

MINUTES OF WORKSHOP MEETING  
JULY 9, 2013  
CITY COUNCIL OF THE CITY OF MEADOWS PLACE, TEXAS

The workshop meeting of Meadows Place City Council was called to order at 6:00 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  
John Isbell  
Kelle K. Mills  
Dave Wilkens

thus constituting a quorum.

Absent: Terry Morgan

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 Emergency Operations. Chief Gary Stewart provided presentation of Emergency Operations Plan for the City of Meadows Place. Chief Stewart and Dan McGraw, Public Works Director collaborated on how the City could provide response in the event of a major disaster. All key City employees must be NIMS certified in ICS 100, 200, 700 and 800 courses. The Mayor is the Chief Operating Officer however can delegate his authority to the Mayor Pro tem in his absence. The Police Chief will serve as the main facilitator however the Mayor will play a key role as the Public Information Officer. Everyone involved on the Emergency Operations Response team will be trained and given a specific role. Volunteers can also play a significant role by being available at each post for cleaning up water or assisting with passing out first aid supplies. Each post will have a public safety officer available however Meadows Place has a small police force so by having volunteers available to monitor posts, it will free up the officers time to respond to emergencies and secure as well as assess the scene.

The third item addressed was Police Department Budget for 2013-2014. Police Chief Gary Stewart covered the collect additional funding item. Prisoner Housing is still at zero due to the fact that all detainees are transported to the Fort Bend County jail. Police Consulting can be reduced by \$2500 as it may not be necessary to do a Search Analysis this year. Meadows Place Racial Profiling report is pretty stable and shows no significant findings of racial profiling offenses. Percento I.T. services were billed this

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.

There being no further business to consider, Councilmember Morgan made a motion, seconded by Councilmember Wilkens, to adjourn the meeting. With unanimous approval, the meeting was adjourned at 8:19 p.m.

  
Yolanda Wilson, City Secretary