Minutes of City Council
The Regular Meeting of Monday, June 10, 2019

BE IT KNOWN THAT, a Regular Meeting of the City Council of City of Richwood was held Monday, June 10, 2019, beginning at 6:05 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

STRATEGIC PLAN PUBLIC FORUM - 5:30 P.M.
Lindsay Koskiniemi presented the strategic plan public forum.

CALL TO ORDER
The meeting was called to order 6: 23 p.m.

INVOCATION
Lindsay Koskiniemi led the invocation.

PLEDGES OF ALLEGIANCE
Pledge of Allegiance & Texas Pledge
Steve Boykin led the pledges.

ROLL CALL OF COUNCIL MEMBERS
Steve Boykin, Mayor
Mike Johnson, Position 1 - ABSENT
Melissa Strawn, Position 2
Matt Yarborough, Position 3
Mark Brown II, Position 4
Katie Johnson, Position 5

Others present: Lindsay Koskiniemi, Interim City Manager; John Washburn, Interim Finance Director; Clif Custer, Public Works Director; Giani Cantu, City Secretary

RECOGNITIONS
No recognitions given.

PRESENTATIONS
Presentation of Fiscal Year 2019-2020 Crime Control and Prevent District Proposed Budget
Randy Accord, Chair of the Crime Control and Prevention District (CCPD) board, presented the Fiscal Year 2019-2020 CCPD Budget. The main responsibility as CCPD is to portion and approve funds for the Police Department that are not in the General Fund budget to include additional expenditures such as equipment or personnel.

City of Richwood

FY 19-20 Proposed Operational Budget

15 Crime Control and Prevention

	FY 17-18 ACTUAL	FY 18-19 PROJECTED	FY 19-20 PROPOSED
BEGINNING FUND BALANCE			
Change In Net Position			
Revenue			
Taxes			
604117 Sales Tax	74,429.94	117,000	120,000
Total Taxes	74,429.94	117,000	120,000
Interest			
604110 Interest Earnings	285.3	300	0
Total Interest	285.3	300	0
Contributions and transfers			
974959 Transfer from Fund Balance	0	16,000	63,112
Total Contributions and transfers	0	16,000	63,112
Total Revenue	**74,715.24**	**133,000**	**183,112**
Expenditures			
Crime Control and Prevention			
605103 Salaries & Wages	1,296.00	67,538	73,589
605104 Overtime	0		1,534
605105 Retirement	14.17	5,597	6,639
605107 Medicare	0	977	1,072
605110 Workmen's Compensation Ins	0	1,071	2,938
605115 Insurance	0	9,607	9,468
605120 Unemployment Insurance	30.45	324	342
605130 Training & Travel	0	4,051	8,000
605175 Certification Pay	0	900	1,200
605190 Uniforms	80.5	2,753	1,000

605287 Community Outreach	0		10,000
605340 Vehicle M&R	0		42,000
605365 Other Equipment M&R	0	16,000	6,605
605930 Equipment	0	16,701	18,725
Total Expenditures	**1,421.12**	**125,519**	**183,112**
Total Crime Control and Prevention	**1,421.12**	**125,519**	**183,112**

Mr. Accord reported a few of the main items include funding for the investigator and warrant officer positions; vehicle reman; and community outreach.

Mark Brown asked if there was a need for each officer to have a vehicle.

Mr. Accord replied he was not able to answer that question. It was really a question for Chief of Police.

Lindsay Koskiniemi reported Chief Mayer was out on a call.

Mr. Brown stated the discussion has come up prior. He is not sure what is best: more vehicles, more maintenance costs or less vehicles and more turnover, more replacement costs.

Mayor Boykin stated more vehicles allow for less mileage and wear on the vehicles. That was the consensus back when the original decision was made to purchase additional vehicles. The general idea was to keep the cars longer and spend less money repairing, and make sure they were safe for officers to drive.

Matt Yarborough replied that he thought a portion of the General Fund increase included the new investigator position.

Lindsay Koskiniemi reported that it included the position for animal control and code enforcement. The investigator position was approved for funding by CCPD for two years. This means the General Fund will be faced with possibly covering costs of the position in the 2021 budget year.

Melissa Strawn asked what was the increase in training budget?

Mr. Accord reported that was at the request of the Chief to send officers to additional training.

