

Minutes of City Council

Special Meeting of Saturday, May 18, 2019

BE IT KNOWN THAT, a Special Meeting of the City Council of City of Richwood was held Saturday, May 18, 2019, beginning at 8:30 AM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

The meeting was called to order at 8:48 a.m.

INVOCATION

No invocation was held.

PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

No pledges were held.

ROLL CALL OF COUNCIL MEMBERS

Mark Guthrie

Mike Johnson

Frank Blanks – ABSENT

Sarah Reed

Mark Brown – Arrived at 9:50 a.m.

Katie Johnson

Others present: Michael Coon, City Manager; Clif Custer, Public Works Director; Giani Cantu, City Secretary; Lindsay Koskiniemi, Finance Director; Stephen Mayer, Chief of Police

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; the first five individuals who sign up for the public comment section will be permitted to speak

No public comments were held.

WORKSHOP

DISCUSS AND SET COUNCIL GOVERNANCE MODEL

On May 18, 2019, the Mayor, City Council and staff met for their third annual planning session. There were two new Council members and a new Mayor sworn in just after the May 2019 election. These three participated in a planning session for the first time. Council met to

- Review the Governance Model,
- Review the status of the current Strategic Plan,
- Identify issues and challenges for the next and ensuing fiscal years,

- Develop strategies to deal with these issues, and
- Discuss and direct staff on high level budget revenue issues.

Governance

The members reviewed the governance model as developed in 2018. They reviewed and discussed the bullet items developed and made minor changes. The newly elected Mayor Steven Boykin outlined his process of governing a meeting during this discussions.

Leadership

Discussion then centered on how the Council will lead collectively as a group. They responded as follows.

The City Council of Richwood will lead...

- By setting measurable expectations and guidelines.
- By holding staff and each other accountable to meeting those expectations and guidelines.
- Not micromanage the staff but monitor and be accessible.
- Avoid surprises.
- By building the team.
- By owning our decisions.
- Being open to ad adapting to change.
- By being fair, firm and consistent.
- By displaying the values of fairness, honesty and integrity.
- By gaining and having knowledge and knowing and understanding why.
- Doing our homework; know the subject at hand.
- **Listening to, knowing and sharing the concerns of others – both residents and Council members.**

Communication

Council then defined how they intend to communicate with each other, with citizens and with staff.

Council will communicate with citizens, staff and each other...

- Respectfully.
- Treat others as you want to be treated.
- To simply reply (respond) to inquiries.
- Listen to understand the issue
- Listen, ask questions, reflect and repeat your understanding; seek clarification if needed; decide.
- Have healthy debate.
- Be timely.

- When responding to members of the public, copy staff so they will also be aware.

Meeting Protocols (order of business).

Council, being newly elected, and the Mayor wanting all to understand, discussed how they were going to conduct the process of decision making within an agenda item. Members agreed to following protocol for each agenda item without change from 2018: (Items added in 2019 in red).

- **Regular Agenda Items**
 - Mayor calls for presentation on agenda item (may be staff; developer, etc.).
 - Mayor calls for discussion with presenter following presentation.
 - Mayor calls on Council members for Q&A with the presenter.
 - Mayor calls on public for comment (not discussion or dialogue) on the agenda item under discussion (limited to three minutes per comment).
 - Mayor calls for motion/second/approval to discuss.
 - Motion approved.
 - Council discusses the agenda item among themselves.
 - Mayor calls for motion for action; Council votes on the matter.
- **Consent Agenda Items**
 - Mayor calls for items any Council member wants to discuss separately for removal from the consent agenda
 - If item is removed, it is moved to the bottom of the agenda as a separate item.
 - When considered separately, the above protocol for regular agenda items is followed.
 - Mayor calls for motion/second/approval of the Consent Agenda.
- **Work Session Items**
 - These items are typically for discussion only. These items provide the opportunity for Council to fully discuss and issue in anticipation of an agenda item for action at a later date.
 - Work Session items are generally limited to one or two discussion topics.
 - Work Sessions will be held periodically, as needed on the same night as a regular council meeting but held earlier.
 - Process is same as a regular agenda item, except there will be no public comment and no action.
 - City Manager will reiterate his understanding of the results of the discussion and next steps for consideration by the Council members.
- **Special Meeting**
 - Council may meet from time to time on the 4th Monday for special meetings – both for Work Session items and Action items.
 - Agendas will be limited in scope and number to allow for special circumstances to take action before a regularly scheduled meeting.

