Jean Birmingham Council Chambers, City Hall
401 South Alamo
Marshall, TX 75670
903-935-4421

Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING
November 14, 2024
6:00 PM

1. **Call to Order and Roll Call**

2. **Invocation and Pledges**

3. **Presentations & Proclamations**

   A. Presentation of the Employee of the Month - November (Employee Engagement Committee)

4. **Citizen Comments**

   Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

5. **Items to be Withdrawn From Consent Agenda**

6. **Consent Agenda**

   The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

   A. Consider approval of the minutes from the October 24, 2024 Regular Council meeting. (City Secretary)

   B. Consider approval of staggering terms and adding term limits to the Parks & Recreation Board by-laws, Section 6b. (Parks & Recreation)

   C. Consider approval of appointments and reappointments to the various City boards, commissions, and committees. (City Secretary)

7. **Consideration of Items Withdrawn From the Consent Agenda**

8. **Action Items for City Council Consideration**

   A. Consider approval of the purchase of a compact trackloader (skid steer) from Romco Equipment at a cost of $126,452. (Public Works)

9. Discussion and Reports for City Council Consideration and Direction

A. Discussion Regarding One-Time Cost of Living Adjustment (COLA) Using Additional Revenue. (Finance)

B. Presentation, Discussion and Direction Finalizing the City Manager Recruitment Schedule. (Administration)

C. Discussion and Direction Concerning the Scheduling of a City Council Governance Work Session. (Administration)

D. Report regarding an update on the radio system. (Support Services)

E. Discussion regarding the Street Drainage Project. (Council)

F. Discussion regarding the Street Improvement Project. (Council)

10. Adjournment

Posted: November 11, 2024
1:20 PM
N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office at 903-935-4446.

City of MARSHALL TEXAS	TO:	City Council
	DATE:	November 14, 2024
	ITEM #:	3.A
	SUBJECT:	Presentation of the Employee of the Month - November (Employee Engagement Committee)

Recommendation for Action:

Executive Summary: The Employee Engagement Committee is a dedicated assembly of employees who have voluntarily united with the common goal of orchestrating and executing activities aimed at engaging and motivating their fellow colleagues. Their primary mission is to cultivate a positive and productive workplace culture while actively enhancing the employer-employee relationship. Among the initiatives employed is the recognition of outstanding contributions through the Employee of the Month program. The committee diligently reviews nominations, carefully deliberates, and collectively decides on the deserving individual to receive this esteemed acknowledgment.

Budget Cost:

Staff Contact:

Attachments: None

TO:	City Council
DATE:	November 14, 2024
ITEM #:	6.A
SUBJECT:	Consider approval of the minutes from the October 24, 2024 Regular Council meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the October 24, 2024 Regular Council meeting.

Executive Summary: Minutes from the Regular meeting held on October 24, 2024.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 10-24-2024 Minutes

Jean Birmingham Council Chambers, City Hall
401 South Alamo
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903-935-4421

Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

MINUTES
PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING
October 24, 2024
6:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 06:00 PM.

PRESENT:

Mayor and Council Members:
Mayor Amy Ware
Councilmember Leo Morris
Councilmember Reba Godfrey
Councilmember Micah Fenton
Councilmember Dathaniel Campbell
Councilmember Risa Jordan-Anderson

ABSENT: Councilmember Amanda Abraham Motion to Excuse: Councilmember Godfrey Second: Councilmembe Jordan-Anderson Vote: 6:0

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, Interim City Manager
Reggie Cooper, Fire Chief
Cliff Carruth, Police Chief
Dawn Jones, Finance Director
Eric Powell, Public Works Director
Scott Rectenwald, City Attorney
Christol Hall, HR/Civil Service Director
Randy Pritchard, Support Services Director
Nikki Smith, City Secretary/Payroll Accountant
Marina Garcia-Heredia, Parks & Recreation Director
Anna Lane, Community & Neighborhood Services Director
Alex Agnor, Economic Development & Strategic Initiatives Director

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

A. Presentation of the Employee of the Month - October. (Employee Engagement Committee)

Demond Williams, Employee Engagement Committee, stated the Employee of the Month for October, sponsored by Butler Construction, is Antwane Hicks, Public Works.

4. Recess to conduct the City of Marshall Employee Benefits Trust meeting

Councilmember Godfrey made a motion to convene into the City of Marshall Employee Benefits Trust meeting. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

5. Reconvene the City Council Meeting

This Council reconvened the Regular Council meeting at 6:19 PM.

6. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

Jeanna White, 108 Admins St., spoke regarding packs of aggressive and dangerous dogs roaming various areas within the City of Marshall. Jeanna White stated she received a response to an open records request showing no citations issued for dog bites or leash law violations.

Martha Dyar, 107 E Merritt St., spoke regarding assistance she received from Lt. Ames with the Marshall Police Department regarding animal complaint issues but stated the issues still exists. Martha Dyar presented Facebook posts from her neighborhood group discussing the ongoing issue of aggressive and dangerous dog packs roaming the City.

Jeff Thompson, 211 Ann Dr., spoke regarding the issue of packs of aggressive and dangerous dogs attacking smaller animals and the damage done to locations and properties when chasing and attacking the smaller animals.

Jill Wright, 4506 Briarwood Terrace, requested Council to come up with a solution or a plan to enforce rules, and responsibilities of keeping animals on the owner's property to protect the animal and others.

Leslie Langley, 1940 Liberty Church Rd., Marshall Square Runners, asked Council to put teeth in the laws or to create an ordinance to help enforce laws and rules to address the issue of roaming packs of aggressive and dangerous dogs.

Paul Turner, 214 E. Houston, Suite 100, packs of dogs have killed cats outside of offices in downtown. Paul Turner would like Council and Staff to devise a plan to address this issue.

Daniel Smoke, 603 W. Houston, asked for Council and Staff to address the issue of aggressisve dogs reproducing within the City of Marshall and asked for focus on addressing dog fighting issues and enforce spaying and neutering pets.

June Alexander, 513 W. Crockett, stated she has had numerous cats killed in her yard, the

Police Department was contacted and the issue continues to exist. June Alexander stated she has also been attacked by aggressive and dangerous dogs roaming the City of Marshall.

7. Items to be Withdrawn From Consent Agenda

Items F and G were withdrawn from the Consent Agenda by Councilmember Godfrey. Item H was withdrawn from the Consent Agenda by Staff to be brought back at a future meeting.

