

Minutes of City Council Regular Meeting

The City Council City of Richwood

A City Council Regular Meeting of the City Council of City of Richwood was held Monday, July 9, 2018, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER AT 6:00 PM

The meeting was called at 6:16 p. m.

ROLL CALL OF COUNCIL MEMBERS

Mayor - Mark Guthrie

Council member Position 1 – Mike Johnson

Council member Position 2 – Frank Blanks

Council member Position 3 – Sarah Reed

Council member Position 4 – Mark Brown II

Council member Position 5 – Katie Johnson

Others present: Michael Coon, City Manager; Giani Cantu, City Secretary/Finance Director; Kenny Williams, Building Official; Clif Custer, Public Works Director; Stephen Mayer, Police Chief

RECOGNITIONS

Kirsten Garcia, Court Clerk, on receiving her Level II Court Clerk Certification

Steve Cook, Operator, on receiving his Class "C" Water Operator License

Giani Cantu, City Secretary, on receiving her Texas Registered Municipal Clerk certification

CONSENT AGENDA

Approval of Minutes of Previous Meetings

June 2, 2018

June 11, 2018

Payment of Bills

On motion by Sarah Reed second by Frank Blanks with all present members voting “aye” all consent agenda items were approved.

DISCUSSION AND ACTION ITEMS

Final review and action on replat of a 20 acre tract of land being Reserve "A" Oakwood Shores, located on the northeast corner of the intersection of Hwy 2004 and 288B

Michael Coon stated final plats are still awaiting drainage approval and design. Staff recommends approving contingent on drainage plans.

Sarah Reed stated or clarification that the item was just re-plating and has nothing to do with building on it.

Michael Coon replied that is correct.

On motion by Sarah Reed second by Mike Johnson with all present members voting “aye” final approval on replat of a 20 acre tract of land being Reserve "A" Oakwood Shores, located on the northeast corner of the intersection of Hwy 2004 and 288B was granted contingent on approval of the drainage from Velasco Drainage District.

Final review and action on replat of a 4.669 acre tract located at 2300 Brazosport Blvd

Michael Coon in speaking with Velasco Drainage they are ok with approving as long as development plans have their approval prior to issuing building permits.

On motion by Mark Brown II second by Sarah Reed, with all present members voting “aye”, final approval on replat of a 4.669 acre tract located at 2300 Brazosport Blvd was granted.

Discuss and consider amending water and sewer rate fees and charges for RV/Trailer parks and multi-family dwellings serviced by one meter

Michael Coon the ordinance reduces the cost for RV parks to ½.

Sarah Reed moved to approve and adopt an ordinance amending water and sewer rate fees and charges for RV/Trailer Parks and multi-family dwellings serviced by one meter. Frank Blanks seconded.

Mark Brown asked if in the future someone could put in more RV parks that could potentially affect the system.

Michael Coon replied that as of right now the ordinance doesn't allow them to be in the city. This amendment is to accommodate the two parks being serviced in our ETJ.

With all voting present members voting “aye” an ordinance amending water and sewer rate fees and charges for RV/Trailer Parks and multi-family dwellings serviced by one meter was passed and adopted.

Discuss and consider a resolution appointing Steve Boykin as representative to serve on the Brazosport Water Authority board

Michael Coon reported Osdi Duarte has been serving and has resigned for personal reasons. Since his resignation, Mr. Boykin has shown interest and has previously served on the Brazosport Water Authority Board.

On motion by Steve Boykin second by Sarah Reed with all present members voting “aye” a resolution appointing Steve Boykin as representative to serve on the Brazosport Water Authority board was passed and adopted.

Update on review of Indoor Gun Range & Noise Control Ordinances

Michael Coon reported he had been in contact with representatives from Mesquite and was waiting on further information as to how the ordinance has been enforced in that area. Staff hopes to have this ready to present for consideration at the next regularly scheduled council meeting.