Mark Brown thanked Mr. Accord for his service.

No action was taken.

PUBLIC COMMENTS

All public comments will be subject to the following rules: *All speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.*

There were no public comments.

CONSENT AGENDA

Approval of Minutes of Previous Meetings

May 13, 2019

May 18, 2019

May 28, 2019

Payment of Bills

Resolution appointing Giani Cantu, City Secretary; Lindsay Koskiniemi, Interim City Manager and Linda Pace, Administrative Asst as authorized contacts on all Bank of America accounts

Approve designation of City jail cells and lift station 6 as tornado shelters

Approve an interlocal agreement with Harris County Dept of Education for a purchasing cooperative source called Choice Partners

On motion by Mark Brown II second by Katie Johnson with all present members voting "aye" all consent agenda items were approved.

DISCUSSION AND ACTION ITEMS

Discuss and consider an ordinance amending the parks requirements and tree preservation on new developments

Ms. Cantu reported that the ordinance only included the requested park requirements and that the tree preservation requirements would be coming back at a future agenda.

On motion by Mark Brown II second by Katie Johnson with all present members voting "aye" an ordinance amending the parks requirements on new developments was passed and adopted.

Discuss and consider an ordinance amending Appendix B Zoning Ordinance of the Richwood Code of Ordinances

Mr. Brown asked if the ordinance contains a definition of business enterprise.

Ms. Cantu reported it is not in existing ordinance. However, there are a lot of inconsistencies in zoning ordinance, which are expected to be reviewed at the recommendation of the City Attorney.

Mr. Brown reported that the accessory unit states that no gas or 220V outlets are allowed. However, wouldn't guests need heating.

Mayor Boykin stated if you don't want the units to have gas, they will need electrical for heating, which may require 220V.

Mr. Brown stated he would like to ensure that additional parking is required, it will not be allowed to be used as rental property and there no separate utilities for the accessory building.

Mr. Yarborough stated the initial discussion was to for the unit to be a bedroom and air conditioning. It was not to allow the amenities being discussed now.

Ms. Cantu clarified the changes Council would like to see in the ordinance are that the unit has additional parking requirements, no separate utilities and a stipulation to prohibit renting.

Council agreed.

Discuss and consider an ordinance amending Article VI Records Management and adopting the Records Management Plan
Ms. Cantu presented the Records Management Plan.

On motion by Mark Brown second by Matt Yarborough with all present members voting "aye" an ordinance amending Article VI Records Management and adopting the Records Management Plan was passed and adopted.

Discuss and consider setting workshop on proposed changes to the home occupations
Ms. Koskiniemi report she would like to set aside a date to make it easier to understand. She would like to reach out to a third party realtor to get an issued opinion on whether or not it directly affects the value of a home and would like to compile as much information as possible for Council to make an informed decision.

Mr. Brown reported that the zoning is where the discussion is needed. The home occupations was reviewed recently.

Ms. Cantu reported that is correct. The zoning districts were not updated when home occupations were addressed in 2018.

The workshop was set for the July 29th at 6:00 p.m. Dinner will be provided.

Discuss and consider allowing the existing permit fee calculation, based on home value for new construction, to be used until Council adopts a resolution to amend the permitting fee schedule for compliance with S.B.852 adopted into law 21 May 2019, after which, the differences (over or under) in updated permitting fees will either be refunded or invoiced. The new permitting fee schedule should be adopted no later than July 8, 2019
Ms. Koskiniemi reported that on May 21, 2019, in the Eighty-Six Legislature Regular Session, Governor Greg Abbott, signed H.B. No. 852 into law. This Act prohibits the calculation of

Permit and Inspection Fees based on 1) the value of the dwelling; or 2) the cost of constructing or improving the dwelling. The current permitting and inspection fee schedule used by the City of Richwood is value-based. She attended a multi-city meeting on 04 JUN 2019 to discuss proposed fee schedules to meet compliance with the new law. The proposed methodology to calculate fees is based on square footage. Other cities present at the meeting included Clute, Angleton, and Lake Jackson. All Texas cities using a value-based fee schedule will need to adopt a new process. For the time being, until Council can formally adopt a new fee schedule with approved values, I am recommending Council approve a temporary waiver to allow the current fee schedule and adopt a new schedule no later than July 8, 2019 at the next regular Council meeting. Once a new fee schedule is formally adopted, all permitting and inspection fees collected between 21 MAY 2019 and 08 JUL 2019 will be assessed for over/under payment, and applicants will either be refunded or invoiced. City staff will assess square footage rates to calculate to comparable pricing, therefore, the City will not forfeit revenue. The new rate will not be calculated in a manner that increases fees excessively, as the intention of adopting a new fee schedule is to be compliant with State statute

Mr. Brown asked if staff would be taking an average of what has been paid in recent permits.

