City of Danbury Regular Council Meeting Minutes Thursday, November 21, 2019

CALL TO ORDER

Mayor Melinda Strong called the meeting to order at 6:33 p.m.

COUNCIL PRESENT

Bill Turnipseed
Sue Powell
Heather Martin
Brenda Milligan
Coby Pruitt

COUNCIL NOT PRESENT STAFF PRESENT

Moira Ginther Steven Humbird

PLEDGE PRAYER by Bill Turnipseed

Public Comment:

- 1. Frank Morales expressed his frustration with the tearing up of his driveway by the Drainage ditch/culvert upgrade. He stated no one told him they were going to do the work, he didn't ask for it and he wanted to know if driveway would be put back in original state. Mayor stated no that it fell under the egress of the property.
- 2. Rhonda Holcombe inquired about the agenda item #12 and if there was a committee that she could volunteer to participate on.

Council and Staff Comments

Comments may be made by Council or Staff, but no action taken on the following topics without specific notice. Those items include: expressions of thanks, congratulations or condolence; information on holiday schedules; recognition of public officials, employees or citizens other than employees or officials whose status may be affected by the Council through action; reminders of community events or announcements involving an imminent threat to the public health and safety of the people of the municipality.

Bill Turnipseed announced Christmas in the Park will be Sunday, December 1, 2019. It starts at 4:00 p.m. and Santa will arrive at 5:00 p.m. All food free.

Mayor & Council Updates: The Mayor reported that council should be expecting a letter from Curtis Craig for the FY Audit.

Consent Agenda

- 1. Consideration of Monthly Bills (Check Register from October 17, 2019, through November 20, 2019)
- 2. Consideration of September 2019 Financial Statements
- 3. Consideration of October Police Report/Maintenance Log
- 4. Consideration of October Animal Control Report
- 5. Consideration of October Municipal Court Report
- 6. Consideration of October Community Center Report
- 7. Consideration of October Park Report
- 8. Consideration of October Comp Time Report
- 9. Consideration of October Utility Report
- 10. Consideration of City Council Minutes (October 17, 2019, October 28, 2019, and November 14, 2019)

Motion was made by Bill Turnipseed and seconded by Brenda Milligan to approve the consent agenda with Tire Rotation being added to the Police Vehicle Maintenance Report. Passed Unanimously.

General Business:

- 1. Discussion and Consideration of Approving Contract with Suez, an Asset Management Program, Concerning the City of Danbury Water Storage Facilities. (Melinda Strong) Motion by Bill Turnipseed and seconded by Sue Powell to approve the contract with the Addendum. Passed unanimously. Next agenda 12/12/19 for color chart and logo.
- 2. Discussion and Consideration of future construction plans on property located at Avenue A and 6th Street. (Randy Roberts) Randy Roberts presented his ideas for council to be considering. Next agenda 12/12/19.
- Discussion and Consideration of Permitting Family Heritage to Offer 100% Employee Paid Supplemental Insurance Plans. (Moira Ginther) Motion was made by Bill Turnipseed and seconded by Coby Pruitt to permit Family Heritage to offer additional employee funded insurances. Passed unanimously.
- 4. Discussion and Consideration of approving the City Secretary's attendance at monthly meetings of the Salt Grass Chapter of Texas Municipal Clerks, Inc.. (Moira Ginther)

 Motion by Heather Martin and seconded by Bill Turnipseed to discuss. Heather will meet with Moira to explore training necessary. Next agenda 12/12/19.
- 5. Discussion and Consideration of Extending the Cement Skirt around the Gazebo at Skrabanek Park. (Sue Powell) Sue still gathering bids; will let City Secretary know when to put it back on agenda.