Expectations

Council expects the following of each other...

- To be congenial with each other, staff and citizens.
- To be direct and forthcoming with questions, comments, positions on matters.
- To accept that some may disagree, but to not be disagreeable.
- To show honesty, integrity and respect through deliberations and interactions.
- **Come to Council prepared and ready to act.**

Staff is expected to...

- Report the good and the bad (no surprises).
- To set goals (per department) then report progress to the Council.
- Council and staff also discussed the appropriate time for their weekly reports with Council providing flexibility to the City Manager on whether to provide on Fridays or the following Mondays.
- **Provide the agenda and packet earlier. This includes sending a draft out earlier in the week and getting the final agenda out earlier. (Schedule to be determine when Council considers Rules of Procedure).**

Staff expectations of Council (as defined by Council) is to...

- Be present and participate.
- Be approachable.
- Provide resources – monetary, guidance, support and encouragement, knowledge/training.
- Allow the staff the freedom to do their job without intervention.
- Respect the staff.
- Provide leadership.

The department directors joined the Mayor, City Council and City Manager to focus on the Vision, Mission, Core Values, and Strategic Plan as 2017. This session was designed to reset, refresh and revise the existing Strategic Plan first established in 2016, 2017, 2018 and now 2019.

Vision Statement

Members reviewed the elements of their vision for Richwood, and did not change the list developed in 2018 as follows.

- A community with amenities and services for its residents (do not have to go elsewhere)
 - Events.
 - Involvement with citizen volunteers.
 - Places in the city to work and play.
 - Schools in Richwood.
- A safe community.
- A community with a family-oriented environment.
- Growth with a focus on family and community
 - Neighborhood businesses.

- Amenities for families
- Quality neighborhoods.
- A renewed volunteer spirit (including new ways to communicate needs for volunteers).

Members reviewed the Vision Statement revised 2018 and did not make any changes as follows.

The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to serving our community for current and future generations. (Revised 6-2-18)

Mission Statement

Based on the vision and strategic plan, the Council reviewed the mission statement for consistency. They determined the mission statement continues to be consistent and up to date.

To provide residents, visitors, and the business community with the highest quality of municipal services in an efficient and courteous manner, and to enhance the quality of life through planning and visionary leadership.

Core Values

Likewise, the Council reviewed the established core values and agreed they should remain as stated. They are as follows.

- **Act as good stewards of the city resources.**
- **Leading the city by serving our community.**
- **Foster economic growth for today and tomorrow.**
- **Maintain integrity through transparency.**
- **Promote a positive quality of life for our community.**

Leadership Philosophy

The City Council of the City of Richwood will lead...

- By setting measurable expectations and guidelines.
- By holding staff and each other accountable to meeting those expectations and guidelines.
- Not micromanage the staff but monitor and be accessible.
- Avoid surprises.
- By building the team.
- By owning our decisions.
- Being open to and adapting to change.
- By being fair, firm and consistent.
- By displaying the values of fairness, honesty and integrity.
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Communication Philosophy

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City Council and Staff Expectations

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FISCAL YEAR 2018-2019 STRATEGIC PLAN AND BUDGET GOALS

Strategic Planning

The Council reviewed the 2017-18 Strategic Plan. The City Manager provided a brief review of accomplishments for the Council to review. It was noted that some Areas of Emphasis identified by this City Council are being addressed in the Strategic Plan.