Ms. Koskiniemi advised yes. The idea is to take what has been paid by valuation this fiscal year and figure a square footage amount that would keep the fees around what we currently have. The other alternative is to suspend permitting but she doesn't want to see that.

On motion by Katie Johnson second by Matt Yarborough with all present members voting aye Council allows the existing permit fee calculation, based on home value for new construction, to be used until Council adopts a resolution to amend the permitting fee schedule for compliance with S.B.852 adopted into law 21 May 2019, after which, the differences (over or under) in updated permitting fees will either be refunded or invoiced. The new permitting fee schedule should be adopted no later than July 8, 2019.

Discuss proposed amendments to the Personnel Policy

Ms. Cantu presented a high level overview of changes to the Personnel Policy and reported that Ms. Koskiniemi still wanted time to review the policy prior to submitted to City Council for final action.

Council stated they would like to see the policy to actually distinguish which positions would be considered "essential personnel" and not eligible to request a waiver in emergency situations.

Appoint Mayor Pro-Tem

On motion by Matt Yarborough second by Mark Brown II, with all present members voting "aye" Mike Johnson was appointed Mayor Pro-Tem.

Appoint Council liaisons to boards and commissions

Melissa Strawn volunteered to serve as KRB liaison.

Consider and discuss designating the Facts as the official newspaper of the City of Richwood
On motion by Melissa Strawn second by Mark Brown II with all present members voting, Matt Yarborough opposed, Mark Brown abstaining and the Mayor tie vote "aye" the Facts was designated as the official newspaper.

Approve items removed from Consent Agenda
No items were removed from consent agenda.

EXECUTIVE SESSION in accordance with Subchapter D of the Open Meetings Act, Texas Government code Section 551.001, et. Seq., to review and consider the following:

Executive session was called at 8:20 p.m.

Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager

Under authority of Section 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Court Clerk

RECONVENE FROM EXECUTIVE SESSION and take action on the following:

Council reconvened into open meeting at 9:04 p.m.

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: City Manager

On motion by Katie Johnson second by Melissa Strawn, with all present members voting "aye" Council approved suspending the search for a City Manager until the August meeting.

Direction was given for staff to reach out to Ron Cox to consult with City Council on a gap analysis on what to expect and how to assess interim candidate performance. If Mr. Cox is unavailable, staff is directed to find another consultant to meet with City Council.

To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or a charge against an officer or employee: Court Clerk

On motion by Matt Yarborough second by Katie Johnson with all present members voting "aye" the position of Court Clerk was retitled to Court Administrator.

Mr. Brown congratulated the Court Clerk.

CITY MANAGER'S REPORT
Ms. Koskiniemi reported she would be at GFOA in Stafford from June 11-13. The bond issuance special meeting is on June 17. She will be attending a TCMA Conference June 26-30. Staff will be presenting budget on July 8th and expected proposed fee schedule for permitting. She hopes to have the research on home occupations by July 15.

FUTURE AGENDA ITEMS
Proposed Budget
Use K-9 Unit at other entities

REPORTS
Reports that require no action.

Financial Reports

Municipal Volunteer Program

COUNCIL MEMBER COMMENTS & REPORTS
Mr. Brown thanked the Police Department for catch on burglary and staff for picking up and continuing work with loss of City Manager.

Matt Yarborough also thanked the Police Department for a job well done and for public information releases on crime statistics.

MAYOR'S REPORT
Mayor reported he will be reviewing the emergency plan with Chief and Lindsay.

Bank signature cards are updated and we will need to get Mike Johnson added as Mayor Pro Tem. He also invited Council to meet and visit with Lindsay if they haven't already.

ADJOURNMENT
There being no further business the meeting adjourned at 9:24 p.m.

These minutes were read and approved on this 8th day of July, 2019.

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Mayor

ATTEST:

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City Secretary