

CITY COUNCIL - SPECIAL CALLED MEETING

City of El Campo

**315 EAST JACKSON STREET, EL CAMPO, TX 77437
City Hall - Council Chambers 4:30 PM - September 5, 2017**

Meeting Minutes

1. CALL TO ORDER

2. ROLL CALL

Attendee Name	Title	Status	Arrived
Randy Collins	Mayor	Present	
Richard Young	Mayor Pro-Tem	Absent	
Anisa Longoria Vasquez	Council Member	Present	
Jeff Allgayer	Council Member	Present	
Gloria Harris	Council Member	Late	
Tommy Hitzfeld	Council Member	Present	
John Hancock	Council Member	Present	

City Staff Present: City Manager Mindi Snyder, City Secretary Lori Hollingsworth, Finance Director Courtney Sladek, Planning Director Penny Hornsby, Interim Public Works Director Kevin Thompson, Utilities Director Jerry Lewis, Personnel Director Rene Garcia, Chief of Police Terry Stanphill, EMS Director Chase Nielsen, Assistant EMS Director Garrett Bubela and Aquatic Center Manager Stephen Nadolski.

City Development Corporation Executive Director, Carolyn Gibson.

Media Present: None

Guests Present: Chris Barbee, Steven Staff

3. PLEDGE OF ALLEGIANCE AND INVOCATION

Mayor Randy Collins led the Pledge of Allegiance, followed with the Invocation performed by Council Member Vasquez.

4. CONSIDERATION OF AND ACTION ON

1. Budget Workshop

The outside agencies will be available to discuss their funding requests. A detailed discussion of the budget is planned, department heads will discuss their division budgets.

Budget discussions continued with presentations from individual departments.

Utilities Director Jerry Lewis presented an overview and update on Water and Sewer. He stated he has been working in Municipal Government for over twenty nine years with twenty of those here in El Campo and eighteen as Utilities Director. The structure of the department is comprised of three departments, water production and distribution, wastewater collections and wastewater treatment. Currently 80% of the department carries either a single license or dual licenses and we are striving for 100 %. Water production and distribution consists of approximately 100 miles of mains, 5000 meters and 600 fire hydrants. Four pumping facilities with 15 pumps total for a combined output of 7,900,000 gallons per day. Compliance samples are collected on a daily, weekly, monthly, quarterly and annual basis, totaling 2200 per year. Utilities Director Lewis also stated the wastewater collections and treatment consists of 100 miles of mains, 1500 manholes and 13 remote lift stations that convey sewage to the treatment plant. A total of 35 pumps transport sewage between lift stations and treatment plant, with a permitted flow of 2.628 MGD. Annually a total of 800 compliance samples are collected and run to verify the quality of plant effluent, which meets and exceeds all TCEQ permit

requirements. In addition to system operations utility personnel are responsible for the installation of water and sewer taps, maintenance of the AMR reading system, utility line locations, water main repairs and maintenance as well as sewer main blockages. Utility personnel also provide upkeep for irrigation systems related to parks, aquatics, city hall and maintain operations of the 12 pumps and chemical feed systems at the Aquatic Center. The main goal for his department is to protect the public health of the citizens of El Campo through compliance of title 30 TAC chapters 217 and 290 as administered by the Texas Water Code relating to laws for drinking water standards and wastewater treatment as governed by the Texas Commission on Environmental Quality. He also stated they continue to strive to advance the utilities department thru new technology, employee training, licensing, and taking a proactive approach in addressing infrastructure needs. Strive for excellence in addressing each citizen's complaint to provide the highest quality of service. Licensed individuals are held accountable by the TCEQ for their actions. Four levels - D entry level to A advanced. D 20 hours basic experience. A level 300 hrs plus 8 years hands on. Basic to Advanced knowledge of formulas, chemistry, chemical dosing, biology, pump & motor dynamics, controls and troubleshooting, Good stewards of our community and the environment.

Finance Director Courtney Sladek presented an overview of Utilities, Multi Departmental, Non-Departmental and Water & Sewer Admin. The Water & Sewer administration is responsible for billing forty four hundred (4,400) accounts monthly. We also moved a water and sewer admin position to water production and collection due to the position functionality. The biggest item is the forty thousand dollars (\$40,000.00) mandated Rate Impact Fee Study. This would allow for the recoup of cost for providing infrastructure needed for further development by charging developers the fees. Finance Director Sladek also stated the generators would be paid off January 2018. Also there are no new leased plans for Utilities in 2018. Reiterating that the current, water and sewer rates are the lowest in the area among cities similar in size.

City Manager Mindi Snyder clarified the franchise tax of 4%, is for use of right of way and is a payment into the General Fund. City Manager Snyder also stated the last several years we have budgeted four hundred thousand (\$400,000.00) for sewer line rehab and that for 2018 we have applied for a three hundred fifty thousand dollar (\$350,000.00) CDBG (Community Development Block Grant) and we should be funded.

EMS Director Chase Nielsen presented an overview of the Emergency Management Services. EMS Director Nielsen stated he has been the Director for the past 4 years, with a staff of fourteen (14) fulltime, thirty (30) part time and five (5) licensed ambulances that have MICU (mobile intensive care unit) status with the state. The departments Medical Director is Dr. Brian Goerig. EMS Director Nielsen also stating that the Assistant EMS Director Garrett Bubela is present tonight. EMS Director Nielsen stated that the ESD was having their second (2nd) public hearing, today at 5:00 PM, on tax rate for the FY 18 budget that is presented before you.