8. Consent Agenda

The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

Councilmember Fenton made a motion to approve Consent Agenda. Councilmember Morris seconded the motion, which Passed by a vote of 6:0.

A. Consider approval of the minutes from the September 23, 2024 Special-Called meeting and the September 26, 2024 Regular Council meeting. (City Secretary)

B. Consider approval of a resolution authorizing an annexation, service, and development agreement between the City of Marshall, Texas and the Marshall Economic Development Corporation. (Economic Development & Strategic Initiatives; Marshall EDC)

C. Consider approval of a resolution updating bank signatory on tender for payment. (Finance)

D. Consider approval of an expenditure in excess of $50,000 for the removal of silt\sediment at WTP clearwells. (Public Works)

E. Consider approval of a contract with New In Blue for electronic citation writer software for Police, Fire Marshal and Code Enforcement. (Police)

9. Consideration of Items Withdrawn From the Consent Agenda

F. Consider approval of an oil and gas lease with RFE ETX IV, LLC, on 96.698 gross acres of City of Marshall Property in various tracts. (City Attorney)
Councilmember Godfrey stated her reasons for pulling this item.

Scott Rectenwald, City Attorney, provided information regarding the effects on the surface of the various tracts.

Randy Pritchard, Support Services Director, provided information regarding the locations of the tracts.

Councilmember Godfrey made a motion to approve an oil and gas lease with RFE

ETX IV, LLC, on 96.698 gross acres of City of Marshall Property in various tracts. Councilmember Campbell seconded the motion, which Passed by a vote of 6:0.

G. Consider approval of a contract to May Recreation for adding an inclusive play area & equipment at Lions Park. (Parks & Recreation)

Marina Garcia-Heredia, Parks & Recreation Director, provided information regarding the request to approve a contract to May Recreation for adding an inclusive play area & equipment at Lions Park, allowing all children to be able to access the play area. Marina Garcia-Heredia stated the cost for the ADA compliant inclusion equipment and activities would be $79,982.

Councilmember Godfrey made a motion to approve a contract to May Recreation for adding an inclusive play area & equipment at Lions Park at a cost of $79,982. Councilmember Fenton seconded the motion, which passed by a vote of 6:0.

H. Consider approval for awarding Halff the task of developing a Master Plan and site plans for the City Arena. (Parks & Recreation)

This item was withdrawn.

10. Public Hearing & Ordinance

A. Conduct a public hearing and consider approval of a petition to institute annexation proceedings to enlarge and extend the boundary limits of said city to include the following described territory, to-wit: Tract 1: All that certain 6.0 acre tract of land in the S SHOTO Survey Abst 632, described in that Warranty Deed from Home and Garden Party, Ltd., et al to Marshall Economic Development Corporation, dated October 24, 2006 and recorded at Vol. 3474, Page 144; and Tract 2: All that certain 72.55 acre tract of land in the S SHOTO Survey Abst 632, described in that Warranty Deed from Unitex Properties, Inc., et al to Marshall Economic Development Corporation, dated 10/24/2006 and recorded at Vol. 3474, Page 169. (Economic Development & Strategic Initiatives; Marshall EDC)

Alex Agnor, Strategic Initiatives and Economic Development Director, provided information regarding a petition to institute annexation. Alex Agnor stated the financial impact - pay ESD3 $593.

Public Hearing - no one spoke

Councilmembers asked questions and discussed.

B. Consider approval of an ordinance annexing the hereinafter described territory to the City of Marshall, Harrison County, Texas, and extending the boundary limits of said City so as to include said hereinafter described property within said city limits, and granting to all the inhabitants of said property all the rights and privileges of other citizens and binding said inhabitants by all of the acts, ordinances, resolutions, and regulations of said City; and adopting a service plan or agreement. (Economic Development & Strategic Initiatives; Marshall EDC)

Councilmember Godfrey made a motion to approve an ordinance annexing the hereinafter described territory to the City of Marshall, Harrison County, Texas, and extending the boundary limits of said City so as to include said hereinafter described property within said city limits, and granting to all the inhabitants of said property all the rights and privileges of other citizens and binding said

inhabitants by all of the acts, ordinances, resolutions, and regulations of said City; and adopting a service plan or agreement. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

C. Conduct a public hearing and consider approval of an ordinance regarding a rezoning request for 3306 Meadow Lane from Agriculture and Estate (AE) to Multi-Family Residential (MF) (Z-24-05). (Planning & Development)

Reggie Cooper, Fire Chief, asked for approval of an ordinance regarding a rezoning request for 3306 Meadow Lane from Agriculture and Estate (AE) to Multi-Family Residential (MF). Reggie Cooper stated 29 notices were sent out with 10 being returned, one response in favor and nine (9) responses in opposition to the request. The Planning & Zoning Commission approved the request by a vote of 5:0.

Mayor Ware opened the public hearing.

Risa Jordan-Anderson, 113 Fisher Dr., Councilmember District 1recused herself from the vote. Risa Jordan-Anderson spoke in opposition to the rezoning of 3306 Meadow Lane. Risa Jordan-Anderson is concerned regarding further drainage issues due to property changes based on the types of buildings allowed by the zoning change.

Mayor Ware closed the public hearing.

Councilmembers asked questions and discussed.

Councilmember Campbell made a motion to approve an ordinance regarding a rezoning request for 3306 Meadow Lane from Agriculture and Estate (AE) to Multi-Family Residential (MF) (Z-24-05). Councilmember Fenton seconded the motion, which passed by a vote of 5:0.

11. Ordinance

A. Consider Approval of an Ordinance Amending the FY24 Annual Budget. (Finance)

Kristina Hamilton, Assistant Finance Director, explained the need for the budget amendment and highlighted the changes requested for the fiscal year 2024 budget.

Councilmember Campbell made a motion to approve an Ordinance Amending the FY24 Annual Budget. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

12. City Manager Reports and Requests for City Council Consideration

A. Discussion concerning End of the Year One-Time Payments to Employees. (Council)

Melissa Vossmer, Interim City Manager, explained the reason for placing this item on the agenda and asked the Council to provide guidance and direction for this item.

Council and Staff engaged in discussion regarding End of the Year One-Time Payments to Employees.

Council directed Staff to provide scenarios based on a one-time payment being issued in Fiscal Year 2024 as a stand-alone check, with the gross amount the same for all employees.