- 6. Discussion and Consideration of Casting (4) votes allotted to the City of Danbury for the Board of Directors' of Brazoria County Appraisal District and approve resolution for same. (Melinda Strong) Motion by Bill Turnipseed and seconded by Heather Martin to cast (4) votes for Ro'Vin Garrett; adopting Resolution 19-009. Passed Unanimously.
- 7. Discussion and Consideration of Opening Minimum Balance Account and Applying for TDECU (Gas) Credit Card to be Used By the Police Department. (Bill Turnipseed) Bill Turnipseed reported on progress. Still working on. Next agenda 12/12/19.
- 8. Discussion and Consideration of Opening a Savings Account with the Unused Funds from the 2018-2019 General Budget. (Bill Turnipseed) Bill Turnipseed reported on progress. Still working on. Next agenda 12/12/19.
- 9. Discussion and Consideration of Danbury Police Association hosting event for families receiving Blue Santa on December 12 at the Community Center with the rental fees being waived. (Heather Martin) Motion made by Bill Turnipseed and seconded by Heather Martin to approve the Danbury Police Citizen's Association to use the Community Center 12/12/19 6:00 p.m. to 8:00 p.m. waiving the rental fee. Clean up fee will be paid by Bill Turnipseed. Passed unanimously.
- 10. Discussion and Consideration of reimbursement to DISD concerning Sherwin Williams invoice for paint used on crosswalks. (Heather Martin) Motion was made by Sue Powell and seconded by Bill Turnipseed to reimburse 50% of invoice, totaling \$340. All future requests must be brought before council prior to the expenditure, as the Expenditure Policy states. Payment to be made by Streets and Roads. Passed unanimously.
- 11. Discussion and Consideration of permitting Fort Bend ISD Education Foundation to set up a rest station in front of City Hall on April 4, 2020; or as an alternative, at the Park, waiving the rental fee. (Moira Ginther) Motion was made by Bill Turnipseed and seconded by Brenda Milligan to permit rest stop in front of City Hall as described in letter agreement; with porta potties being set up in far end of parking lot toward Firehouse. Passed unanimously.
- 12. Discussion and Consideration of payment of invoice to Keep Brazoria County Beautiful Association. (Melinda Strong) Motion was made by Bill Turnipseed and seconded by Brenda Milligan to pay the invoice; coding it to Dues and Membership. Passed unanimously.
- 13. Discussion and Consideration of Creating Job Descriptions for City Secretary, Finance Officer, and Deputy City Secretary/Utility Clerk. (Melinda Strong) Retype with following changes and present Next Agenda 12/12/19. Finance Officer to be listed as back up RVS when Utility Clerk and/or City Secretary not at work; List STEAR

- program under City Secretary; list for ALL item stating ... Any additional task/duty as assigned by the Mayor.
- 14. Discussion and Consideration of Providing Citizens a Copy of Consent Agenda at Regular Monthly Meetings. (Melinda Strong) **No Action.**
- Discussion and Consideration of City of Danbury Employees Using A Time Clock.
 (Heather Martin) Next Agenda 12/12/19
- 16. Discussion and Consideration of Plan for Organizing and the Clearing of Documents in City Hall Attic and Conex. (Heather Martin) Motion made by Heather Martin and seconded by Bill Turnipseed to effectively begin project and accountability. Begin with preparing Purchase Order to purchase shelving for whole left side of wall. To be in place by 2/1/20. Next agenda 12/12/19. Passed unanimously.
- 17. Discussion and Consideration for the Purchase of Tires for the Tahoe. (Melinda Strong)

 Motion was made by Bill Turnipseed and seconded by Coby Pruitt to approve
 purchase of (4) new tires for the Tahoo. \$887.00. Passed unanimously.
- 18. Discussion and Consideration for the Cancellation of Services Provided By Harris County Radio Services. (Melinda Strong) Motion made by Heather Martin and seconded by Bill Turnipseed to cancel these services; request refund for term that City was unable to use. Passed unanimously.

Sue Powell exits 8:29 p.m. back 8:31 p.m. Coby Pruitt exits 8:55 p.m. back 8:57 p.m.

Executive Session: Entered 8:58 p.m.

- 1. Executive Session under Texas Government Code Sections 551.071 and 551.074 to discuss employment, appointment, evaluation, duties, reassignment, compensation, bonuses, discipline, dismissal of all City Hall Personnel.
- 2. Executive Session under Texas Government Code Sections 551.071 and 551.074 to discuss employment, appointment, evaluation, duties, reassignment, compensation, discipline, dismissal of Utility Personnel.
- 3. Executive Session under Texas Government Code Section 551.074 to discuss employment, appointment, evaluation, duties, reassignment, compensation, discipline, dismissal of Police Chief, Interim Police Chief, Police Officers, and Reserves.
- 4. Executive Session under Texas Government Code Section 551.076 to discuss security at City Hall.

