

RESOLUTION NO. 21-159

A RESOLUTION RATIFYING COMMUNITY PRE-EMPLOYMENT AGREEMENTS BETWEEN THE CITY OF PORT ARTHUR SECTION 4A ECONOMIC DEVELOPMENT CORPORATION AND ROBOGISTICS LLC FOR FOUR (4) 2020 SUMMER INTERNS RETAINED BY ROBOGISTICS IN AN AMOUNT NOT TO EXCEED \$26,000; FUNDS AVAILABLE IN EDC ACCOUNT NO. 120-80-625-5475-00-000

WHEREAS, the City of Port Arthur Section 4A Economic Development Corporation ("PAEDC") Board of Directors is dedicated to improving the quality of life for Port Arthur residents who lack skills to qualify for an on-the-job training program with a local employer or to secure permanent employment; and

WHEREAS, the Texas Legislature passed House Bill 1967 during the 83rd Legislative Session which amended Chapter 501 of the Local Government Code by adding §501.163; and

WHEREAS, on January 27, 2014, the City of Port Arthur City Council approved the PAEDC implementing a Community Pre-Employment Program for residents of the City of Port Arthur; and

WHEREAS, Robogistics, LLC participated in the 2020 Youth Employment Internship Program and offer full-time employment to four (4) high school graduates at their facility; and

WHEREAS, PAEDC agreed to enter into Community Pre-Employment agreements with Robogistics, LLC for all Youth Employment Interns retained by Robogistics and reimburse them \$6,500 per intern retained; and

WHEREAS, at its April 5, 2021 regular meeting, the PAEDC Board of Directors approved ratifying Community Pre-Employment Training Agreements with Robogistics, LLC for four (4)

Port Arthur residents who was offer full-time employment with Robogistics, LLC for the additional training as outlined in the Agreements attached hereto as **Exhibit "A"**; and

WHEREAS, PAEDC and Robogistics, LLC will adhere to the guidelines set for the Pre-Employment Program, attached as **Exhibit "B"**, for administration of the program.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT ARTHUR, TEXAS:

Section 1. That the facts and opinions in the preamble are true and correct.

Section 2. That the City Council hereby authorizes and ratifies the PAEDC Community Pre-Employment Training Agreements with Robogistics, LLC for four (4) Port Arthur residents retained by Robogistics for additional training in an amount not to exceed \$26,000.00

Section 3. That a copy of the caption of this Resolution be spread upon the Minutes of the City Council.

READ, ADOPTED AND APPROVED on this 27th day of April A.D., 2021, at a Meeting of the City Council of the City of Port Arthur, Texas, by the following vote:

AYES:

Mayor Thurman Bartie Mayor Pro Tem Moser,
Councilmembers Himes, Jones, Hinkley,
Mauls and Frank

NOES:


None


Thurman Bartie, Mayor

ATTEST:


Sherri Bellard, City Secretary

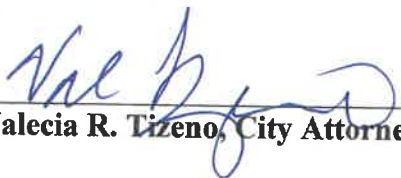
APPROVED:


Floyd Batiste, PAEDC CEO

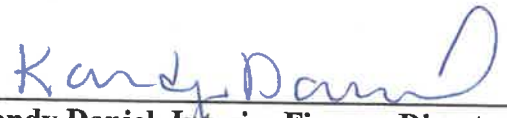
APPROVED AS TO FORM:


Guy N. Goodson, PAEDC Attorney

APPROVED AS TO FORM:


Valecia R. Tizeno, City Attorney

APPROVED AS TO AVAILABILITY OF FUNDS:


Kandy Daniel, Interim Finance Director

21889

EXHIBIT "A"

Pre-Employment Work Agreement

This agreement is intended to provide details and responsibilities for the parties involved in a Pre-Employment Work arrangement. The Site Employer will need to provide the workers compensation number to Port Arthur Economic Development Corporation (PAEDC) so that workers compensation coverage will be provided by the Site Employer.

The Site Employer will distribute funds to the PAEDC Pre-employment Employee in accordance with the Employer payroll schedule, maintain Worker's Compensation Insurance for the PAEDC Pre-Employment Employee, withhold all applicable taxes and deposit all taxes withheld to the appropriate taxing authority and will resolve paycheck issues that may arise with the PAEDC Pre-Employment Employee.

PAEDC Pre-Employment Employee Information

Legal Name:	Mailing Address:
City, State & Zip Code	Phone Number
Social Security Number	Date of Birth

Site Employer Information


Site Employer Name	Employee Supervisor Name
Job Title	Industry
Job Duties (Can Provide Job Description)	

Port Arthur Economic Development Corporation

- Report earnings to any agency from which he/she receives economic assistance.
- Understands that this is not a permanent position and can be terminated by any party at any time.
- Written notice will be provided to the Site Employer if the PAEDC wishes to terminate this agreement prior to the end date. A minimum of 5 days notice is strongly suggested.