B. Discussion concerning roaming dogs in the City. (Council)

Melissa Vossmer, stated she has heard a variety of issues from the citizens. Chief Carruth is working on a plan to address the issues and hopes to bring the report to the December meeting.

Councilmembers engaged in discussion regarding this item.

C. Consider a Request from Councilmembers Jordan - Anderson and Morris to Direct Staff to Study the possibility of changing Washington St. to One-way beginning at Grand Ave. (Council)

Councilmembers stated their reasons for requesting this item.

Eric Powell, Public Works Director, provided information regarding the process for changing Washington Street from a two-way road to a one-way road. Eric Powell stated the process would take approximately one year to study and implement and changes decided upon.

D. Wonderland of Lights 2024 Update. (Main Street)

Lacy Burson, Main Street Manager, provided an update regarding the opening ceremonies, events and activities for Wonderland of Lights 2024. Lacy Burson provided information regarding current donations from sponsors and in kind donations from local businesses and ways for the community to volunteer.

E. Consider approval of a contract for WWTP Excess Overflow Pump Installation. (Public Works)

Cory Owen, Assistant Director of Public Works, provided information regarding the need to approve a contract for the installation of the overflow pump at the Wastewater Treatment Plant. Cory Owen asked for approval to award the contract for installation to RBIS, Inc. at a cost of $149,700.

Councilmembers asked questions and discussed.

Councilmember Godfrey made a motion to approve a contract for WWTP Excess Overflow Pump Installation to RBIS, Inc. at a cost of $149,700. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

F. Report regarding Raw Water Pump Station Update. (Public Works)

Cory Owen provided a timeline of events regarding the creation of a bypass pump setup at the Raw Water Pump Station and the work still to be done.

G. Consider approval of project acceptance and closeout - Streetscape Project on 300/400 block of N Washington. (Public Works)

Eric Powell stated the 300/400 block of N Washington has been completed and requested acceptance and closeout of the Streetscape Project and release of retainage to Hayes Engineering in the amount of $50,290.77.

Councilmembers asked questions and discussed.

Councilmember Godfrey made a motion to approve the project acceptance and closeout of the Streetscape Project on the 300/400 blocks of N Washington.

Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 6:0.

H. Consider Providing Direction on Hours Worked per Week by the Interim City Manager. (Administration)

Melissa Vossmer asked for directions on updating the hours worked per week for the contract for her through SGR.

Councilmembers engaged in discussion.

Council provided direction to authorize up to 60 hours per week, if needed, and for the Mayor to authorize additional hours if needed for emergencies.

Mayor Ware made a motion to approve providing for up to 60 hours per week by the Interim City Manager, with the exception of any emergencies as made known to the Council. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

I. Consider approval for an adjustment in funding of $175,000 for the Water Meter Replacement Project. (Finance)

Dawn Jones, Finance Director, provided information regarding an adjustment needed for funding the Water Meter Replacement Project. Dawn Jones asked for approval to increase the funding by $175,000 paid from additional interest earned.

Councilmember Godfrey made a motion to approve an adjustment in funding of $175,000 for the Water Meter Replacement Project. Mayor Ware seconded the motion, which passed by a vote of 6:0.

J. Consider the approval of an expenditure for the repairs and testing of the Convention Center water shedding and drainage. (Support Services)

Randy Pritchard provided information regarding the need for approval of an expenditure for repairs and testing of the Convention Center water shedding and drainage issues. Randy Pritchard asked for approval to fund the repairs and testing at a cost of $121,762.00 to be paid from HOT Funds.

Mayor Ware made a motion to approve an expenditure for the repairs and testing of the Convention Center water shedding and drainage at a cost of $121,762.00. Councilmember Godfrey seconded the motion, which passed by a vote of 6:0.

13. Adjournment

Councilmember Godfrey made a motion for adjournment. Councilmember Campbell seconded the motion, which passed by a vote of 6:0.

APPROVED:

____
Mayor of the City Council
of the City of Marshall, Texas

ATTEST:

____
City Secretary

TO: City Council
DATE: November 14, 2024
ITEM #: 6.B
SUBJECT: Consider approval of staggering terms and adding term limits to the Parks & Recreation Board by-laws, Section 6b. (Parks & Recreation)

Recommendation for Action: Consider approval of changes to the Parks & Recreation Board by-laws, Section 6b.

Executive Summary: Implementing staggered term limits for boards and commissions is highly recommended. This approach fosters a healthy balance between continuity and fresh perspectives by ensuring that only a portion of board members changes each year. It helps prevent significant disruptions, maintains institutional knowledge, and regularly introduces new ideas. Previously, there were no term limits set in the bylaws.

Budget Cost: n/a

Staff Contact: Marina Garcia-Heredia, Director of Parks & Recreation

Attachments: 1. By-laws2025revision

BY-LAWS
OF
MARSHALL PARKS & RECREATION BOARD

SECTION 1: **ESTABLISHMENT**

The above-named Board was established by Resolution of the City Commission of Marshall, Texas on April 25, 1974, for the purpose of assisting the City staff and promoting usage and development of the City of Marshall Parks & Recreation Programs and facilities.

SECTION 2: **RESPONSIBILITIES**

The Board is directed to serve without pay, and the Board shall serve as an advisory oversight committee to the City staff in establishing plans or policies concerning the following areas of operations:

> **Promote Usage -** develop a plan, including specific goals and objectives, for promoting the usage of the Parks & Recreation Services; these plans and goals to be reviewed on an annual basis.

In addition to its responsibilities as set forth above, the board shall serve as the final step of appeal for any and all disputes and/or disciplinary matters arising out of or relating to events or activities utilizing City Parks and/or recreational facilities which do not otherwise fall within the jurisdiction or supervision of other tribunals, law enforcement agencies, courts, boards, or administrative or judicial bodies.

SECTION 3: **BOARD OPERATION**

The Board shall operate in full compliance with the requirements of all state and local laws, including open meetings, conflicts of interest, and open records. Failure to willfully comply with such laws may result in immediate dismissal from the Board and automatic disqualification for any future City board appointment. The Board shall operate strictly as an advisory committee to the City staff, as outlined in Section 2 of these By-laws, and will cooperate with the City Manager and all staff employees of the City with regard to all activities before the Board.