Update on Flood Mitigation Efforts

Michael Coon reported the flood advisory committee met and has asked that the City apply for the grant through the Texas Water development Board for post Harvey related studies. That will hopefully be done this week.

Mark Brown asked if there was any confirmation on possible pump locations.

Mr. Coon replied no. However, he will request an update and get back to Council.

Approve items removed from Consent Agenda

There were no items removed from Consent Agenda.

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.

Pat Taylor stated she left copies of the proposed development for public.

Lauren LaCount stated that she would like to see the tax rate stay the same or be reduced.

Joe Roth, 31927 Redfish Trail, stated he would like to oppose the rezoning to the Oakwood Shores commercial development and would like it to remain zoned for residential development.

PRESENTATIONS

Proposed Budget Fiscal Year 2018-2019

Michael Coon presented the proposed budget.

FY 2017-2018 Review

General Operating Fund (Estimated at 9/30/18)

	FY 17-18 Budget	FY 17-18 Projected	Difference
Revenues	\$3,129,873	\$3,127,839	(\$2,034)
Expenditures	\$3,129,873	\$3,095,208	\$34,665
Excess <Deficit>	\$0	\$32,631	\$32,631

Utility Operating Fund (Estimated at 9/30/18)

	FY 17-18 Budget	FY 17-18 Projected	Difference
Revenues	\$2,272,065	\$2,259,813	(\$12,252)
Expenditures	\$2,272,065	\$2,255,240	\$16,825
Excess <Deficit>	\$0	\$4,573	\$4,573

FY 2017-2018 Review

Other Funds (Estimated at 9/30/18)

	FY 17-18 Budget	FY 17-18 Projected	Difference
Revenues	\$903,523	\$901,668	(\$1,855)
Expenditures	\$903,523	\$789,550	\$113,973
Excess <Deficit>	\$0	\$112,118	\$112,118

FY 18 Strategic Plan

New Vision Statement

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.

Strategic Priorities

1. Financial Sustainability
2. Economic Development
3. Infrastructure Investments
4. Community Development
5. City Operations

Compensation Study

Summary of Cities

City Demographics				
	Population	Budget (Expenses)	Miles from Nearest Metroplex	Nearest Metroplex
Joshua	6,345	\$5,147,960	50.9 MI	Dallas/Fort Worth
Fair Oaks Ranch	5,986	\$5,766,569	27 MI	San Antonio
Rockdale	5,595	\$5,100,000	58.8 MI	Austin
Krum	5,581	\$2,938,135	48.4 MI	Dallas/Fort Worth
Jacksboro	4,511	\$3,028,649	60.5 MI	Dallas/Fort Worth

Summary of Compensation Survey

Average Salary						
	Joshua	Fair Oaks Ranch*	Rockdale	Krum	Jacksboro	Average
Administrative Assistant	N/A	\$37,690	N/A	\$34,278	N/A	\$35,984
Chief of Police	\$77,647	\$102,482	\$75,000	\$67,823	\$70,000	\$78,590
City Manager	\$102,985	N/A	\$105,000	N/A	\$90,000	\$99,328
Code Enforcement Officer	\$38,064	N/A	\$48,900	N/A	\$34,256	\$40,407
Court Administrator	N/A	\$47,466	N/A	N/A	N/A	\$47,466
Court Clerk	\$44,034	\$40,706	\$33,755	\$43,709	N/A	\$40,551
Building Official	N/A	\$59,800	N/A	\$64,220	N/A	\$62,010
Director of Public Works	\$48,033	\$102,482	\$69,360	\$66,950	N/A	\$71,706
Finance Director	\$50,294	\$94,890	\$54,122	\$71,027	\$43,000	\$62,667
City Secretary	\$64,189	\$64,584	\$52,003	\$63,680	\$47,500	\$58,391
Public Works Department Operator	\$25,251	\$34,882	\$31,200	\$31,949	N/A	\$30,821
Public Works Foreman	\$28,496	\$75,317	\$47,504	\$40,706	N/A	\$48,006
Customer Service Representative	N/A	\$32,302	N/A	\$32,510	\$37,877	\$34,230
Police Sergeant	\$56,098	\$64,584	\$57,200	N/A	\$45,449	\$55,377
Patrol Officer	\$42,952	\$55,370	\$41,400	\$40,581	\$41,845	\$45,187