General Agenda Continued: Entered 10:26 p.m. Present Coby Pruitt, Bill Turnipseed, Sue Powell, Heather Martin and Brenda Milligan.

- 19. Discussion and Consideration of employment, appointment, evaluation, duties, reassignment, compensation, bonuses, discipline, dismissal of all City Hall Personnel.

 Motion made by Bill Turnipseed and second by Heather Martin to give all City Employees \$250 bonus, as separate check, on the first payment in December. All net checks should be \$250.00. Passed unanimously.
- 20. Discussion and Consideration of employment, appointment, evaluation, duties, reassignment, compensation, discipline, dismissal of Utility Personnel. Motion made by Sue Powell and seconded by Bill Turnipseed to give Cory Stefka \$1.00 hour increase to show him we want him here and for his promotion. Passed unanimously.
- 21. Discussion and Consideration of employment, appointment, evaluation, duties, reassignment, compensation, discipline, dismissal of Police Chief, Police Officers, and Reserves. No action.
- 22. Discussion and Consideration of setting a date and time of any additional interviews for the Chief of Police position. Next agenda 12/12/19.
- 23. Discussion and Consideration of Upgrading Security at City Hall. (Melinda Strong)

 Motion by Bill Turnipseed and seconded by Heather Martin to accept the bid from
 Patrick's Lock for the installation and upgrade of City Hall security system.
 \$2,225.00. Passed unanimously.

Adjourn/Dismiss: With no further business the meeting was adjourned at 10:43 p.m.

Flench Me

Minutes Approved On: December 12, 2019.

CITY OF DANBURY Monthly Financial Report September 30, 2019

	Last Month	_This Month_	Change
CASH BALANCES			
General Fund			
Operating	365,340	337,071	(28,269)
Streets & Roads	128,666	132,791	4,125
DHEA	3,646	3,646	(0)
Savings	-	·	
Total	497,652	473,509	(24,143)
Utility Fund			
Operating	87,019	94,213 a	7,194
Customer Deposit	52,484	52,853	7,194 369
Recovery	33,091	33,760	669
Meter Replacement	5,305	6,633 :	003
Total	177,899	187,458	8,231
Debt Service			
Debt Tax Cash Acct	69,665	70,070 b	405
Park & Community Center			
Park Acct	9,869	10,115	246
Comm Cntr Acct	18,155	18,638	483
	28,024	28,754	730
		20,734	
Total Cash	773,240	759,790	(14,778)
		_	
CASH AVAILABLE TO GENERAL	365,340	337,071	(28,269)

