



CITY OF JAMAICA BEACH

16628 San Luis Pass Road
5264 Jamaica Beach
Jamaica Beach, Texas 77554
PH (409) 737-1142 FAX (409) 737-5211
www.jamaicabeachtx.gov



The City Council of the City of Jamaica Beach, Texas, will conduct a **Regular Meeting** scheduled at **6:00 pm on Thursday, February 8, 2024**, in the City Hall Council Chambers located at 16628 San Luis Pass Road.

To participate remotely:

- Dial **(469) 998-7466 (New Dial In Number)**
- Enter Pin **694 376 141#** and wait to be allowed into the meeting. **(PIN Number Updated Every Meeting)**
- To participate **remotely** in Public Comments, you must sign up by 2:00pm on the day of the meeting. See page 4 for instructions.

1) CALL TO ORDER AND ROLL CALL OF MEMBERS

2) PLEDGE OF ALLEGIANCE TO THE U.S. AND TEXAS FLAGS

3) INVOCATION, DONNA WILLIAMS, JAMAICA BEACH POLICE DEPARTMENT CHAPLAIN

4) SPECIAL PRESENTATION

1. Oath for new police officer Ezequiel Haro.

5) PUBLIC COMMENT

Members of the public are invited to give comments. Anyone will be allowed to speak on any subject other than personnel matters or matters under litigation, for a length of time not to exceed three minutes. No Council / Board discussion or action can take place on non-agenda items until such items are placed on an agenda and posted in accordance with law. (GC, 551.042.)

6) ANNOUNCEMENTS

1. Mardi Gras Golf Cart Parade. Saturday February 10 @ 3pm.
2. There is an opening on the Board of Adjustments. Applications are due February 15th.
3. The filing deadline for Alderman candidates is February 16, 2024

7) REPORTS FROM DIRECTORS, POLICE, AND FIRE

1. City Administrator Francis - Attached
2. Chief of Police Garivey – Attached
3. Director of Operations Quintero - Attached
4. Fire Chief Baden – Attached

8) CONSENT AGENDA AND APPROVAL OF MINUTES

The following items are considered routine by the City Council and will be enacted by one motion. There will only be a separate discussion on these items if a council member requests and then the item will be removed from the general order of business and considered in its typical sequence on the agenda.

1. Approval of minutes from the Regular City Council meeting on 01-25-2024.
2. Approval of minutes from the Special City Council meeting on 01-27-2024.

9) COMMENTS / REPORTS FROM MEMBERS OF COUNCIL

10) OLD BUSINESS

11) NEW BUSINESS

1. Discussion, consideration, and take action to approve city Procurement Policy:

The acquisition of goods and services should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict of interest, and impropriety; provides for equal access and opportunity in an open and competitive environment to all suppliers, with regard to factors related to quality, cost and availability of the goods and services; and which comply with all applicable federal, state and local laws, rules and regulations.

2. Discussion, consideration, and take action to approve Code of Ethics & Conduct for Elected and Appointed Officials:

The citizens of Jamaica Beach are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. This Code of Ethics and Conduct for Elected and Appointed Officials for members of the City Council and the City's boards and commissions will help assure public confidence in the integrity of local government and its effective and fair operation.

3. Discussion, consideration, and take action to approve contract for swimming pool deck resurfacing:

The 5,600sqft concrete pool deck has deteriorated and needs resurfaced and painted. We received four (4) bids for the project.

4. Discussion, consideration, and take action to approve contract for upgrades to City Hall's elevator:

The elevator at city hall is antiquated and has required multiple repairs over the past year. Although it did pass the annual inspection, the repair company has told us that they are only able to make temporary repairs and that modernizing it needs to be a priority.

5. Discussion, consideration, and take action to approve contract to upgrade lift station #6.

During recent inspections of the city's lift stations, it was identified that lift station #6 is nearing critical failure and needs immediate repairs.

6. Discussion, consideration, and take action to approve Resolution 2024-02 authorizing the transfer of American Rescue Plan Act funds to High Yield Money Market

The City received \$200,520.78 in ARPA funds which are currently in a money market earning 1.5% interest. The monies qualify for the City's High Yield Money Market Fund that earns 4.85%.

7. Discussion, consideration, and take action to approve Resolution 2024-03 Establishing Authorization for Signature of City of Jamaica Beach, Texas Checks.

The city needs to establish a clear process for who will be authorized signatories for City checks to ensure proper and secure execution of financial transactions.

12) MAYOR'S REPORT

13) EXECUTIVE SESSION

The City Council may convene a public meeting and then recess into closed executive session, to discuss any of the items listed on this agenda, if necessary, and if authorized under chapter 551 of the Texas Government Code. Situations in which a closed executive session may be authorized by law include, without limitation; (1) consulting with the Council's attorney to seek or receive legal advice concerning pending or contemplated litigation, a settlement offer, or any other matter in which the ethical duty of the attorney to the Council clearly conflicts with the general requirement that all meetings be open, §551.071; (2) discussing the purchase, exchange, lease, or value of real property, §551.072; (3) discussing a prospective gift or donation, §551.073; (4) discussing certain personnel matters, §551.074; and (5) discussing security personnel or devices, §551.076.

14) ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 16628 San Luis Pass Road, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: January 21, 2024, at 6:00 pm and remained so posted continuously for at least 72 hours before said meeting was convened.



Robert M. Quintero - Director of Operations / Interim City Secretary

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 409-737-1142, by fax at 409-737-5211, or by email at cityadmin@jamaicabeachtx.gov. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at www.jamaicabeachtx.gov.



City Administrator's Report

February 8, 2024

- Water Project
 - All the main is installed, Bacteria & Pressure testing has been successfully completed.
 - They are now installing service taps.
- Short Term Rentals
 - We issued 138 citations to 42 Short Term Rental properties for Failure to Register, Failure to Post Registration on Advertising, and Failure to Pay Hotel Occupancy Taxes.
- Spring Trash Cleanup
 - Sat. April 6th.
 - We will provide more detailed information regarding items allowed for pick up.
- Elections
 - 3 Alderman Positions
 - Filing Deadline 5pm Friday February 16th
 - City Hall will remain open
- Beach Nourishment
 - GLO is working with engineers to finalize the design & specifications.
 - GLO is also waiting for the Coastal Boundary Survey (CBS), which once submitted will take approximately 6 months to process.
 - GLOs bidding process will take approximately 6 months as well, but that can begin without the CBS being finalized. They estimate us being able to bid the project in the July to September timeframe.



Jamaica Beach Police Department

Chief Raymond Garivey Jr.

16628 San Luis Pass Road (physical)
5264 Jamaica Beach (mailing)
Jamaica Beach, Texas 77554
Office (409) 737-1142 / Fax (409) 974-4307
RGarivey@jamaicabeachtx.gov



To: Mayor and Council

During the Month of January officers responded to 73 calls for service. Included are calls where we assisted the Galveston Police Department as back up units.

We also conducted routine business checks, residential checks (special watches), beach checks, and checks of the marina.

Alarm Calls (14)
Suspicious Vehicle (6)
Citizen Assist (38)
Animal Control (2)
Loud Noise (4)
Disturbance (2)
Reckless Driver (1)
City Ordinance Violation (1)
Welfare Check (1)
Criminal Mischief (1)
Parking Complaint (1)
Theft (1)
Attempted Suicide (1)
Citations (142)
Arrest (3)

Significant Incidents:

On 01/01/24 at approximately 3:40am, officer(s) initiated a traffic stop on a silver sedan 4-door near the intersection of FM 3005 and Park Road 66. A wanted check revealed that the driver had an outstanding warrant out of Lavaca County on the charge of Driving with License Suspended. This subject was arrested and transported to the Galveston County Jail where he was booked and confined without incident.

On 01/03/24 at approximately 11:45pm, officer(s) initiated a traffic stop on a blue Volkswagen Passat near the intersection of FM 3005 and Buccaneer. The driver was arrested and charged with Unlawful Carry of a Weapon (Firearm) and transported to the Galveston County Jail where he was booked and confined without incident.

On 01/07/24 at approximately 9:40am, officer(s) were dispatched to the 16500 block of Jamaica Inn Rd regarding a vehicle that had a struck a stop sign and left the scene. The suspect vehicle was located at a nearby residence and several citations were issued to the driver. The stop sign was put back into place.

On 01/07/24 at approximately 7:00pm, Galveston PD put out a reckless driver call out on the beach at 16-Mile Road. Our officer(s) backed up GPD and located the vehicle and question and turned the scene over to Galveston PD.

On 01/09/24, at approximately 5:40pm, officer(s) were dispatched to a residence in the 16600 block of John Davis in reference to someone damaging a chain that went across the complainant's driveway to keep people out. The complainant did not want to complete a report, just wanted to make the police department aware of the incident.

On 01/09/24, at approximately 2:10am, officer(s) were dispatched to a residence in the 16600 block of Captain Kidd in reference to a male subject wanting to commit suicide. Officer(s) located the subject in question inside the residence and learned that he had taken multiple prescription pills. EMS transported this subject to the hospital for medical treatment and mental health evaluation.

On 01/11/24 at approximately 11:30am, officer(s) were dispatched to the 16600 block of Jean Lafitte Rd in reference to a Theft. The complainant reported that someone stole items out of her freezer located in her garage. The complainant wanted to just make a report for future reference and requested extra police patrol by her residence.

On 01/14/23 at approximately 3:30am, officer(s) initiated a traffic stop on a black Nissan Altima in the 17500 block of FM 3005. A wanted check revealed that the driver had outstanding traffic warrants from the Galveston Police Department. This subject was arrested and transported to the Galveston County Jail where he was booked and confined without incident. A passenger was released without charge.

On 01/09/23, at approximately 8:35pm, officer(s) checked by with Galveston PD Officers on FM 3005 and 12 Mile Road on a disturbance. The disturbance was between a 16-year-old teenager. Officers counseled all parties involved and no further action was needed.

Community Events:

The Jamaica Beach Police Department hosted the Annual Special Olympics Polar Plunge. We had 88 people who registered to take the plunge out in our beautiful Jamaica Beach. We were able to raise \$18,000 for Special Olympics athletes. I can't say thank you enough to all the kind folks we have in our community. It was an amazing turnout, and we look forward to hosting this event every year!

Also, our police department received a wonderful donation of a new 2024 patrol boat. The wonderful folks at Law Enforcement Alliance for Galveston County hosted a fundraiser dinner, auction and bingo event in League City, that raised the money for the boat. Thank you to all the wonderful citizens, business owners and elected officials who supported this fundraiser event.

Open Positions:

Officer Jacob Strueby resigned his position. We thank him for his service to the citizens of Jamaica Beach. Reserve Officer Glendon Arnold is taking Strueby's position as one of our full-time officers. We still have Reserve Officer positions available.

Chief Raymond Garivey Jr.



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Director of Development February 2024 Report

- I attended the Floodplain Awareness Strategies in Texas meeting and received communications from Debbie Vascik that indicate that there is a possibility to lower our flood insurance. Debbie will be meeting with us on Thursday, February 1, 2024.
- As the weather permits, David Torres and crew are replacing missing street signs. If you're missing a street sign, please contact me.
- I received an email from Manny Obmaces, a consultant from FEMA/TDEM requesting for the scope change request to proceed further, they needed a detailed bid from Branch Construction regarding the work that is going to be performed for PW 9523. The bid will give insight to FEMA into what needs to be done as well as the costs for the dune crossover work.
- I met with the Park Board of Trustees Attractions Committee. I am coming up with a plan to have a special event here in JB.
- I met with Sheryl Rozier with the Park Board on Coast Erosion
- We met with Michelle Culver from GLO, she sent me some additional information I needed as I am currently working on the beach nourishment permits.
- Ester and I met/trained with Wendi Fragoso, Chief Deputy of Elections with Galveston County Clerk's Office.
- We've received bids to resurface the municipal pool. The bids are in the meeting packets.
- We've received bids for a new elevator. The bids are in the meeting packets.
- Served many call outs and dealt with several complaints that we repaired, and all complainants were graciously satisfied.
- I visited via phone with Carver Wray from the GLO. He is currently working with LAN (the engineer) to finalize the 100% design and specs and waiting for the Coastal Boundary Survey (CBS) to be submitted to the GLO Survey Division.
- Creig Romero from the TDEM informed me that he has heard nothing back from FEMA as to whether they will allow us to reduce the number of dune crossovers from 5 to 3.
- We will be testing five aluminum can recycling receptacles on the beach this spring. If it works out, we will anticipate that we will expand to the entire beach.

Respectfully submitted,

Robert Quintero



Jamaica Beach Volunteer Fire Department

Quarterly Report to City Council

February 1, 2024



Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
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Jamaica Beach Volunteer Fire Department

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Summary

The Jamaica Beach Volunteer Fire Department (JBVFD) is a certified First Responder Organization with Advanced Life Support (ALS) capabilities founded in 1976. JBVFD is a 501(c)3 volunteer-based organization dedicated to the safety of the citizens of Jamaica Beach and to the safety of everyone who lives or visits on the West end of Galveston Island. We are part of the Galveston Marine Response organization and have mutual aid agreements with Galveston Island Beach Patrol and Galveston Fire Department for water rescues and structure fires on the West end of the island. We have a mutual aid agreement with Galveston Area Ambulance Authority for EMS response, and we operate under their medical protocols and medical direction. The JBVFD is supported by donations from the private and public sectors.

JBVFD has 34 active volunteer firefighters operating a 2010 Class A Pumper, a 1998 Class A Pumper, a 2004 105' Platform Aerial, a 2000 Medium Rescue Truck, a 2017 Light Rescue SUV, a 2017 Light Rescue Truck, a 2011 Brush Truck, a 21' SeaLegs Amphibious rescue boat, and two jet skis with rescue sleds. We also have two rapid response vehicles for incident command. All vehicles are equipped with basic life support capability, with advanced life support capability on the Medium Rescue truck.

JBVFD has an automatic mutual aid agreement with Galveston Fire Department for all structure fires on the West end of Galveston Island, and conversely GFD will assist us with structure fires in Jamaica Beach. We also have an automatic aid agreement with Galveston Island Beach Patrol to assist with any water related rescue on the West end of Galveston Island. Additionally, we perform water rescue/searches in West Bay as mutual aid to the United States Coast Guard. As a member of the Galveston County Firefighters Association (GCFFA) we also have a mutual aid agreement with all 17 Fire Departments in Galveston County.

JBVFD is a founding member of the Galveston Marine Response (GMR), which is made up of first responders from JBVFD, Galveston Island Beach Patrol, Galveston Fire Department, Galveston Police Department, Schlitterbahn Water Park, Texas State Park Police, and UTMB Police. The GMR is set up to operate in any water related emergency under the direction of the Galveston Emergency Operations Center.

JBVFD is funded entirely by private donations and grants.

JBVFD has an ISO rating of 3 on a scale from 1 to 10, which contributes to lower home-owner insurance premiums for residents of Jamaica Beach.



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Organizational Structure

Business Office:

President – Nathan Martens
Vice President – Eric Dawson
Treasurer – Lauren Dawson
Secretary – Randy Thompson

Operations:

Fire Chief – Kyle Baden
Asst Fire Chief – Ian Fundling
Fire Marshal – Kyle Baden (Acting)
Asst Fire Marshal – Sherwood Green
Safety Officer – Nathan Martens
Infection Control Officer – Randy Thompson
EMS Director – Kyle Baden
Medical Director – Dr. Kent Harkey



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2023 Update

During 2023, JBVFD responded to 234 calls for service with 48 of those being Mutual Aid or Automatic Aid given. At a high level, 25 calls were fires, 128 calls were Rescue or Emergency Medical Service, 25 calls were for a hazardous condition with no fire, 28 calls were good intent or false alarms, and 28 calls were service calls.

As a comparison, for the full year 2022 JBVFD responded to a total of 262 calls for service with 58 of those being Mutual Aid or Automatic Aid given. The breakdown of these calls: 24 calls were fires, 1 call was Overpressure rupture, explosion, overheat – no fire, 167 calls were Rescue or Emergency Medical Service, 26 calls were hazardous condition with no fire, 21 calls were good intent or false alarms, 22 calls were service calls, and 1 call was a Special Incident Type.

We responded to three structure fires in Jamaica Beach during the year, including two fatality fires. We responded to 6 structure fires in Galveston as part of our automatic mutual aid agreement. We also responded to 4 Brush fires, 1 Motor Vehicle fire at the San Luis Pass, and 2 recreational vehicle fires as mutual aid to Galveston and performed four standby assignments, covering the West End while Galveston fought a 2-alarm fire on the East end. We also responded to two Motor Vehicle Accidents at the San Luis Pass to provide 4X4 access to the scene for Galveston Fire Department, Galveston EMS, and Galveston Police Department.

We responded to 11 water rescue calls during the year as part of the Galveston Marine Response.

In addition, we responded to 3 EMS calls as mutual aid to Galveston when their units were tied up on other calls, and we responded to 3 MVA to assist Galveston with multiple patients (mass casualty response).