SECTION 4: **GRIEVANCES/APPEALS PROCEDURE**

Step 1 - As a condition of appeal to this board, the appealing party (s) must have engaged in good faith efforts to resolve and amicably settle all matters in dispute, and only after such efforts have been exhausted will the board's jurisdiction to hear such appeal be invoked. Documentation of these good-faith efforts must be written and must have been filed within twenty-one (21) days of when the person prosecuting the appeal knew or should have known of the incident giving rise to the appeal. If an acceptable resolution to the matter has not been established within fourteen (14) days a formal complaint may be filed in writing with the Parks and Recreation Director.

Step 2 - The written complaint or request for action will be forwarded to the Chair-person of this Board within five days of receipt. Within fourteen (14) calendar days, after receipt by the chairperson of this board, a meeting will be scheduled to consider the matter of appeal.

A written response to the formal complaint may be filed with the board at any time prior to the date of hearing, and shall be served upon the appealing party(s). A minimum seven (7) days notice of the scheduled meeting will be given to all parties involved. All facts will be reviewed by the Board in the matter pending. The Chairperson will publish, in writing, its findings and recommendations and deliver same to the Parks and Recreation Director, within five (5) days of the Board meeting. The Parks and Recreation Director will serve on the parties to the appeal the decision of the board within five (5) days of receipt.

Any board member having a conflict of interest or a potential conflict of interest will recuse himself from participating in such appeal.

SECTION 5: **MEETING OF BOARD**

a. The Board shall meet a minimum of once every month at a place and time designated by the Chairperson and agreed upon by a simple majority of the Board.

b. Special Meetings may be called by the Chairperson upon agreement of a simple majority of the Board.

c. During the regular meeting of the Board in November, recommendations shall be made to fill regular vacancies on the Board. These recommendations shall be presented to the City Council during its regular meeting in December by the Parks & Recreation Director or his designee. Recommendations for filling vacancies due to unexpired terms may be made anytime throughout the year.

d. The regular meeting in January of each year shall serve as the annual meeting of the Board, at which time elections of officers for the current year shall be held and new officers will immediately take their positions.

e. Board members are expected to attend all meetings of the Board. Failure by a board member to attend three (3) consecutive meetings or fifty percent (50%) of the board meetings on an annual basis, without justifiable reason (s), as approved by a quorum vote of the Board, will result in automatic recommendation to the City Council for dismissal from the Board. A member dismissed for attendance reasons will not be eligible for any future City board appointments.

f. Quorum - a quorum, consisting of a majority of the sitting Board, shall be required to transact business of the Board. No votes shall be held by the Board members not present. Phone votes or votes by proxy will not be allowed.

g. Roberts Rules of Order shall govern all meetings of the Board, unless specifically addressed otherwise within these By-Laws.

h. Notice for all meetings of the Board shall be required in accordance with all local and state laws as they pertain to open meetings.

i. Agenda for meetings of the Board shall be held in strict accordance with all state open meetings law.

j. True and accurate minutes of each meeting shall be kept in accordance with open meetings law and open records.

SECTION 6: BOARD MEMBERS

a. The Board shall consist of seven (7) members of which a minimum of five (5) must be full-time residents of the City of Marshall. The City Council will attempt, in its appointments to the Board, to pattern membership to the population demographics of the City of Marshall.

b. Members shall be appointed by the City Council for a four (4) year staggered term. The term of each member shall not exceed two (2) consecutive full terms, and a member must have remained off of the board for one (1) full term before the member can be reappointed.

c. Vacancies on the Board shall be filled by the City Council for an expired term of a member, in the same manner and for the same terms of membership of the original appointment.

d. Members may be removed from the Board, at any time, by majority vote of the City Council. The Board may recommend to the City Council removal from office of a member upon a five (5) member vote of the seven (7) member board.

SECTION 7: OFFICERS

a. Officers of the Board shall consist of a Chairperson, Vice-Chairperson, and Secretary.

b. Terms of the officers shall begin immediately upon vote of a quorum of the Board during its first regular meeting in January. Terms of elected officers shall be one (1) year.

c. No officer shall serve more than two (2) consecutive one (1) year terms in the same appointed position, although officers will be allowed to serve an additional one (1) year term after a one (1) year absence as an officer.

d. The Chairperson shall preside over meetings of the Board and shall serve as an Ex-officio member of all committees designated by the Board. The Chair-person shall serve as chief spokesperson for the Board in all matters of the Board outside its meetings.

e. The Vice-Chairperson shall perform duties as delegated by the Chairperson and shall exercise the powers of the Chairperson in the event of absence or inability of the Chairperson to serve or preside over meetings of the Board.

f. The Secretary shall keep a certified copy of minutes of all actions during meeting of the Board. A copy of all minutes of the Board shall be forwarded monthly to the City Manager, Assistant City Manager, City Secretary, and Parks & Recreation Director. The Secretary shall be responsible for posting all required notices of meetings of the Board as prescribed by local and state law and shall keep an accurate copy of all such notices. Notices of meeting must also be forwarded to all Board members and Ex-officio officers no less than seven (7) days prior to a regular scheduled meeting. A written seventy-two (72) hour notice will be posted in accordance with local and state laws. The Board shall not be allowed to hold any bank accounts in its name or the name of any board member. Any and all funds of the Board will be immediately recorded and forwarded to the City of Marshall for accounting purposes. Failure to properly account for the fiscal records or failure to abide by fiscal guidelines as prescribed by the City will result in automatic dismissal from the position of Secretary and possible disqualification for any future City board appointments.

SECTION 8: **FUND RAISING**

The Board is allowed to seek funds through grants from clubs, agencies, individuals, etc. and fund-raising events. All funds received shall be forwarded to the City and will be subject to budgeting review and approval of the City Manager or their designee.

SECTION 9: **COMMITTEE**

The Chairperson may appoint standing committees as it deems necessary to report to the Board in those areas of responsibility of the Board. Along with the Chairperson, who serves as an Ex-Officio member of all committees, no more than one additional Board member shall serve on a particular committee at any one time. The Board should specifically look outside its membership and into the local community for committee members. It shall require a quorum vote of the Board to approve a committee and designate a Committee Chairperson.

SECTION 10: **ADOPTION**

These by-laws may be amended from time to time or repealed by the action of a five (5) member vote of the seven (7) member Board, provide that any and all amendments to these by-laws will not become official until they have been approved by a majority vote of the City Council.

SECTION 11: **DISSOLUTION**

In the event the Parks & Recreation Board ceases to function or ceases to function effectively in accordance with these By-Laws, in the opinion of the City Council, the City Council may by majority vote to dissolve this or any board it had previously created.