The Site Employer

- Will complete this agreement and provide related forms and documents to the employee.
- Will provide a written position description (if available) and is responsible for providing a training opportunity to the employee in a manner consistent with all employees.
- Will monitor the work site and insure workplace rules are followed.
- Will provide services and a monthly report to PAEDC meeting the technical specifications.
- Will notify PAEDC immediately of changes to the schedule, agreement, or worksite circumstances.
- Will verify wages are prevailing and commensurate wages/ benefits paid by the employer to other individuals performing the same or similar work.
- Will verify work hours on a weekly basis to PAEDC.
- Will provide work activity limited to the start/ end date specified and the schedule included on this form corresponding to the total hours authorized. If a schedule change is made, PAEDC requires notice of the schedule change.
- Internship/ Temporary Work arrangements cannot be used to replace current employees and cannot result in others having reduced hours.

Training Plan: CAD, [REDACTED]	DATE 8/7/2020; 2/1/21	 Robogistics Robotic • Automation • Logistics
DEPARTMENT: Engineering	APPROVED BY Saih Khan	
REPORTS TO: David Hayes		

One-Year Training Objectives:


1. Thoroughly understand the organization of engineering and sales application files within the company.
2. Able to use and understand the process and methodology of using Solidworks and the Epicor system to create, file and maintain company part names and numbers, drawings and BOMs.
3. Have solid knowledge of our products, customer needs, and applications through supporting internal and external customers as requested.
4. Drawings are created and maintained on schedule and in an accurate manner.
5. Contributed to efficiency of CAD drawing Library, i.e., drawings can be easily located; drawings and simulations are complete and in required format.
6. Mechanical and Electrical engineers and peers view individual as valuable team member.
7. Work effectively in a team environment as well as independently.
8. Learn to tailor communications given their audience.
9. Apply tactics for professionally dealing with difficult situations.
10. Develop a goal-focused action plan for improving their skills.

Training provided:

1. Day to day coaching, including task setting with junior and senior personnel.
2. Provide tools and tips for prioritizing, planning schedules and communicating assignment status to others. Make notes, ask questions/for help, review assignment – then do it – and report back.
3. Various Work Instructions and Videos provided to train processes and technical skills.
4. Specific training on Epicor in individual and group training sessions
5. Work with Electrical and Mechanical Engineers to develop individualized ongoing training program to improve knowledge and effectiveness.
6. Learn the engineering function in Epicor by reading the detailed work instructions and training under senior personnel.
7. Make updates to AutoCad drawings as instructed; especially on red-line drawings provided by Production.
8. Prepare engineering documents such as Bill of Materials, Release forms, Purchase order Requests, etc.

Outcome:

Jenna was kept on after her initial summer internship. She continues to work part-time and go to school for her associates. She is dependable and takes on work from others and completes the request in a timely manner. She is a team player and is much appreciated by those around her.

Training Plan: Administrative Assistant; [REDACTED] DEPARTMENT: Administration REPORTS TO: Salh Khan	DATE 8/7/2020 APPROVED BY Salh Khan	 Robogistics Robotic • Automation • Logistics
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One-Year Training Objectives:


1. Ability to articulate what people generally expect from an administrative assistant.
2. Able to ask for instructions, clarify them and then confirm expectations of "customers"
3. Make improvements to better manage their time
4. Demonstrate how to professionally answer the phone, transfer calls, and leave voice messages for internal and external customers
5. Use Word and email to write professionally on behalf of themselves and others
6. Learn to tailor their communications to a particular audience
7. Apply tactics for professionally dealing with difficult situations and persons
8. Able to develop and document a goal-focused, measurable Performance action plan for improving their skills.

Training provided:

1. Day to day coaching, including task setting with the manager.
2. Verbally given tools and tips for prioritizing, planning schedules and communicating assignment status to others.
 - a. Make notes, ask questions, review assignment – then do it – and report back
3. How to answer the telephone and deal with visitors at the front desk
4. How to set short term development goals: What – How – Where
5. Coaching on the development and implementation of Company website
6. How to use Tools: Adobe, Excel spreadsheets, Visio (for organization charts)
7. Epicor MRP system: provided training so Tahleh could provide support for Purchasing and Accounting.

Outcome:

Tahleh has come a long way very quickly toward meeting all the requirements of this position. Her normal annual review was scheduled for May 2021, but because she has shown her dedication to the Company and performs her day-to-day work in an organized and determined to "get it done" fashion, she recently had a early verbal performance review and was given a raise as a result.

