

City Council met for a special called City Council Meeting/Workshop on June 10, 2019 at City Hall, Council Chambers, 907 E Houston, Cleveland, TX, with Mayor Cohn presiding.

MEMBERS PRESENT: Mayor Otis Cohn, Councilmember Marilyn Clay, Councilmember Fred Terrell, Councilmember Jennifer Bergman, Councilmember Carolyn McWaters, Councilmember Danny Lee, City Manager Kelly McDonald and City Secretary Angela Smith

VISITORS PRESENT: Jacob Hargrove, Dean Crockett, Craig Thomas, Cecilia Flores, Christi Sullivan, Tony Averitt, Chris Bahan, Suzi Bahan

EMPLOYEES: Bobby Pennington, Darrel Broussard, Sean Anderson, Rod Hailey, Mary Ann Harrison, Frieda Joyce, Mary Cohn, Jeremy Chesnutt

Mayor Cohn called the meeting to order at 1:15 pm and stated there was a quorum. Darrel Broussard gave the invocation and Danny Lee led the pledge to the Texas flag and Jennifer Bergman led the pledge to the US flag.

Executive Session

- 1. Closed Executive Session under Texas Local Government Code 551.072, Deliberations about Real Property - a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**
- 2. Closed Executive Session under Texas Local Government Code 551.087, Deliberation Regarding Economic Development Negotiations - to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations.**
- 3. Closed Executive Session under Texas Local Government Code 551.071 for Consultation with Attorney.**

Council left for executive session at 1:17 pm.

Return to Open Session

- 4. Possible action from Closed Executive Session as related to airport matters and potential hangar agreement**
- 5. Take action on any other items from executive session as needed.**

Council returned to open session at 2:41 pm. No action taken.

Workshop

- 6. The City Council will meet together with its City Manager and Department Heads in a Departmental Priorities for Funding session to discuss and consider city services, overall projects, operational issues, including budget needs, water drainage, economic development**

issues, long-term financial planning, land acquisition or sell and to develop priorities for the upcoming year and for the long term.

City Manager McDonald reviewed the information. The review started with Public Works needs in the utility fund at the West Wastewater Treatment plant. The items listed need to be fixed now and no more band aid repairs. Assistant City Manager/Finance Director Pennington stated that we will have funds to do these needs in this year. We have one million in sales tax over predicated levels. A question was asked about tank painting. The reply was that the costs were provided to Mr. Pennington. The tanks were inspected three years ago. Once a schedule of maintenance is established updated figures can be provided.

In general fund – Public Works, two tractors for mowing/ditch work plus adding one additional person to hire. These items are not set in stone and can change.

Airport – Jet A Fuel – proposed buy a bigger tank for gas and clean out the current tank for Jet A fuel. The airport currently has two people who use Jet A fuel and have to get it from other airports. The runway lights are possible 90/10 TxDOT grant set for year 2021. It was asked how does Jet A fuel help the airport. The fuel makes additional revenue sales and potentially more attention for the airport if we can fuel jets.

Fire – Start on the design of the new fire station. It is potentially a \$5 million project. Gallagher Construction has sent us an agreement for the total design phase which staff will review. The new station would be three bays, double stack, in the Grand Oaks location. It was asked that if we need to build another one in 20 years, if we put all of our money in one station how does that serve Cleveland. Cleveland needs more than one station. These designs are cookie cutter with tilt wall buildings.

Police – Two additional patrol vehicles since 11 of the current vehicles have 100k mileage or above and some are still Crown Vic's. Adding one additional patrol officer to staff. It was stated that there needs to be two officers per vehicle. The reply is that the officers do a 30 min check while out on patrol. They also use the MDT's to check in/out in vehicles. Most agencies are one officer per vehicle. They have 12.5 officers now with three to four officers on shift.

Court – Software processing will integrate with what they have currently and that most courts use this system.

Library – The proposed cost of \$75k for storefront replacement was questioned. The response is that that area is not ADA compliant, it leaks, not safety glass and it is actually the original glass still there. The library applied for a grant to help with the shelving needs and they found out in April that they did not receive the grant. We still have the \$50k for match budgeted in this fiscal year but we would have to shut the library down for one week to get it all done. There is another grant that is being reviewed – Cullen Foundation. It was stated by councilmembers that we should get the carpet and furniture now to fix the issues. Mary Cohn said that the current shelving is from the 1970 and is a safety issue. She suggests that the furniture and shelves are done first. Mr. Pennington said that we can do all these things this year but the tricky thing is recurring costs.

Civic Center – They have no real storage areas and currently using part of the records room. They are asking for a conex box for storage. Additional parking at the Civic Center – on the

south side of Civic Center they can get 79 more spaces which is two more rows. It was mentioned that the price in the packet is for concrete only and not engineering. The conex box would be put at the old Public Works facility across the street.

Development Services – They are asking for software for permitting needs. Cost is around \$6,720. It would streamline operations. In addition, they are asking for additional Code Enforcement Officer. The software is part of Incode, the current vendor. Discussions about contracting inspections out or hiring additional inspector occurred. On the annual inspection fee that was discussed previously, city attorney informed staff that there may be some legal issues with it. The department would also add an additional administrative position.

Admin – Cross train all the customer service reps, permit techs to cover each window and tasks. Redesign the front of City Hall – one option is to remove the reception desk and make customer service windows to provide additional support. This would help cover for vacations/sick days, etc. This project needs an engineer to review and provide some costs.

Personnel – moving forward with addition of Deputy City Secretary. Angela Smith, current City Secretary, has worn multiple hats for years and we need to add some coverage now. This position would also provide administrative assistant support to City Manager and Assistant City Manager.

Salary Survey – It is probably time to do a third-party- salary company survey. Angela had gotten a quote from 2015, it was \$29k. We would get additional quotes. This process would help us be more competitive as we currently have 25 employees who made less than \$15/hr. A councilmember stated we need to do the cross training and redesign now. Ms. McDonald stated that we can do the engineering now to give us four customer service windows, two water techs, two permit clerks and it will utilize space better. She will contact Danny Cook to see if he can provide figures. City Secretary Angela Smith reviewed the admin request for records management system. It would be two different companies that would provide service. One would come out and review all the current files and determine which can be destroyed and will provide a database of current files. They will also come out each year to review files to stay current. They also can scan files that are being kept into digital files which would be used by the second company. They are a software company that provides digital file management.

As a recap, Mr. Pennington looked at the numbers and stated that all the items talked about today can be funded. In response to a question asked, he responded that the splash pad is included in the figures at a cost of \$200,000.

Discussion occurred on mowing/paving issues.

Question on employee salary increases was asked – Mr. Pennington stated that there is a 5% increase in the base budget with a supplemental increase available. City Manager McDonald said that during budget time, the EDC Director position will need to be discussed since the municipal park maintenance will be off EDC, they will be able to support it.

Adjourn

Meeting adjourned at 5:12 pm.

PASSED AND APPROVED this 16th day of July 2019.

____/signed _____
Mayor Otis Cohn

ATTEST:

____/signed _____
Angela Smith, City Secretary