City Manager Mindi Snyder asked if there were any questions on the General Fund, since the last workshop ended abruptly. City Manager Snyder also introduced Kevin Thompson as the Interim Public Works Director. Kevin has been with the city for twenty five (25) years.

City Manager Mindi Snyder also wanted to revisit the 3% raise and how it could be allocated. Our Charter states the legal spending limit of a department head is their total bottom line. The hesitation presented before was not regarding giving more deserving employees compensation it was how to handle it from a budgeting perspective. There are several 1 -2 person departments and there would not be the flexibility to do more than 3%. We could propose to pull it all out from the departments and have it in one pooled fund. Then going through the budget amendment process to allocate the funds. After further discussion it was decided to continue as presented for the FY 18 as a 3% merit increase and in the future re-evaluate as needed.

City Manager Mindi Snyder stated that the proposed car allowances were being changed to a dollar amount that is there for reimbursement of mileage and if it's not used it will be returned to General Fund.

City Manager Snyder asked if there was any further discussion or questions regarding the two new positions, Assistant Finance Director and the Custodian for the new Public Safety Building. Council Member Harris asked for clarification regarding the grounds and mowing at the Public Safety Building. Chief Terry Stanphill responded this would be primarily a janitorial position. Council Member Harris also asked if this had been put out for bids. Chief Stanphill responded yes and that bids came in much higher than the cost of adding this position. Chief Stanphill also stated that City Manager Mindi Snyder gives throughout the year from her own pocket to employees. She rewards and compensates those that go above.

Council Member Harris asked Mayor Collins to put an executive session on the next meeting to discuss compensation for City Manager Mindi Snyder. September 11, 2017, will have an executive session to discuss City Manager Mindi Snyder, Municipal Judge Michelle Roy and City Attorney Ronny Collins.

City Manager Mindi Snyder stated the public hearing is on the regular meeting agenda and that this is all the

information we have to present. Also, asked if there were any more questions or further discussion.

Finance Director Sladek had a few more funds to discuss.

Court Technology: A fee that is collected with court fines, it will be used for ticket writers, ticket printers and paper.

Juvenile Case Management: Also a fee that is collected and the position require a lot of training.

Hotel / Motel: Portion sales tax collected. Goes for Chamber of Commerce and Civic Center.

Debt Services: Increased very little.

Police Seizure: Is always an unknown.

Solid Waste: Is up but we are not expecting to see an increase.

Information Technology: Is up \$10,000.00 for a website update / over haul.

Fleet Replacement: We have added a few vehicles.

General Government CIP: The \$29, 230.00 is our contribution to the skate park.

Utility CIP: There is \$400,000.00 for sewer main replacement and the rest is for ongoing maintenance.

Mayor Collins asked when the solid waste contract was up. City Manager Snyder responded September 2018. She also stated that there have been talks with Wharton and Bay City, whom both have WCA to see if there would be a benefit to a collaborative effort. This would be put out for BID independently and jointly.

Finance Director Sladek stated the next steps would be the 2nd Public Hearing on tax rate will be September 11, 2017. The Public Hearing on the budget is scheduled for the September 11, 2017, at 6:30 PM. Adoption for the budget is scheduled for September 25, 2017, Regular Meeting at 6:30 PM.

RESULT: NO ACTION REQUIRED
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2. Mowing Discussion

The potential of contracting out mowing was presented at the last City Council meeting and it was requested that it be brought back to a workshop for further discussion. The area of Code Enforcement is where the main problem lies as it is a very cumbersome process to bid the lots out individually and it is difficult to get bidders. The thought process was to include parks and facilities to see what type of quotes we received and if it would be feasible to consider seeing how outsourcing some of this would work in terms of allowing our staff to allocate their time to areas that they currently are not getting to or to gain expertise in areas where we are outsourcing or could use assistance such as landscape maintenance. Other thoughts included having them focus on areas that are in need of attention such as park play areas, tree health, water bodies, trails, and facilities. The contract is included on the Regular agenda for possible action but this item will allow an opportunity to ask questions and further explore the thought of the "pilot program" as suggested by staff.

City Manager Mindi Snyder stated the plan was to have the discussion tonight and then take action on the September 11, 2017, meeting, however that would be over the sixty days. Two BIDS were received and we had communication with the Contractor of the low bid. The BID packet was combined of code enforcement, some city facilities and some parks and the low bid contractor expressed an all or nothing interest. The concern has been for code enforcement and lack of resources to get lots mowed on a timely manner. City Manager Snyder also states the she had a conversation with Kevin Thompson, Interim Public Works Director, and the suggestion was made to utilize current employees on the flex Friday off to mow. They would use city equipment and cost would be overtime, which would be less than the bids received. Staff feels this is a very workable solution and would recommend table the item in the regular meeting. Kevin Thompson would also like time to evaluate personnel and resources.

City Manager Mindi Snyder also stated the budget change of combining parks and facilities maintenance as one department. Clarification was made as to Public Works and what that entails. Kevin Thompson responded vehicle maintenance, facilities maintenance, parks, streets and bridges.

RESULT: NO ACTION REQUIRED

5. ADJOURN

There being no further business to discuss, Mayor Randy Collins called the meeting adjourned at 5:53 PM.

Attest:

Lori Hollingsworth, City Secretary

Randy Collins, Mayor