

MINUTES OF WORKSHOP MEETING
JUNE 18, 2013
CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS

The workshop meeting of Meadows Place City Council was called to order at 6:03 p.m. by Mayor Charles Jessup, Meadows Place City Hall, One Troyan Drive, Meadows Place, Texas, with notice of said meeting giving the time, place, date and subject thereof having been posted as prescribed by Section 551.041, TGC with the following members present and in attendance:

Mayor: Charles Jessup

Aldermen: Terry Henley
Terry Morgan
Kelle K. Mills
Dave Wilkens

thus constituting a quorum.

Absent: John Isbell

Rick Staigle was also present.

The first item was Mayor Jessup called the meeting to order.

The second item on the agenda was a discussion of the Budget. Mayor Jessup stated that tonight's presentation will include totals through the month of May. Health Insurance premiums will be going up this year. The City recently submitted a claim for damage to a cover at the pool. The Texas Municipal League Intergovernmental Pool Risk Pool (TMLIRP) informed the City Secretary, Yolanda Wilson that the pool cover was not covered. Ms. Wilson, City Secretary along with Monya Keenen, Parks and Recreation Director attempted several times to appeal TMLIRP's decision not to cover the expenses from pool cover damage however due to it not being listed on current insurance schedule, the claim was denied. Mayor Jessup summarized the general fund and stated that there will have to be an increase to cover insurance cost. Mayor Jessup stated that he was totally surprised that insurance provider was not responsible for tracking and making recommendations on insurance coverage. It is not the City's responsibility to assess the property when it has an Insurance representative. Pay raises will also be an issue however with the cost of health insurance, it may not be feasible. Previously, employees were upset about not receiving pay raises during last fiscal year however once employees recognized the offset in health insurance cost, they understood why there were no pay raises.

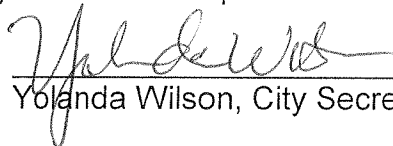
The third item for discussion covered was Revenue. One of several items to consider is that the City's Ad Valorem taxes are lower than expected. There will need to be some type of offset for the upcoming Airport Construction project which is expected

to impact a few businesses along W. Airport. This type of decline in business is normal during major road construction. Sam's Club which has access from Hwy 59 as well as W. Airport, may have very low impact. Kelly's access is on W. Airport and that restaurant definitely may feel the effect during the road improvement to W. Airport. Taxes will be collected in June, July, August and September. The City is at 108 percent in collection of taxes and there are still opportunities in upcoming months to collect additional funding. Municipal court revenues are up by thirty-seven percent. There have been issues in the past concerning the exact revenues on fines and forfeitures however due to monthly report that show percentage of amount that goes to the State and the City's portion, it's easier to understand. Officer William Nix who was recently promoted to detective has done a great job in patrol. There are also other high performing officers who work patrol and traffic. Recreation rentals are at eighty-nine percent. There have been a few people who have reserved the community center and due to not following policy, will no longer be allowed to rent facilities in Meadows Place. If the community center and/or pool house is left unclean and in poor condition the renter will not receive their deposit check back nor will they be allowed to reserve the facility again. Concessions were discontinued due to not obtaining the anticipated revenue. Delinquent taxes will remain the same as will the 1 cents sales tax. Franchise fees and other fees were reviewed and will remain the same. Revenue was up for \$5 bracelets that are sold at the pool in place of pool tags. It costs \$5 for the entire year however if bracelet is lost or stolen, purchasers must pay another \$5 fee to replace it.

The fourth item on the agenda was discussion of Administration and Municipal Court budgets. There will need to be replacement of funds for certification program for the new City Secretary in employee training and travel. Legal publications have pending cost from Codification costs for ordinances and legal notices. Postage is showing a negative balance however it is due to installation of new machine and it will be reviewed to locate the accurate amount. Credit card fees will not show any revenues currently under Administration as Permits has just begun accepting credit card payments which will create revenues in upcoming months. Credit card revenue budgeted in administration may not be as high as Municipal Court has more credit card activity than permits. Permits will also collect credit card fees for Recreation rentals. \$1,000.00 budget will be projected for credit card fee expenses with anticipation of more activity in permits in the future. The City currently contracts out for health inspection with Food Safety International (FSI), Inc. that was referred to the City by Fort Bend County. The total of our 10 restaurant health inspections cost \$2500.00 for one visit. However if the City request two visits per year, it will be \$5,000.00. Restaurants that pass the initial health inspections will be fine however restaurants that fail will need an additional visit. Restaurants that fail will be required to pay the additional \$250.00 to be reassessed. There will also be random visits to ensure the restaurant is in compliance. The health inspector with FSI, Inc. did an excellent job and will ensure that restaurants stay in compliance. None of the restaurant owners objected or called to complain as they know that this is the norm. The funds for the service will be placed under inspector fees. A detailed description will be noted to differentiate between the building/commercial inspections and the health inspection.

quarter to the Police Department. Although, all I.T. service calls are not billable, all on location requests are billed. According to the I.T. agreement there is a bill rotation and it was the police department's turn this time to pay Percento. Ten year old Tasers will be replaced by grant. Tasers are checked three to four times per day. Fuel and Lubricates will remain at the same budgeted amount as long as there are no major cost increases. Policies and Procedures manual line item for \$2,000.00 can be eliminated when the new payroll system is implemented. Currently, this serves as a tool for the Police Department to provide Human Resource related material but under the new payroll software, this information will be provided on the website. Training and Travel will remain the same. There is a one year wait for ammunition in which Meadows Place will be receiving its order soon. There will be a \$1500.00 increase in Radio and Equipment due to the mobile radio rate has increased. There will also be an upgrade in telephone service plan as it is normal when purchasing new telephone devices. Vehicles that are replaced every 5 years due to warranties are a lot lower in maintenance fees versus the older vehicles that cost more for maintenance. Quotes for leased and purchased vehicles were researched on Blue book but due to the amount of damage and miles on a police vehicle versus the usual wear and tear on a normally used vehicle, the trade in amount may be extremely lower on a police vehicle. The F150 used by Police Captain will need a new motor replacement that will cost \$4,750.00 when it would be more economical to purchase a new one. Police Chief Stewart provided the quotes for bids for 2 Tahoes and a Ford truck which also covers the transfer of equipment that will need to be dismantled from old vehicles and reinstalled in new vehicles. There will be more research done by Mayor Jessup and Chief Stewart as to the cost for leasing 2 Tahoes and one F150 versus purchasing the vehicles.

There being no further business to consider, Councilmember Wilkens made a motion, seconded by Councilmember Terry Henley, to adjourn the meeting. With unanimous approval, the meeting was adjourned at 8:22 p.m.



Yolanda Wilson, City Secretary