man Hours	16	8	20	32	8	84	8
Safety Meetings	0	1	0	1	0	2	3

SPECIAL PROJECTS

Repaired sidewalk with concrete on Meadow Lane from Utility leak
Took down Christmas decorations and put them in the retention room

WATER & SEWER MAINTENANCE DIVISION
ACTIVITY REPORT
Dwanna Jones

2015 /January Utility 22	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY	Jan
	1/1-1/3	1/4-1/10	1/11-1/17	1/12-1/24	1/25-1/31	TOTALS	2014
WATER							
Water leaks repaired	0	8	11	11	4	34	36
Residential Water Taps	0	1	0	0	0	1	0
Commercial Water Taps	0	0	0	0	0	0	0
Remote Read Meters Installed	0	0	0	0	0	0	0
Low Pressure City Side	1	0	0	0	0	1	0
Low Pressure Customers Side	0	0	0	0	0	0	1
Meter Boxes & Lids Replaced	0	0	0	0	1	1	0
Water Turned On/Off - Citizens	0	0	0	0	0	0	1
Rusty Water Inquires	0	0	0	0	0	0	0
Bad Taste/Smelly Water	0	0	0	0	0	0	0
Fire Hydrants							
Fire Hydrants Installed	0	0	0	0	1	1	0
Fire Hydrants Repaired	0	0	0	0	0	0	0
Fire Hydrants Serviced	0	0	0	0	0	0	0
SPECIAL PROJECTS							

WATER & SEWER MAINTENANCE DIVISION
ACTIVITY REPORT
Dwanna Jones

2014 / January Utility 22	WEEK 1 1/1-1/3	WEEK 2 1/4-1/10	WEEK 3 1/11-1/17	WEEK 4 1/12-1/24	WEEK 5 1/25-1/31	MONTHLY TOTALS	Jan 2014
SEWER							
Sewer Stoppages Resolved	1	31	32	35	50	149	95
Sewer Lines Repaired	2	0	0	0	1	3	0
Residential Sewer Taps	1	0	0	0	0	1	0
Commercial Sewer Taps	0	0	0	0	0	0	0
Clean-Out Tops Replaced	0	1	0	1	0	2	0
Clean-Outs Installed	0	0	0	0	0	0	4
Sewer Lines Installed	0	0	0	0	0	0	0
Manhole Repaired	0	0	0	0	0	0	0
Manhole Installed	0	0	0	0	0	0	0
Lines Locate, Water & Sewer	0	0	3	0	0	3	0
Miscellaneous							
Dress-Ups	0	0	0	0	0	0	6
Saw Cuts	0	0	0	0	0	0	0
Valves Replaced	0	0	0	0	0	0	0
				Total Work Orders		**0**	**143**
Projects by LF							
Feet of Water Mains Installed (LF)	0	0	0	0	0	0	0
Sewer Lines Cleaned (LF)	0	0	0	0	0	0	300
Feet of Sewer Line T.V.'d (LF)	0	0	0	0	0	0	0
Feet of Sewer Main Replaced (LF)	12	0	0	0	10	22	0
Smoke Testing Done (LF)	0	0	0	0	0	0	0
Culverts Cleaned (LF)	0	0	0	0	0	0	0