a UF owes GF \$ 2,546

b Restricted for Debt Service

c Restricted for Meter Replacement Costs

CITY OF DANBURY GENERAL FUND Profit & Loss September 30, 2019

welfth	Month	100.000/
as Circii	INIOIILII	100.00%

				Over	%
D	Sep-19	Oct '18 - Sept '19	Budget	(Under)	of
Revenues:					
Property tax - current	3,255	389,439	399,000	(9,561)	97.60%
Property tax - prior	(2,592)	5,036	5,000	36	100.72%
Property tax - P&I	211	7,914	7,000	914	113.06%
Franchise tax	-	60,485	60,000	485	100.81%
Sales tax - regular	8,213	106,073	120,000	(13,927)	88.39%
Sales tax - streets	4,107	53,036	60,000	(6,964)	88.39%
Licenses & Permits	1,495	28,503	6,000	22,503	475.05%
Court fines and fees	330	8,155	10,000	(1,845)	81.55%
Police training	-	853	800	53	106.63%
Credit card income	3	60	-	60	x
Other income	871	12,419	8,200	4,219	151.45%
Interest	74	897	100	797	896.81%
Fire Marshall Inspections	-	400	200	200	200.00%
Total Revenue	15,967	673,270	676,300	(3,030)	99.55%
	8 			(3,030)	33.3376
Current Expenditures:					
City Secretary -					
Salary	2,560	34,548	36,000	(1,452)	95.97%
Education	-	53	1,500	(1,447)	3.52%
Finance Officer-	-		_,	(2,177)	3.3270
Salary	2,516	27,954	32,000	(4,047)	87.35%
Education	48	48	1,500	(,, , , , , ,	07.5570
General Administration -		173	•		
Payroll processing fees	189	2,622	2,000	622	131.09%
Payroll tax expense	1,155	14,814	15,000	(186)	98.76%
Unemployment	-	- 7,	-	(180)	
Retirement	1,023	12,100	12,000		Х
Health insurance	1,082	21,107	26,000	100	100.83%
Accounting	1,000	57,172	60,000	(4,893)	81.18%
County Tax Office	-,	248	300	(2,828)	95.29%
Bank Service Charges	359	5,779	6,000	(52)	82.77%
Appraisal District	-	3,922	3,200	(221) 722	96.32%
Insurance & Bonds	1,658	27,014	20,000	7,014	122.56%
Electrical Permit Inspector	1,248	2,549	1,000	1,549	135.07%
Fire Inspector	-,-:-	400	200	200	254.92%
Office Supplies	785	5,646	6,000		200.00%
Dues & memberships	~	2,172	1,000	(354) 1,172	94.09%
Copy Machine	197	3,229	3,000	229	217.20%
Council Expense	-	112	100	12	107.62%
PIA (Legal)	15	4,680	8,000	(3,320)	112.00%
Special Legal	-	,,,,,,,,	0,000	(5,520)	58.50%
-General Legal/Publications	1,664	23,968	12,000	11,968	199.73%
- Street Drainage	-	-	,		133.7376
- School Project	-	5,473	10,000	(4,527)	E4 720/
Engineer		-,·· -	,	(7,321)	54.73%
- GLO Grant	-			-	
- School Project	-	2,100	20,000	(17,900)	10.50%
- CDBG	-	3,325	20,000	(16,675)	16.63%
Emergency Management Expenses	-	600	650	(50)	
Maintenance - general	649	6,198	4,000	2,198	92.25%
Maintenance - streets	•	4,536	-,,,,,,,	4,536	154.96%
		.,000		7,550	

					Over	%
Utilities		Sep-19	Oct '18 - Sept '19	Budget	(Under)	of
		1,340	16,686	20,000	(3,314)	83.43%
Credit card proc Telephone	essing costs	94	836	1,000	(164)	83.62%
State Court Cost	•	-	2,538	2,000	538	126.92%
Library expense	5	312	3,220	5,000	(1,780)	64.40%
Training		634	3,323	2,000	1,323	166.14%
Miscellaneous		-	2,657	2,000	657	132.85%
Elections		84	2,643	1,000	1,643	264.33%
General Adminis	A	-	54	-	54	204.3370
Animal Control		-	(1,052)			
Other A/C expen		21	163	1,000	(837)	16.30%
Municipal Court	-				-	10.50%
Judge salary		120	1,230	1,500	(270)	82.00%
Clerk salary		1,500	1,500	1,500	(270)	100.00%
Other court expe		67	4,316	1,000	3,316	431.63%
Police Departme	ent -			,	0,010	431.03%
Salaries	_	10,520	132,351	135,000	(2,649)	98.04%
Equipment & Sup	pplies	7,624	9,400	4,000	5,400	
Vehicle expense		221	6,833	7,000	(167)	235.01% 97.61%
Fuel expense		1,204	7,173	6,000	1,173	
Police miscellane		1,240	4,874	6,000	(1,126)	119.55%
Law Enf Special E		50	478	800	(322)	81.23%
Police Contract L		-		3,000	(SEE)	59.75%
State Farm Grant		-	1,900	4,500		
Non-Current Exp				7		
Capital Outlay -	Street	-		60,000	(60,000)	0.000
	Street Drainage	-	10,000	10,000	(00,000)	0.00%
			•	_0,000		100.00%
	Other	-				
	Trailer	-	-	6,800		
	Excavator	-	38,633	39,000		
	Police - Tahoe Motor	-	4,072	4,000	72	
	PWS - Bldg, Trailer, Truck, ATV	-	6,719	-,000	6,719	
	Cyber Security	-	4,173	5,000	(827)	55 and
	Emergency Mgt. Equipment	-	-	15,000	(15,000)	83.45%
				20,000	(13,000)	0.00%
Contingencies		-	3,150		3,150	
Transfer Out				30,750	3,130	
Total Expenditure						
iotai expenditure	:S ^	41,178	540,409	676,300	(135,891)	
Other Income/(Ex	manas).					
Transfer In/Out	pensej:					
Restitution		**	(18,000)			
Total Other Incom	ne/(Expense)		(10.000)			
	·		(18,000)			
Excess Revenue (Expense)	(25,211)	114.064			
	-	(23,211)	114,861	<u>-</u>	114,861	