We had 1 member complete Firefighter certification during 2023 and had 4 additional members join the department. One of our members was hired for Galveston Fire Department and we are very proud of her accomplishment in this achievement.

Our website hosting company went out of business in 2023 and we were able to get a temporary landing page up within a month, our full site was operational in early January 2024 with the new vendor.

For Incidents volunteers contributed 686.5 hours this year and for training 567.5 hours, for a total of 1254 hours of volunteer time contributed. This does not include the countless hours that were contributed to the fundraiser, or time spent working with the Chili Cookoff, or any of the other non-trackable work that our volunteers have done.

We don't really have records for the department prior to Hurricane Ike, but for 2009 and 2010 respectively, we show a total of 100 calls for 2009 and 127 calls for 2010. Given the boom in development on the West End of Galveston, and the boom in development in Jamaica Beach, as well as the surge in beach tourism, we have doubled our call volume since then.



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Maintenance/Upkeep

In 2020, we were able to replace the 20-year-old pump on our Brush truck with a new pump motor. We also were able to have a complete overhaul performed on SeaLegs, our amphibious rescue boat. This is in addition to routine maintenance performed on all our vehicles.

In 2021, we were able to get a loan through Moody Bank to replace our two Chief's vehicles (which also serve as rapid response units) with new units, which allowed us to decommission two older vehicles in the fleet to eliminate growing maintenance on the older vehicles.

In 2022, we were able to sell several older vehicles at auction and this allowed us to pay off a loan with Moody Bank that allowed us to purchase a used 2003 HP105 Aerial Platform to replace our 1983 Ladder Truck which was becoming a maintenance drain on our operating budget. Aerial apparatus must be recertified every year and every year the older aerial required increasing maintenance to pass the certification. Luckily, we were able to find a vehicle in the area that met our requirements and was in a price range that we could afford the loan payments on and was in fairly good shape.

In Late 2022, we received a donation through Helping Hands of 45 High Pressure (4500 PSI) and 80 Bottles from Rosenberg FD (they had received a grant and were replacing their packs). All we had to do was flow test the packs (which basically equated to the cost of one air pack). This allowed us to replace our out of date and out of support 2216 psi air packs.

JBVFD also participated in the Mardi Gras parades and the Christmas celebrations at the City Park and the boat parade during the year. Our BBQ fund raiser had record attendance, as well as tremendous response from our mail outs and exceeded our fund-raising goals.



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Grants/Funding

In 2020, JBVFD applied for a Loose Equipment grant with the Texas Forest Service HB2604 program to replace our aging Thermal Imaging Cameras and in late 2022 we were notified that we were awarded the grant. Through the grant we were able to purchase two Thermal Imaging Cameras for the Engines, 8 personal Thermal Imaging Cameras that attach to the air packs, Helmet lights for all firefighters, as well as lights that attach to all the air packs, and a skid unit for our UTV to allow us to fight brush fires with the UTV.

In 2022, JBVFD applied for a FEMA Assistance to Firefighters Grant (AFG) in conjunction with Bayou Vista, and Bacliff as a regional grant. This grant was to look at replacing all our air packs with high pressure 4500 PSI air packs as well as replacing our bunker gear, which was purchased after Hurricane Ike, with new bunker gear. Bayou Vista and Bacliff had similar requests in their portion of the package. AFG grants consider the cost per capita as part of the decision criteria, so the thought was that by combining the population of the three cities, it would allow for a better chance at winning the grant by spreading the cost out over a larger population pool. Unfortunately, our request was turned down.

In 2023, JBVFD also applied to Firehouse Subs for a Lucas Automated Chest Compression device to enhance our ability to respond to Cardiac events (approximately \$20,000), unfortunately our request was turned down.



Jamaica Beach Volunteer Fire Department

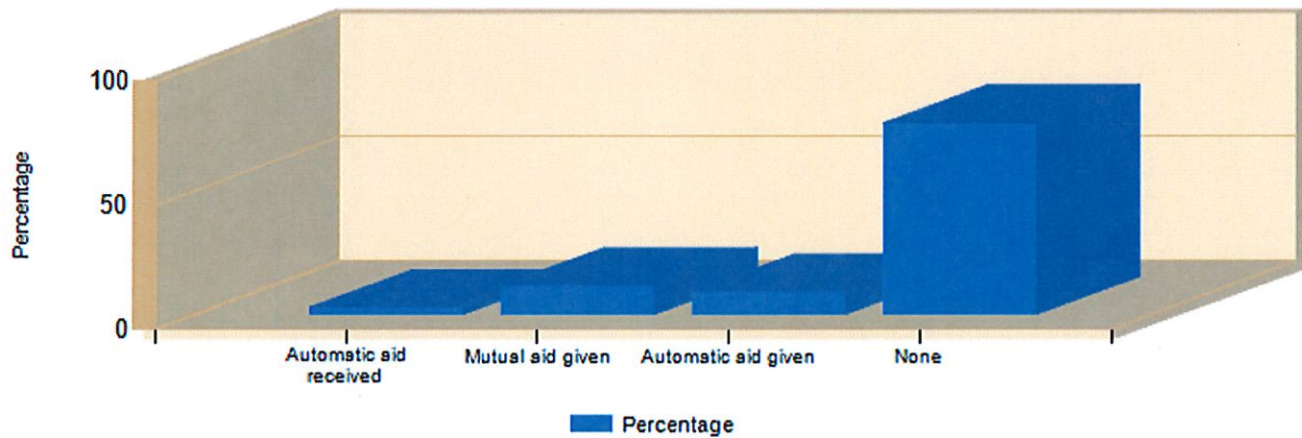
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Statistics

Count of Aid Given and Received for Incidents for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023

Percentage of Aid Type



AID TYPE	TOTAL	% of TOTAL
Automatic aid received	6	2.6%
Mutual aid given	27	11.5%
Automatic aid given	21	9.0%
None	180	76.9%



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Incident Detail for Aid Given and Received for Incident Type Range for Date Range

Incident Type Range: 100 - 911 | StartDate: 01/01/2023 | EndDate: 12/31/2023

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	SHIFT
AID TYPE: Automatic aid given				
01/01/2023	2023-0002	11947 FM 3005	111 - Building fire	ST1 - JBVFD Station 1
03/02/2023	2023-0028	18100 FM 3005	122 - Fire in motor home, camper, recreational vehicle	ST1 - JBVFD Station 1
03/04/2023	2023-0031	18100 FM 3005 DR	121 - Fire in mobile home used as fixed residence	ST1 - JBVFD Station 1
03/17/2023	2023-0036	22002 KENNEDY DR	700 - False alarm or false call, other	ST1 - JBVFD Station 1
03/23/2023	2023-0040	10707 STEWART RD	118 - Trash or rubbish fire, contained	ST1 - JBVFD Station 1
03/25/2023	2023-0045	16615 BAYFRONT DR	100 - Fire, other	ST1 - JBVFD Station 1
05/16/2023	2023-0076	14302 STEWART RD	360 - Water & ice-related rescue, other	ST1 - JBVFD Station 1
05/28/2023	2023-0080	4242 PIRATES DR	340 - Search for lost person, other	ST1 - JBVFD Station 1
06/01/2023	2023-0090	36500 FM 3005	365 - Watercraft rescue	ST1 - JBVFD Station 1
06/09/2023	2023-0097	12624 W VENTURA DR	364 - Surf rescue	ST1 - JBVFD Station 1
06/26/2023	2023-0110	22405 BAY VISTA DR	365 - Watercraft rescue	ST1 - JBVFD Station 1
06/27/2023	2023-0113	3629 8MILE RD	364 - Surf rescue	ST1 - JBVFD Station 1
06/29/2023	2023-0116	17200 FM 3005	700 - False alarm or false call, other	ST1 - JBVFD Station 1
07/16/2023	2023-0134	4100 GREEN HERON DR	364 - Surf rescue	ST1 - JBVFD Station 1
07/25/2023	2023-0142	21614 FM 3005	111 - Building fire	ST1 - JBVFD Station 1
07/29/2023	2023-0145	21203 GULF DR	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1
08/08/2023	2023-0150	17523 FM 3005	700 - False alarm or false call, other	ST1 - JBVFD Station 1
09/01/2023	2023-0167	36500 FM 3005	342 - Search for person in water	ST1 - JBVFD Station 1
09/06/2023	2023-0170	26461 CAT TAIL DR	111 - Building fire	ST1 - JBVFD Station 1
10/06/2023	2023-0186	26826 BAY WATER DR	342 - Search for person in water	ST1 - JBVFD Station 1
12/30/2023	2023-0236	16601 PELICAN RD	162 - Outside equipment fire	ST1 - JBVFD Station 1

Percentage of Total Incidents: 8.97%

AID TYPE: Automatic aid received				
02/26/2023	2023-0025	16627 JAMAICA BEACH RD	111 - Building fire	ST1 - JBVFD Station 1
03/24/2023	2023-0041	16615 BAYFRONT DR	111 - Building fire	ST1 - JBVFD Station 1
07/03/2023	2023-0120	16628 FM 3005	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1
07/13/2023	2023-0132	3814 BOB SMITH DR	600 - Good intent call, other	ST1 - JBVFD Station 1
09/06/2023	2023-0169	16628 FM 3005	365 - Watercraft rescue	ST1 - JBVFD Station 1
11/05/2023	2023-0204	16711 Flamingo Way	111 - Building fire	ST1 - JBVFD Station 1

Percentage of Total Incidents: 2.56%

AID TYPE: Mutual aid given				
01/01/2023	2023-0001	18522 E DE VACA	118 - Trash or rubbish fire, contained	ST1 - JBVFD Station 1
01/20/2023	2023-0009	13000 SETTEGAST RD	342 - Search for person in water	ST1 - JBVFD Station 1
02/08/2023	2023-0017	20611 E SANDHILL DR	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1



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02/18/2023	2023-0021	4300 PABST RD	142 - Brush or brush-and-grass mixture fire	ST1 - JBVFD Station 1
03/10/2023	2023-0032	26199 FM 3005	322 - Motor vehicle accident with injuries	ST1 - JBVFD Station 1
03/25/2023	2023-0044	2601 8MILE RD	142 - Brush or brush-and-grass mixture fire	ST1 - JBVFD Station 1
04/27/2023	2023-0056	35930 FM 3005	551 - Assist police or other governmental agency	ST1 - JBVFD Station 1
05/01/2023	2023-0058	17515 FM 3005	445 - Arcing, shorted electrical equipment	ST1 - JBVFD Station 1
05/08/2023	2023-0068	6300 STEWART RD	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1
05/28/2023	2023-0083	36500 FM 3005	322 - Motor vehicle accident with injuries	ST1 - JBVFD Station 1
06/09/2023	2023-0096	36500 FM 3005	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1
06/17/2023	2023-0103	4226 BUCCANEER BLVD	321 - EMS call, excluding vehicle accident with injury	ST1 - JBVFD Station 1
06/17/2023	2023-0104	36500 FM 3005	150 - Outside rubbish fire, other	ST1 - JBVFD Station 1
06/18/2023	2023-0105	12713 CONQUISTADOR	600 - Good intent call, other	ST1 - JBVFD Station 1
07/04/2023	2023-0122	35930 FM 3005	322 - Motor vehicle accident with injuries	ST1 - JBVFD Station 1
07/16/2023	2023-0135	36500 FM 3005	322 - Motor vehicle accident with injuries	ST1 - JBVFD Station 1
07/30/2023	2023-0148	36500 FM 3005	130 - Mobile property (vehicle) fire, other	ST1 - JBVFD Station 1
08/23/2023	2023-0162	6900 SEAWALL BLVD	551 - Assist police or other governmental agency	ST1 - JBVFD Station 1
08/28/2023	2023-0166	514 37TH ST	111 - Building fire	ST1 - JBVFD Station 1
09/09/2023	2023-0171	35930 FM 3005	342 - Search for person in water	ST1 - JBVFD Station 1
09/22/2023	2023-0177	4243 SAN JACINTO DR	324 - Motor vehicle accident with no injuries.	ST1 - JBVFD Station 1
10/30/2023	2023-1971	16628 San Luis Pass RD	571 - Cover assignment, standby, moveup	ST1 - JBVFD Station 1
11/02/2023	2023-0201	23700 FM 3005	143 - Grass fire	ST1 - JBVFD Station 1
11/07/2023	2023-0206	9900 STEWART RD	142 - Brush or brush-and-grass mixture fire	ST1 - JBVFD Station 1
11/12/2023	2023-0210	7515 BELUCHE DR	111 - Building fire	ST1 - JBVFD Station 1
11/13/2023	2023-0211	2027 AVE J	551 - Assist police or other governmental agency	ST1 - JBVFD Station 1
11/16/2023	2023-0212	17200 FM 3005	554 - Assist invalid	ST1 - JBVFD Station 1

Percentage of Total Incidents: 11.54%



Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
 Jamaica Beach, Texas 77554
www.jamaicabeachfiredept.us

Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 12/31/2023

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	128
FIRE	106
TOTAL	234

TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			

PRE-INCIDENT VALUE	LOSSES
\$1,790,000.00	\$1,790,000.00

CO CHECKS	
736 - CO detector activation due to malfunction	1
TOTAL	1

MUTUAL AID	
Aid Type	Total
Aid Given	48
Aid Received	6

OVERLAPPING CALLS	
# OVERLAPPING	% OVERLAPPING
9	3.85

LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)		
Station	EMS	FIRE
JBVFD Station 1	0:05:15	0:09:43
	AVERAGE FOR ALL CALLS	0:06:11

LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)		
Station	EMS	FIRE
JBVFD Station 1	0:01:37	0:03:18
	AVERAGE FOR ALL CALLS	0:01:57

AGENCY	AVERAGE TIME ON SCENE (MM:SS)
Jamaica Beach Volunteer Fire Department	44:50

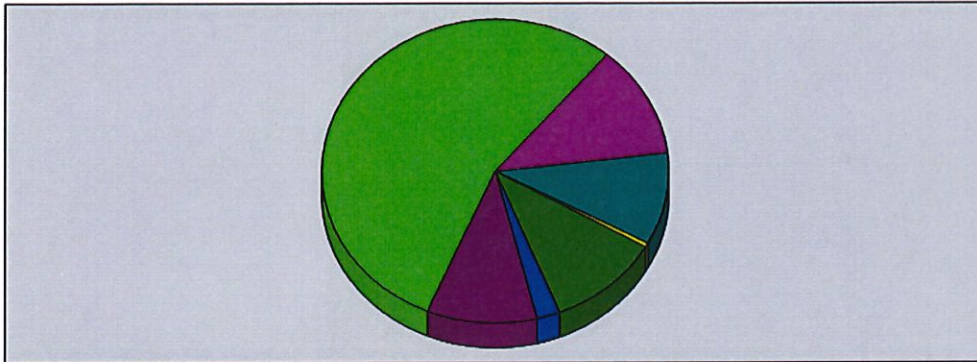


Jamaica Beach Volunteer Fire Department

5355 Jamaica Beach
 Jamaica Beach, Texas 77554
www.jamaicabeachfiredept.us

Major Incident Types by Month for Date Range

Start Date: 01/01/2023 | End Date: 12/31/2023



INCIDENT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
False Alarm & False Call			4		1	4	4	2	1	1	4	2	23
Fire	2	2	8			1	2	2	2		5	1	25
Good Intent Call	1					1	1						5
Hazardous Condition (No Fire)	2	3	1	1	2	1	4	3	1	3	1	2	24
Overpressure Rupture, Explosion, Overheat(no fire)												1	1
Rescue & Emergency Medical Service Incident	7	7	7	8	22	18	18	7	10	11	3	10	128
Service Call	2	1	1	1	6	3	1	4	1	2	7		28
Total	12	14	21	10	31	28	30	18	15	17	20	18	234

Robert Quintero

From: Aaron Herrera <Aaron.Herrera@tdem.texas.gov>
Sent: Thursday, February 1, 2024 11:00 AM
Cc: Robert Saunders; Mike Jones; Paul Stevens
Subject: TDEM | Galveston County | Monthly Training Webinars

Good Morning Everyone!

See below for some training opportunities available to you!

Hope you have a great day!

G-202 Course | Debris Management

This course is designed to provide local officials who may have to manage debris removal and disposal in the aftermath of a tornado, flood, or hurricane with the knowledge and skills to do so. The course covers staff development, pre-disaster planning, local response and recovery actions, contracting procedures, selecting and operating a temporary debris storage site, volume reduction methods, environmental regulations, and dealing with special debris situations.

Upcoming Courses:

WALKER COUNTY

Date: 05/06/2024 - 05/09/2024

Location: Huntsville Fire Station #2

2109 Sam Houston Ave

Huntsville, TX 77340

County: Walker

- Registration: [G-202, 05/06/2024 - 05/09/2024, Huntsville](#)

T-600 Course | Disaster Accounting 101

This high-level course covers basic disaster accounting documentation requirements, processes, and procedures, as well as cost tracking. It should assist jurisdiction personnel with implementing appropriate processes and procedures for the entire disaster timeline prior to a disaster taking place to help maximize reimbursement potential. This course includes live, instructor-led presentations, interactive breakout sessions, and a disaster documentation simulation. Upon completing this course, the student will be able to locate and explain federal, state, and local regulations concerning purchasing, payroll, and cost tracking before, during, and after emergencies.