WATER & WASTE WATER
ACTIVITY REPORT
Supervisor Jason Hubbell

2015 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY	Jan
Utility 24	1/1-1/3	1/4-1/10	1/11-1/17	1/12-1/24	1/25-1/31	TOTALS	2015
WWTP							
Rain Fall	0.6	0.8	0.7	3.7	0	5.8	0.5
Flow Total MG/D	6.643	10.976	20.594	21.6	13.202	73.015	33.366
Lb. of CL2 used	375	545	1060	770	1145	3895	2,525
Lb. of SO2 used	252	404	709	463	659	2487	1,467
Plant Man Hours	14	77	76	52	48	267	330
Bio Solids Removed/Tons	0	0	0	0	0	0	0.00
Entero. Avg. MPN/100 Ml						0	0.00
Raw TSS Avg. mg/1						99	13.4
Raw BOD tes/Avg.						105	132.2
Raw Total Cu Avg.mg/l						0.0239	155.0
Raw NH3-3 Avg. mg/l						23.3	0.053
Effluent CBOD test/Avg.						2.1	28.1
Effluent TSS Avg. mg/1						2.2	2.1
Effluent NH-3N Avg.mg/L						2.16	2.700
Effluent Total CU mg/L						0.0015	0.7900
Route Wells & Lift Stations							
Distribution System-Total Surface Water MG/D	6.798	16.289	18.8	16.081	16.273	74.241	78.234
Total Well Water MGD	0	0.002	0.001	0.001	0	0.004	0.006
Lb. of CL2 used	6	17	26	18	14	81	89
Lb. of Ammonia Used	1	3	4	3	2	13	25
Total # of CL2 Residual Samples	33	77	77	77	77	341	341
Number of Water Bacteriology Samples	0	0	0	0	15	15	15

WATER & WASTE WATER
ACTIVITY REPORT
Supervisor Jason Hubbell

2015 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY	Jan
Utility 24	1/1-1/3	1/4-1/10	1/11-1/17	1/12-1/24	1/25-1/31	TOTALS	2014
Collection System - Total Lift Station Pump Hours	299.4	549.8	782.1	912.5	564.7	3108.5	2067.14
Man Hours Wells Station	13.5	31.5	31.5	31.5	31.5	139.5	139.5
Safety Meetings	0	1	0	0	0	1	1
Dead ends Flushed	3	30	30	31	30	124	126
Fire Hydrants Weed-eated	8	12	10	14	15	59	93

CL2 = CHLORINE
MGD = MILLION GALLON DAY
SO2 = HYDROGEN SULFIDE
BOD = BIOCHEMICAL OXYGEN DEMAND
CU = COPPER
NH-3N = AMMONIA

MAINTENANCE DIVISION
ACTIVITY REPORT

2015 / January	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	MONTHLY	January
Utility 24	1/1-1/3	1/4-1/10	1/11-1/17	1/12-1/24	1/25-1/31	TOTALS	2014
PREVENTATIVE MAINTENANCE							
Lift Pumps	3	1	3	2	1	10	35
Valves	0	1	0	0	0	1	4
Electric Motors	0	0	0	0	0	0	1
Electric Panels	2	1	2	1	1	7	20
Vent Fans	0	0	0	0	0	0	1
Blowers	1	0	0	0	0	1	0
Belts	0	3	0	0	0	3	33
Floats	6	1	2	1	0	10	68
Well Sites	0	0	0	0	0	0	9
Clean Up @ Well Sites	0	0	0	0	0	0	9
Troubleshoot Problems	1	2	2	0	0	5	63
CORRECTIVE MAINTENANCE							
Replaced Belts	0	0	0	0	0	0	0
Replaced Bearings	0	0	0	0	0	0	0
Replaced Motors	0	0	0	0	0	0	0
Replaced Seals	0	0	0	0	0	0	0
Replaced Pumps	0	0	0	0	0	0	0
Replace wear Parts	0	0	0	0	0	0	0
Replace Valves	0	0	0	0	0	0	0
Replace Floats	0	0	0	0	0	0	0
Replace Gauges	0	0	0	0	0	0	0
Replace Electrical Parts	2	4	1	0	0	7	11
Change Oil in Pumps	2	0	2	2	0	6	7
Clean Up Lift Stations	0	0	0	0	0	0	46
					Total	**50**	**307**

SPECIAL PROJECTS

Galveston County Health District

Animal Services Division

Animal Resource Center - Monthly Report by Jurisdiction

City: *La Marque*
Month: *December 2014*
Completed By: *Paula Compton*

ANIMALS:

Incoming Animals: ***60***

Incoming Field	*41*
Incoming Shelter	*19*

Outgoing Animals-Disposition Method: ***57***

Adoptions	Redeemed by Citizen	Rescued by Group	Euthanized	Quarantine Return	Died in Care	Disposal Request by Owner	Dead on Arrival	Escaped	Other-Exchange with Certificate
18	*7*	*3*	*24*	*2*	*1*	*1*	*0*	*0*	*1*

Includes 0 Owner Request Euth

CALLS: ***134***

Average Response Time *0:24* (hours)

8 Contained By Citizen/Trap
8 Animal Picked Up
Animal Not Found
Incident Closed
Call Cancelled
Unable to Capture
Return to Owner
Escaped During Transfer
Dead on Arrival
Other

85 Stray
16 Animal Picked Up
15 Animal Not Found
Call Cancelled
8 Unable to Capture
4 Trap Set Up/Pick Up
13 Notice/Citation Issued
4 Incident Closed
19 Conference w/Owner/Complainant
6 Return to Owner
Other

16 Neglect/Welfare Check
Animal Picked Up
Animal Not Found
7 Conference w/Owner/ Complainant
9 Notice/Citation Issued
Incident Closed
Dead on Arrival

0 Nuisance
Animal Picked Up
Animal Not Found
Incident Closed
Conference w/ Owner/Complainant
Citation/Notice Issued

8 Sick/Injured
5 Animal Picked Up
Animal Not Found
Incident Closed
Unable to Capture
3 Dead on Arrival
Notice/Citation Issued
Return to Owner

0 Wildlife
Animal Picked Up
Animal Not Found
Incident Closed
Notice/Citation Issued
Conference w/Owner/ Complainant

1 Assist Law Enforcement
1 Animal Picked Up
Animal Not Found
Notice/Citation Issued
Return to Owner
Dead on Arrival
Call Cancelled
Conference w/Owner/ Complainant

0 Dog Attack-Animals
Animal Picked Up
Animal Not Found
Incident Closed
Unable to Capture
Dead on Arrival
Notice/Citation Issued
Conference w/Owner/ Complainant

9 Trap Drop Off/Pick Up
8 Trap Drop Off/Pick Up
1 Incident Closed

3 Other
1 Animal Not Found
2 Conference w/Owner/ Complainant
Dead on Arrival
Report not Valid

ADDITIONAL INFORMATION:

Quarantined	*1*	
Bite Reports	*4*	Included in Total Calls
Licenses Issued	*2 Altered* *1Unaltered*	
Citations Issued	*2*	
Notices Issued	*24*	

Galveston County Health District

Animal Services Division

Animal Resource Center - Monthly Report by Jurisdiction

City: *La Marque*
Month: *November 2014*
Completed By: *Paula Compton*

ANIMALS:

Incoming Animals: ***28***

Incoming Field	*23*
Incoming Shelter	*5*

Outgoing Animals-Disposition Method: ***43***

Adoptions	Redeemed by Citizen	Rescued by Group	Euthanized	Quarantine Return	Died in Care	Disposal Request by Owner	Dead on Arrival	Escaped	Other-Duplicate Animal Record
18	*7*	*2*	*14*	*0*	*1*	*0*	*1*	*0*	*0*

Includes 0 Owner Request Euth

CALLS: ***65***

Average Response Time *0:56* (hours)

8 Contained By Citizen/Trap
7 Animal Picked Up
1 Animal Not Found
Incident Closed
Call Cancelled
Unable to Capture
Return to Owner
Escaped During Transfer
Dead on Arrival
Other

38 Stray
7 Animal Picked Up
5 Animal Not Found
Call Cancelled
6 Unable to Capture
Trap Set Up/Pick Up
7 Notice/Citation Issued
4 Incident Closed
9 Conference w/Owner/Complainant
Return to Owner
Other

3 Neglect/Welfare Check
Animal Picked Up
Animal Not Found
1 Conference w/Owner/ Complainant
2 Notice/Citation Issued
Incident Closed
Dead on Arrival