^{*} Transferred to UF

^{**} Moved to Other Income

CITY OF DANBURY UTILITY FUND BALANCE SHEET September 30, 2019

Cash - Operating account Meter deposit Recovery account Meter Replacement Fees	94,213 52,853 33,760 6,633 187,458
Operating account Meter deposit Recovery account	52,853 33,760 6,633
Meter deposit Recovery account	52,853 33,760 6,633
Recovery account	52,853 33,760 6,633
	33,760 6,633
Meter Replacement Fees	6,633
	187,458
Total Cash	
Other Assets -	
Customer accounts receivable	61,500
Reserve for bad debts	(1,000)
Credit card deposits in transit	4,161
Inventory - Supplies	20,392
Capital assets 6	,760,152
Accumulated depreciation (3	,550,784)
Pension related assets	15,998
Rounding	
Total Other Assets3	,310,419
Total Assets 3,	,497,878
LIABILITIES and FUND BALANCE	
Liabilities -	
Sales tax payable	1,091
Meter deposit liability	52,911
Due to VFD	1,456
Due to Park Fund	808
Due to Library	614
Escrow Deposits	100
Meter Replacement Fee Liability	6,633
Accrued liabilities (audit)	39,113
Pension liabilities (audit)	50,911
	149,101
Due to Other funds	8,871
Due to/from Other Funds	29,454
Due to GF - payroll related	
Total Liabilities	341,062
Fund Balance -	
Committed to Recovery Program	22,320
Unreserved - Uncommitted 3,	108,209
Current Profit (Loss)	26,286
Total Fund Balance3,	156,815
Total Liabilities and Fund Balance	497,878

CITY OF DANBURY UTILITY FUND Profit & Loss September 30, 2019

September 30, 2019					
				Over	%
	Sep-19	Oct '18 - Sept '19	Budget	(Under)	of
Revenues:			buuget	Budget	Budget
Water	20,104	210 122	242 800		
Sewer		219,132	218,509	623	100.29
Garbage	21,630	239,840	237,911	1,929	100.81
Late Charges	13,114	152,387	150,000	2,387	101.59
Maintenance Fees	1,183	12,839	12,000	839	106.99
Connection & Tap Fees	730	8,495	7,000	1,495	121.36
Recovery fees	3,225	12,300	1,500	10,800	820.00
Other Income	668	7,947	5,000	2,947	158.94
Interest Earned	4 *	24,108	54,750	(30,642)	44.03
Bad Debt	25	231	100	131	
Total Revenue		(1,195)	(1,200)	5	
	60,682	676,084	685,570	(9,486)	
Current Expenditures: Personnel -					
Salaries	46.480				
Payroll Taxes	16,452	210,124	207,818	2,306	101.119
•	1,318	15,510	16,000	(490)	96.949
Retirement	1,135	13,544	12,500	1,044	108.35
Health Insurance	2,705	27,119	27,200	(81)	99.70
Part-Time Employee (Contract Labor) Other -	-	8,488	9,000	(512)	94.31
Garbage service	11,555	137,372	136,500	872	100.64
Computer Services	1,117	2,842	2,000	842	142.109
Engineering Fees	-	10,275	10,000	275	102.759
nsurance & Bonds	1,658	19,717	19,000	717	
Water Test/Lab Fees	1,020	15,182	16,000		103.77
Office Supplies & Postage	352	5,882	6,500	(818)	94.89
Vehicle Expenses	294	8,681		(618)	90.509
Supplies & Chemicals	2,529	13,284	10,000	(1,319)	86.819
Parts & Supplies	668	15,152	15,000	(1,716)	88.569
Repairs & Maintenance	1,683	38,319	22,500	(7,348)	67.349
Lease Equipment	240		50,000	(11,681)	76.649
Sludge Removal	240	2,807	3,000	(193)	93.579
Utilities	2,962	2,555	3,000	(445)	85.159
Dues & Subscriptions	2,962 50	38,694	50,000	(11,306)	77.39 9
Telephone		132	300	(168)	43.989
TCEQ - Fines & Penalties	345	2,268	2,000	268	113.399
CEQ - Other	2,250	2,931	700	2,231	
CEQ - Permits		2,926	3,000	(74)	97.529
Braz Co Wtr Consv Dist	-	2,887	3,000	(113)	96.239
Fraining	-	1,950	2,000	(50)	97.509
Jtility Uniforms	-	485	1,000	(515)	48.509
Credit card fees		-	200	(200)	0.009
Meters & Calibration	950	-	-	-	
	·	-	1,000	(1,000)	0.009
Miscellaneous	-	127	7 52	(625)	
Claims Paid Non-Current Expenditures:	-	-	-	200	
Capital outlay					
•		17,984	18,000	(16)	99.91%
Sovernment capital	-	32,561	32,600	(39)	99.88%
Recovery Fee Expense			5,000		
Total Expenditures	48,333	649,798	685,570	(35,772)	
Other Income/Expense					
Restitution of Fraud Loss	*:				
Fotal Other Income/(Expense)	•	<u>.</u>		2	
xcess Revenue (Expense)	12,350	26,286		26,286	