**Midpoint Annual Salary*

Comparison Cities

	Hourly	Supervisor	Executive	Police
Bellville	X	X	X	X
Brazoria	X	X	X	X
Clute	X			X
Columbus	X	X	X	X
Jacksboro	X	X	X	X
Joshua	X	X	X	X
Krum	X	X	X	X
Lake Jackson	X			X
Rockdale	X	X	X	X
West Columbia	X	X	X	X
Willis	X	X	X	X

Hourly Positions

	Richwood	Joshua	Rockdale	Krum	Jacksboro	Brazoria	West Columbia	Bellville	Columbus	Willis	Lake Jackson	Clute	Average	Median
Administrative Assistant	\$40,384	N/A	N/A	\$34,278	N/A	N/A	\$38,979	\$42,500	N/A	N/A	N/A	N/A	\$39,035	\$39,682
Code Enforcement Officer	N/A	\$38,064	\$48,900	N/A	\$34,256	\$32,240	N/A	N/A	\$43,404	N/A	\$45,011	\$42,910	\$40,684	\$42,910
Court Clerk	\$33,743	\$44,034	\$33,755	\$43,709	N/A	\$31,200	\$30,825	\$50,000	\$37,389	\$47,413	\$33,190	\$39,249	\$38,592	\$37,389
Operator in Training	N/A		\$24,960	\$32,864		\$27,040	\$24,960	\$35,000	\$34,455	\$29,713	\$29,120	\$33,208	\$30,147	\$29,713
Operator	\$33,218	\$25,251	\$31,200	\$31,949	N/A	\$37,440	\$29,120	N/A	\$33,896	\$37,232	\$38,792	\$38,584	\$33,668	\$33,557
Customer Service Representative	\$32,939	N/A	N/A	\$32,510	\$37,877	N/A	\$43,825	N/A	N/A	\$29,817	\$31,148	\$37,607	\$35,103	\$32,939
Court Administrator	\$40,384	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$40,384	\$40,384

Exempt Positions

	Richwood	Joshua	Rockdale	Krum	Jacksboro	Brazoria	West Columbia	Bellville	Columbus	Willis	Average	Median
Chief of Police	\$75,000	\$77,647	\$75,000	\$67,823	\$70,000	\$65,546	\$81,952	\$75,000	\$68,234	\$82,180	\$73,838	\$75,000
City Manager	\$86,532	\$102,985	\$105,000		\$90,000	\$71,619	\$85,176	\$92,000	\$109,000	\$113,403	\$95,079	\$92,000
Building Official	\$55,210	N/A	N/A	\$64,220	N/A	N/A	\$46,740	N/A	\$58,500	N/A	\$56,168	\$56,855
Director of Public Works	\$61,992	\$48,033	\$69,360	\$66,950	N/A	\$62,042	N/A	\$75,000	N/A	\$73,565	\$65,277	\$66,950
Finance Director	N/A	\$50,294	\$54,122	\$71,027	\$43,000	N/A	N/A	N/A	N/A	\$66,404	\$56,969	\$54,122
City Secretary	\$61,992	\$64,189	\$52,003	\$63,680	\$47,500	\$47,528	\$49,920	\$63,000	\$52,490	\$69,825	\$57,213	\$57,241
Public Works Foreman	N/A	\$28,496	\$47,504	\$40,706	N/A	N/A	N/A	\$52,500	\$44,420	\$53,809	\$44,573	\$45,962