Upcoming Courses:

MONTGOMERY COUNTY

Date: 04/01/2024 - 04/03/2024

Location: Lone Star Convention Center (Yellow Rose Room)

9055 Airport Rd

Conroe, TX 77303

- Registration: <https://www.preparingtexas.org/DeliveryDetails.aspx?classid=a901eda5-2df7-4c7a-9be7-6ea421a65bad>

GALVESTON COUNTY

Date: 05/21/2024 - 05/23/2024

Location: Galveston County Old Courthouse | HR Training Room
722 Moody Ave
Galveston, TX 77550

- Registration: <https://www.preparingtexas.org/DeliveryDetails.aspx?classid=29a7ce07-0e61-4bb8-bad9-a1bc4f4dadd6>

TDEM Grant Management System (GMS) Training

The Texas Division of Emergency Management will be conducting monthly virtual training for GMS users. Training will consist of GMS Basic Overview where the user can learn how to navigate the system, and a GMS Advance Training and Q&A where more advanced areas of GMS will be highlighted. This training will also provide the opportunity to ask specific system questions for items in GMS. Trainings will be offered alternating months beginning August 2023.

Please see the dates below and register. Once you complete your registration, you will be provided a meeting link and meeting ID for your selected session.

GMS Basic Training is scheduled for the first Tuesday every other month beginning March 13, 2024 at 2 PM (CT).

Link: Please click [here](#) to register for GMS Basic Training.

GMS Advanced Training and Q&A is scheduled for the first Tuesday every other month beginning March 5th, 2024 at 1 PM (CT).

Link: Please click [here](#) to register for GMS Advanced Training and Q&A.

- If you have any questions, please reach out to your TDEM Recovery Coordinator **Aaron Herrera** aaron.herrera@tdem.texas.gov

Public Assistance & Hazard Mitigation Grants Federal Procurement Training

The Texas Division of Emergency Management will be conducting monthly virtual training on the procurement regulations that govern the FEMA Public Assistance (**PA**) and Hazard Mitigation Grant Program (**HMGP**) awards. As part of the revised Grant Terms and Conditions, Federal Procurement Training is now required for PA and HMGP funding.

Training will highlight important considerations for each program including cost principles, methods of procurement, and procurement best practices. Compliance with these regulations is required for all recipients, failure to adhere to these regulations will limit reimbursements. Training is scheduled for the second Wednesday of each month at 10 AM (CT). Please see the dates below and register. Once you complete your registration, you will be provided a meeting link and meeting ID for your selected session.

The next **Public Assistance & Hazard Mitigation Grants Federal Procurement Training** is scheduled February 14th, 2024 at 10 AM (CT).

Link: Please click [here](#) to register via Preparing Texas.

- If you have any questions, please reach out to **Paul Stevens** (TDEM Regional Disaster Finance Coordinator) 281.517.1486 paul.stevens@tdem.texas.gov

Thanks,

Aaron Herrera

Regional Recovery Coordinator
Texas Division of Emergency Management
O: (713) 967-7004



TDEM
THE TEXAS A&M UNIVERSITY SYSTEM



CITY OF JAMAICA BEACH

16628 San Luis Pass Road
5264 Jamaica Beach
Jamaica Beach, Texas 77554
PH (409) 737-1142 FAX (409) 737-5211
www.jamaicabeachtx.gov



CITY COUNCIL REGULAR MEETING MINUTES

January 25, 2024
6:00 P.M.

CALL TO ORDER AND ROLL CALL OF MEMBERS:

Mayor Sharon Bower called the meeting to order at 6:00 pm

The following Council Members were present:

*Mayor Sharon Bower
Mayor Pro Tem Gil Madray
Alderman Sherwood Green
Alderswoman Lorraine Jones
Alderman Russell Rupertus*

The following Council Members were absent:

Alderman David Welch

The following staff were present:

*City Administrator – Kendal Francis
Police Chief – Raymond Garivey
Director of Development – Robert Quintero
Finance Clerk - Ester Abrego
Water Clerk – Tina Sifuentes*

PLEDGE OF ALLEGIANCE TO THE U.S. AND TEXAS FLAGS

INVOCATION: Bishop Cheney

SPECIAL PRESENTATION: None

ANNOUNCEMENTS: Mayor Bower

- Saturday, January 27, 2024 – Town Hall Meeting at 9:00 am at JB Fire Station.
- February 16, 2024 – filing deadline for Alderman candidates. Currently there are three at large positions open.

PUBLIC COMMENTS: None

REPORTS FROM DIRECTORS, POLICE, AND FIRE:

- **City Administrator, Francis** – Oral – No Questions
 - Spring Clean Up – Saturday, April 6, 2024
 - New Code Enforcement Officer – Begins in February
 - New phone system transition, phones will be down beginning at 10 am
- **Chief of Police, Garivey** – No Questions
 - Thanked everyone for coming to Pie in the Face and donating toys
 - Mardi Gras Parade – February 10, 2024

- Boots and Bling fundraiser was enough to purchase a boat, and there will be a ribbon cutting ceremony.
- **Director of Operations, Quintero** – No Questions
 - Dune Walkover locations were not selected by Jamaica Beach, locations provided by FEMA.
- **Fire Chief, Baden** – None

APPROVAL OF MINUTES:

Mayor Sharon Bower presented the minutes for January 11, 2024.

*Motion made by Alderwoman Jones to **approve**, seconded by Mayor Pro Tem Madray*

VOTE

3 AYES (Green, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

1 ABSTAIN (Rupertus)

MOTION PASSED

ALDERMAN REPORTS:

Mayor Pro Tem Madray: No report

Alderman Green: No report

Alderwoman Jones: No report

Alderman Rupertus: No report

OLD BUSINESS:

1. Discussion, consideration, and take action to approve contract for construction of dune walkovers:

The City received FEMA funding to replace the public beach access dune walkovers. In cooperation with the Texas Department of Emergency Management, and having completed a public procurement process, city staff is recommending authorization of a construction agreement to replace three walkovers.

Mayor Bower read the above caption. Still no approval from FEMA to move forward with the project. Will be brought forward in meeting on April 11, 2024.

*Motion made by Alderman Rupertus to **remove from table**, seconded by Alderman Green*

VOTE

4 AYES (Green, Rupertus, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

0 ABSTAIN

MOTION PASSED

*Motion made by Mayor Pro Tem Green to **table**, seconded by Alderwoman Jones*

VOTE

4 AYES (Green, Rupertus, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

0 ABSTAIN

MOTION PASSED

NEW BUSINESS:

1. Discussion, consideration, and take action to approve Ordinance 2024-01:

AN ORDINANCE OF THE CITY OF JAMAICA BEACH, TEXAS; PROVIDING TO HOLD A GENERAL ELECTION TO BE HELD ON MAY 4, 2024, FOR THE PURPOSE OF ELECTING THREE (3) ALDERMAN POSITIONS AND PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; FINDING COMPLIANCE WITH THE OPEN MEETINGS LAW; AND PROVIDING AN EFFECTIVE DATE HEREOF

Mayor Bower read the above caption and there was no discussion.

*Motion made by Mayor Pro Tem Madray to **approve**, seconded by Alderwoman Jones*

VOTE

4 AYES (Green, Rupertus, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

0 ABSTAIN

MOTION PASSED

2. Discussion, consideration, and take action to approve Ordinance 2024-03:

AN ORDINANCE OF THE CITY OF JAMAICA BEACH, TEXAS, AUTHORIZING THE SETTING OF AN ELECTION FOR THE IMPOSITION OF A CITY SALES TAX ELECTION PURSUANT TO TEXAS GOVERNMENT CODE, SUBCHAPTER B. IMPOSITION OF SALES AND USE TAXES BY MUNICIPALITIES, sec. 321.101. TAX AUTHORIZED, SETTING THE CITY ELECTION FOR May 4th, 2024 WHEREIN VOTERS WILL BE ASKED TO IMPOSE A TWO PERCENT (2.0%) CITY SALES TAX.

Mayor Bower read the above caption and there was no discussion.

*Motion made by Alderman Green to **approve**, seconded by Alderman Rupertus*

VOTE

4 AYES (Green, Rupertus, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

0 ABSTAIN

MOTION PASSED

3. Discussion, consideration, and take action to approve contract with Galveston County for election services:

This contract is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the May 4, 2024, General Election and any subsequent runoff election.

Mayor Bower read the above caption and there was no discussion.

*Motion made by Alderman Green to **approve**, seconded by Alderwoman Jones*

VOTE

4 AYES (Green, Rupertus, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

0 ABSTAIN

MOTION PASSED

4. Discussion, consideration, and take action to approve Resolution 2024-01 for Renewal and Optimization of Certificates of Deposit:

The city has four current Certificates of Deposit that are nearing their maturity date. Authorize the city administrator to identify the combination of maturity date and interest rate that optimizes the city's investment.

Mayor Bower read the above caption and there was no discussion.

*Motion made by Alderwoman Jones to **approve**, seconded by Mayor Pro Tem Madray*

VOTE

4 AYES (Green, Rupertus, Jones, Madray)

1 ABSENT (Welch)

0 NAYS

0 ABSTAIN

MOTION PASSED

5. Discussion and consideration concerning a proposed city Procurement Policy:

The acquisition of goods and services should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict of interest, and impropriety; provides for equal access and opportunity in an open and competitive environment to all suppliers, with regard to factors related to quality, cost and availability of the goods and services; and which comply with all applicable federal, state and local laws, rules and regulations.

Mayor Bower read the above caption and the council reviewed the slideshow provided by Kendal Francis. Items discussed were sole sourcing, state law for underutilized businesses, requisitions and procedures, financial management policy, city's requirement for engineering for projects, and revisions to proposed policy.

*Motion made by Alderwoman Jones to **discuss**, seconded by Alderman Rupertus*

6. Discussion and consideration concerning a proposed Code of Ethics & Conduct for Elected and Appointed Officials:

The citizens of Jamaica Beach are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. This Code of Ethics and Conduct for Elected and Appointed Officials for members of the City Council and the City's boards and commissions will help assure public confidence in the integrity of local government and its effective and fair operation.

Mayor Bower read the above caption. Items discussed were city charter, which Jamaica Beach does not have, government codes for resources, social media policy for elected officials, sole point of contact for city comments, and adding City Administrator as contact in manual.

*Motion made by Alderwoman Jones to **discuss**, seconded by Alderman Rupertus*

MAYOR'S REPORT:

- Appreciation from citizens for Code of Ethics and Conduct Policy
- Short term rental delays in application processing due to issues with issuing of STR registration numbers, taxes are being collected by VRBO and Airbnb and are being remitted to Galveston, and non-compliant renters. No enforcement for no registration certificate for now.
- Town Hall Meeting will not have call in option. Flip charts around the fire station with issues/concerns and proposed solutions. Citizens will have colored dots for flip charts to select ideas you do and do not support.
- New Code Enforcement Officer is Reginald Randle.
- Auctioning off of current city boat.
- Cancellation of meeting of March 14 due to repairs of the elevator for handicap access. About 3-4 weeks of work without access.

EXECUTIVE SESSION: None

ADJOURNMENT:

Motion made by Alderman Rupertus to **adjourn**, seconded by Mayor Pro Tem Madray. Meeting adjourned at 7:44 p.m.



CITY OF JAMAICA BEACH

16628 San Luis Pass Road
5264 Jamaica Beach
Jamaica Beach, Texas 77554
PH (409) 737-1142 FAX (409) 737-5211
www.jamaicabeachtx.gov



CITY COUNCIL SPECIAL MEETING MINUTES

January 27, 2024
9:00 A.M.

CALL TO ORDER AND ROLL CALL OF MEMBERS:

Mayor Sharon Bower called the meeting to order at 9:00 am

The following Council Members were present:

*Mayor Sharon Bower
Mayor Pro Tem Gil Madray
Alderman Sherwood Green
Alderman Lorraine Jones
Alderman David Welch
Alderman Russell Rupertus:*

The following staff were present:

*City Administrator – Kendal Francis
Police Chief – Raymond Garivey
Fire Chief – Kyle Baden*

INVOCATION: None

SPECIAL PRESENTATION: None

ANNOUNCEMENTS: None

PUBLIC COMMENTS: None

NEW BUSINESS:

1. Discussion and consideration of city-wide issues related to short-term rentals.

Mayor Bower facilitated a "Town Hall" discussion with those in attendance to elicit input on city-wide issues that Jamaica Beach is experiencing, Excessive Trash, Parking, Excessive Noise, Safety, Theft, Trespassing, Poor Communication. Multiple unidentified attendees voiced their opinions and perspectives on these various issues.

2. Discussion and consideration of possible solutions to the identified issues.

City Administrator Francis facilitated a discussion with those in attendance to brainstorm solutions for the issues that were identified. Multiple unidentified attendees shared possible solutions which were captured in writing on wall charts hanging around the room.

After hearing all possible solutions, each attendee was given colored stickers 1 red, 1 green, 3 blue and 3 yellow.

Red – Terrible solution that would be detrimental to the city.

Green – Fabulous solution that would be the most beneficial to the city.

Blue – Solutions that are like and would help resolve the issues.

Yellow – Solutions that are not liked and would not help resolve the issues.

Attendees were asked to "vote" on the proposed solutions. The information would then be compiled and used to help determine the city's next steps to address the issues.

MAYOR'S REPORT: None

EXECUTIVE SESSION: None

ADJOURNMENT:

The meeting adjourned @ 11:45am



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Procurement Policy	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To adopt a city-wide procurement policy	
BACKGROUND	<p>The acquisition of goods and services should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict of interest, and impropriety; provides for equal access and opportunity in an open and competitive environment to all suppliers, with regard to factors related to quality, cost and availability of the goods and services; and which comply with all applicable federal, state and local laws, rules and regulations.</p> <p>I have drafted a policy to define procurement procedures for each city department to follow based on the type of good or service being acquired. Additionally, it specifies the spending authority for all staff members.</p>	
TEAM RECOMMENDATION	Approve the policy	
REFERENCE DOCUMENTS ATTACHED	Policy	



SUBJECT	ISSUED BY	EFFECTIVE DATE
PROCUREMENT POLICY	City Council	02/22/2024

SECTION 1. GENERAL PROVISIONS

Purpose.

The purpose of this Administrative Policy is to define procurement procedures for each city department to follow based on the type of good or service being acquired and to set forth the process for disposing of city assets. The Administrative Policy shall be effective from and after the date shown above. Any prior Administrative Policies adopted pursuant to this are hereby repealed.

Fundamental Principles. Generally, a good or service should be obtained at the lowest cost, consistent with the quality and service required to maintain efficient operations of City Departments. The quantity of goods purchased is determined through an examination of factors such as the number of units to be used, the period of use, space available, acquisition price, volume discounts, shipping time, obsolescence, and present and expected future availability of an item.

Acquisition of Goods and Services. The acquisition of goods and services by or on behalf of the City of Jamaica Beach, its agencies, departments, officials and authorized agents, should be made in a manner and method which provides for the prudent expenditure of City funds; provides for maximum protection of the taxpayer; prevents waste, conflict of interest, and impropriety; provides for equal access and opportunity in an open and competitive environment to all suppliers, with regard to factors related to quality, cost and availability of the goods and services; and which comply with all applicable federal, state and local laws, rules and regulations.

Self-imposed Constraints. Even though the City Council approves a level of expenditures for any given department, that approval, in and of itself, is neither a permit nor a directive to expend funds unless the need exists at the time of purchase and the good or service to be purchased is within the budget limits.

Familiarity with Policy. All personnel of the City responsible for purchases shall become familiar with and follow the City's policies and procedures as they relate to purchasing. Supervisors shall be cognizant of their respective budget limitations and initiate purchases accordingly. It is the responsibility of the individual departments to anticipate requirements and initiate action to purchase goods and services in advance of the time they are needed.

Application.

This policy applies to all purchases and contracts entered into by the City. It shall apply to every expenditure of public funds for supplies and materials by a public department for public purchasing irrespective of the source of the funds. If City staff or resources are used in any manner, this policy shall apply. When the purchase involves the expenditure of federal or state assistance or



contract funds, the purchase shall be conducted in accordance with any mandatory applicable federal and/or state laws and regulations. Nothing in this policy shall prevent any public department from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

Public Access to Purchasing Information.

Purchasing information shall be a public record to the extent provided by state statute and shall be available to the public as provided in such statute.

SECTION 2. DEFINITIONS

BID BOND - provides a guarantee to the project owner that the bidder will complete the work if selected.

CITY COUNCIL – the governing body of the City of Jamaica Beach, composed of the Mayor and Councilmembers duly elected or appointed in accordance with the Statutes of the State of Texas.

CITY EMPLOYEE – an individual drawing a salary or wages from the City, any non-compensated individual performing personal services for the City or any department, activity, commission, council, board, or any other entity established by the executive or legislative branch of the City; and any non-compensated individual serving as an elected official of the City.