SECTION 12: **ADOPTION**

These revised By-laws were adopted by the City Council of the City of Marshall, Texas on **November 14, 2024** and became effective immediately.

	TO:	City Council
	DATE:	November 14, 2024
	ITEM #:	6.C
	SUBJECT:	Consider approval of appointments and reappointments to the various City boards, commissions, and committees. (City Secretary)

Recommendation for Action: Requesting approval of appointments and reappointment to the various City boards, commission, and committees.

Executive Summary: In September, the City announced vacancies on the various City boards, commissions, and committees to Council. We advertised in the local newspaper, on the City television channel, on City social media sites, in the City newsletter, and on the City website to encourage interested citizens to contact City Hall about serving. The deadline for citizens to respond was October 25th. Applications were received from twenty-seven (27) citizens!

We are now providing the Council with our recommendations and asking for approval of the appointments and reappointments.

Information is attached that provides a summary of the responsibilities of each of the City boards, commissions and committees.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. Recommendations for 2025

CITY BOARDS, COMMISSIONS, & COMMITTEES

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The Community Development Advisory Committee assists with establishing long-range goals and objectives for the Community Development Block Grant program and makes recommendations on the annual plan and budget for this annual federal grant. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this committee are Lee Ferguson, LeaShondria Harden, Keith Hill, Loretta Martin, Ernest Morrow, and Ernest Spencer. The staff member who works with this committee is Anna Lane, Director of Community and Neighborhood Services. Questions may be directed to Mrs. Lane at 903-935-4419 or at alane@marshalltexas.net.

It is the recommendation of Staff to reappoint Keith Hill and appoint Blake Langley and Charles Tutt.

HISTORIC LANDMARK PRESERVATION BOARD

The Historic Landmark Preservation Board is responsible for the historic landmark preservation plan and makes recommendations on establishing historic landmark preservation districts in the city limits. Members of this board must have knowledge and experience in history, art, architecture, or real estate planning and development; and have demonstrated interest, competence, or knowledge in historic preservation. The term of service on this board is two years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms that a member can serve. The current members of this board are Jay Carriker, Charles Cornish, Raymond Fogg, Kristal Jeans, Travis Keeney, Rita Louise, and Jonathan McCarty. The staff member who works with this board is Lacy Burson, Main Street Manager. Questions may be directed to Mrs. Burson at 903-934-7902 or at Burson.lacy@marshalltexas.net.

It is the recommendation of Staff to reappoint Jay Carriker and Travis Keeney.

KEEP MARSHALL BEAUTIFUL BOARD

Keep Marshall Beautiful Board advises the City Council on issues related to littering and property appearance. The term of service on this board is two years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Lillian Banks, Cheryel Carpenter, Judith Journey, Linda Scott, and Nita Wylie. The staff member who works with this board is Anna Lane, Director of Community and Neighborhood Services. Questions may be directed to Mrs. Lane at 903-935-4419 or at alane@marshalltexas.net.

It is the recommendation of Staff to reappoint Linda Scott, and appoint Corey Brown, Renae DeVere, Melanie Valdez, and Robert Wood.

MAIN STREET ADVISORY BOARD

The Main Street Advisory Board assists in the economic revitalization and promotion of downtown Marshall. This is a thirteen-member board, representing public and private sector interests. The term of service on this board is three years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Lori Acker, Richie Arnold, Kim Brown, Cheryel Carpenter, Tracy Jackson, Brooke LaBouve, Raven Lenz, Mary Lynne O'Neal, Stephanie Phelps, and Bridget Wanjiku. The staff member who works with this board is Lacy Burson, Main Street Manager. Questions may be directed to Mrs. Burson at 903-934-7902 or at Burson.lacy@marshalltexas.net.

It is the recommendation of Staff to reappoint Tracy Jackson and Raven Lenz and appoint Stacy Adams, Corey Brown, and Debbie Parker.

MARSHALL DOWNTOWN DEVELOPMENT CORPORATION

The Marshall Downtown Development Corporation promotes and assists in the development, growth, and economic wellbeing of the downtown area of Marshall. The term of service on this board is three years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Glenn Bickerdike, Ashli Dansby, Jim Davis, Kat Evans, Jessica Ford, Dinora Harris and Scott McCurdy. The staff member who works with this board is Alex Agnor, Director of Economic Development & Strategic Initiatives. Questions may be directed to Ms. Agnor at 903-935-4526 or at Agnor.Alex@marshalltexas.net.

It is the recommendation of Staff to appoint George Carter and Garrett Hill.

MARSHALL PUBLIC LIBRARY BOARD OF TRUSTEES

The Marshall Public Library Board of Trustees serves as the advisory board for the Marshall Public Library. Of the seven members on this board, at least five members must be full-time residents of the City of Marshall. The term of service on this board is two years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Darlene Dotson, Jenny Kerr, Lacee Lawson, Vivian Lewis, Elizabeth Ponder, and Bonnie Strauss. The staff member who works with this board is Terri Nalls, Library Director. Questions may be directed to Ms. Nalls at 903-935-4465 or at nalls.terri@marshalltexas.net.

It is the recommendation of Staff to reappoint Vivian Lewis and appoint Dana Jean, Shirley McNeel, and Laurie Smith.

PARKS ADVISORY BOARD

The Parks Advisory Board serves as an advisory committee to the City Council and City staff in establishing plans or procedures concerning usage, planning, goals, and objectives of parks and recreation services. The term of service on this board is four years, beginning on January 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this board are Colin Brady, Jerry Calderon, LaDarius Carter, Mike Haynes, Melisa Lewis, Gloria Moon, and James Runnels. The staff member who works with this board is Marina Garcia-Heredia, Director of Parks & Recreation. Questions may be directed to Mrs. Garcia-Heredia at 903-935-4470 or at garcia.marina@marshalltexas.net.

It is the recommendation of Staff to reappoint LaDarius Carter, Mike Haynes, and James Runnels.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission hears and makes recommendations on requests for zoning changes and special use permits. This commission also reviews and approves subdivision plats in the city limits and within one mile of the city limits. The term of service on this board is three years, beginning on June 1 after the appointment is made. A member can serve a maximum of two consecutive full terms. The current members of this commission are Stacy Adams, Richie Arnold, LaDarius Carter, Anthony Glanton, Brooke LaBouve, Robert Lisman, and Ken Moon. The staff member who works with this commission is Reggie Cooper, Director of Planning. Questions may be directed to Mr. Cooper at 903-934-7993 or at RCooper@marshalltexas.net.

