

City Council Capital Improvement Plan Workshop

MINUTES

May 16, 2024 at 5:00 PM

CALL TO ORDER:

Mayor Pro Tem Olson called the meeting to order at 5:01 p.m.

Present:	Casey Olson	Mayor Pro Tem
	Carol Langley	City Council Place #1
	Cheryl Fox	City Council Place #4
	Stan Donaldson	City Council Place #5

Also Present:	Gary Palmer	City Administrator
	Dave McCorquodale	Director of Planning & Development
	Maryann Carl	Finance Director
	Kimberly Duckett	Court Administrator
	Anthony Solomon	MPD Chief

WORKSHOP AGENDA:

1. Discussion regarding FY 2025 Annual Budget planning.

Carl: What I asked everybody to do for tonight was to put together some information as far as needs, wants, desires. And so, we're gonna talk a little bit about those. And then this process, from the very beginning, I really want it to be a two-way process where council also gets to tell us like things that you want the department heads to consider, so that we're not left at the last minute trying to scramble and have to pull things out. So maybe I would like to see that process be a little smoother this year. So, I'm going to go ahead and start. Nikki is not here tonight, and she prepared some preliminary things on the general fund administration side. So, I'm just going to let you know a few things that we see coming down. One of those is going to be we're going to need to increase money for legal notices this next year, we've typically been spending more than budgeted. So, trying to bring us a little bit more in line with those true costs. And of course, the more things that we do the notices we have to put in the paper. So, the other thing that is increasing, of course with more development, is recording fees. So, we'll have a slight increase in that increase in legal fees, these are all types of activities that happened. touched on it the other night, a little bit of an increase for that referent or those propositions in November. So, we'll have a little bit of an increase there. And then we know that well, I know from the finance side, we have a couple of software items. In last year, we had looked at being able to implement a budgeting software, which also would provide a public facing digital budget book for the citizens. And in exploring that process, we discovered that when I thought I could go in and just redo some of our numbering schemes that we've talked about, it's a little bit bigger issue than that. Tyler actually would need to do what's called a GL conversion. And it's about an \$8,000 expense. They don't expect will suspend before 8,000. Because a good portion of that, at least a third of that is training, and I don't need the training, I just need our GL structures correctly. Because what that does is allows us to pull things by report groups, we talked a little bit about that, right, you can change the wage number all across and, and let the system work for itself. So, if we're able to get that accomplished, then we would like to be able to look at that budgeting software and including the public facing budget work. It would make things tremendously smoother during the whole process and reduces a huge portion of human error, because we're...

CM Fox: What software?

Carl: It's through clear gov, and there are several cities that use it. I can tell you Waller uses it because I built theirs out.

Palmer: Roswell uses it.

Carl: But there are a lot of cities that use this, I think as well. There's all kinds of added features that come to it. There's like a transparency piece. So there's all modules you can add to it. But that budgeting process it while there's a budgeting component in INCODE is not as fluid as something like this. So, so that's something else we're looking at. So that's what we're...

Mayor Pro Tem Olson: How much does it cost?

Carl: To do the budget piece of it and the public facing book is about \$13,000.

CM Fox: But that's not the whole program, right?

Carl: Well, like I said, it's modules, right? So the more you bundle...

CM Fox: You can add em.

Carl: Yeah, we can add the transparency piece. Really like those would be the three you would do the budget, the budget book and then the transparency piece, so...

Mayor Pro Tem Olson: That's all in \$13,000?

Carl: The two modules. I don't have the transparency piece in there, but it would, it will add, I think the transparency pieces like \$4,500, but we would like a bundle discount.

Palmer: Is that a that's a public facing?

Carl: No, the budget book is public facing the transparency piece is actually a piece where, like you upload your checklist with your list of process checks every month. And so that piece is out there.

Mayor Pro Tem Olson: People can see them?