Training Plan:	DATE 8/7/2020	 Robogistics Robotic • Automation • Logistics
DEPARTMENT:	APPROVED BY Salh Khan	
REPORTS TO:		

One-Year Training Objectives:


1. Use Assembly and Component drawings and specifications to perform equipment assembly and set-up operations under the direction of senior personnel.
2. Able to utilize a variety of hand tools and parts to produce Company equipment.
3. Learn how to fabricate, modify and repair mechanical instruments and parts as required in the production environment.
4. Production and peers view individual as valuable team member.
5. Work effectively in a team environment as well as independently.
6. Learn to tailor communications given their audience.
7. Apply tactics for professionally dealing with difficult situations and people.
8. Develop a goal-focused action plan for improving their skills.

Training provided:

1. Day-to-day on the job coaching, including task setting with senior production personnel.
2. Provided hands-on instruction from senior personnel on how to assemble parts to make up a parent assembly.
3. Provided tools and tips for prioritizing, planning schedules and communicating assignment status to others.
4. Provided assembly instructions, blueprint specifications and the itemized list of parts, tools and other materials needed for assembly.
5. Worked with the team to mount mechanical and electrical components on to gantry structure.
6. Given tools and guidance for how to put together components for a conveyor.
7. Mentored on standard assembly procedures to observes, verifies, document and provide instruction to improve on quality of work
8. Trained on use of forklift truck
9. Assists Shipping and Receiving by accepting and checking on packages and materials received.

Outcome:

Ricardo is viewed as a valuable member of the team such that he was given the "Rookie of the Year" award at the company xmas party for his hard work and dedication to achieving excellence. This award was voted on by all members of the company. He is coming up for any early performance review now as he continues to grow in the Mechanical Assembler position.

Training Plan: Shipping & Receiving DEPARTMENT: Operations REPORTS TO: Joel Caraway	DATE 8/7/2020 APPROVED BY Salh Khan	 Robogistics Robotic • Automation • Logistics
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One-Year Training Objectives:

1. Ability to understand and articulate what people generally expect from the position.
2. Able to clarify instructions by asking questions and confirming expectations and outcomes.
3. Ability to learn and effectively utilize Epicor to complete job objectives.
4. Improved time management.
5. Use Word and email productively to communicate internally and externally with suppliers.
6. Apply tactics for professionally dealing with difficult situations and people.
7. Able to effectively use Epicor correctly and efficiently to ship, receive, issue and track inventory parts and materials.
8. Develop a goal-focused Performance Action Plan for improving professional and personal skills.

Training provided:

1. Day to day coaching, including task setting and reporting with various managers.
2. Tools and tips for prioritizing, planning schedules and communicating assignment status to others. Make notes, ask questions, review assignment report back on status.
3. Overview of company including the Purchasing and S&R processes
4. Coaching on how to complete a performance self-appraisal.
5. Set short term development goals and articulate them.
6. Use of Excel spreadsheets in support of Purchasing.
7. Epicor MRP system: received training, support and draft work instructions for use of the system.

Outcome:

Jazmine has worked hard to meet expectations set for her. Epicor has been somewhat challenging for her as it deals in an area she has had little experience with in her past. She has improved in listening, asking questions and prioritizing her work. She has provided ongoing support to Purchasing and Production.

EXHIBIT "B"

Port Arthur Economic Development Community Pre-Employment Program (CPEP)

Overview: The purpose of the Community Pre-Employment Program (CPEP) is to connect talented Port Arthur residents with existing and emerging petrochemical, advanced manufacturing, warehousing, recycling, and information technology companies in the Southeast Texas Region. The goal is to provide a substantial pre-employment experience in Southeast Texas targeted industries with an emphasis on small to mid-size companies.

Eligibility: Southeast Texas-based companies with fewer than 500 employees per location are eligible. The company must be engaged in one of the targeted industries of petrochemical, warehousing, recycling, advanced manufacturing or information technology as defined by the NAICS codes. *Companies engaged in retail sales or health services are ineligible.*

The applicant's pre-employment training may last a maximum of 36 weeks, not exceeding 40 hours per week. The fiscal year runs from October 1st – September 30th. Two pre-employment trainees will be granted to approved companies per fiscal year; however, a company may request additional pre-employment trainees after original pre-employment trainees have successfully completed the CPEP. *A company will select the total number of pre-employment trainees desired for the fiscal year on one application.*

Residents who are immediate family members of the company's management, employees or board members are not eligible.

Awards and Spending Guidelines: Awards are available up to \$6,500 for a single pre-employment trainee. Residents hired as pre-employment trainees will be paid up to fourteen dollars (\$14) per hour worked. Following approval of the application, PAEDC will issue an award letter and a contract to the company. The award is managed on a reimbursement basis. All expenditures under the award must be supported with payroll or other appropriate documentation. Funds can only be used for reimbursement of wages during the designated pre-employment period.

Reporting: PAEDC requires the approved company to write a final report about the pre-employment experience. The company will receive its last award disbursement upon receipt of this report.

Application submittal and selection: To apply for program funds, a company should submit an application for Community Pre-Employment Program to the Port Arthur Economic Development Corporation. The board may approve, defer or deny any application.