Grade	Title	Min	Mid	Max
Hourly-1	Customer Service Representative	\$30,400	\$35,765	\$41,130
Hourly-1	Operator Trainee/Maintenance Tech	\$30,400	\$35,765	\$41,130
Hourly-2	Administrative Assistant	\$35,620	\$41,906	\$48,192
Hourly-2	Court Clerk	\$35,620	\$41,906	\$48,192
Hourly-2	Operator	\$35,620	\$41,906	\$48,192
Supervisor-1	Public Works Foreman	\$44,625	\$52,500	\$60,375
Supervisor -2	Building Official	\$51,670	\$60,788	\$69,906
Executive-1	City Secretary	\$61,815	\$72,724	\$83,633
Executive-1	Director of Public Works	\$61,815	\$72,724	\$83,633
Executive-1	Finance Director	\$61,815	\$72,724	\$83,633
Executive-2	Chief of Police	\$66,732	\$78,508	\$90,284
Executive-3	City Manager	\$90,610	\$106,600	\$122,590
Police-1	Recruit	\$45,348		
Police-2	Patrol Officer	\$47,735	\$53,038	\$58,342
Police-3	Police Sergeant	\$57,281	\$63,646	\$70,011

General Fund Revenues

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Rev.	\$2,477,297	\$2,605,759	\$128,462
Transfers Rev.	\$652,576	\$104,410	(\$548,166)
Total Budget	\$3,129,873	\$2,710,169	(\$419,704)

FY19 Property Tax

Estimated Impact of Adopting Effective Tax Rate

Home Value	\$150,000	\$250,000	\$350,000
No Change	\$81.02	\$135.03	\$189.04
8% Increase (Homestead Cap)	\$163.63	\$272.72	\$381.81
10% Decrease	(\$22.25)	(\$37.09)	(\$51.92)
20% Decrease	(\$125.52)	(\$209.20)	(\$292.88)
30% Decrease	(\$228.79)	(\$381.31)	(\$533.84)

**It is estimated that the effective tax rate will be \$0.688455, which is \$0.054011 higher than this year's rate of \$0.634444.*

General Fund Expenditures

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Exp.	\$2,475,435	\$2,529,099	\$53,664
Transfers Exp.	\$654,439	\$181,070	(\$473,369)
Total Budget	\$3,129,874	\$2,710,169	(\$419,705)

Utility Fund Revenues

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Rev.	\$1,870,475	\$2,081,859	\$211,384
Transfers Rev.	\$401,590	\$89,909	(\$311,681)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Solid Waste Rates

	FY 18 Rate	FY 19 Rate	Change
Base Rate	\$16.00	\$17.14	\$1.14
Base Rate - Over 65	\$14.00	\$15.85	\$1.85
Price/Additional Can	\$8.00	\$8.00	\$0.00

Utility Fund Expenditures

	FY 17-18 Budget	FY 17-18 Projected	Difference
Operating Exp.	\$1,510,729	\$1,680,508	\$169,779
Transfers Exp.	\$761,336	\$491,260	(\$270,076)
Total Budget	\$2,272,065	\$2,171,768	(\$100,297)

Other Funds

- **Beautification**
- **Capital Projects**
- **Crime Control Prevention**
- **Equipment Replacement**
- **Transportation**
- **Utility Capital Improvement**

The next step in budget will be detailed department presentations at the budget workshop next Monday, July 16, 2018.

FUTURE AGENDA ITEMS

Bring back the burning ordinance for review.

COUNCIL MEMBER COMMENTS & REPORTS

No council member comments.

CITY MANAGER'S REPORT

FEMA conference calls are becoming shorter. All the projects are at the final stage of approval and we are awaiting final decision.

Deadline to submit census information is Wednesday. The importance is to accurately reflect our population size which will help with grant applications and economic development.

MAYOR'S REPORT

Welcomed Chief Mayer.

ADJOURNMENT

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

These minutes were read and approved on this 13th day of August, 2018.

Attest:

Mark Guthrie, Mayor

Giani Cantu, City Secretary