Carl: Yeah. So on the public works, and water sewer side, Mike is he's asking to put back in the contract labor for streets. We took that out of the general fund budget last year, put it into capital projects. And there's just resulting in not getting done because there's so much money being spent on capital projects. And so, it, it just came down to not getting done. So, we're going to look at trying to put that back in. He's also looking at requesting that new position that he discussed last year, the Public Works Coordinator. And then if that position is added, he would be looking at adding one truck that would be split between the two funds. On a positive piece, sludge hauling is gonna come down. So he's super excited about that, because we're on the water operator and things they've done are decreasing that cost. So, he's excited about that as well. And on the vehicle side of it, we're looking at other options instead of just outright purchasing, exploring some options, whether it's through like a national kind of financial lease through a

government friendly organization, we met today also with an enterprise fleet management. And so, we're exploring those options on both the PD side and public work side. So that's kind of the big picture, other kind of things that we have right now. And then I'll turn it over to you all here to see what other extras you have in yours.

Duckett: Just basically wanted to kind of up in my, in the computer technology funds, we can add new computers for myself and my clerk, and there's probably gonna be some new computer technology, we're adding new income programs to help the court process a little bit smoother as far as like taking on payments, and being able to send out mass text messages to defendants for court dates and things like that. And continue to maintain my third position that we are building now. And just having extra funds as far as for the new services program, that we're still building the components with Tyler, that should be happening here in a couple of months. So, once we finished those things it's still good in the numbers on that we just have a few preliminary numbers right now. But it shouldn't be anything outrageous. That's it for the court.

Solomon: As far as what we're looking at, as Maryann talked about, we're looking at a couple of different ways of looking at vehicles that won't cost anything across the board. I think I've given her one a couple of weeks ago. And then we met with enterprise today. I think enterprise will, it would be good for the city because it also dealt with public works in most cities than it did with emergency vehicles. And so we'll get those numbers and then we'll come in and kind of present you guys how that looks. And it's, it's actually a recycle thing. And it's also it's almost like trading that car and get that money and put it back so you guys will get a chance to take a look at that. We're also we're gonna we need to move away from Tyler. Tyler, as far as it comes with the RMS, the case management sections and in a team of key like standalone. We have a reoccurring cost of that of \$17,000 a year. We're looking to go Spellman which is what the county has. It gives us everything we need. And that will save us about \$10,000 a human on reoccurring costs, because let's just change costs about \$90,000 and then we go into here, we give you about saving about \$10,000 each year because this one right now \$17,000 and it's, it's virtually not doing us any good.

Mayor Pro Tem Olson: What do you use that for?

Solomon: We use it for our reporting, our case management, and also our standing on TLETS, which gives us access to running people for warrants and things of that nature. And those warrants were just not being filed, but that's what we're coming with with with says that we're working on his way so that will give us a broader look at looking at top.

CM Fox: What's the name of it?

Solomon: Tyler.

Mayor Pro Tem Olson: That's who we use now.

Solomon: Oh, I'm sorry, Spellman.

Mayor Pro Tem Olson: So 90,000?

Solomon: Then we're looking at we're changing the computers in our cars to Dale's, we've made the change with the exception of how much of that six seven exception about six we've already made the changes just through the funds from from last year. So the new two new cars we've got

come in spend Equip for the cars that we have now have already been equipped with Dell looks like we'll need to put about six more than it's about \$13,000.

Mayor Pro Tem Olson: Who did we use before Dell?

Belmares: GTech. They're located in California, we haven't had a lot of luck with repair service and customer service when it comes to...

Mayor Pro Tem Olson: How long were they lasting?

Belmares: GTech, four maybe five years.

Solomon: They have been pretty good. Price has definitely been a lot better price. They've been able to lower them, we've been able to lower the things we've needed. Long as you're not throwing them around.

Belmares: Their Toughbooks series is yeah, we're gonna we're using the Toughbook series kind of like what Gtech has, it's compatible to Yale. But they've seen the function. And you know, they're newer, so they're the insides are faster and more efficient.