Following are the Areas of Emphasis and their Policy Statements. Within each Area of Emphasis are the Strategic Objectives, Action Items, Timelines and proposed budgets for council to consider. The Strategic Objectives are listed in the Strategic Plan attached to this document.

Financial Sustainability

Guiding Principle: Maintain transparency in budgeting accurately and reflecting the needs of the city.

Economic Development

Guiding Principle: Seek ways to improve the commercial tax base with businesses consistent with the revised Vision Statement.

Infrastructure Investments

Guiding Principle: To provide reliable infrastructure for the citizens.

Community Development

Guiding Principle: Fostering the sense of community. To provide a wide variety recreational, parks and amenities to benefit the citizens. To ensure the city's appearance is aesthetically pleasing.

City Operations

Guiding Principle: Provide a high level of services through transparency, efficiency and best practices.

Updated strategies are shown in the attached Strategic Report.

Budget Considerations

In addition, staff reviewed with Council high level budget issues for the upcoming fiscal year. A five-year forecast of expenditures had been prepared and distributed to Council earlier. The question for Council was to determine the appetite for increases in revenues to fund the forecast in both the general fund (primarily property taxes) and the utility fund (primarily water and sewer rates). Council offered direction and advice to staff as they move forward in the budgeting process. This direction is subject to change as the budget process for 2020-21 matures.

- Move forward with planning for funding the five-year growth plan, with alternatives to include
 - Extending the timeframe to up to 10 years.
 - Planning for an automatic tax increase for maintenance and operations to ensure funding for the plan.
- Move forward with a utility rate plan that

- Responds to BWA rate increases and decreases.
- Establishes a predictable rate structure to sustain the utility fund over time.

Financial Sustainability

Guiding Principle: Maintain transparency in budgeting accurately and reflecting the needs of the city.

- ~~Objective 1.1 Create a “True” budget for all projects—Victory~~
- **Objective 1.1 – Establish a public information process for citizen information.**
 - Establish a combination of public meetings and on-line surveys to seek citizen responses.
 - Do on-line surveys both before and after strategic planning process.
- **Objective 1.2-Develop a long-term financial planning process**
 - Incorporate the following into the budget process
 - Vehicle replacement fund
 - Capital Improvement Plan
 - Obtain bond rating
 - Establish Water Contingency Fund
 - Consider mechanism to pass on rate increases/decreases from BWA to the citizens automatically.

Economic Development

- Guiding Principle: Seek ways to improve the commercial tax base with businesses consistent with the Vision Statement.
- **Objective 2.1 – Create a Comprehensive Plan for the City**
 - ~~Objective 2.3- (Move to action item under Comprehensive Plan)~~ - Update the Master and Land Use Plan
 - ~~Objective 4.1- Create a Parks Master Plan. (Moved from Community Development)~~
 - **Include CHARM workshop as part of planning process**
- **Objective 2.2 - Create a marketing plan for the city.**
 - Include vision.
 - Create a brand and a moto for marketing
 - Ensure that Richwood development standards and ordinances are followed.
- **Objective 2.3 – Maintain up to date development codes.**
- **Objective 2.4 - Make effective use of city property.**
 - **Establish strategies for use and/or sale of city properties.**
- **Objective 2.5-Develop a comprehensive economic development strategy and funding model.**
 - Develop and maintain an economic development policy that establishes standards for economic development incentives.
 - (i.e. 380 agreements and other arraignments (arrangements?) to entice businesses to establish in Richwood).

- **Objective 2.6 – Establish process for celebrating and advertising newly established businesses in Richwood.**
 - **Evaluate and consider establishment of Business Council as volunteer committee to assist in economic development efforts.**