CITY ADMINISTRATOR – the Chief Administrative Officer of the City appointed on either a permanent or interim basis by the City Council.

CONSTRUCTION – the process of building, altering, repairing, improving or demolishing any public structure or facility or other public improvement of any kind.

CONTRACT – a legally binding promise enforceable by law, and generally, in writing between the City and one or more outside parties, regardless of form or title for the purchase of supplies, materials, services, professional services and construction.

DEPARTMENT HEAD – the director designated by the City Administrator to direct the administration of the department and is charged with certain duties and responsibilities, or his/her authorized representative.

EMERGENCY – those unforeseen circumstances that present an immediate threat to public health, welfare, or safety; or when immediate response is necessary to prevent further damage to public property, machinery or equipment; or when delay would result in significant financial impacts to the City or significant interruption to the project schedule as determined by the Department Head and City Administrator.

INVITATION FOR BIDS – all documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.



MODIFICATION – any written alteration to a provision of any contract accomplished by mutual agreement of the parties to the contract.

PAYMENT BOND - type of surety bond issued to contractors which guarantees that all entities involved with the project will be paid.

PERFORMANCE BOND - a financial guarantee to one party in a contract against the failure of the other party to meet its obligations.

PROFESSIONAL LIABILITY INSURANCE - provides coverage against any claim which A contractor becomes legally obligated to pay as damages arising out of the performance of professional services caused by any negligent error, omission or act

RESPONSIBLE BIDDER – A contractor, business entity or individual who is fully capable to meet all of the requirements of the solicitation and subsequent contract. Must possess the full capability, including financial and technical, to perform as contractually required. Must be able to fully document the ability to provide good faith performance.

REQUEST FOR PROPOSALS – all documents, whether attached or incorporated by reference, utilized for soliciting proposals when price is a factor in selection.

REQUEST FOR QUALIFICATIONS - all documents, whether attached or incorporated by reference, utilized for soliciting proposals when price is considered after selection. This is usually applicable for engineering, architectural, consulting and other specialized or technical services.

SCOPE OF SERVICES – a detailed description of the tasks to be performed by the successful bidder.

SPECIFICATIONS – a description of the physical or functional characteristics, or of the nature of a supply, service, or construction item; the requirements to be satisfied by a product, material or process indicating, if appropriate, the procedures to determine whether the requirements are satisfied, and/or the capabilities and performance characteristics that the item must satisfy.



SECTION 3. PURCHASING PROCEDURES

Purchasing Authority and Approval Table.

The following table shows who has the authority to make purchases.

Amount of Purchase	Authority for Purchase	Purchase Methods	Authority for Payment
\$1 - \$2,500	Employees with Supervisor or Department Head authorization	Lowest cost through cost comparisons	Department Head Finance Department
\$2,501 - \$15,000	Department Head or his/her designee	Fax quotes Email quotes Informal written bids (3 quotes preferred)	Department Head Finance Clerk
\$15,001 – \$25,000	City Administrator	Fax quotes Email quotes Formal written bids (3 quotes required)	Department Head Finance Clerk City Administrator
\$25,001 to \$50,000	City Administrator City Council	Fax quotes Email quotes Formal written bids (3 quotes required)	Department Head Finance Clerk City Administrator
\$50,001 or more	City Council (awarded contracts above \$50,000)	Advertised formal competitive sealed bid.	

Requisitions / Purchase Orders.

Prior to making any purchase, employees must complete a purchasing authorization form listing a description of the item(s) to be purchased, the justification, dollar amount and the appropriate budget line-item number for recording the purchase. The forms must be signed by the authorized purchaser as outlined in the preceding table.

Historically Underutilized Businesses.

For expenditures of more than \$3,000 but less than \$50,000, employees must contact at least two historically underutilized businesses (HUBs) from a list provided by the Texas Facilities Commission through the state comptroller's office. If the list does not identify a HUB within Galveston County, then the purchase is exempt from this requirement.

Purchases of Goods and Non-Professional Services from a Single Vendor, Per Occurrence.

Any agreement for purchases, the duration of which shall exceed one year, shall be subject to annual appropriation approved by the City Council. The paid invoice/receipt detailing the transaction must be approved and signed by the department head or his/her designee before it is sent to the Finance Department. All purchases are reviewed by the Finance Clerk for payment.



Purchases of less than \$2,500.

Purchases up to \$2,500 can be made by employees with approval by the department supervisor or department head.

Purchases of \$2,501 to \$15,000.

Purchases of \$2,501 up to \$15,000 may be made by the department head or his/her designee. It is preferred that the department obtains at least three (3) competitive fax, email and/or informal written quotes.

Purchases of \$15,001 to \$25,000.

Purchases of \$15,001 up to \$25,000 may be made by the department head or his/her designee with City Administrator approval. These purchases require the department to obtain at least three (3) competitive fax, email and/or informal written quotes.

Purchases of \$25,001 to \$50,000.

Purchases of \$25,001 up to \$50,000 may be made by the department head or his/her designee with City Council approval. These purchases require the department to obtain at least three (3) competitive fax, email and/or formal written quotes.

Purchases over \$50,000.

Purchases over \$50,000 will be awarded by an advertised formal competitive sealed bid.

Invitations for bids. An invitation for bids shall be issued and shall include specifications and contractual terms and conditions applicable to the purchase. Criteria for evaluation shall be set forth in the Invitation for Bids.

Public Notice. Adequate public notice of the invitation for bids shall be published at least once a week for two consecutive weeks in a newspaper published in the municipality. The date of the first public action must be before the 14th day before the date set to publicly open the bids and read them aloud. If no newspaper is published in the municipality, the notice must be posted at city hall for 14 days before the date set to publicly open the bids and read them aloud. Such notice may also include publication in appropriate trade journals or publications and/or posted on the City's website to allow adequate time for bid preparation.

Bid Requirements. The bid documents shall include:

- 1) A description of the work to be performed or the product to be purchased.
- 2) The location where copies of plans, specifications, and other contract documents may be examined.
- 3) The time and place where bids will be received and time and place where bids will be opened and read aloud.
- 4) A statement that the City reserves the right to reject any or all bids and to waive any informalities or irregularities therein.
- 5) A statement that the City Administrator may require that no bidder may withdraw a bid for a period of up to forty-five (45) days after the date and hour set for opening



bids, but that a bid may be withdrawn up to twenty-four (24) hours prior to expiration of the deadline for submitted bids.

- 6) A statement setting forth requirements for bid and performance, labor, materials, bonds, product liability coverage warranty and worker's compensation insurance.

Each bid submitted to the City shall be signed, enclosed in a sealed envelope, and filed as stated in the advertisement for the bid. Fax or email bids will not be accepted. The City Administrator may waive technical irregularities in the bid requirements in this Purchasing Policy, or in the advertisement of the bids, if the City Administrator finds that such waiver does not compromise the integrity of the bidding process.

Late Bids. Bids not submitted by the required deadline are ineligible for consideration and will not be opened.

Bid Openings. All bid openings shall be scheduled with the City Secretary prior to giving public notice of an invitation for bid. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such relevant information as the City Secretary deems appropriate, together with the name of each bidder, shall be recorded on the bid tab provided by the Department or Consultant. The record and each bid shall be open to public inspection. In the event of good cause, as determined by the City Secretary, bid openings may be postponed.

Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation, and delivery costs, and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluations that are not set forth in the invitation for bids.

Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, bids may not be changed for the purpose of correcting an error in the bid price per Local Government Code Sec.A271.026.

Award. The bid shall be awarded with reasonable promptness by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in the invitation for bids, subject to the right of the City to reject all bids. Awarded contracts of \$25,000 and above that were budgeted shall be forwarded to the City Council for approval and execution of the contract.

SECTION 4. CHANGES IN SCOPE OF WORK.



Through approval of this policy, a change in scope of work is considered a modification or amendment that alters the project from what was originally envisioned. Except as noted below, any modification or amendment of an existing contract's scope of work that increases the total compensation in an amount to exceed \$25,000 must be approved by the City Council prior to work commencing. Changes in scope that do not cause the total contract amount to exceed \$25,000 may be executed by the City Administrator.

In certain limited emergency situations, the City Administrator shall be given the authority to execute an emergency change of scope. The City Administrator shall only execute the emergency change of scope if the work qualifies as an "emergency" and the overall project budget is not exceeded. The emergency change of scope supplemental agreement will be submitted to the City Council for ratification at the next available meeting.

SECTION 5. CHANGE ORDERS.

Through approval of this policy, a change order is considered a change in the time and/or price in a contract. A change order is an amendment to the contract. The contract amendment should contain the changes in timeframe and/or in cost and must go to the City Council for approval. The original contract price may not be increased under section 252.048 (d) of the Texas Local Government Code by more than 25 percent. The original contract price may not be decreased under section 252.048 (d) of the Texas Local Government Code by more than 25 percent without the consent of the contractor. Except as noted below, any change order that increases the total contract amount greater than \$25,000 must be approved by the City Council prior to work commencing. Change orders in an amount less than \$15,000 may be executed by the City Administrator and submitted to the City Council for ratification. In the event a series of change orders on a single contract accumulates to an amount in excess of \$15,000, all subsequent change orders, regardless of amount, must go to the City Council for approval prior to work commencing.

In certain limited emergency situations or due to the stage of construction in progress or to prevent a lengthy delay in a project, the City Administrator, with notification to the City Council, can authorize a change order in an amount to exceed \$15,000. The City Administrator shall only execute an emergency change order if the work qualifies as an "emergency" and does not exceed \$25,000 or the overall project budget, whichever is less. After authorizing the change order, the change order is prepared and submitted to the City Council for ratification. These change orders may involve such issues as cost changes and extensions of time.

Exception. Notwithstanding the above, any change order resulting in a decrease of any amount related to any construction, reconstruction, of a project for the City may be approved by the City Administrator without further action by the City Council.

SECTION 6. COOPERATIVE BIDDING AND STATE BID AWARDS.

It is sometimes beneficial to group the City's requirements with the like requirements of other cities, counties, or agencies. This results in lower costs to all parties while maintaining the integrity of each entity's bidding requirements.



The State of Texas bids many common requirements and makes the award results available to any governmental agency. State bid awards enable government agencies to purchase goods and services at a reduced price due to quantity discounts and do not require the bidding process by individual agencies. State bids are considered to meet the sealed bid requirements.

The City may contract directly with other governmental entities for the purchase of items. The City may also participate in, sponsor, conduct or administer a cooperative purchasing agreement whereby items are procured in accordance with a contract established by another governmental entity provided that such contract was established in accordance with the laws and regulations applicable to the establishing governmental entity. These cooperative purchasing agreements shall be authorized by the City Council.

Additional Council approval shall not be required for the purchase of any budgeted items from purchasing agreements established by governmental entities with which Council has previously approved participation. Council approval will be required for the purchase of unbudgeted items in excess of \$25,000 regardless of whether the Council has approved participation with the governmental entity. Specific unbudgeted items less than \$25,000 may be purchased through an approved cooperative purchasing program provided an alternative funding source within the respective Department's budget is identified in writing to the Finance Director and City Administrator.

SECTION 7. TERM AND SUPPLY CONTRACTS.

Term and supply contracts shall be bid following the same procedures established by this policy for other purchases based upon estimated value of contract. The Department Head shall prepare a recommendation of award for City Council approval for all term and supply and annual contracts over \$25,000, based upon the annual value of the contract. In the instance of multiple-year contracts, Council approval is not required for the renewal periods when the requested price increase does not exceed the renewal period increase established in the original contract. All multiple-year contracts shall contain the non-appropriation clause shown in Section 12. This states that the Contractor understands the obligation of the City to pay for goods and/or services under the contract is limited to payment from available revenues and shall constitute a current expense of the City. It shall not in any way be construed to be a debt of the City in violation of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the City nor shall anything contained in the contract constitute a pledge of the general tax revenues, funds or moneys of the City. All provisions of the contract shall be interpreted so as to give effect to such intent.

SECTION 8. PROFESSIONAL SERVICES.

Contracts for professional services such as engineering, architectural, consulting, and other specialized or technical services shall be obtained through the following process:

1. The Department Head shall prepare a scope of services to determine the format to be used, identify any special requirements, outline a timeline for the project, estimate costs, define roles, and identify potential respondents.
2. Based on the scope of services, the Department Head shall prepare a Request for Proposal or Request for Qualifications, as applicable, designed to ascertain the vendor



qualifications, and obtain brochures and any other information which may be used by the selection committee during their evaluation of the proposals.

3. A selection committee shall be established by the Department Head or his/her designee to review the proposals and rate each firm according to the evaluation criteria established in the Request for Proposal/Qualifications.
4. A two-step process will be used whereby the selection committee will first rate each proposal received on criteria established in the Request for Proposals/Qualifications. The composite score of the committee will be used to determine the top-rated firms, which may be interviewed. If interviews are conducted, the firms are rated after the interviews and a second composite score recorded.
5. Immediately following each of the two steps in the process, committee members shall individually rate the firms and submit their rating sheets to the Department Head or his/her designee. The Department Head or his/her designee will then begin negotiations with the firm receiving the highest score.
6. The Department Head or his/her designee shall prepare a recommendation of award for City Council approval.

Upon approval of the City Administrator, professional services under \$5,000 may be exempt from the Request for Proposal and competitive bidding process.

SECTION 9. CONSTRUCTION CONTRACTS.

Construction contracts shall be bid in accordance with the procedures established for other purchase by this policy according to applicable price range.

Construction contracts, supervised by outside consulting services, shall be bid in coordination with the Department Head. A bid package shall be reviewed and approved by the Department Head. Construction contracts shall be prepared by the Consultant. The Consultant or the Department Head, as determined by the Department Head, shall distribute the bid package to potential bidders. The Consultant or Department Head shall schedule a bid opening with the City Secretary where bids will be opened publicly in the presence of one or more witnesses at the time and place designated in the bid package. The amount of each bid, and such relevant information as the City Secretary deems appropriate, together with the name of each bidder, shall be recorded. The record and each bid shall be open to public inspection. The final award of the bid shall be communicated to the successful bidder by the Department Head or his/her designee.

Contract Administration.

A contract administration system shall be maintained by the Department or Consultant designed to ensure that a contractor is performing in accordance with the solicitation, terms, and conditions under which the contract was awarded.

SECTION 10. SOLE SOURCE PURCHASES.

A contract may be awarded or a purchase made without competition when, after conducting a good faith review of available sources, it is determined there is only one source for the required product.

Circumstances that require a sole source purchase may include, but are not limited to:



1. No competitive product or availability from only one supplier;
2. The purchase of a component or replacement part for which there is no commercially available product, and which can be obtained only from the manufacturer;
3. The purchase of an item where compatibility is the overriding consideration, such as to maintain standardization or compatibility, or to match materials already in use to produce visual harmony;
4. When supplies or services are available at a discount from a single distributor for a limited period of time;
5. When a specialized consultant or technical services is needed for a project with specific circumstances requiring a unique combination of abilities or expertise to perform the services required;
6. The purchase of a used item;
7. The purchase of a product for trial or testing.

Sole source can refer to the supplier, as well as a product or service. Thus, the ability to meet a delivery date or to provide on-call repairs can create a sole supplier condition. Justification for a sole source purchase depends on a needed item being available from only a single supplier under the prevailing conditions. If the item may be obtained from more than one source, price competition shall be solicited.

SECTION 11. EMERGENCY PURCHASES

An emergency condition exists when there is a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failure, etc.; when immediate response is necessary to prevent further damage to public property, machinery or equipment; or when delay would result in significant financial impacts to the City or significant interruption to the project schedule as determined by the Department Head and City Administrator. The condition must create an immediate and serious need for supplies, equipment, materials, and/or services that cannot be met through normal procurement methods and the lack of which would threaten the function of the City government or its programs. The City Administrator shall only execute an emergency purchase if the work qualifies as an "emergency" and does not exceed \$25,000.

Any department may make emergency purchases, however, with as much competition as is possible under the circumstances. Purchases shall be limited to only the quantity necessary to meet the emergency, and in no event shall the contract price exceed commercially reasonable prices.

SECTION 12. GENERAL INSTRUCTIONS.

1. Specifications.

It is the responsibility of the department to write their specifications and establish the quality of the product or service required. Specifications shall be written to require competition at the manufacturer's level when possible. Use of a brand name specification shall include the designation "or an approved alternate." A "no substitute" request must be justified by the department as to why no other brand will meet the need.

2. Multiple Purchases.



Making multiple purchases for the purpose of avoiding the bidding process shall not be permitted and shall be considered a violation of this Policy.

3. Unauthorized Purchases.

The purchase of an item must be made in accordance with the Purchasing Policy and Procedures. Any purchase of an item which does not comply with these procedures shall be considered an unauthorized purchase. Whenever funds have been expended or payment cannot be avoided on an unauthorized purchase, anyone may report the matter in writing to the Department Head or the City Administrator for action. Said action may include discipline in accordance with the City's disciplinary policies.