Appointments to the Planning and Zoning Commission are brought before the City Council in May or June. The Planning and Zoning Commission is not part of the annual year-end appointment process. The appointment procedures for the Planning and Zoning Commission are provided for by ordinance in the Zoning Ordinance. It is required by ordinance that the appointments to the Planning and Zoning Commission be made in May or June each year, and that all members must be resident citizens and qualified to be voters in the City of Marshall.

VISIT MARSHALL ADVISORY BOARD

The Visit Marshall Advisory Board is responsible for establishing operating policies for Visit Marshall and for evaluating the progress of Visit Marshall in the attainment of its goals. This board consist of seven tourism related representatives. The term of service on this board is two years, beginning on January 1 after the appointment is made. A member can serve a maximum of three consecutive full terms. The current members are Gary Arthur, Krysta Coleman, Glynn Duncan, Fran Hurley, Ryan Irwin, Vivian Lewis, and Texas Ruegg. The staff member who works with this board is Alex Agnor, Director of Economic Development & Strategic Initiatives. Questions may be directed to Ms. Agnor at 903-935-4526 or at Agnor.Alex@marshalltexas.net.

Recommendations for this board will be made at a later date.

ZONING BOARD OF ADJUSTMENT

The Zoning Board of Adjustment conducts hearings on appeals to enforcement of the city's Zoning Ordinance, decides on exceptions to the Zoning Ordinance, and grants variances to the Zoning Ordinance. The term of service on this board is three years, beginning on January 1 after the appointment is made. There is no limit to the number of consecutive terms a member can serve. The current members of this board are Clayton Allen, Elton Brock, Sam Fogle, Steve Hammond, LeaShondria Harden, and Nathan McDaniel. The staff member who works with this board is Reggie Cooper, Director of Planning. Questions may be directed to Mr. Cooper at 903-934-7993 or at RCooper@marshalltexas.net.

It is the recommendation of Staff to appoint Zachary Henderson.

TO:	City Council
DATE:	November 14, 2024
ITEM #:	8.A
SUBJECT:	Consider approval of the purchase of a compact trackloader (skid steer) from Romco Equipment at a cost of $126,452. (Public Works)

Recommendation for Action: Requesting approval for the purchase of a new compact trackloader (skid steer) for the Public Works Department - Distribution and Collection Division for use in their daily activities maintaining water and sewer ROWs as well as assisting with construction activities. The total cost of the unit with required attachments is $126,452 and will be paid out of the existing 2024 operating budget.

Executive Summary: The Distribution and Collection Division (the Division) within the Public Works Department is requesting the purchase a brand-new compact trackloader (skid steer) to add to their existing fleet of construction equipment utilizing current operating budget funds. This unit will be a key piece of equipment in the day-to-day operations of the Division. Whether it is used for vegetation maintenance of our existing raw water transmission line ROW (approximately 17 miles long) or sanitary sewer ROWs leading to the wastewater treatment plant, this piece of construction equipment is a versatile, multipurpose piece of equipment which will help improve not only the Division's ability to perform its daily tasks abut allow other departments within the CIty to borrow and utilize for some of their work.

Quotes were solicited from local equipment suppliers, which included Unit Ag and Turf (John Deere dealer) in Marshall, Romco Equipment Company in Longview and ASCO Equipment in Tyler. Both United Ag and Turf and ROmco Equipment provided quotes for their respective units, which are listed below.

- United Ag and Turf - $108,293.20*
- Romco Equipment - $126,452

* United Ag and Turf was based on the C&F Sourcewell Cooperative Purchasing contract #011723 (original price prior to coop discount - $150,069.

Both units were reviewed and looked at by the General Superintendent and Assistant Director and their comments are attached to this request. They both feel that the ASV VT100 Forestry unit from Romco is the better choice as indicated by their attached memo, even though it is a higher price by $18,158.80.

Budget Cost: $126,452

Staff Contact: Eric Powell, PE Director

Attachments: 1. 4663_001

ROMCO

James Boone
Equipment Sales Representative
Cell: (903) 736-9001
E-mail: james.boone@smt.network

Sales Quote

Romco Equipment Company
2116 E Loop 281
Longview, TX 75605
Office : (903) 758-5576

Customer:	City of Marshall	Manufacturer:	ASV
Contact:	Demond Williams	Model:	VT100 Forestry
Phone:	903-935-4501	Asset ID #:	604171
Email:	williams.demond@marshalltexas.net	Serial #:	ASVVT100VRDF00309
Date:	10/30/24	Expires:	11/29/24

Year 2024 ASV VT100 Forestry Hours 5

Quantity	Equipment ID	Serial #	Description	MSRP	Gov Price
1	604171		ASV VT100 Forestry	$115,000.00	$112,328.00
1	604172		78" Bucket	included	Included
1	604128		48" Pallet Forks	$1,560.00	$1,386.00
1	603970		Vail Brush Cutter 77" High Flow	$13,345.00	$12,043.00

Warranty / Information

ASV Warranty
2-Year 2000-Hour Complete Warranty

Machine Sale Price	**$125,757.00**
Down Payment	$0.00
TRADE IN	$0.00
SUB TOTAL	$125,757.00
DOCUMENT FEES	$695.00
DIESEL SURCHARGE TAX	
HEIT TAX	
SALES TAXES	
TOTAL AMOUNT FINANCED	**$126,452.00**

Finance Options (W.A.C.)

