



**MINUTES OF THE WORKSHOP MEETING OF THE CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS HELD ON TUESDAY, JUNE 20, 2023, AT 5:30 P.M., AT THE MEADOWS PLACE EOC/TRAINING CENTER, 11975 W AIRPORT BLVD., MEADOWS PLACE, TEXAS 77477.**

**A. Call to order and announce a quorum is present.**

The meeting was called to order by Mayor, Charles D. Jessup IV, at 5:30 p.m. with the following present.

Mayor, Charles D. Jessup, IV  
David Mertins, Alderman  
Kurt Kopczynski, Alderman

Tia Baker Mayor Pro Tem (Arrived at 6:15 p.m.)  
Rick J. Staigle, Alderman  
Kelle Mills, Alderman

Nick Haby, City Administrator

Courtney Rutherford, City Secretary

The following staff were also in attendance: Finance Director, Anna-Maria Weston; Communications Director, Cameron Miller; Police Chief, Gary Stewart; Public Works Director, Rod Hailey, Parks & Recreation Director, Colene Cabezas; and Assistant Police Chief, Jack Ashton.

**B. Review and discussion of the proposed 2023-2024 Fiscal Year Municipal Budget, Tax Rate, Water and Sewer Rates, Revenue and Expenditure projections.**

Finance Director, Anna-Maria Weston, presented a review of the current budget. She reviewed current Revenue sources such as Sales Tax, Licenses and Permits, Franchise Fees, Fines and Forfeitures, Parks and Recreation events, and Interest earned.

Council and staff then reviewed the city's current general fund balance. The current balance is approximately \$7,644,000. This includes \$3,887,500 in reserves per city policy and \$1,665,700 in restricted/committed funds. City Administrator, Nick Haby, pointed out the city as line item dedicated to infrastructure.

Ms. Weston then gave a brief presentation on the city's expenditures. This review included software highlights for the last year and online payments to the city.

Council and staff then reviewed the utility budget revenue and expenditures for fiscal year 2022-2023 including the fund balance and restricted/committed funds. Council and staff briefly reviewed funding for ongoing and upcoming utility projects.

After reviewing the current year's budget Ms. Weston gave a brief presentation on the proposed 2023-2024 Proposed Budget. She started by reviewing the goals for the 2023-2024 budget. The goals for this budget are as follows:

- Balance with Property tax increase of 3%
- Maintain City services
- 5% COLA for staff
- Surplus to be able to continue to fund infrastructure

Staff has created a proposed budget for fiscal year 2023-2023 with a surplus of \$110,922. Staff made minimal changes to the budget. Most changes were due to inflation and rate increases. Ms. Weston presented the expenditure changes for each department including cost of living adjustments for staff.

Staff and council reviewed possible budget options keeping a tax increase of 3% including an increase in certificate/incentive pay for staff. The city's current incentive pay has not been adjusted in 30 plus years. Staff recommended incentive pay for higher education as well.

Ms. Weston then gave a presentation on revenue differences with tax rate options from 3% to 7.50%. Every 1% increase in the tax rate generates approximately \$36,000 in income with a tax increase to residents of \$20 per year. A tax increase of 7.50% would be about \$175,000 more towards infrastructure.

Council and staff then reviewed the proposed utility budget and utility and sewer rates. Last year Council approved a 10% annual increase in utilities for 5 years to cover the operating cost and build the fund reserve for future capital improvements.

Staff presented revenue increases with a tax rate increase versus adding a Capital Recovery Fee on the monthly utility bill. There was discussion regarding a survey to the public regarding a monthly fee for utility infrastructure repairs.

Council directed staff to prepare a proposed budget with 7.9% tax increase, 10% utility rate increase, \$10 per month utility infrastructure repair fee, 5% COLA, and the incentive/education pay as presented.

Council directed staff to move forward with the foundation repairs at the Community Center and Discovery/Nature Center in the fiscal year as well as the \$30,000 sensory park improvements.

Council agreed to meet on the following dates:

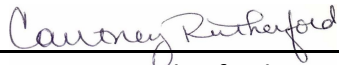
- July 11<sup>th</sup> at 6:00 p.m. at the Training Center to review the proposed budget for fiscal year 2023-2024 fiscal year.
- August 8<sup>th</sup> at 6:00 p.m. at City Hall to Vote on the Proposed Tax Rate for fiscal year 2023-2024
- August 15<sup>th</sup> at 6:30 p.m. at City Hall for Public Hearing and vote on the fiscal year 2023-2024 Budget
- August 22<sup>nd</sup> at City Hall for the Regular Council Meeting for a Public Hearing and Record Vote on the fiscal year 2023-2024 the Tax Rate


**C. Adjourn**

There being no further business to discuss the meeting adjourned at 8:15 p.m.

**These minutes were approved by City Council on July 25, 2023.**

**ATTEST:**

  
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Courtney Rutherford, City Secretary

  
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Charles D. Jessup IV, Mayor