4. Minimum Insurance and Bonding Requirements for Contract Awards.

Contract awards shall be made only to contractors that possess the ability to perform successfully under the terms and conditions of a proposed procurement. Contracts awarded shall include the following guarantees:

1. A bid bond on the part of the contractor for 20% of the contract price for any contract exceeding \$100,000.
2. A performance bond on the part of the contractor for 100% of the contract price for any contract exceeding the sum of \$50,000.
3. A payment bond on the part of the contractor for any contract exceeding \$50,000.
4. All construction contractors and subcontractors are to carry Workers' Compensation Insurance on each and every employee as required and in accordance with the Worker's Compensation Act of the State of Texas.

As well as:

- a. Comprehensive General Liability Insurance or Commercial General Liability Insurance for personal injury (including death) and property damage with a minimum of \$1 Million Dollars per occurrence and \$2 Million Dollars aggregate,
**Manufacturers' or Contractor Public Liability Insurance is not an acceptable substitute for Comprehensive General Liability Insurance or Commercial General Liability Insurance.
 - b. Professional Liability Insurance with minimum limits of \$1,000,000.00 per claim, \$1,000,000.00 annual aggregate
 - c. Any and all additional insurance required by the laws of the State of Texas.
5. If any subcontracting is let, prime contractors will be required to ensure the subcontractors comply with the provisions of this plan and with all applicable required federal and state regulations. All subcontractors must be licensed through the City and provide evidence of insurance if applicable.
 6. Any insurance requirements required for state and/or federal funds are also incorporated into this document by reference and will be adhered to on such projects.

All proof of insurance and bond documents shall be provided to the City Secretary prior to the Contractor beginning work on any City project.



5. City Attorney Review of Agreements.

All rental, lease agreements or contracts for goods and services must be reviewed by the City Attorney and be authorized by the City Administrator. A copy of all rental, lease agreements or contract requiring payment must also be forwarded to the Finance Department for processing at least thirty (30) days prior to the due date of the first payment.

6. Municipal Tax Exemption.

The City is tax exempt as a political subdivision under Section 4221(b) of the IRS Code and 3.322 of the Texas Administrative Code except for personal property used in a business setting. Department Heads are responsible for obtaining the latest tax-exempt certificate and for remitting it to the appropriate vendor prior to every purchase.

7. Non-Appropriation Clause.

Except as otherwise provided by law, it is unlawful for the City to create any indebtedness in excess of the amount of funds actually on hand for such purpose. Any contract that would create financial obligations to the City beyond the current, fiscal year must include provisions for non-appropriation of funds, such as the following: The City's financial obligations contained herein are subject to annual appropriations of funding in the municipal budget during each calendar year the agreement remains in effect. The City shall make a good faith effort to fund said financial obligations on an annual basis. If the City determines not to do so, the agreement shall be cancelled as of the date of non-appropriation, without penalty or additional liability to either party.

8. State and Federal Laws.

The City of Jamaica Beach will comply with all state statutes, federal laws, and regulations related to local government purchase.

SECTION 13. BUDGET

Annual Budget Approvals.

The City Council determines expenditure levels through the formulation and approval of the annual budget. In performing this policy-making function, the City Council establishes a set of goals, priorities and performance standards by which the City organization directs its collective effort toward accomplishing. The adoption of the annual budget is the approval of the level of expenditures necessary to accomplish the goals and objectives that have been established for each City program. With the exception of single expenditures of more than \$25,000 or specific Ordinances to the contrary, no further City Council action is required to initiate purchases within that budget. All purchases made by the City are approved twice monthly by the City Council through majority approval of the Appropriation Ordinance.

City Administrator Authority: The City Administrator is delegated the responsibility by the City Council to carry out a program of services to the community. It is the City Administrator's responsibility to manage the annual budget in such a way that the goals and priorities of the City Council are accomplished. All regulations, as well as recommendations for changes in general procurement policy, will only be made with the approval of the City Administrator. Under this



system of control, the City Administrator has delegated this responsibility and authority to respective Department Heads.

Department Head Authority: Department Heads are responsible for meeting the goals and objectives established by City Management and are provided budgeted funds to attain those goals. Each Department Head has the responsibility and authority to make certain that purchases are within the scope of the adopted budget.

Although City Management has established goals and levels of expenditure for each program, approved budget authority is not a permit nor a directive to expend funds, unless the need for the product continues to exist at the time of purchase and the price of the product is within the parameters of the budget as stated above. In addition, these criteria must be ultimately weighted against the availability of funds and the relationship of the department goals to overall City priorities.

SECTION 14. LEASE OF REAL PROPERTY.

The City Council may lease real property which is currently underutilized in order to maximize the return on the property to the City until such time as such properties shall be required for public usage, after following an applicable process which results in a fair market value determination which is financially most advantageous to the City.

Nothing herein shall prevent the City Administrator or designated representative from negotiating the lease to a Lessee of any real property that is shown to have a unique value to such Lessee due to its configuration, accessibility or size. The City Council shall have final approval of all such negotiations and any transaction.

SECTION 15. DISPOSAL OF CITY ASSETS.

Chapter 253 of Texas Local Government Code allows cities to "sell and convey real or personal estate owned by the city." When an item no longer is needed by a City Department, the respective Department Head should attempt to redistribute the item within City Departments. Should there be no need for the item across City departments, such items may be given to other local governmental agencies, local not-for-profit agencies, or may be sold or traded outside of the City. If sold, departments shall determine an applicable fair market value which is financially most advantageous to the City. Unusable property or parts that have a market value will be sold "as is" through available markets approved by City Administration. Usable property which cannot be relocated across City departments will be disposed of in accordance with the following procedures.

1. *Limitations.* Any asset which, at the time of purchase, was paid by City warrant in the amount of \$15,000 or more, must receive approval by the City Administrator.
2. *Prohibitions.* Under no circumstances will any employee, or family-member of an employee, have access to or ownership of any asset that is being disposed of in accordance with this policy unless such asset is being offered for sale to the general public and the process for such sale is open to any individual intending to proffer a bid on such asset.
3. *Computing Technology.* The City Administrator or his/her designee shall be responsible for disposing of City computing technology assets. It is their responsibility to see that all



data residing on any type of storage device is removed from any computing technology prior to the equipment leaving their possession.

4. *Notification.* Prior to transferring or disposing of City assets, each Department Head will determine whether such asset is part of the City's ongoing fixed asset inventory. If so, a complete description of the asset being transferred or disposed of will be sent to the Finance Department.

SECTION 16. ETHICS.

All City employees authorized to conduct purchasing activities on behalf of the City of Jamaica Beach shall adhere to the highest degree of ethical standards. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practice shall immediately report this knowledge to their respective Department Head or the City Administrator. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action in accordance with the City's disciplinary policies.

SECTION 17. RESPONSIBILITY FOR ENFORCEMENT.

The City Administrator will have the responsibility for the enforcement of this administrative policy. Department Heads will be entrusted with the responsibility of enforcing the policy within their departments.

Approved: _____
Mayor

Date: _____



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Code of Ethics and Conduct for Elected & Appointed Officials	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	Adopting a Code of Ethics & Conduct	
BACKGROUND	<p>The citizens of Jamaica Beach are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. A Code of Ethics and Conduct for Elected and Appointed Officials for members of the City Council and the City's boards and commissions will help to assure public confidence in the integrity of local government and its effective and fair operation.</p>	
TEAM RECOMMENDATION	Approve the policy	
REFERENCE DOCUMENTS ATTACHED	Policy	

City of Jamaica Beach

Code of Ethics and Conduct for Elected and Appointed Officials



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Policy Purpose

The Jamaica Beach City Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials for members of the City Council and the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

A. ETHICS

The citizens and businesses of Jamaica Beach are entitled to have a fair, ethical and accountable local government that has earned the public's full confidence for integrity. Achieving this requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Jamaica Beach City Council has adopted this Code of Ethics and Conduct for Elected and Appointed Officials ("Code of Ethics and Conduct") for members of the City Council and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, Elected and Appointed Officials (EAO) will work for the common good of the people of Jamaica Beach and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the Jamaica Beach City Council, boards, and commissions.
2. **Comply with both the spirit and the letter of the Law and City Policy.** Members of the City Council and the City's boards and commissions shall comply with the laws of the nation, the State of Texas and the City of Jamaica Beach in the performance of their public duties. These laws include but are not limited to: the United States and Texas Constitutions; State laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.
3. **Conduct of Elected and Appointed Officials ("EAO").** EAO shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff, or public. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.
4. **Respect for Process.** EAO shall perform their duties in accordance with the processes and rules of order established by the City Council and boards and commissions governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

5. **Conduct of Public Meetings.** EAO shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; attempting to monopolize the discussion at public meetings; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** EAO shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** EAO shall publicly disclose substantive information that is relevant to a matter under consideration by the City Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** No EAO or officer of the City or a relative thereof shall:
 - (a) Have a financial interest in any contract, job, work, or service of or to the City, or the sale to the City of any supplies, equipment, material, or real or personal property.
 - (b) Participate in a vote or decision on any matter in which the officer has a substantial personal or financial interest.
 - (c) Accept any gift from any person that might reasonably tend to influence such EAO or officer in the discharge of such person's official duties. The prohibition against gifts shall not apply to:
 - (i) A lawful campaign contribution;
 - (ii) An honorarium in consideration for services unless the officer would not have been asked to provide the services but for the officer's position;
 - (iii) Meals, lodging, transportation in connection with services rendered by the officer at a conference, seminar or similar event that is more than merely perfunctory;
 - (iv) Complimentary copies of trade publications and other related materials;
 - (v) Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
 - (vi) Any gift, which would have been offered or given to the person if such person was not an officer or employee of the City;
 - (vii) An occasional item with a value less than fifty dollars (\$50.00);
 - (viii) Tee shirts, caps and other similar promotional material;
 - (ix) Meals, transportation and lodging in connection with a seminar or conference at which the officer is providing services;

(x) Gifts on account of kinship or a personal, or professional, or business relationship independent of the officer's status; and,

(xi) Complimentary attendance at political or charitable fund-raising events.

9. **Confidential Information.** EAO shall respect the confidentiality of information concerning the property, personnel, or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, political or other private interests.
10. **Use of Public Resources.** EAO shall not use public resources not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal, political purposes. Council members desiring the use of such City resources for public meetings shall first obtain permission from a majority of the Council at a duly called, posted Council meeting.
11. **Representation of Private Interests.** In keeping with their role as stewards of the public interest, members of Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies, nor voluntarily participate on behalf of others in any litigation to which the City is, or might be, an adverse party.
12. **Advocacy.** EAO shall represent the official policies or positions of the City Council, board, or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, EAO shall explicitly state they do not represent their body or the City of Jamaica Beach, nor will they allow the inference that they do.
13. **Policy Role of EAO.** EAO shall respect and adhere to the Council-Administrator structure of Jamaica Beach City government as outlined by the Jamaica Beach city ordinances. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the city ordinance, EAO shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.
14. **Independence of boards and commissions.** Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
15. EAO shall not intervene in Civil Service or Municipal Court matters.
16. EAO shall not direct City staff to take actions that are not in keeping with advice and guidance from the City Attorney's Office.
17. Councilmembers shall adhere to the same City procurement policy as utilized by City staff.

18. **Positive Workplace Environment.** EAO shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. EAO shall recognize their special role in dealings with City employees so in no way do they create the perception of inappropriate direction to staff.

B. CONDUCT

City ordinances provide detailed information on the roles and responsibilities of members of the Jamaica Beach City Council, the Mayor Pro Tem, and the Mayor. The City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

This Code of Ethics and Conduct is designed to describe the manner in which Councilmembers and board and commission members should treat one another, City staff, citizens, and others they come into contact with in representing the City of Jamaica Beach.

The constant and consistent theme through all the conduct guidelines is "respect." Councilmembers experience huge workloads and tremendous stress in making decisions that could impact hundreds of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers and board and commission members to do the right thing in even the most difficult situations.

1. Overview of Councilmember Roles and Responsibilities

Mayor

- Acts as the official head of the City for all ceremonial purposes.
- Chairs Council meetings.
- Calls for special meetings.
- Selects substitute for City representation when Mayor cannot attend.
- Makes judgment calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval.
- Leads the Council into an effective, cohesive working team.
- Signs documents on behalf of the City.
- Reviews mail addressed to Mayor.
- Other duties as set forth in other laws, ordinances, or the City Charter.

Mayor Pro Tem

- Performs the duties of the Mayor if the Mayor is absent or disabled.
- Chairs Council meetings at the request of the Mayor.
- Represents the City at ceremonial functions at the request of the Mayor.
- Signs documents on behalf of the City, in absence of Mayor.
- All duties as assigned by Mayor.

All Councilmembers

All City Councilmembers have an equal vote. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect. Therefore, no ranking or pecking order shall be established for predetermining the order of roll call votes or public introductions, except that the Mayor and Mayor Pro-Tem shall be introduced first at public meetings and events. All Councilmembers should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others;
- Prepare in advance of Council meetings and be familiar with issues on the agenda;
- Represent the City at ceremonial functions at the request of the Mayor;
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community;
- Provide contact information with the City Secretary in case an emergency or urgent situation arises while the Councilmember is out of City;
- Demonstrate honesty and integrity in every action and statement; and,
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Ethics and Conduct for Elected and Appointed Officials.

Meeting Chair

The Mayor will chair official meetings of the City Council, unless the Mayor Pro Tem or another Councilmember is designated as chair of a specific meeting.

The Meeting Chair shall:

- Maintain order, decorum, and the fair and equitable treatment of all speakers.
- Keep discussion and questions focused on the specific agenda item under consideration.
- Make parliamentary rulings with advice, if requested, from the City Secretary who acts as advisory parliamentarian, and in his or her absence, the City Administrator shall act as advisory parliamentarian.

2. General Policies and Protocol

Ceremonial Events. Requests for a City representative at ceremonial events will be handled by the City Secretary's Office. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If so, then the Mayor may ask a Councilmember to serve as a substitute. Invitations received at City Hall are presumed to be for official City representation. Invitations addressed to Councilmembers shall be shared with the City Secretary's Office in order to assure posting for compliance with the Texas Open Meetings Act, if applicable.

Travel Expenses. All Council travel in which the Councilmember expects to officially represent the City and be reimbursed by the City for travel costs, should be disclosed to the Mayor, City Council, and City Administrator in advance. The travel budget for Council shall be reviewed at each annual budget cycle.

Rules of Order for Meetings. The latest edition of Robert's Rules of Order Newly Revised shall serve as the parliamentary authority for Council and boards, committees and commissions. Standing rules that vary from Robert's Rules may be adopted by the Council by ordinance.

Non-agenda Items (Public Comment). During a designated period of the agenda, referred to as "Public Comment," citizens may bring forth issues or questions, within the jurisdiction of the city council, that are not on the meeting's agenda. Each citizen may be limited to three minutes unless otherwise directed by the Mayor (Council meetings) or Chair (board/commission meetings).

Public Comment is designed as an opportunity for individuals to express their opinions, and it is not a dialogue or Q & A session with the council members. Council members are to listen, but any response or further action will be provided by the City Administrator at a later date.

Public Comment may not be used as a forum to make personal attacks against individual citizens, City employees or Councilmembers. Such remarks will result in the speaker being asked to step back from the podium and a forfeiture of the remaining time to speak.

Public hearings. EAO will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by EAO are not appropriate until after the close of the public hearing. EAO should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

3. EAO Conduct with One Another

EAO is composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. All have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

(a) In Public Meetings

- a. **Use formal titles.** EAO should refer to one another formally during public meetings, such as Mayor, Mayor Pro Tem, Chair, Alderman or Councilmember followed by the individual's last name.
- b. **Practice civility and decorum in discussions and debate.** Difficult questions, challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, EAO to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- c. **Honor the role of the Chair in maintaining order.** It is the responsibility of the Chair to keep the comments of EAO on track during public meetings. EAO should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- d. **Avoid personal comments that could offend other EAO.** If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other member to justify or apologize for the language used. The Chair will maintain control of this discussion.
- e. **Demonstrate effective problem-solving approaches.** EAO have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

(b) In Private Encounters

- a. **Continue respectful behavior in private.** The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.
- b. **Be aware of the insecurity of written notes, voicemail messages, and E-mail.** Technology allows words written or said without much forethought to be distributed wide and far. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.
- c. **Even private conversations can have a public presence.** Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eaves-dropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted and may be subject to the Open Meetings Act.

4. Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy; appointed officials who advise the elected, and City staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- (a) **Treat all staff as professionals.** Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) **EAO questions/inquiries to City staff.**

- a. **General.** EAO may ask operational questions of staff. (e.g., “Why do we mow the grass on Monday and Wednesday?”). However, at no time are they allowed to direct staff actions. (e.g., “Mow the grass on Tuesday and Thursday.”)
 - b. **Routine Requests for Information and Inquiries.** EAO may contact staff directly for information made readily available to the general public on a regular basis (e.g., “How does one reserve the pavilion at the park?”). Under these circumstances staff shall treat the EAO no differently than they would the general public, and the EAO shall not use their elected or appointed status to secure preferential treatment. The City Administrator does not need to be advised of such contacts.
 - c. **Non-Routine Requests for Readily Available Information.** EAO may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., “How many traffic lights are there in the City?” or “Under what circumstances does the City lower its flags to half-mast?”).
 - d. **Non-Routine Requests Requiring Special Effort.** Any EAO request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) shall be directed to the City Administrator. The City Administrator shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Councilmembers (if originating from a Councilmember), relevant board or commission members (if originating from a board or commission member), the City Administrator, the City Attorney as appropriate and affected department directors. The City Administrator, at his or her option, may choose to seek clarification from the City Council regarding non-routine requests that might be considered extraordinary.
 - e. **Meeting Requests.** Any EAO request for a meeting with staff shall be directed to the City Administrator. EAO’s shall promptly notify the City Administrator of any requests they receive by City employees or volunteers for meetings to discuss policy issues, budget issues, management issues, or administrative issues.
- (c) **Do not disrupt City staff from their jobs.** EAO’s should not disrupt City staff while they are in meetings, on the phone, or otherwise engaged in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff’s ability to do their job objectively.
- (d) **Never publicly criticize an individual employee.** EAO’s should never express concerns about the performance of a City employee in public or to the employee directly. Comments about staff performance should only be made to the City Administrator through private correspondence or conversation.
- (e) **Do not get involved in administrative functions.** EAO’s must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, the payment of claims against the City or granting of City licenses and permits.

- (f) **Check with City staff on correspondence before acting.** Before sending correspondence, Councilmembers should check with the City Administrator to see if an official City response has already been sent or is in progress. Board and commission members shall not send correspondence except as authorized by the City Council.
- (g) **Limit requests for staff support.** Routine secretarial support will be provided to all Councilmembers. The City Secretary (or designee) opens mail addressed to Mayor and forwards information as appropriate. The City Secretary also opens mail for other Councilmembers, unless a Councilmember requests other arrangements.
- (h) **Do not solicit political support from staff.** EAO's shall not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates, but all such activities must be done away from the workplace. The use of the City's email system for political purposes or communications is not allowed.

5. Conduct with the Public

- (a) **In Public Meetings.** Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual EAO toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.
 - a. **Be welcoming to speakers and treat them with care and gentleness.**
 - b. **Be fair and equitable in allocating public hearing time to individual speakers.**
The Mayor or Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes with applicants and appellants, or their designated representatives allowed time as allocated by the Mayor. If many speakers are anticipated, the Mayor or Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. speaker may only speak once during the public hearing unless the Mayor or Chair requests additional clarification later in the process.
 - c. **Give the appearance of active listening.** It is disconcerting to speakers to have EAO not look at them when they are speaking. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom. EAO's shall refrain from texting or other cellular phone functions during public hearings.
 - d. **Ask for clarification, but avoid debate and argument with the public.** Only the Mayor (Chair) – not individual EAO – can interrupt a speaker during a presentation. However, a member can ask the Mayor (Chair) for a point of order if the speaker is off the topic or exhibiting behavior or language that is disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the Mayor (Chair) to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by EAO to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Personal opinions or inclinations of EAO about upcoming votes should not be revealed until after the public hearing is closed.

- e. **No personal attacks of any kind, under any circumstance.** EAO should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.
- f. **Follow parliamentary procedure in conducting public meetings.** The City Secretary serves as advisory parliamentarian for the City Council and is available to answer questions or interpret situations according to parliamentary procedures. In his/her absence, the City Administrator serves as advisory parliamentarian. The Mayor (Chair), subject to the appeal of the full Council or board/commission, makes final rulings on parliamentary procedure per the procedure outlined in Robert's Rules of Order Newly Revised.

(b) In Unofficial Settings

- a. **Make no promises on behalf of the Council, board/commission, or City.** EAO will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise City staff will do something specific (ex. fix a pothole etc.).
- b. **Make no personal comments about other EAO.** It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other EAO, and their opinions and actions.
- c. **Remember that Jamaica Beach is a small City at heart.** EAO are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Jamaica Beach. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by EAO, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

6. Conduct with Other Public Agencies

- (a) **Be clear about representing the City or personal interests.** When representing the City, the Councilmember must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose and with the City Administrator's knowledge.

When representing another organization whose position is different from the City, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Councilmembers should be clear about which organizations they represent and inform the Mayor, the City Council, and the City Administrator of their involvement.

- (b) **Be equally clear in correspondence about representation.** City letterhead may be used when the Councilmember is representing the City and the City's official position. A copy of official correspondence should be given to the City Secretary to be filed with the City as part of the permanent public record.
- (c) **City letterhead should not be used for non-City business or for correspondence representing a dissenting point of view from an official Council position.**

7. Council Conduct with Boards and Commissions.

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- (a) **If attending a board or commission meeting, be careful of personal opinions.** Councilmembers may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation, especially if it is on behalf of an individual, business or developer, could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a board or commission meeting should be clearly made as individual opinion and not as a representation of the feelings of the entire City Council.
- (b) **Limit contact with board and commission members to questions of clarification.** It is inappropriate for a Councilmember to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Councilmembers to contact board or commission members in order to clarify a position taken by the board or commission.
- (c) **Remember that boards and commissions serve the community, not individual Councilmembers.** The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council; but board and commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten board and commission members with removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

- (d) **Be respectful of diverse opinions.** A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Councilmembers may have a closer working relationship with some individuals serving on boards and commissions but must be fair and respectful of all citizens serving on boards and commissions.
- (e) **Keep political support away from public forums.** Board and commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support board and commission members who are running for office but not in an official forum in their capacity as a Councilmember.

8. Conduct with the Media

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so by the City Council.

- (a) **Councilmembers are frequently contacted by the media for background and quotes. The best advice for dealing with the media is to never go "off the record".** Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.
- (b) **The City Administrator is the official spokesperson for the City on City positions.** The City Administrator by ordinance is the Public Information Officer designated to present and speak on the official City position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official City position or a personal viewpoint.
- (c) **Choose words carefully and cautiously.** Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

9. Social Media Use

Social media has revolutionized the ability of its users to share and exchange information, ideas, and views amongst virtual communities and networks; and

Governmental bodies and agencies use social media to educate and provide general information to the public and, in doing so, often foster citizen participation and engagement in discussions concerning matters affecting the general population and current events; and

Elected city officials routinely utilize social media to communicate with their constituents concerning matters affecting citizens; and

The use of social media has become an important tool of governance and outreach for elected city officials; and

As community leaders, elected city officials must be mindful of the public trust each holds when using social media to communicate ideas and views amongst their respective social media networks; and

It is extremely important that the City of Jamacia Beach take a measured, strategic approach to the implementation of social media to avoid potentially damaging consequences such as the presence of out-of-date information, the failure to provide appropriate information to citizens who have requested it, or the misrepresentation of the City of Jamacia Beach's policies, services, or values.

Purpose: To provide elected city officials with:

- (a) Recommended guidelines constituting best practices concerning elected city officials' accuracy, accountability, and sensitivity on social media consistent with elected city officials' commitment to the best interest of the City; and
- (b) Reminders of the laws potentially implicated when elected city official use social media to communicate with constituents concerning matters related to City business.

Definitions

- (a) **Social Media:** Generally, social media is any site or online process designed to facilitate simple and streamlined communication between users. Social media sites differ from conventional communication media such as online newspapers and magazines in that they tend to be less structured and complex, and more friendly, personal, and intimate in nature, and they tend to offer tools which allow for quick, unfiltered, and often a common form of spontaneous communication opportunities.
- (b) **Social Network:** For the purposes of this policy, the term "social network" or "social networking" refers to any interaction between a participant and any site deemed by the City of Jamacia Beach to be social media, including, but not limited to: Facebook, LinkedIn, Snapchat, Instagram, TikTok, X, and YouTube. Interaction is not limited to accessing the website of such social media sites, but also sending to or receiving from such sites any e- mails, text messages, or any other electronic interaction.

- (c) **Official:** In terms of this policy, "official" refers to any site or process set up by the City of Jamacia Beach, its employees, agents, or contractors, which serves to communicate sanctioned City of Jamacia Beach information or engages citizens in discussion about topics, services, or processes under the auspices of the City of Jamacia Beach.
- (d) **Comments:** Includes without limitation, any content, information, articles, pictures, videos, or any other form of communicative content posted through social media. May also be referred to as "Posts" or "Postings."

Policy for Public Relations on City Pages

- (a) EAO should not use social media in a manner that violates the Texas Public Information Act (Chapter 552, Texas Government Code) and any applicable records retention laws or schedules. It is anticipated that from time to time, elected city officials will have access to information that is considered privileged or confidential under Texas or federal law. Such information may be exempt from public disclosure and there may be penalties or other consequences for inappropriate disclosure. By way of example, such information may include but is not limited to certain personnel information, non-public information from criminal investigations and business trade secrets. Elected city officials must be particularly careful to protect against the inadvertent disclosure of confidential or privileged information on social media.
- (b) EAO should not use social media in a manner that violates the Texas Public Information Act (Chapter 552, Texas Government Code) and any applicable records retention laws or schedules. It is anticipated that from time to time, elected city officials will have access to information that is considered privileged or confidential under Texas or federal law. Such information may be exempt from public disclosure and there may be penalties or other consequences for inappropriate disclosure. By way of example, such information may include but is not limited to certain personnel information, non-public information from criminal investigations and business trade secrets. Elected city officials must be particularly careful to protect against the inadvertent disclosure of confidential or privileged information on social media.
- (c) Whenever possible, links to more information should direct users back to the City's official website for more information, forms, documents or online services necessary to conduct business with the City.
- (d) EAO's representing the City via social media outlets must conduct themselves at all times as representatives of the City. EAO that fail to conduct themselves in an appropriate manner shall be subject to the disciplinary procedures outlined in the Section 10 of this policy.
- (e) EAO shall have no expectation of privacy when using social media sites. With that, EAO are not to publish, post or release any information that is considered confidential or not public. This includes both city sites and personal sites. EAO should remember that even on personal accounts, they are considered a representative of the City of Jamacia Beach.
- (f) If EAO's encounter a situation while using social media that threatens to become antagonistic, they should disengage from the dialogue in a polite manner and notify the City Administrator.
- (g) Elected city officials should exercise caution with respect to comments they post, particularly those concerning the City and the business of the City. Elected city officials should be mindful that posting and engaging in a discussion of City-related content/matters on social media may violate the Texas Open Meetings Act (Chapter 551, Texas Government Code).

Policy for Participating in Social Networking

- (a) When participating on social media you should follow the same standards of behavior "online" as you would if "in person" and should be mindful of how your online activities reflect upon you and your position with the City and City organization.
- (b) You are solely responsible for what you post online. You should consider the risks and rewards, as more and more court cases are appearing due to slander, misrepresentation and copyright infringement.
- (c) Keep in mind that if any of your conduct adversely affects the performance of employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of the City or those who have legitimate business interests, may result in disciplinary action as outlined in Section 10.
- (d) Do not create a link from your blog, website, or other social networking site to the City website without identifying yourself as an EAO.

Basic Beliefs for Social Media Use:

- (a) **Know and Follow the Rules:** Ensure your postings are consistent with all city policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.
- (b) **Be Respectful:** always be fair and courteous to fellow employees, customers or the public, members, suppliers or people who work on behalf of the City. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by speaking directly with management rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm one's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.
- (c) **Be Honest and Accurate:** make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly.
- (d) **Be open** about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.
- (e) Never post any information or rumors that you know to be false about the City, employees, the public, customers, suppliers, and/or people working on behalf of the City.

Post Only Appropriate Content

- (a) Must make it clear that any personal opinions expressed are yours in your individual capacity, not as representatives of the City or otherwise on the City's behalf;
- (b) If you do publish a post online related to the City, it is best to include a disclaimer such as *"The postings on this site are my own and do not necessarily reflect the views of the City."*
- (c) EAO's who are not otherwise authorized by appropriate City Administration, must never report to be speaking on behalf of the City, or represent their opinions or statements as the policy or view of the City, or that of any City employee in his/her capacity as a representative of the City;
- (d) Should never provide references for City employees or former employees on social or professional networking sites, as such references, positive and negative, could be attributed to the City and could create legal liability for both the employee, and the City;
- (e) EAO should not use social media in a manner that violates the Texas Public Information Act

(Chapter 552, Texas Government Code) and any applicable records retention laws or schedules. It is anticipated that from time to time, elected city officials will have access to information that is considered privileged or confidential under Texas or federal law. Such information may be exempt from public disclosure and there may be penalties or other consequences for inappropriate disclosure. By way of example, such information may include but is not limited to certain personnel information, non-public information from criminal investigations and business trade secrets. Elected city officials must be particularly careful to protect against the inadvertent disclosure of confidential or privileged information on social media;

- (f) Elected city officials should exercise caution with respect to comments they post, particularly those concerning the City and the business of the City. Elected city officials should be mindful that posting and engaging in a discussion of City-related content/matters on social media may violate the Texas Open Meetings Act (Chapter 551, Texas Government Code).

10. SANCTIONS

- (a) **Public Disruption.** Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further testimony at that meeting or removed from the Council Chambers.
- (b) **Inappropriate Staff Behavior.** EAO's shall refer any City staff member or volunteer who does not follow proper conduct or protocol in their dealings with EAO, other City staff, or the public, to the City Administrator. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

- (c) **Councilmembers Behavior and Conduct.** Compliance and Enforcement. The Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Jamaica Beach City Council, boards, and commissions. EAO themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to intervene when actions of EAO that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, be removed from committee assignments (both within the City of Jamaica Beach or with inter-governmental agencies) by the Council.

Councilmembers should point out the offending Councilmember infractions of the Ethics Policy. If the offenses continue, then the matter should be placed on a council agenda in closed session under the provisions of Section 551.074 of the Texas Government Code.

The affected Councilmember may request that the complaint be considered in a public meeting. The affected Councilmember shall be provided by the City Attorney a copy of the complaint in writing. At such meeting, the City Attorney or City Administrator shall present in detail to the City Council the nature of the complaint and the City Attorney findings and conclusions as to a possible violation of this Code of Ethics and Conduct for Elected and Appointed Officials.

The affected Councilmember shall have the right to a full and complete hearing before the City Council with the opportunity to call witnesses and present evidence in such person's behalf. The non-implicated City Councilmembers in attendance shall conduct a hearing in open session and review the complaint. The City Council may reject the complaint and take no action or take action to formally reprimand or censure the offending Councilmember.

- (d) **Board and Commission Members Behavior and Conduct.** Counseling and verbal reprimands may be administered by board and commission chairs (or their designee) to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Verbal or written reprimands may be administered by the Mayor or Mayor Pro Tem at the direction of the Council. Copies of all written reprimands administered by the Mayor or Mayor Pro Tem shall be distributed in memo format to the respective board or commission member, the board or commission chairperson, the City Secretary, the City Administrator, and the City Council. Written reprimands administered by the Mayor or Mayor Pro Tem shall not be publicized except as required under the Public Information Act.

The City Council may impose sanctions on any EAO whose conduct does not comply with the City's policies, up to and including removal from office. Any form of discipline imposed by Council shall be determined by a majority vote of at least a quorum of the Council at a noticed public meeting and such action shall be preceded by a Report to Council with supporting documentation. The Report to Council shall be distributed in accordance with normal procedures. Any Report to Council addressing alleged misconduct by a board or commission member shall be routed through the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Information Act.

When deemed warranted, the Council may call for an investigation of an EAO's conduct. Should the City Administrator or City Attorney believe an investigation is warranted, they shall confer with the Council. The Council shall ask for an investigation of the allegation and a report of the findings.

The results of any investigation conducted by the City Administrator or City Attorney shall be reported to the full Council in a closed session. It may be reported in a verbal or written report. Any written report to Council addressing the investigation of board and commission members shall be routed through the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Public Information Act. The affected EAO may request that the complaint be considered in a public meeting. The EAO shall be provided a copy of the complaint in writing. At such meeting, the City Attorney or City Administrator shall present a report to the City Council describing in detail the nature of the complaint and the City Attorney findings and conclusions as to a possible violation of this Code of Ethics and Conduct for Elected and Appointed Officials. The affected EAO shall have the right to a full and complete hearing before the City Council with the opportunity to call witnesses and present evidence in such person's behalf. The non-implicated City Councilmembers in attendance shall conduct a hearing and review the complaint. The City Council may reject the complaint or take action.

It shall be the Council's responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed meeting. These actions include, but are not limited to discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

A violation of this Code of Ethics and Conduct for Elected and Appointed Officials, alone, shall not constitute a basis for challenging the validity of a Council, board or commission decision.