Solomon: And the other items that we're doing, we've got grants, so we don't have to do anything until we until we do with those grants.

Carl: Alright, so the question becomes, is there anything that y'all have? I know that you've had a workshop with Gary this year, about priorities. Is there anything in that list that is...

Mayor Pro Tem Olson: Where do we stand on the compensation study?

Palmer: We haven't even touched it. That is what Maryann and I were talking about earlier. So, this is kind of just a list. It's my folder list of the priorities that we established last summer. Here's the, where is class comp? So, I've done a little bit of research, but obviously not much. So, we haven't even haven't even touched it. We're probably not going to have enough money to do that in our consulting line item this year because of the planning project. But I can still pull off our field suit comes back. And then we're doing this one. Kind of did that one that was when we put money in for the picnic last week. Two weeks ago, was that last week? This one we're doing good. This one is on standby we talked about for doing the recodification Municipal Code, which is separate from the zoning and subdivision regs. This is still outstanding and that's more of a, it's more of a EDC item working on this haven't started that yet. And yeah, that's it.

Mayor Pro Tem Olson: When is your contract up for renewal?

Palmer: January.

Mayor Pro Tem Olson: I'm in favor of Mike moving his streets back to him if Chris keeps eating up his money. That's always on my agenda is to fix the streets.

Carl: It's on his too.

Palmer: So I guess, to Marion's question. We need to consider some of these items, whether we want to continue working on these or not, because obviously, this is bandwidth. I don't need a decision tonight, but just maybe just put it in your heads and...

Mayor Pro Tem Olson: So what are we working on?

Palmer: Well, this one. This one. This one. And kind of that one. And this is internal.

Mayor Pro Tem Olson: Yeah. What about the service contracts?

Palmer: Yeah, that's just, we wanted to compete all of our service contracts. That's everybody engineering. City Attorney. We just hadn't had a chance to get to that yet.

McCorquodale: I did a little bit of research on building permits.

Palmer: Yeah, building all that.

Mayor Pro Tem Olson: What do you guys think?

CM Fox: Is there things that you want to work on?

Mayor Pro Tem Olson: There's four of us here. Asking your opinions.

CM Fox: To me it seems like they are all viable.

Palmer: Well, yeah, the two the two that are probably most impactful in the budget would be the Municipal Code recodification and probably the competing the service contracts.

CM Langley: And that Municipal Code recodification is not in either one of those other programs?

Palmer: Well, it's a generator to the budget. So recodification I'm sorry, Carol was what was the question?

CM Langley: That is not in either one of those plans that were working?

Palmer: Some of it is not, not all of it. But there may be some sections of our municipal code that need to be reviewed and updated. I just don't know what sections we need to look at.

CM Langley: So if we're paying for it later, then we should just wait and not put it in there.

Palmer: I think that I think the Municipal Code of taking away the most critical one is the one that we're working on the municipal code update. I think that can wait. We're not I don't think we're having a whole lot of issues with our municipal code. So that one, I think, can wait. The service contracts I would love to get to that. I would love to get to that but its a matter of finding the time, and then of course, it's bringing these to you guys. And it's all, all of this over and over again. So, it's, again, it's bandwidth, class compensation study. That's important. I don't think that would take a lot of bandwidth but that's going to be impacted to the budget. I think we estimated maybe 40. Probably anywhere between 20 and 40 for a class comp study.

Carl: And it might not be that much based on our size.

Palmer: Yeah. Yeah, I'll throw out an RFP on that I've been meaning to do that anyway just see what comes back. And if it's something we can work with with we start drilling down with the numbers then we'll put it in the budget and if not, I'll spring to you guys and let you know. So really, out of all the all the priorities we had in the summer we're working on probably half of them the other half are either pending or upcoming. Guys are watching Netflix.

CM Langley: That got somebody fired once upon a time.