1 Nuisance
Animal Picked Up
Animal Not Found
Incident Closed
Conference w/ Owner/Complainant
1 Citation/Notice Issued

1 Sick/Injured
1 Animal Picked Up
Animal Not Found
Incident Closed
Unable to Capture
Dead on Arrival
Notice/Citation Issued
Return to Owner

0 Wildlife
Animal Picked Up
Animal Not Found
Incident Closed
Notice/Citation Issued
Conference w/Owner/ Complainant

1 Assist Law Enforcement
1 Animal Picked Up
Animal Not Found
Notice/Citation Issued
Return to Owner
Dead on Arrival
Call Cancelled
Conference w/Owner/ Complainant

1 Dog Attack-Animals
Animal Picked Up
Animal Not Found
Incident Closed
Unable to Capture
Dead on Arrival
Notice/Citation Issued
1 Conference w/Owner/ Complainant

1 Trap Drop Off/Pick Up
1 Trap Drop Off/Pick Up
Animal Picked Up

7 Other
Animal Not Found
4 Conference w/Owner/ Complainant
2 Dead on Arrival
1 Report not Valid

ADDITIONAL INFORMATION:

Quarantined	*1*	
Bite Reports	*4*	Included in Total Calls
Licenses Issued	*1 Unaltered*	
Citations Issued	*0*	
Notices Issued	*11*	

Galveston County Health District

Animal Services Division

Animal Resource Center - Monthly Report by Jurisdiction

City: *La Marque*
Month: *October 2014*
Completed By: *Paula Compton*

ANIMALS:

Incoming Animals: ***33***

Incoming Field	*18*
Incoming Shelter	*15*

Outgoing Animals-Disposition Method: ***34***

Adoptions	Redeemed by Citizen	Rescued by Group	Euthanized	Quarantine Return	Died in Care	Disposal Request by Owner	Dead on Arrival	Escaped	Other-Duplicate Animal Record
13	*4*	*2*	*13*	*2*	*0*	*0*	*0*	*0*	*0*

Includes 1 Owner Request Euth

CALLS: ***45***

Average Response Time *1:50* (hours)

15 Contained By Citizen/Trap
14 Animal Picked Up
Animal Not Found
Incident Closed
Call Cancelled
Unable to Capture
Return to Owner
Escaped During Transfer
Dead on Arrival
1 Conference w/Owner/Complainant

15 Stray
7 Animal Picked Up
3 Animal Not Found
Call Cancelled
Unable to Capture
Trap Set Up/Pick Up
3 Notice/Citation Issued
Incident Closed
2 Conference w/Owner/Complainant
Return to Owner
Other

3 Neglect/Welfare Check
Animal Picked Up
Animal Not Found
1 Conference w/Owner/ Complainant
1 Notice/Citation Issued
1 Incident Closed
Dead on Arrival

1 Nuisance
Animal Picked Up
Animal Not Found
Incident Closed
1 Conference w/ Owner/Complainant
Citation/Notice Issued

4 Sick/Injured
1 Animal Picked Up
Animal Not Found
Incident Closed
Unable to Capture
3 Dead on Arrival
Notice/Citation Issued
Return to Owner

0 Wildlife
Animal Picked Up
Animal Not Found
Incident Closed
Notice/Citation Issued
Conference w/Owner/ Complainant

2 Assist Law Enforcement
1 Animal Picked Up
1 Unable to Capture
Notice/Citation Issued
Return to Owner
Dead on Arrival
Call Cancelled
Conference w/Owner/ Complainant

0 Dog Attack-Animals
Animal Picked Up
Animal Not Found
Incident Closed
Unable to Capture
Dead on Arrival
Notice/Citation Issued
Conference w/Owner/ Complainant

3 Trap Drop Off/Pick Up
3 Trap Drop Off/Pick Up
Animal Picked Up

0 Other
Animal Not Found
Conference w/Owner/ Complainant

ADDITIONAL INFORMATION:

Quarantined	*1*	
Bite Reports	*2*	Included in Total Calls
Licenses Issued	*1 altered* *1 unaltered*	
Citations Issued	*0*	
Notices Issued	*4*	