11. GLOSSARY OF TERMS

- (a) **Confidential information** means any information to which an official has access in such person's official capacity, which may not be disclosed to the public except pursuant to state and/or federal law and which is not otherwise a matter of public record or public knowledge. Confidential information includes the following information, however transmitted: (i) any information from a meeting closed to the public pursuant to the Texas Open Meetings Act or other law regardless of whether disclosure violates the Texas Open Meetings Act or Texas Public Information Act; (ii) any information protected by attorney client, attorney work product, or other applicable legal privilege; and (iii) any information deemed confidential by law.
- (b) **Gift** means anything of value, regardless of form, offered or given in the absence of adequate and lawful consideration. It does not include the receipt or acceptance of campaign contributions, which are regulated by federal, state, and/or local laws or ordinance.
- (c) **Relative** means any person related to an officer within the second degree by Consanguinity or affinity. This relationship includes the spouse, parents, children, stepchildren, father and mother-in-law, or son and daughter-in-law, grandparents, grandchildren, sisters and brothers of the officer.
- (d) **Substantial financial interest** means (i) the ownership of ten (10) percent or more of the voting stock or shares of a business entity; (ii) the ownership of ten (10) percent or more, or fifteen thousand dollars (\$15,000.00) or more of the fair market value of a business entity; or (iii) funds received from the business entity exceed ten (10) percent of the person's gross income for the previous year, and action on the matter involving the business entity will have a special economic effect on the business entity that is distinguishable from the effect on the public. It is expressly provided herein that an investment or ownership in a publicly held company, in an amount less than fifteen thousand dollars (\$15,000.00) does not constitute a substantial interest. Substantial interest in real property means the person has an interest in the real property that is equitable or legal ownership with a fair market value of two thousand five hundred dollars (\$2,500.00) or more; and it is reasonably foreseeable that an action on a matter involving the real property will have a special economic effect on the value of the real property distinguishable from its effect on the public. (Ownership includes any partnership, joint or corporate ownership or any equitable or beneficial interest as a beneficiary of a trust.) A Member is considered to have a substantial interest under this Ethics Policy if a person related to the Member in the second degree of consanguinity or affinity has a substantial interest under this Code of Ethics and Conduct for Elected and Appointed Officials.

12. IMPLEMENTATION

As an expression of the standards of conduct for EAO expected by the City, the Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective when EAO are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. EAO entering office shall sign a statement affirming they read and understood the City of Jamaica Beach Code of Ethics and Conduct for Elected and Appointed Officials. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commissions and update it as necessary.

13. ETHICS RESOURCES

(a) Texas Local Government Code

- a. Ch. 171 Conflict of Interest
- b. Ch. 176 Financial Disclosure in Contracts
- c. Ch. 252 Purchasing and Contracting Authority of Municipalities

(b) Texas State Government Code

- a. Ch. 551 Open Meetings Act
- b. Ch. 552 Public Information Act
- c. Ch. 553 Disclosure of Ownership in Property
- d. Ch. 573 Nepotism

(c) Texas Election Code

- a. Ch. 253 Campaign Finance

(d) Texas Penal Code

a. Ch. 36 Bribery and Corrupt Influence

- i. 36.02 Bribery
- ii. 36.03 Coercion of Public Servant or Voter
- iii. 36.04 Improper Influence
- iv. 36.05 Tampering with Witness
- v. 36.06 Obstruction or Retaliation
- vi. 36.07 Acceptance of Honorarium
- vii. 36.08 Gift to Public Servant by Person Subject to His Jurisdiction
- viii. 36.09 Offering Gift to Public Servant
- ix. 36.10 Non-Applicable

b. Ch. 37 Perjury and other Falsification

- i. 37.10 Tampering with a Governmental Record

c. Ch. 39 Abuse of Office

- i. 39.02 Abuse of Official Capacity
- ii. 39.03 Official Oppression
- iii. 39.06 Misuse of Official Information

CODE OF ETHICS ACKNOWLEDGMENT

I acknowledge that I have received a copy of the City of Jamaica Beach Code of Ethics for Elected and Appointed Officials. I further acknowledge that I have read and understand all my obligations, duties, and responsibilities under each provision of this Code of Ethics.

Printed Name

Signature

Date



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE NUMBER	N/A	
AGENDA TITLE	Resurfacing Municipal Pool	
REQUESTING DEPARTMENT	Park Pool	
PRESENTER	Robert Quintero, Director of Development/City Secretary	
FISCAL INFORMATION	Cost as recommended:	\$28,885
	Budget Line Item:	\$40,000
	Balance Available:	\$11,115 under budget
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	The municipal swimming pool needs resurfacing to the approximately 5,600 sq. ft. that surrounds the pool.	
BACKGROUND	This project has been needed for a couple of years. We have neglected it, and it continues to deteriorate. We've received four bids. Cove Construction, a local contractor came in with the lowest bid.	
SPECIAL NOTES	HOT Tax item	
PUBLIC INFORMATION PROCESS	N/A	
TEAM RECOMMENDATION	Staff recommends that city utilize HOT Tax Funds to resurface the approximately 5,600 sq. ft. before we open the pool for the season.	
REFERENCE DOCUMENTS ATTACHED	See attached	



Village of Jamaica Beach
Jamaica Beach, TX 77554

January 24, 2024

Thank you for the opportunity to quote on your pool deck resurfacing requirements. For the resurfacing and painting of the pool deck our quote is as follows:

1) Remove 5,650 square feet of existing paint and spray deck material. The surface will be ground down to expose bare concrete. The concrete will then be acid etched to clean and prepare the surface for texture.

2) Spray and paint 5,650 square feet of concrete pool decking with anti-slip, non heat absorbing spray deck material. (paint color to be approved by the city)

Our charges for all of the above, labor and materials are \$28,885.00, including taxes. Our terms of payment are: 50% upon initiation of contract, and 50% upon completion of project. Once again, we thank you for your interest in our company, and we look forward to starting the project soon.

Yours truly,

Nathan Martens

Texas Shield Coatings

Galveston, TX
(409) 502-8989



January 10, 2024

Customer Phone #: 682-217-3130

Bid Proposal Prepared For:

Michael Whitman - Jamaica Beach Pool Surround Coating - 16721 Jolly Roger Rd, Jamaica Beach

Qty:	Item Description:	Unit Price:	Price:
1	5,610 SqFt Flake Floor of Pool Surround		
Labor	Grind existing concrete to prep floor, mend cracks and holes, apply basecoat, install custom blend flakes, seal floor		
Product	Polyurea Basecoat; Polyaspartic Sealer		
Install	5,610 Total SqFt, including verticals	\$9.25 /sqft	\$51,892.50
Removal	Removal of current Cool Decking	\$2.75 /sqft	\$15,427.50
Fix & Mend	Fill, Mend, and Grind existing cracks and holes in concrete.	No Charge	\$0.00
Color	"TBD"		
Warranty	Includes a 5 Year Commercial Warranty		
	- Chipping & Peeling	Sub Total:	\$67,320.00
		Tax:	\$0.00
		Grand Total:	\$67,320.00

**Additional 3.5% fee for all credit card payments.*

***All Deposits are Non-Refundable after 24 Hours.*

Mr. Whitman, thank you for giving us the opportunity to bid for your business. We look forward to doing business with you and providing you excellent customer service and a quality-finished product you will be proud to call your own.

Filling cracks and holes is part of the installation process; however, this is simply cosmetic and cannot be covered under warranty if concrete cracks in the future.

In reviewing this bid proposal, if you would like to change any of the quantities or items listed, please contact me personally and I will be happy to recalculate for you.

Sincerely,

Dwayne Hankamer

Concrete Coatings Manager
Texas Shield Coatings
(409) 739-2726



Progressive Commercial Aquatics, Inc.

Quote

2510 Farrell Rd
Houston TX
77073
281-982-0212

Quote #: Q7297
Date: 1/10/2024
Shipping Method:
Salesperson: Erica
Exp Date: 3/10/2024

Bill To

City of Jamaica Beach (JAMAIC)
Deck Coating
5264 Jamaica Beach
Jamaica Beach TX
77554

Ship To

City of Jamaica Beach (JAMAIC)
Deck Coating
16721 Jolly Roger
Jamaica Beach TX
77554
409-737-1142-5

Item	Description	Qty	UOM	Unit Price	Tax	Total
DECK COATING	Deck Coating - Remove & Install New	1	EA	\$45,550.00	\$0.00	\$45,550.00

Total Weight of Items 0 lbs
EXMPT \$0.00

Total \$45,550.00
Tax Total \$0.00
Grand Total \$45,550.00

There will be a 25% restocking fee on all returned items.
Credit Card Purchases will include a 2% Service Fee
Due to Material Shortages, Quotes are only valid for 60 days

Thank you for your business

Chris Gibson

(972) 971-7778

metroplexdfwpaint@gmail.com

The San Luis 5220 Seawall
Boulevard #834, Galveston, TX,
77551, US



Jamaica Beach City Pool - #85525

Date: 01/16/2024

Proposal Number: 85525

Jamaica Beach City Pool

(682) 217-3130

mwhitma45@gmail.com

16271 Jolly Roger Rd, Jamaica
Beach, TX 77554

#1 GENERAL DESCRIPTION OF WORK

This proposal is a breakdown of work to be completed at 16271, Roger Rd, Jamaica Beach, TX 77554. Customer is requesting exterior of concrete completed. (Pool Area) This includes power washing, concrete filler for all cracks in concrete to be filled or any other surface defects, sanding 5500 sqft. of concrete for paint prep, & painting. (2) finish coats of concrete

COASTLINE PAINTING will be painting 1 color.

COASTLINE PAINTING to provide full time supervision throughout duration of project

COASTLINE PAINTING to provide all necessary equipment to complete job per scope

The price below will reflect exterior of home including all labor & materials is 33,000.00

This includes a 1 year labor warranty

ANY ADDITIONAL WORK ADDED WILL BE A SEPARATE PRICE

#2 PREPARATION

Thoroughly prepare all substrates to be painted.

	Description	Notes
Include	Power Washing	Power wash using 3100 PSI for all exterior surfaces to be painted to remove loose paint, dirt, sap, and etc.
Include	Concrete Filler	Fill all cracks joints or similar areas up to 1/4 "width" to minimize possible water damage & to ensure & adequate paintable surface
Include	Priming	Spot prime any bare surfaces to create a solid substrate for the paint to adhere to
Include	Sanding Concrete 5500 sqft	Sand entire pool area for paint to adhere areas of previously painted surfaces to prepare the substrate for a finish coat of paint.

#3 WORK TO BE PERFORMED

Thoroughly paint all surfaced listed with 2 finish coat of paint (unless otherwise noted in this proposal)

Description	Notes
Include Pool Deck	5500sqft to be painted

#4 MATERIALS TO BE USED

Description	Notes
Brand of Paint	Encore Pool Deck
Product Name	(32) ECK-1DLR 5G Cool pool deck coating (22) TC- 1DLR TRiple crown cleaners (14) SB- 1DLR Sealback gallon sealer (32) Speedhide Exterior
Paint Sheen/ Gloss Level	Satin
Other materials	

#5 CLEAN UP

Cleanup thoroughly each day and in full upon completion.

#6 PAYMENT SCHEDULE

Upon Booking there is a 25% deposit for us to start buying all paint, material etc. For a project this size we require payments to be made on a "progress payment" schedule. Payment breakdown is as follows.

Payment can be made via, check or bank wire

Description	Notes
Deposit Due at Time of Signing Payment of 25% after day 3	25%(\$8,250.00) 25%(\$8,250.00)
Amount Due Upon Completion	Remaining 50%(\$16,500.00)
All PAINT, LABOR, & MATERIALS	33,000

#7 ADDITIONAL WORK TO BE PERFORMED



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Elevator Upgrades	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	\$68,800
	Budget Line Item:	35200
	Balance Available:	\$70,000
	New Appropriation Required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PURPOSE	Approve a bid for upgrading the elevator at city hall	
BACKGROUND	<p>The elevator at city hall is antiquated and has required multiple repairs over the past year. Although it did pass the annual inspection, the repair company has told us that they are only able to make temporary repairs and that modernizing it needs to be a priority.</p> <p>Monies had been included in the 2022/23 budget, but were removed from the current budget, and are available in reserves. However, as the elevator also serves as ADA access to the history museum, I am proposing using Hotel Occupancy Tax reserves to fund the project.</p> <p>We requested bids for the project through TIPS and received 3 bids. Allied Elevator was the low bidder.</p>	
TEAM RECOMMENDATION	Approve the bid from Allied Elevator	
REFERENCE DOCUMENTS ATTACHED	Bid proposals. <ul style="list-style-type: none"> • Allied Elevator • Prestige Elevator • Locke Construction 	

Allied Elevator of Houston, Inc.

1931 Humble Place Drive, Suite 202
Humble, Texas 77338
(713)451-8032 FAX (281)359-9590

Proposal and Acceptance

Proposal submitted to: Jamaica Beach City Hall Phone: 409-737-1142 Date: 12/27/23

Street: 16628 San Luis Pass Rd. Job name: Jamaica Beach City Hall

City, State and Zip Code: Jamaica Beach, Texas 77554

We hereby submit specifications and estimates for:

TOTAL COST TO MODERNIZE (1) THREE FLOOR HARDULIC PASSANGER ELEVATORS

1. Pull permit and have elevator inspected when completed.
2. Install new elevator with non-priorty controls
3. Install new elevator pump unit (motor, valve, pump)
4. Install new oil in system to proper level
5. Install new oil line and fittings and ball valve where needed
6. Install new hall stations on all three floors
7. Install new car station per code
8. Install (2) new electronic eye reopening devices
9. Install (10) new GAL car and Hostway door rollers
10. Install (3) new drive block assembly with pick up bars
11. Install (3) new interlocks on Hostway door tracks
12. Install (10) new door gibs on all elevator doors
13. Install (3) new door closer on Hostway doors
14. Install new traveling cable on elevator
15. Install new half way boxes in shaft if needed
16. Install new selector on elevator in Hostway
17. Install new door operators on elevator (TYPE- MOVFR II)
18. Install Inspection station on elevator with alarm bell
19. Install new car top boxes with terminals on elevator
20. Install new guide shoes on elevator and lubricate rails
21. Install new escape hatch switch on elevator (per code)
22. Install pit switch on elevator in elevator pit
23. Install new Hostway switches at top and bottom of elevator shaft

24. Install new GAL door clutch on each elevator car door
25. Install new gate switch on elevator
26. Install new fire tabs on doors
27. install new pit lights
28. Repair or install new sump pump in elevator pit.
29. Install new GFI in elevator pit
30. Install new EMT or Duct in elevator shaft as needed.
31. Install new hose and catch buckets in elevator pit for elevator jacks
32. Install new spools on jacks with check valves and new packings
33. Install relief tag and seal relief at time of inspection
34. Install maintenance control program in elevator equipment room
35. ALL ELEVATOR MATERIAL REPLACED IS COVERED FOR 1 YEAR
36. FREE ROUTINE SERVICE FOR 1 YEAR, FROM INSPECTION DATE
37. FREE CALL BACK SERVICE FOR 1 YEAR, MONDAY - FRIDAY FROM 7:00 AM TO 4:00 pm

NOTE: WORK TO BE COMPLETED BY OTHERS

1. Phone line to elevator controller
2. Self closing and self locking elevator equipment room doors
3. Fire extinguisher
4. Smoke alarms on all three floors in front of elevator and one in elevator equipment room
5. Fire recall relays in elevator equipment room next to elevator controller

We propose hereby to furnish material and labor-complete in accordance with above specifications, for the sum of:

Sixty Eight Thousand Eight Hundred dollars & 00/xx dollars (\$ 68,800)

Terms: 30% UPON SIGNING PROPOSAL / 50 % UPON SHIPPING / 20 % UPON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be excised only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

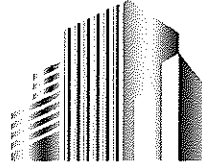
Authorized
Signature: _____

Note: This proposal may be withdrawn
by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____



PRESTIGE ELEVATOR

January 22, 2024

**City of Jamaica Beach
16628 San Luis Pass Road
Jamaica Beach, TX 77554**

Prestige Elevator Services, LLC.

3321 Garden Brook Drive
Farmers Branch, TX 75234
Phone (469) 209-6369
TX. Contractors License No. 20378

We will provide labor and material to furnish and install on the above referenced unit (s) the following:

I. BASE SPECIFICATIONS:

- 1) New **non-proprietary** microprocessor controller system on one hydraulic passenger elevator. Work includes the following:
 1. Pull permit and have elevator inspected when completed.
 2. Install new elevator with non-proprietary controls
 3. Install new elevator pump unit (motor, valve, pump)
 4. Install new oil in system to proper level
 5. Install new oil line and fittings and ball valve where needed
 6. Install new hall stations on all three floors
 7. Install new car station per code
 8. Install (2) new electronic eye reopening devices
 9. Install (10) new GAL car and Hostway door rollers
 10. Install (3) new drive block assembly with pick up bars
 11. Install (3) new interlocks on Hostway door tracks
 12. Install (10) new door gibs on all elevator doors
 13. Install (3) new door closer on Hostway doors
 14. Install new traveling cable on elevator
 15. Install new halfway boxes in shaft if needed
 16. Install new selector on elevator in Hostway
 17. Install new door operators on elevator (TYPE- MOVFR II)
 18. Install inspection station on elevator with alarm bell
 19. Install new car top boxes with terminals on elevator
 20. Install new guide shoes on elevator and lubricate rails
 21. Install new escape hatch switch on elevator (per code)
 22. Install pit switch on elevator in elevator pit
 23. Install new Hostway switches at top and bottom of elevator shaft
 24. Install new GAL door clutch on each elevator car door
 25. Install new gate switch on elevator
 26. Install new fire tabs on doors
 27. install new pit lights
 28. Repair or install new sump pump in elevator pit.
 29. Install new GFI in elevator pit
 30. Install new EMT or Duct in elevator shaft as needed.
 31. Install new hose and catch buckets in elevator pit for elevator jacks
 32. Install new spools on jacks with check valves and new packings
 33. Install relief tag and seal relief at time of inspection
 34. Install maintenance control program in elevator equipment room.

