

**Notice of City Council Budget Workshop  
MINUTES**

**July 19, 2022, at 1:00 PM**

**CALL TO ORDER**

Mayor Byron Sanford called the meeting to order at 1:00 p.m.

Present:	Byron Sanford	Mayor
	Carol Langley	City Council Place #1
	Casey Olson	City Council Place #2
	T.J. Wilkerson	City Council Place #3
	Cheryl Fox	City Council Place #4
	Patricia Easley	City Council Place #5

Also Present:	Dave McCorquodale	Assistant City Administrator& Planning Development
	Nici Browe	City Secretary & Director of Administrative Services
	Anthony Solomon	Police Chief
	Kimberly Duckett	Court Administrator
	Mike Muckleroy	Public Works Director
	Anthony Lasky	Senior Accounting Clerk
	Chris Roznovsky	WGA City Engineer

**INVOCATION**

Byron Sanford provided the invocation.

**PLEDGE OF ALLEGIANCE TO FLAGS**

**BUDGET WORKSHOP**

Dave McCorquodale stated that the desire would be to go through the pages and speak to items of concern only.

1. Proposed Budget 2022-2023 Summary

Mr. McCorquodale provided Council with some clarity over the headings on the Summary page.

2. General Fund Revenue

Mr. McCorquodale informed Council that on the revenue page that we are currently dealing with several unknowns. The Montgomery County Appraisal District have notified us that there will be a delay in final numbers for property taxes. Anthony Lasky has taken note of that and provided you with an estimate as close but conservative as he can for the budget purpose.

Councilmember Carol Langley inquired what the “Miscellaneous Permit Fee” was.

Anthony Lasky responded that it is for something like photo permits, or event and festival permits.

Council discussed the sales tax projections, and the amount of homes estimated to be completed within the next fiscal year. Council concluded discussions on General Fund Revenues.

### 3. General Fund Administration

Nici Browe, City Secretary presented the Administration budget and pointed out that council will notice several changes within the line items as well as new line items. Ms. Browe explained that she took about a clean up of accounts as some things were previously being billed to an incorrect line item. She noted the following:

**100-10-16015** Dependent Coverage has been zeroed out and has been merged into Health Insurance.

**100-10-16105** Records Codification was previously miss billed under computer Technology, as Municode who does the codification, also do the agenda management and web access. This is a new line item that will show specifically codified records expenses.

**100-10-16106** Records Management/Retention is a new line item. This is the annual cost to operate the retention program, which this year will include a company coming in and doing a full assessment, catalog and identification of items passed retention.

**100-10-16107** Records Request/FOIA is a new line item. This is the annual cost to have a new program for all FOIA’s. It is citywide, and engineers and legal counsel are given free access to assist with responsive documents. This new program prevents errors and omissions and a lifetime log of all FOIA’s.

**100-10-16108** Vendor Subscriptions. This new line item to correct miss billing to the incorrect line item. We have subscriptions at the city that are NOT to be billed to City employee subscriptions.

Ms. Browe informed City Council that the following benefits have increased:

**100-10-16002/16005/16006** TML Health Coverage (includes dental and vision) up by 12%. TML will send final reports and packages in September, this % increase is based on our usage and claims.

**100-10-16003/16004/16701/16702 TMLIRP** is going up by 10.8%

**100-10-16013** MASA is staying the same.

**100-10-16009/16014** are proposed increases of 6.6% wages and 1.4 COLA.

Ms. Browe responded to questions from council on the following:

- What is MASA
- Why is Computer Technology so high?
- What is Records management retention and do they shred the items.
- Explain why retirement is so much.

### 4. General Fund Police Department

Police Chief, Anthony Solomon introduced his proposed budget stating that he is wanting/needing to add two more officers, they are currently down one and he wishes to promote two officers to sergeant.

He advised council that is supposed to have 60% dedicated to patrol, however, with all of the programs we have that no city truly has 60% dedication to patrol. The city is seeing large growth now and coming

with 4 new subdivisions which would equate to 1165 homes with the potential for 4600 people within the city, not counting the pass-through population daily.

Chief provided council with an update on the training his staff undergo, the community interaction and activities, the emergency response including CERT team.

Chief responded to questions from council on the following:

- What is happening for the overtime?
- Why is the computer technology so high?
- What is going on with Traffic Cameras?
- Payroll, Health is that due to the new hires you propose?
- Are you not planning on any grants?
- Is it possible to wait until the homes are complete before hiring in new officers?
- Cost for ammunition.
- Police vehicle status.