McCorquodale: It's the place to be I just want to say that out loud. All those smart ones, they just had that stuff just comes in there whether you got it or not.

Palmer: Yeah, I'd say the biggest factor is just time. It stinks.

Carl: That helps us too though. To be able to look at this and say, Okay, we need to put some money in the budget if these things are going to cost us money. Yeah. financial policies, cost money. It's just time.

Palmer: Are there other things you guys have been thinking about over the past year that maybe we should be looking at that we didn't get on this list?

CM Fox: I think my whole thing is like these new programs, complications, let's just make sure that we implemented and it goes forward and doesn't stop.

Palmer: Okay, was there anything else you wanted to cover regarding budget? You want to hit that second item.

2. Discussion regarding RFP process for bank depository.

Carl: Second item, this is an informational piece just to kind of be aware of what we're looking at. So, with public funds, we are required to have a depository services agreement. And that agreement, at maximum can be a five-year agreement. Our current agreement is from 2005. So, we are moving forward quickly on this process, because we need to be in compliance and rather be in compliance before the new budget year, for audit purposes. So, we'll be going through this process. So, I gave you all just kind of a draft of this, we're gonna be getting it over to legal, it's a really standard thing. The idea is to be able to go out and get the best interest rate for our money and make sure that we are getting a fair pricing on any fees. I don't have any problem with first financial, it's just that we are severely out of compliance. And so typically, in this process, once we advertise, we will have the RFP up on our website. And I will also provide all of the local banks with an email and let them know that we're going through this process. So, they will be invited to participate. And then, once the, once we get the sealed bids in, we've got a scoring system that we'll use. And we'll it's usually pretty straightforward.

CM Fox: It would just be the banks within the City Limits right?

Carl: Because we have so many banks within city limits, there's no reason for us to consider banks without a branch here. And you can do that. That's allowed under the statute. So you could kind of argue that makes that Hello, the location. The the nature of this one is a little bit can be a little bit touchy because sometimes, I mean, y'all have relationships with people at banks here, right. So, it'll be really important once we kick off this process, that there can only be one city contact for this, while there can be you can have multiple city contacts, which you have to

outline who your city contact is in here. And so, it can't, there can't be a whole lot of discussion happening other than to let them know, hey, the city is going through an RFP process right now. If you're interested, check it out. But if anybody you know, reaches out from any of the banks, to anybody, staff, council members, whatever, just refer them back my way and be because we have to post any questions that are asked. So, if they asked us questions, we have to respond, post those on our website so that everybody has access to it. But yeah, I've been trying to figure out where this contract was, from where I started and finally, to be able to get the bank, I was like, I am going to need you to put this in my hands because I can't put my hands on it here. And when I saw that it was from 2005. Dave pointed out that that was a human being it would be graduating from college. So, we need to get that changed. But if anybody has any questions about the process along the way, let me know.

CM Donaldson: So who gets the RFPs?

Carl: They'll come to me.

CM Donaldson: Oh, they'll come to you? We post the notice and the banks that see them can respond?

Carl: Yeah, and we post a notice new things to see the notice getting respect. So we have to publish it in the newspaper. So, we'll publish it in our our local newspaper. And I will send them out. Because we have so many makes scenario open duty it was but we actually make contact with those banks and let them know because maybe they're not reading the newspaper on that publication date. So, he lets them know that we have an open RFP for depository services, and then they can choose whether they'll respond or not. It'll be open for approximately 20 days I think so, so they can get notice of that.

CM Donaldson: So they can notice other than just the newspaper?

Carl: Yeah, the newspaper is the notice it will be on our website. So it'll be on the website. And then like I said, all the branches that are here, local, they'll get an email from me. And if I don't have an email, I'll do a visit of, hey, go to our website. Because we do have this open, because we want to encourage we want the as many applications as we can have. It's really rough when you go through that process, if you get one respondent been there...

McCorquodale: Maybe that's why we're using First Financial.