II. WORK BY OTHERS:

In conjunction with this modernization the following work may be required and is to be performed by building ownership if not currently existing:

- 1) Any associated cutting, patching, and painting of wall surfaces.
- 2) Phone line to elevator machine room.
- 3) New main line or auxiliary disconnects if needed.
- 4) Smoke detectors which are required by code in machine room and hall lobbies. No fire alarm panel work is included in our scope.

III. MODERNIZATION SCHEDULE:

- 1) Lead time on equipment is approximately 8-10 weeks from acceptance of contract and receipt of down payment
- 2) Project duration is anticipated at five (5) weeks per elevator from beginning of work.

IV. PAYMENT TERMS:

- 1) 50% upon signing of contract (\$43,290.00 tax excluded)
- 2) 25% upon material delivery (\$21,645.00 tax excluded)
- 3) 25% upon completion (\$21,645.00 tax excluded)

BASE PRICE: \$86,580.00 (Eighty Six Thousand Five Hundred Eighty and 00/100 Dollars) tax excluded.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

CUSTOMER
Approved by Authorized Representative

PRESTIGE ELEVATOR SERVICES
Approved by Authorized Representative

Date: _____ Date: _____

Signed: _____ Signed: _____

Print Name: _____ Print Name: _____

Title: _____ Title: _____

Name of Company: _____
 Principal, Owner or Authorized Representative of Principal or Owner
 Agent _____
(Name of Principal or Owner)

ELEVATOR REPAIR - TERMS AND CONDITIONS

No work, service or liability on the part of Prestige Elevator Services, other than that specifically mentioned herein, is included or intended.

Purchaser shall pay, as an addition to the price stated, a sum equal to the amount of any taxes, including without limitation state sales or use taxes, which may now or hereafter be imposed upon Seller or Purchaser, whether based upon the transfer, use, ownership, possession or otherwise of the equipment herein described.

It is agreed that you shall provide premises safe and suitable in every respect for our workmen to work, and we reserve the right to discontinue our work in the building whenever, in our opinion, this provision is being violated.

In the event that payment is not made as provided herein, Prestige Elevator Services may immediately stop work without prejudice to any other remedy it may have. It is agreed that all parts and materials furnished under this contract can be removed without material injury or damage to the real property, and that we retain title to all parts and materials until final payment in cash is made, with the right to retake possession of same or any part thereof at your sole cost and expense if default is made by you of any terms or provision of this contract, including terms and conditions implied or imposed by law. The provisions contained in this paragraph shall apply without respect to the manner of attachment of the parts or materials to the realty, the acceptance of notes, extension of time for payment, or the sale, mortgage or lease of the premises. Purchaser agrees to save, indemnify and hold Prestige Elevator Services harmless from any claim resulting from removal of said parts and materials.

It is understood, in consideration of our performance of the work enumerated hereunder at the price stated, that you agree to hold and save Prestige Elevator Services harmless from any claims, causes of action, or liabilities of any kinds, nature or description whatsoever, except that Prestige Elevator Services shall remain liable for its negligent acts, limited to the extent of Prestige Elevator Services's comparative fault. Your own responsibility for accidents to persons or properties while riding on or being on or about the aforesaid equipment referred to is in no way affected by this agreement.

We shall not be held responsible or liable for any loss, damage, detention, or delay resulting from causes beyond our reasonable control, including but not limited to accidents, fire, flood, acts of civil or military authorities, insurrections or riots, labor troubles, including any strike or lock out which interferes with the performance of work at the building site or our ability to obtain parts or equipment used in the performance of this agreement. In the event of delay due to any such cause, our performance under this agreement will be postponed without liability to us by such length of time as may be reasonably necessary to compensate for the delay. In no event will we be responsible for special, indirect, incidental or consequential damages.

In the event of default by the Purchaser of any of its obligations hereunder, Purchaser agrees to pay all costs of seller, including reasonable attorney's fees, incurred in the enforcement of any of the Seller's rights hereunder.

All charges under this agreement are due when work is completed and must be paid in full within thirty (30) days of invoice date. A service charge calculated at the rate of 1 ½% per month, or the highest legal contract rate, whichever is less, shall be applicable to delinquent payments.

If any drawings, illustrations or descriptive matter is furnished with this proposal, they are approximate and submitted only to show the general style, arrangement and dimensions of the material offered.

In the event the Purchaser's acceptance is in the form of a purchase order or other kind of document, the provisions, terms and conditions of this proposal shall govern in the event of conflict.

Prestige Elevator Services warrants the work performed under this agreement for a period of ninety (90) days from the date of substantial completion, unless otherwise agreed in writing. Prestige Elevator Services's liability is limited to repair and/or replacement of defective work. It is expressly understood and agreed that under no circumstances shall Prestige Elevator Services be liable for any special, incidental or consequential damages, economic loss, commercial loss, or injuries to persons or damage to property arising from the work performed, from the use or operation of or in any way connected with the equipment or property on which the work was performed by Prestige Elevator Services.

PRESTIGE ELEVATOR SERVICES MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, OF ANY KIND, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, USAGE, OR TRADE RELATIVE TO ANY PARTS SUPPLIED.

This agreement shall be construed according to the laws of the State of Texas depending upon where the work was performed. In the event of any dispute or claim arising from this contract, the jurisdiction and venue shall be laid in Dallas County, Texas. The prevailing party in any legal action shall be entitled to reasonable attorney's fees.

This proposal is valid 30 days from the date on reverse side.

No agent or employee shall have the authority to waive or modify any of the terms of this contract.

Robert Quintero

From: Luke Harrison <luke.harrison@lockecstx.com>
Sent: Thursday, January 25, 2024 1:38 PM
To: Robert Quintero
Subject: RE: Please provide a quote on the specs provided

Hi Robert, please see budget for the elevator as requested below.

This will include:

- Plan review with the state
- Drawings
- Delivery
- Installation
- Inspection

Some of the main product details are:

- 2500 lb capacity
- 100' per minute
- Steel exterior cab shell
- Plastic laminate cab panels
- Standard fixtures for inside car and hallway

Budget price (not including tax, co-op fee and bonds) \$135,000

Please keep in mind that this price can change and most likely increase roughly 3%-5% depending on when we place our equipment order. We will do our best to mitigate any additional costs.

Please let me know if we can provide any more information for this project. We look forward to hearing back from you soon!

Best Regards,

Luke Harrison
Locke Construction Services, LLC

201 Main Street, Suite 600 Office #31
Fort Worth, TX 76102
817-727-3799
www.lockecstx.com

From: Robert Quintero <rquintero@jamaicabeachtx.gov>
Sent: Wednesday, January 24, 2024 4:50 PM



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE #		
AGENDA TITLE	Lift Station Upgrades	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	\$49,749
	Budget Line Item:	20015 - \$70,000 30028 - \$60,000
	Balance Available:	\$130,000
	New Appropriation Required:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
PURPOSE	Approving a contract for upgrading lift station #6	
BACKGROUND	<p>During recent inspections of the city's lift stations, it was identified that lift station #6 is nearing critical failure and needs immediate repairs. Only 1 pump is working, and it appears to have holes in it. The discharge piping has previously been temporarily repaired and those repairs are failing. The check valves are broken, and it lacks the required safety netting.</p> <p>I requested an emergency quote from Branch Construction for the following scope.</p> <ul style="list-style-type: none"> • Replace pumps #1 & #2 with Myers Vortex Pumps • Replace all piping and necessary fittings inside lift station. • Replace all check & isolation valves with Mueller or like quality. • Vacuum & Clean inside lift station • Safety netting. <p>I recommend approving the quote from Branch Construction.</p>	
TEAM RECOMMENDATION	Approve the bid	
REFERENCE DOCUMENTS ATTACHED	Project Proposal	

1. Lift Station #6

- Replace pumps #1 & #2 with Myers Vortex pumps
- Replace all piping and necessary fittings inside lift station
- Replace all check & isolation valves with Mueller or equivalent
- Vacuum & clean inside lift station
- Safety netting

Price: \$49,749

Notes: Control panel needs evaluation after the inside of lift station is ready to be operational. Additional cost may be associated with components in control panel.

- **Proposal is valid for 15 days from date of issuance.**
- Delays not caused by Branch Construction Group will be billed at the applicable rate.
- If non-standard working hours are requested additional charges will be applied unless previously agreed on. Definition - Night Work 5:30PM – 7AM or Weekend Work Saturday/Sunday at applicable rate. Pricing does not include boring through rock, compensation for utility conflicts, locating services or delays not caused by Branch Construction Group. See unit pricing below for individual rates and charges.
 - Additional \$3.00/Lf will be charged for boring through rock, shale, slate, and similar materials
 - Mobilization will be billed at \$2.50/mile for boring rig setup if applicable.
 - Mobilization will be billed at \$1.50/mile for workforce mobilization if applicable



Project Proposal

Assumptions

- Assumes that private utilities (e.g., sprinklers etc.) are marked by the customer; Branch Construction Group will use reasonable precautions but will not be responsible for damage to unmarked/incorrectly marked utilities.
- Customer responsible for all temporary/permanent fence removal/replacement.
- The job schedule must be mutually agreed upon.
- The work site will be cleaned by backhoe – will NOT include pressure wash/reclaimed water, street brush, etc.
- Well Point/Pump Systems not included; if necessary, incremental expense to be charged to customer.
- Branch Construction Group is not responsible for engineering drawings, city drawings, or any plans used for construction purposes. If there are errors or omissions and the job cannot be completed – Branch Construction Group will receive payment for work completed.
- All work to be done during normal construction hours (M-F, 7AM-5:30PM)

Terms

- Net 30 Days

Termination

- If the Client terminates this Contract after Branch Construction Group has commenced its work, the Client shall be responsible for the following:
 - The Client shall pay Branch Construction Group the Contract price of the fittings, or specialized materials once production has commenced or the items have been purchased.
 - The Client shall pay Branch Construction Group a 25% restocking fee in the event the job is cancelled because standard fittings have been ordered.
 - The Client shall reimburse Branch Construction Group for all reasonable out-of-pocket mobilization expenses incurred by Branch Construction Group (including travel and transportation costs for Branch Construction Group personnel to the job site and an hourly rate of \$95.00 for each person mobilized by Branch



Project Proposal

Construction Group if Branch Construction Group has mobilized its personnel or agents in connection with the project.

- On certain occasions Branch Construction Group can return special or not normal size fittings. However, this will require 70% restocking fee if the job cancels or pipe size changes after fittings are ordered.

Indemnification

- BRANCH CONSTRUCTION GROUP (HEREAFTER "BCG") SHALL INDEMNIFY CLIENT FOR DAMAGES ARISING OUT OF THE PERFORMANCE OF WORK, BUT ONLY TO THE EXTENT CAUSED BY THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF BCG AND THE TOTAL LIABILITY TO CLIENT AND ANYONE CLAIMING BY, THROUGH, OR UNDER CLIENT FOR ANY COST, LOSS, LEGAL FEES, OR DAMAGES SHALL NOT EXCEED THE PERCENTAGE SHARE THAT BCG'S NEGLIGENCE BEARS TO THE TOTAL NEGLIGENCE OF CLIENT, BCG, AND ALL OTHER NEGLIGENT ENTITIES AND INDIVIDUALS.
- BY WAY OF FURTHER LIMITATION, BCG SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES, WHETHER GROUNDED IN TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, OR CONTRACT, AND UNDER NO CIRCUMSTANCES WILL BCG'S LIABILITY EXCEED THE PROJECT PROPOSAL PRICE CLIENT PAID BCG FOR THE GOODS OR SERVICES UPON WHICH LIABILITY IS CLAIMED. ANY ACTION FOR BREACH OF CONTRACT MUST BE COMMENCED WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.

Accepted by:

Company Name: _____

Signature: _____

Name Printed: _____

Date: _____



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE #	2024-02	
AGENDA TITLE	American Rescue Plan Act Funds	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To authorize the city administrator to transfer American Rescue Plan funds to High Yield Money Market fund.	
BACKGROUND	<p>The city received \$200,520.78 in American Rescue Plan Act Funds. Those funds are currently in a money market drawing 1.5% interest. The city has a Municipal Money Market High Yield fund which yields 4.85% interest for deposits in excess of \$200,000.</p> <p>I recommend transferring the entirety of the ARPA funds to the High Yield Account. This still provides immediate access to the funds, which I further recommend utilizing for infrastructure maintenance and repair.</p>	
TEAM RECOMMENDATION	Approve the resolution	
REFERENCE DOCUMENTS ATTACHED	Resolution 2024-02	



CITY OF JAMAICA BEACH

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Jamaica Beach, Texas 77554
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RESOLUTION NO: 2024-02 CITY OF JAMAICA BEACH

Resolution to Transfer the City's American Rescue Plan Act funds to the City's Municipal Money Market High Yield Fund

WHEREAS the City Council of Jamaica Beach recognizes the importance of providing residents of the City with the maximum rate of return on idle funds, and

WHEREAS, the City's American Rescue Plan Act (ARPA) funds are currently in a money market drawing 1.5% interest, and

WHEREAS the interest rate paid on the City's Municipal Money Market High Yield Fund is 4.85%, and

WHEREAS the ARPA funds are eligible to be utilized for any government function and

WHEREAS the City Administrator recommends utilizing them for infrastructure maintenance and repair

NOW, THEREFORE, BE IT RESOLVED by the City Council of Jamaica Beach that:

The city administrator shall be authorized to transfer the entirety of the ARPA funds to the City's Municipal Money Market High Yield Fund held through Texas First Bank

1. The city administrator shall work in collaboration with Texas First Bank to facilitate the transfer of the funds.
2. The City Secretary shall provide a copy of this resolution to Texas First Bank and publish as part of the City Council meeting minutes to ensure transparency and awareness.
3. This resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the City Council of the City of Jamaica Beach, TX, this 8th day of February 2024.

Sharon Bower, Mayor

ATTEST:

Robert M. Quintero, City Secretary



CITY OF JAMAICA BEACH CITY COUNCIL AGENDA ITEM

MEETING DATE	February 8, 2024	
RESOLUTION or ORDINANCE #	2024-03	
AGENDA TITLE	Signatories for City checking account	
REQUESTING DEPARTMENT	Administration	
PRESENTER	Kendal Francis, City Administrator	
FISCAL INFORMATION	Cost as recommended:	N/A
	Budget Line Item:	
	Balance Available:	
	New Appropriation Required:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
PURPOSE	To establish signatories for the City's checking account	
BACKGROUND	<p>We need to establish a clear process for who will be authorized signatories for City checks to ensure the proper and secure execution of financial transactions.</p> <p>The individuals holding the following elected and appointed positions are hereby authorized to sign checks on behalf of the City of Jamaica Beach:</p> <ul style="list-style-type: none"> • Mayor • City Councilmember • City Administrator • City Secretary • Finance Director 	
TEAM RECOMMENDATION	Approve the resolution	
REFERENCE DOCUMENTS ATTACHED	Resolution 2024-03	



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RESOLUTION NO: 2024-03 CITY OF JAMAICA BEACH

Resolution Establishing Authorization for Signature of City of Jamaica Beach, Texas Checks

WHEREAS the City of Jamaica Beach, Texas, engages in various financial transactions, including the issuance of checks for the purpose of conducting official city business; and

WHEREAS, it is necessary to establish clear and authorized signatories for City checks to ensure the proper and secure execution of financial transactions; and

WHEREAS the City Council acknowledges the importance of maintaining transparency, accountability, and fiscal responsibility in all financial matters;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Jamaica Beach that:

1. The individuals holding the following elected and appointed positions are hereby authorized to sign checks on behalf of the City of Jamaica Beach:
 - Mayor
 - City Councilmember
 - City Administrator
 - City Secretary
 - Finance Director
2. The Finance Director shall maintain an updated record of the authorized signatories and provide this information to Texas First Bank.
3. The City Secretary shall provide a copy of this resolution to Texas First Bank and publish as part of the City Council meeting minutes to ensure transparency and awareness.
4. This resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the City Council of the City of Jamaica Beach, TX, this 8th day of February 2024.

Sharon Bower, Mayor

ATTEST:

Robert M. Quintero, City Secretary