#### 5. General Fund Municipal Court Department

Municipal Court Administrator, Kim Duckett introduced her budget for the Court Department. Ms. Duckett explained to Council that she had originally budgeted for a Part-time position, however, with the mandated changes in the County, she will require a full-time person, initially to input all of the warrants into the new warrant system, however, the workload has increased that a full-time person will still be needed.

Ms. Duckett responded to questions from Council on the following:

- Why is there Overtime if a new person is being hired?
- Why is the equipment so high? Ticket writers? Court Technology Fund
- The costs associated with potential facility change. Court Security Fund
- Will the fines increase with more officers?
- Are we still collecting past dues?

**Council went into Recess at 2:29 P.M.**

**Council Reconvened at 2:43 P.M.**

#### 6. General Fund Public Works

Mr. Muckleroy introduced his budget for Public Works. He provided council with the information that he intends to add one more position, a single man crew that can work the smaller tasks of Public Works that would then free up the two-man crews.

Mr. Muckleroy responded to questions from Council on the following:

- How many staff are there in Public Works?
- Did the position approved prior to COVID ever get filled?
- New person for MEDC – is that a split for Public Works
- Overtime clarification = what is it for?
- Cleaning/janitorial company – performance?
- Mowing, how often? Company performance?
- Mosquito spraying, will it expand areas?
- Maintenance of Fernland Cabins?

- Capital Outlay – vehicles
- Capital Outlay – Public Works Facility improvements.
- Street repairs – crack seal, locations, methodology for prioritizing.
- 213 Prairie Street

#### 7. Debt Service Fund

Anthony Lasky, Senior Accounting Clerk spoke on this item. He provided Council with information that at this time this is an estimate as there is a delay on the County end getting us the tax rates. He then went through the debt service fund explaining each line.

#### 8. Water & Sewer Fund

Mr. Muckleroy spoke on the Water Sewer Fund and informed council that there is a flat rate on the revenue side. He also stated that the Tap Fees is what it is, as it come directly from the number of houses coming in.

Mr. Chris Roznovsky spoke on the Water Sewer fund and provided detailed information on the Impact Fees, and spoke on Redbird Meadows, Pulte, Nantucket housing and Hills of Town Creek Subdivision.

He went on to break down the cost of the Engineering, being that it is made up of general consulting, water/sewer, drainage, inspections, meeting attendance, coordinating with various agencies, TX dot and other city development projects.

Mr. Muckleroy answered question from Council on the following:

- H2O contractor
- Billing and Collection
- Tap Fee includes inspection
- Maintenance line item – why so high
- What does the STP stand for.... (Sewer Treatment Plant)

#### 9. Special Fund - Capital Project Fund

Mr. McCorquodale and the City Engineer spoke on the Capital Project Fund.

Questions raised on this fund were as follows:

- GLO grants
- Clepper Sidewalks
- MEDC contributions
- Engineering – development agreements
- Lone Star Improvements
- Sewer Manhole rehabilitation

Mr. Roznovsky responded that the potholes on Flagship – waiting on videos from contractor for their recommendation.

He went on to discuss College Street and have priced out the project with scope of work, to replace the culvert.... with guardrails, it's going to be in the ballpark of \$100,000.

He spoke on Lone Star Parkway Intersection and stated that its going to be 50% contribution from the County.

He concluded with discussion on MLK Sidewalks, stating that the city applied for grants last year with TXDoT, but the project was too small, now that the scope has expanded, he would recommend reapplying.

**Council went into Recess at 4:01 P.M.**

Council reconvened at 4:16 P.M.

10. Special Fund - Court Security Fund

11. Special Fund - Court Technology Fund

Ms. Kim Duckett, Court Administrator discussed the Court Security and Court Technology Funds.

12. Special Fund - Hotel Occupancy Tax

Mr. McCorquodale and Council discussed the Hotel Occupancy Tax fund and held a discussion on Air Bnb and how to make sure those that rent their properties on such media platforms are paying the tax.

13. Special Fund - Police Asset & Forfeiture

Mr. Anthony Solomon, Police Chief provided Council with details on the Police Asset & Forfeiture fund and answered questions from council on arrests and utilizing funds along with the mandated restrictions.

14. Montgomery Economic Development Corporation

Mr. McCorquodale provided the Council with a brief discussion on the MEDC budget.

15. Discussion of Tax Rate

Mr. McCorquodale and Anthony Lasky provided Council with estimates and informed them that the delay came from the County, the certified will be reported as soon as they are received.

**ADJOURNMENT**

**City Council Adjourned at 5:02 P.M.**

Nici Browe, City Secretary

Submitted by: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Nici Browe, City Secretary

\_\_\_\_\_

Byron Sanford, Mayor