CM Langley: You never know.

Carl: Yeah. Carl and I actually had been, we've been approached by one of the other banks, and asking, you know, hey, if you ever go out for RFP, we want to compare any depository services, we want to help you out. So, so we're gonna see, see what we get. So you're gonna expect that to come to you, in July, for approval. The second Council meeting in July is the timeline that we have currently established.

Palmer: So counsel hasn't seen this since 2005? Ok.

CM Donaldson: And we were supposed to do it every five years.

Carl: So yes, the maximum length of a contract is five years. Typically, you go into a three-year agreement with extensions up to two years and one-year increments. And when you trigger that

second extension, that's when you also trigger your process for the next year. The most difficult thing, as you can imagine, in this process, is, if it's not First Financial, who provides us the most sound agreement, to transfer everything to a new bank is difficult when you are you're not taking a break, right? Like you can say, okay, we're not gonna write checks for a month, we're gonna let that account go now, and then we're gonna start over here. So it's a little bit tricky. Typically, the window to do these is about nine months. And there's usually an extension option within your agreement, like, like I said, that last year of your agreement, normally at about the nine-month, point, you would start your process so that you can go through the transition

Mayor Pro Tem Olson: How many accounts? 23?

Carl: We will not have 23 accounts. So, this, this is kind of one of those first things, that's going to be really, really nice. Because according to that full cash environment, we will be able to reduce the number of bank accounts that we have. It's also it's also advantageous of us to be able to have some investment account at the local bank as well, it's just a just is it's good for cities, like it's good for the image of the city, and the relationship with your bank. And so, if they're able to provide some sort of competitive interest rate, my last city, we were able to get four basis points higher than TEXPOOL, because of the volume of funds that we had from a local bank. And so, there's those options, there's all sorts of sweep options. So, if there's an option for us to be able to keep more money here, say for instance, right now, we could gain more interest locally, and it's easier, more readily accessible for projects. So yeah.

CM Fox: First Financial, probably 20 years ago, they were the only bank.

Carl: And like I said, I don't have a problem with that them at all.

CM Donaldson: So we have everything with First Financial? I thought we had someone else.

Carl: You do all the investments are with TEXPOOL. So those are not I mean, they're strictly investment accounts. We can't you know, write checks on those or anything. So we can do a wire from them to our first financial account if we need funds.

CM Donaldson: They won't change?

Carl: TEXPOOL can't. No it's an investment account. They're not. They're not accounts that we can write checks off of.

CM Langley: So when you Get these income on July the 23rd to Council, will you have like a comparison charts?

Carl: You'll get the evaluation criteria three and see exactly what you'll get the name of the institution, and then you'll get their scorecard. So, yeah. So that was all I had.

CM Langley: I know that one of the banks that's outside the city, he used to work at First Financial. So I saw him the other night. And he reminded me again.

Carl: Let him know there will be a phone call.

CM Langley: But you are outside of the city limits.

Carl: That's right, the priority to and yes, priority can definitely be based on that. They get a score for that, yeah. And there, for before I got here, the city was doing remote deposits. I'm not a particular fan of remote deposits, primarily because I don't want to be the one responsible for maintaining that paper check. And, most days, we have some cash element that has to go to the bank, so I can't remotely deposit cash. So, it's, it just makes sense. We don't have a huge volume, we don't need lockbox services, we don't need armored car, we don't need those kinds of things. So, to go outside of the city is kind of silly, because it would be a further drive for our folks to take on. So, if you have any questions along the way or whatever, just let me know.

Palmer: So this will be coming back in July?

Carl: Yes. We anticipate, if I can get it all through legal and have everything ready to go for publication The week of June 17. And we should be on track for that July 23. Meeting. The I'm not 100% Sure. And there'll be an August 1 Start. I'm thinking it's going to be a September one.

Palmer: Cool. We'll get started as soon as Matt gets here. You guys have any other questions on the budget? Any capital projects, anything?