Twelfth Month

100.00%

^{* 18}K Received from GF

^{**} Moved to Other Income

CITY OF DANBURY DEBT SERVICE FUND BALANCE SHEET September 30, 2019

	September 2019
<u>ASSETS</u>	
Cash -	
Tax Coll Acct	70,070
Total Cash	70,070
Other Assets -	
Taxes receivable	16,488
Allowance for uncollectible tax	(2,000)
Total Other Assets	14,488
Total Assets	84,558
LIABILITIES and FUND BALANCE	
Liabilities -	
Tax transfer - clearing	30
Deferred revenue - taxes	14,488
Total Liabilities	14,519
Fund Balance -	
Unreserved - Uncommitted	71,850
Current Profit (Loss)	(1,810.83)
Total Fund Balance	70,039
Total Liabilities and Fund Balance	84,558

CITY OF DANBURY DEBT SERVICE FUND Profit & Loss September 30, 2019

	Sep-19	Oct '18 - Sept '19	Budget	Over Under Budget
Revenues:				
Current taxes	_	228,971		
Delinquent taxes	394	5,889		
Interest earned	_	57		
Other Income	11	247		
Total Revenue	405	235,164		•
Current Expenditures:				
Debt Payments				
Principal	-	212,000		
Interest	-	24,975		
Fees and admin	-	-		
Total Expenditures		236,975		
	•			
Excess Revenue (Expense)	405	(1,811)		-

CITY OF DANBURY PARK & COMMUNITY CENTER FUND BALANCE SHEET September 30, 2019

	September 2019
<u>ASSETS</u>	
Cash -	
Park account	10,115
Community Center acct	18,638
Total Cash	28,754
Other Assets -	
Accts Rec - other	_
Rounding	-
Total Other Assets	-
Total Assets	28,754
LIABILITIES and FUND BALANCE	
Liabilities -	
Accounts payable and accruals	_
Total Liabilities	-
Fund Balance -	
Unreserved - Uncommitted	22,646
Net Income	6,108
Total Fund Balance	28,754
Total Liabilities and Fund Balance	28,754

CITY OF DANBURY PARK & COMMUNITY CENTER FUND Profit & Loss September 30, 2019

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				Ovei
	Sep-19	O-4-140 C. 140		Under
		Oct '18 - Sept '19	Budget	Budget
Revenues:				
Park -				
Rental and usage	_	4,550		
Donations - util bills	804	8,622		
Other Income	_	40		
Interest earned	1	15		
Community Center	_	13		
Rental and usage	1,275	8,575		
Other Income	,			
Interest earned	3	33		
Total Revenue				
iotai kevenue	2,084	21,836		
Current Expenditures:				
Park -				
Parks and recreation	_	2,361		
Repairs and maintenance	495	4,783		
Other exp	64	935		
Parks - Capital outlay	_	555		
Community center				
Operating expenses	255	3,101		
Repairs and maintenance	309	2,675		
Utilities	231	1,872		
Total Evnanditures				
Total Expenditures	1,354	15,728		
Other Expense:				
Suspense				
		_		
Total Other Income/Expense	-	-		
Excess Revenue (Expense)	730	6,108		1

Over