All quoted financing is subject to credit approval
ALL TAXES SUBJECT TO CHANGE

** CONVENTIONAL PURCHASE OPTIONS **

MONTHS FINANCED	APR	Monthly Payment
24	0.00%	$5,268.83
36	0.00%	$3,512.56
48	0.00%	$2,634.42
60	0.00%	$2,107.53

No SOUREWELL

** WITH APPROVED CREDIT, PRICES SUBJECT TO CHANGE **

JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):	ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
United Ag & Turf 6005 East End Blvd South Marshall, TX 75672 US	United Ag & Turf 6005 East End Blvd South Marshall, TX 75672 903-938-8891 MarshallJD@unitedagt.com

Quote Summary

Prepared For:
CITY OF MARSHALL PUBLIC WORKS
605 E END BLVD S
MARSHALL, TX 75670
Business: 903-935-4485
JAMESCWILLIS52@GMAIL.COM

Delivering Dealer:
United Ag & Turf
Mike Jones
6005 East End Blvd South
Marshall, TX 75672
Phone: 903-938-8891
mikejones@unitedagt.com

Quote ID:	31909056
Created On:	30 October 2024
Last Modified On:	30 October 2024
Expiration Date:	29 November 2024

Equipment Summary	Selling Price		Qty		Extended
2024 JOHN DEERE 333G COMPACT TRACK LOADER - 1T0333GMCRF464859 **Contract:** C&F Sourcewell #011723 (PG CV CG 73) CCE **Price Effective Date:**	$ 92,894.90	X	1	=	$ 92,894.90
2024 JOHN DEERE RS72 ROTARY CUTTER - 1T0RS72XLR0001673 **Contract:** C&F Sourcewell #011723 (PG CV CG 73) CCE **Price Effective Date:**	$ 15,398.30	X	1	=	$ 15,398.30
Equipment Total					**$ 108,293.20**

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	$ 108,293.20
Trade In	
SubTotal	**$ 108,293.20**
Total	$ 108,293.20
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 108,293.20**

Salesperson : X ____________ **Accepted By : X** ____________

Confidential

JOHN DEERE

Selling Equipment

Quote Id: 31909056 **Customer Name:** CITY OF MARSHALL PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
United Ag & Turf
6005 East End Blvd South
Marshall, TX 75672
US

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
United Ag & Turf
6005 East End Blvd South
Marshall, TX 75672
903-938-8891
MarshallJD@unitedagt.com

2024 JOHN DEERE 333G COMPACT TRACK LOADER -

Hours: 1
Stock Number: 4330217
Contract: C&F Sourcewell #011723 (PG CV CG 73) CCE
Price Effective Date:

Selling Price *
$ 92,894.90

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0BF2T	JOHN DEERE 333G COMPACT TRACK LDR BASE CAB-SD	1	$ 117,518.00	30.00	$ 35,255.40	$ 82,262.60	$ 82,262.60
	Standard Options - Per Unit						
170K	JDLINK	1	$ 0.00	30.00	$ 0.00	$ 0.00	$ 0.00
0770	2SP HIFL SLEV RC CB/AC PQT	1	$ 4,915.00	30.00	$ 1,474.50	$ 3,440.50	$ 3,440.50
0953	ISO SWITCHABLE CTLS & JS PPK	1	$ 1,133.00	30.00	$ 339.90	$ 793.10	$ 793.10
1501	ENGLISH OP MAN & DECALS	1	$ 0.00	30.00	$ 0.00	$ 0.00	$ 0.00
2605	RUBBER TRACK GRP, 450MM	1	$ 0.00	30.00	$ 0.00	$ 0.00	$ 0.00
4001	2" SEAT BELT W/ SHOULDERSTRAP	1	$ 0.00	30.00	$ 0.00	$ 0.00	$ 0.00
6006	AIR RIDE SEAT (CLOTH W HEAT)	1	$ 684.00	30.00	$ 205.20	$ 478.80	$ 478.80
8042	REAR VIEW CAMERA	1	$ 931.00	30.00	$ 279.30	$ 651.70	$ 651.70
8060	PRE CLEANER	1	$ 498.00	30.00	$ 149.40	$ 348.60	$ 348.60
8310	3 SET COUNTERWEIGHT	1	$ 1,230.00	30.00	$ 369.00	$ 861.00	$ 861.00
8370	LOUVER REAR GRILLE, HVY DUTY	1	$ 532.00	30.00	$ 159.60	$ 372.40	$ 372.40
8380	FOOTREST WITH FLOORMAT	1	$ 157.00	30.00	$ 47.10	$ 109.90	$ 109.90
8525	CAB SEVRE DTY POLCARBNAT DOR	1	$ 2,408.00	30.00	$ 722.40	$ 1,685.60	$ 1,685.60
9062	84" HD CONST BKT W/ EDGE	1	$ 2,701.00	30.00	$ 810.30	$ 1,890.70	$ 1,890.70
	Standard Options Total		**$ 15,189.00**		**$ 4,556.70**	**$ 10,632.30**	**$ 10,632.30**

JOHN DEERE

Selling Equipment

Quote Id: 31909056 **Customer Name:** CITY OF MARSHALL PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
United Ag & Turf
6005 East End Blvd South
Marshall, TX 75672
US

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
United Ag & Turf
6005 East End Blvd South
Marshall, TX 75672
903-938-8891
MarshallJD@unitedagt.com

Value Added Services Total	$ 0.00		$ 0.00	$ 0.00
Total Selling Price	$ 132,707.00	$ 39,812.10	$ 92,894.90	$ 92,894.90

2024 JOHN DEERE RS72 ROTARY CUTTER - 1T0RS72XLR0001673

Equipment Notes:
Hours: 0
Stock Number: 4361817
Contract: C&F Sourcewell #011723 (PG CV CG 73) CCE
Price Effective Date:

Selling Price *
$ 15,398.30

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
8342T	JOHN DEERE RS72 ROTARY SHARK CUTTER	1	$ 17,362.00	14.00	$ 2,430.68	$ 14,931.32	$ 14,931.32
	Standard Options - Per Unit						
1100	CARBIDE TOOTH KIT	1	$ 543.00	14.00	$ 76.02	$ 466.98	$ 466.98
	Standard Options Total		**$ 543.00**		**$ 76.02**	**$ 466.98**	**$ 466.98**
Total Selling Price			$ 17,905.00		$ 2,506.70	$ 15,398.30	$ 15,398.30

City of MARSHALL TEXAS

TO:	Eric Powell, PE Director of Public Works/City Engineer
FROM:	Kervin Crawford, Assistant Director of Public Works Demond Williams, General Supervisor
DATE:	November 4, 2024
SUBJECT:	Request to Purchase Skid Steer equipment

We would like to request approval to purchase a Skid Steer for the Public Works Department from Romco Equipment Co. of Longview, Texas, in the amount of $126,452.00. We have researched several options, including a John Deere model from United Ag & Turf, and have determined that the ASV VT100 Forestry model from Romco Equipment Co. is the best choice overall to most adequately meet our needs. These factors were included in our decision to choose this equipment:

- The General Manager from Romco Equipment Co. will come on site for training in operation of the Skid Steer
- This particular unit is outfitted with the following:
  - Two escape hatches
  - No grease needed to keep the tracks tight; a tension bar is located on the tracks for that purpose
  - 2" thick protective glass
  - Air tight seal on doors and windows to keep debris from entering the cab
  - Guards over the engine compartment
  - Back-up camera
  - Four access doors surround the motor for easy access and cleaning
  - Under belly guard plates
  - 78" bucket, 48" pallet forks, and a 77" flail brush cutter for hard-to-reach areas.