Mayor Pro Tem Olson: This is a budget kind of question. We still have to capitalize on the trademark of the home for the Montgomery, for the birth of the Texas flag. What brought it to my attention, I flew my parents down just last week and I wanted to go to the shops. And one of the things my mom asked me when we were done was where can I buy something that says Montgomery Texas? And I said you can't, because we looked in every shop downtown and there isn't one.

McCorquodale: Maybe something in Brookshire's over by the pharmacy.

CM Langley: That was the one was that steakhouse right there

Mayor Pro Tem Olson: Nothing in this town. But we're not capitalizing on it we should be.

CM Langley: Where the Richard Tram get all that stuff that he brought up to city hall?

McCorquodale: I think from Becky. They were ordering and baking and printing doing all sorts of little trinkets. Yeah, yeah, so we did not we didn't do anything with the goat we didn't it's a different it's not a trademark maybe a copyright we didn't copyright that go but we did get the trademark or the birth of insects back to your point trademark. Like the premise that they issue those to us for trade. Like that's the fundamental view so it would be good if you know whether we're licensing this you know trademark out or you know doing it ourselves but some component of using it for its purpose is probably going to help us just you know maintain it because you have to renew it every few years. So, it's not a forever thing you got to show and at least have an intent that yes we're using this so.

Mayor Pro Tem Olson: Can't just hold on to it.

Palmer: Its, you said license, so that maybe we can license some specific shops to sell it sell shirts with our logo on it.

CM Langley: I think Thomas printing has stuck over here this is every Texas on it I know spirit industries does.

CM Fox: Yeah, Spirit Industries does.

CM Langley: They used to have all kinds of stuff.

CM Donaldson: I would like to see that thing up on the wall updated.

McCorquodale: A new logo? For city seal?

CM Donaldson: Yeah. City seal. I was thinking about you know we can offer to educational institutions to try to...

Palmer: Do a little contest?

CM Donaldson: Yeah, have a little contest. But you know give the one we like a small...

CM Fox: Wait, have a contest to change that?

CM Donaldson: Yeah, set up a new seal.

CM Fox: I don't think there is anything wrong with it. still there with the seal on it

McCorquodale: Can the logo kind of we've got a little kind of an informal logo, you know, the one that EDC Did you know, that says birthplace of the Texas flag, we that was kind of one of our supporting things for going for the trademark was here. Here's us using this on our letterhead. So that logo is a bit more informal. And those can change, you know, more typically than a city seal. City seals are hard. I rarely see those change. But you know, the new kind of logos and things kind of branding elements, those are kind of easier to you know, to come up with a new one that, you know, everybody can latch on to

Palmer: I'd say one thing we need to work on at some point is this website. This website updated.

McCorquodale: You know, I thought about having a little meeting with James when he gets in here and gets his seat warmed up. I'm gonna familiarize him with what he needs to do on this website to get it. There's a lot of stuff you know, just update stuff. You got to reach out to them you know, you can't, there's some stuff you can change. And there's some stuff you just got to spend the time to get on the phone with them and wait around for Pay for service and I thought about yeah there's some there's few items on there to clean up.

Palmer: Not a priority. Yeah something we need to look at at some point. Okay, because anything else on the budget I'm going to cut these guys loose and we'll just wait on Matt to get here and get in and out. We're good Casey?

Mayor Pro Tem Olson: Yep, we're good since Matt gets here we'll we can stay here actually. Thank you very much everyone. Drive careful.

Executive Session:

3. (551.071 – Consultation with attorney) Town Creek Hydrology Project

Adjournment:

Submitted by: James Greene
James Greene, City Secretary

Date Approved: Jul 25, 2024


[Sara Countryman \(Jul 25, 2024 08:37 CDT\)](#)
Sara Countryman, Mayor

CC Budget Workshop 5-16-24 Minutes

Final Audit Report

2024-07-25

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