

**CITY COUNCIL
WORKSHOP MEETING MINUTES
MAY 27, 2014**

Present were Mayor Charles D. Jessup, IV, Mayor Pro Tempore Terry J. Henley, and Aldermen John F. Isbell, and David A. Wilkens. Also present was City Secretary Janice M. Moore. Guests: Rick Staigle and Steven Bezner. Absent was Alderman Terry W. Morgan and Alderman Kelle K. Mills.

1. Call to Order:

Mayor Jessup called the workshop to order at 6:00 p.m.

2. Discussion:

a. Police Department

CodeRed and Reverse 911

Police Chief Gary Stewart presented a PowerPoint comparison regarding services, costs and benefits for the City. He answered various questions posed by the Council. Mayor Jessup noted that Alderman Henley had requested information about the systems.

Arrest Warrant Teams

Police Chief Stewart presented a PowerPoint summary of the 644 outstanding warrants and the new process being implemented. He answered various questions posed by the Council.

b. Administrative Update

Employee Vision (Eye) Plan

City Secretary Moore provided a proposal for the implementation of an employee vision plan, which was compiled by an employee committee. She also presented a spreadsheet of the overall costs. Following input from the Council, Mayor Jessup noted that the City would be moving forward with the plan of 75% city paid, 25% employee paid.

New Position for City Hall

Mayor Jessup and City Secretary Moore recommended that the salary from the part-time treasurer position would be better utilized with the creation of a full-time administrative clerk. They further explained that the position would support the city secretary, utilities, court and permits. Mayor Jessup provided an overview of the job description.

ADP Update

City Secretary Moore noted that the system was almost implemented and an upcoming training session for staff and council was being scheduled. Mayor Jessup reviewed the history of the problems with the previous system.

c. Discussion of Businesses Benefitting the City

Mayor Jessup informed Council about Texas Roofing Supply as being one of the new tenants for the Texas Direct Auto property with 99% taxable sales.

He explained the Economic Development Corporation's (EDC) goal to have 95% of commercial properties occupied or under contract by 2015. Mayor Jessup also reported that Sun Investments was finally agreeable to sell their property to one (1) owner and his intention was to find a buyer.

Mayor Pro Tempore Henley explained that EDC had enough funds to float the property if necessary. Alderman Staigle volunteered to compile a list of developers. Mayor Jessup spoke about the opportunity of putting in a Dunkin Donuts at the gas station on the corner.

Mayor Jessup added that EDC Director Bob Graf was attending a meeting Planning and Zoning Meeting at the City of Stafford regarding the funding for the Texas Instruments property.

d. Discussion of Proposed Zoning Amendment to C-1 & Set Public Hearings

Mayor Jessup introduced a change in the C-1 zoning district to allow restaurants with drive-thrus, so that Dunkin Donuts could be built. He noted that a zoning text amendment would be required and initiated by the Council. It was agreed a Joint Public Hearing with the Planning and Zoning Commission would be scheduled on July 24th at 7:20 p.m. before the regular Council Meeting.

e. Discussion of Allowing the Purchase of Substandard Homes

Mayor Jessup introduced a draft ordinance for the creation of a committee that would allow the EDC to purchase substandard housing. Policies, procedures and criteria would need to be outlined. A copy of the ordinance was distributed to the Council and will be sent to the EDC for their review. Implementation would require public hearings. Mayor Jessup noted that City Attorney Randle Grady would be attending an upcoming meeting to provide an overview and answer any questions.

f. Discussion of Budget/Auditors

Mayor Jessup noted in his research that most municipalities review and/or rotate audit services every five (5) years. Mayor Pro Tempore noted with other government agencies it was three (3) to five (5) years. Mayor Jessup further noted there was a good relationship with the current auditor, and the subject would be revisited at a later time.

3. Upcoming Agenda Items

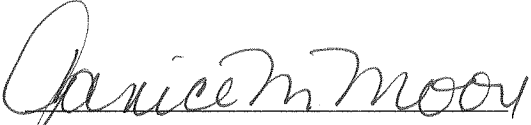
Mayor Jessup provided an overview of the upcoming items being presented on the regular meeting agenda.

4. Adjournment


Alderman Wilkens moved to **adjourn** the meeting at 7:26 p.m. Alderman Henley seconded the motion, which passed unanimously.

**These minutes were approved by the
City Council on Tuesday, June 24, 2014.**

ATTEST:



Janice M. Moore, City Secretary



Charles D. Jessup, IV, Mayor

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