Infrastructure Investments

Guiding Principle: To provide reliable infrastructure for the citizens

- Objective 3.1-Sustain a reliable water supply as the city. Objective 3.2-Maintain and extend water, wastewater and storm water systems.
 - Establish a multi-year CIP that provides for the extension of utilities and drainage systems to prepare for future growth.
 - The current water agreement was established in the 1980's and is guaranteed for 40 years (year 2020). It takes approximately 235 thousand gallons of water a day to maintain our community. We plan for 300 gallons a day per person.
- Objective 3.3-Support investments in city facilities.
- Objective 3.4-Examine best practices in delivery of services.
 - Optimize cost saving opportunities with the use of community partners.
 - Explore ways for Richwood to be self-sufficient in provision of city services.
 - Review existing contracts with other contract providers to ensure they are up to date and meet the long-term needs of the citizens.
- **Objective 3.5-Provide for predictable utility rate increases/decreases.**
 - **Conduct a rate study-**
 - **Establish a policy for adjusting utility rates as BWA rates increase/decrease.**

Community Development

Guiding Principle: Fostering the sense of community. To provide a wide variety recreational, parks and amenities to benefit the citizens. To ensure the city's appearance is aesthetically pleasing.

- ~~Objective 4.1-Create a master plan for Richwood parks.~~ **(Move to Comp Plan 2.1)**
- Objective 4.1-Development of a **plan for providing a** community center **to** providing a quality place for people to gather.
- Objective 4.2-Maintain a high level of aesthetic standards.
 - Continue code enforcement efforts.
 - Update code policies.
- Objective 4.3-Explore opportunities to work with neighboring communities on an interlocal basis for provision of recreation services.

City Operations

Guiding Principle: Provide a high level of services through transparency, efficiency and best practices.

- Objective 5.1-Public Safety – Provide a safe environment for citizens, visitors and businesses.
 - Review regularly public safety services and programs to ensure effective social harm (crime, disorder, crashes and fear of crime) prevention, department/citizen communication, and effective skill/competency of staff.
- Objective 5.2-Public Works – Provide for and maintain the city’s infrastructure to meet the needs of the community.
 - **Emphasize efforts to control infiltration and inflow (I&I) into the sewer collection and treatment system.**
- Objective 5.3-Communications – Communicate information to the public in a transparent manner using all available methods.
 - Provide public information outreach programs that inform the public of city operations, accomplishments, and allows for citizen input.
 - **Seek and present additional public information venues to expand citizen notification alternatives.**
 - **Establish Use of Social Media Policy.**
- Objective 5.4- Technology - Utilize technology to enhance operations and delivery of services.
- Objective 5.5- Employees – Invest in employee development opportunities, compensation and retention.
 - **Implement employee training and development programs including cross-training where feasible.**
 - **Establish and offer an in-house training/mentoring programs to enhance employee development and opportunities.**
- Objective 5.6 – Develop a program to encourage, recruit and reward volunteers for service to the City.
 - **Determine opportunity for establishing additional advisory committees including but not limited to**
 - **Planning & Zoning Commission**
 - **Parks Committee**
 - **Infrastructure Committee**
 - **Business Council**
 - **Establish purpose, roles and responsibilities for each committee established.**
- **Objective 5.7 – Develop a program of community-wide social events including**
 - **Concerts in the park**
 - **Food trucks**
 - **Cook-off teams**
 - **Movies in the park**

DISCUSSION AND ACTION ITEMS

Discuss and consider approving the funding for engineering and design of the utility infrastructure improvements in an amount not to exceed \$491,440

Mr. Coon reported our engineers have submitted a task order to design the new water plant and associated improvements. Since Strand Engineering is already under contract with the City, City Council does not need to approve the contract.

However, City Council does need to approve the expenditure of the funds.

Although the City is not anticipated to receive funding from our bond sales until August, last November the City Council passed a resolution allowing the City to use fund balance to cover the expenditures from this project. Then once the City receives the bond proceeds, those funds will be used to reimburse the amounts taken from fund balance.

On motion by Mark Brown second by Matt Yarborough with all present members voting “aye” the council approved funding for engineering and design of the utility infrastructure improvements in an amount not to exceed \$491,440.

ADJOURNMENT

There being no further business, the meeting adjourned at 3:15 p.m.

These minutes were read and approved on this 10th day of June, 2019.

Mayor

ATTEST:

City Secretary