Thank you for your consideration of this request.

Kervin Crawford 11-4-24

D Williams 11-4-24

TO:	City Council
DATE:	November 14, 2024
ITEM #:	9.A
SUBJECT:	Discussion Regarding One-Time Cost of Living Adjustment (COLA) Using Additional Revenue. (Finance)

Recommendation for Action: N/A

Executive Summary: Facilitate discussion regarding the use of additional revenues to fund a one-time cost of living adjustment (COLA).

Budget Cost: See attachment - One-Time Cost of Living Adjustment Scenarios.

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments:
1. Executive Memo - One-Time Cost of Living Adjustment (COLA)
2. One-Time Cost of Living Adjustment Scenarios

City of MARSHALL TEXAS

DEPARTMENT OF FINANCE

AGENDA MEMORADUM

To: Members of the City Council

From: Kristina Hamilton, Assistant Director of Finance

cc: Melissa Vossmer, Interim City Manager

Nikki Smith, City Secretary

Date: 11/06/2024

Re: Discussion Regarding One-Time Cost of Living Adjustment (COLA) Using Additional Revenue

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Background:

The City has recently experienced a notable increase in interest revenue, surpassing initial projections. This favorable financial outcome presents a valuable opportunity to thoughtfully allocate additional funds to support key organizational priorities. Among these is the potential to reinvest in our workforce.

City Council Guidance:

Following the October 24, 2024, City Council meeting, staff developed several scenarios for implementing an additional one-time COLA based on guidance from City Council members. These options are now available for review and discussion.

Discussion:

Introducing a one-time COLA in conjunction with the FY25-approved 4% COLA would provide employees with enhanced financial security. This adjustment aligns with the City’s commitment to maintaining competitive wages and cultivating an outstanding workforce.

Financial Impact:

Allocating a portion of additional interest revenue for a one-time COLA is a tangible expression of the City's appreciation for employees' contributions. Although this decision would reduce funds available for other one-time expenses, it reflects a balanced approach to fiscal responsibility while strategically reinvesting in our team.

Next Steps:

If City Council approves a scenario, staff will notify employees regarding the one-time adjustment, with payment scheduled for December 6th.

One-Time Cost of Living Adjustment (COLA) Scenarios

	Scenarios for Consideration	Total Cost to City
Across the Board	Scenario A - $500 Gross	$ 144,665
	Scenario B - $700 Gross	$ 202,531
	Scenario C - $1,000 Gross	$ 289,330
Annual Tenure by Quarter	Scenario D - Employed on or Before 01/01/2024 - $800 Employed on or Before 04/01/2024 - $600 Employed on or Before 07/01/2024 - $400 Employed on or Before 10/01/2024 - $200	$ 189,495
	Scenario E - Employed on or Before 01/01/2024 - $1000 Employed on or Before 04/01/2024 - $750 Employed on or Before 07/01/2024 - $500 Employed on or Before 10/01/2024 - $250	$ 236,869

**If approved by City Council any scenario would be paid in a single payment, payable on December 6th

	TO:	City Council
	DATE:	November 14, 2024
	ITEM #:	9.B
	SUBJECT:	Presentation, Discussion and Direction Finalizing the City Manager Recruitment Schedule. (Administration)

Recommendation for Action: Provide Direction to Staff

Executive Summary: The City Council hired Strategic Government Resources (SGR) to assist with the recruitment of the new City Manager for Marshall. As the Council is aware, the recruitment brochure has been completed, the advertisement for the position has been placed in a number of locations, the City's website has been updated, and the first review of candidates' information is scheduled for December 1. To facilitate the rest of the process, SGR has provided a suggested timeline for the remainder of the process, culminating in interviews proposed for the end of January 2025.

First review of resumes by SGR	Sunday, December 1st
SGR meets with City to review / select semi-finalists	Monday, December 9th*
Semi-finalists briefing material submitted to City	Tuesday, December 31st
SGR meets with City to review / facilitate selection of finalists	Tuesday, January 7th*
Finalist briefing materials delivered to City	Thursday, January 23rd
Interviews start date	Thursday, January 30th*

*Denotes Special Council Meetings

It is necessary to provide SGR with a schedule agreed upon by the City Council so they in turn can work with candidates and the different activities that are included in the process. This process will necessitate several Special Council Meetings and those are noted above.

This item is on the agenda for Council discussion and to provide direction so SGR can finalize the recruitment schedule.

Budget Cost: N/A

Staff Contact: Melissa Byrne Vossmer, Interim City Manager

Attachments: None

City of MARSHALL TEXAS	TO:	City Council
	DATE:	November 14, 2024
	ITEM #:	9.C
	SUBJECT:	Discussion and Direction Concerning the Scheduling of a City Council Governance Work Session. (Administration)

Recommendation for Action: Discussion and Direction to Staff

Executive Summary: In talking with the Mayor, there is some interest in scheduling a Work Session with the City Council to focus on governance issues that may include such items as: 1) Reviewing the Council's policies; 2) Refresher of Roberts Rules; 3) Overview of the role and responsibilities of the City Council in considering Planning and Zoning items; 4) To reaffirm Council's priorities for Staff; and, 5) As discussed during my interview, make sure I understand Council's not only the priorities but the expectations. These are suggested based on conversations and needs expressed. There may be other items the Council would like to include on the Work Session agenda. As an example, Councilwoman Godfrey would like to initiate a discussion on the FY25 Street Program and the allocation of resources.

The Mayor is suggesting that if there is interest in such a Work Session, that it be held prior to the Christmas holiday as, after the first of the year, there will be Special Council Meetings as part of the recruitment process for your new City Manager. From a staff perspective, the sooner we have a good understanding of priorities and expectations, the more successful we will be in getting the work done and meeting your expectations.

If there is a consensus to schedule a Governance Work Session, it would be appreciated if some dates / times could be suggested so we can work to find a date / time that works for the City Council and begin to plan the supporting logistics.

Budget Cost:

Staff Contact:

Attachments: None