City of Danbury Regular Council Meeting Agenda Thursday, February 20, 2020

Notice is hereby given of the Regular Council Meeting of the Danbury City Council to be held at 6:30 p.m. on Thursday, February 20, 2020, at Danbury City Hall, 6102 5th Street, Danbury, Texas, at which time the following items of business will be considered:

Call To Order
Pledge & Prayer
Public Comment

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.

Mayor and Council Updates

Consent Agenda

- 1. Consideration of Monthly Bills (Check Register from January 16, 2020, through February 19, 2020)
- 2. Consideration of December 2019 Financial Statements
- 3. Consideration of January Police Report/Maintenance Log
- 4. Consideration of January Animal Control Report
- 5. Consideration of January Municipal Court Report
- 6. Consideration of January Community Center Report
- 7. Consideration of January Park Report
- 8. Consideration of January Time Report
- 9. Consideration of January Utility Report
- 10. Consideration of City Council Minutes (December 12, 2019, January 16, 2020)

General Business

- Discussion and Consideration of Permitting the Danbury Library to Use the Community Center as Part of the Library's Summer Reading Program on June 16, 2020, to host a Chemistry Show Being Provided by Texas A & M University; waiving the rental fee for such; with the City of Danbury paying the set-up and clean-up fee. (Bill Turnipseed)
- 2. Discussion and Consideration of Permitting the Danbury Library to Use the Community Center as Part of the Library's Summer Reading Program on June 23, 2020, to host a Magic Workshop; waiving the rental fee for such; with City of Danbury paying the set-up and clean-up fee. (Bill Turnipseed)

3. Discussion and Consideration of Granting Variances to Ordinance No.16-03 for a Community Family Outreach Event for the following: (Rhonda Holcomb)

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- a. to allow persons in the park till 11:30 p.m. on February 28th and 29th.
- b. to allow a trailer (stage) to be pulled onto the Pavilion area on February 28th, February 29th, and March 1st, 2020.
- c. to allow BBQ trailer(s), Food trucks, and Food trailers to be pulled onto the Pavilion area on Feb. 28th, Feb. 29th, and March 1st, 2020.
- 4. Discussion and Consideration of Approving a Variance to Ordinance No. 16-03 for St. Anthony's Catholic Church's Annual Church Bazaar for the following: (St. Anthony's Catholic Church Representative)
 - a. to allow alcoholic beverages to be in the park starting at 12:00 p.m. on Friday, May 1, 2020, until 1:00 a.m. on Saturday, May 2, 2020;
 - b. to allow alcoholic beverages to be in the park on Sunday, May 3, 2020, from 12:00 p.m. until 9:00 p.m.;
 - c. to allow glass bottles in the alcohol booth area only, alcohol will be poured into Styrofoam cups before serving for consumption in the park on Sunday, May 3,
 - d. to allow persons to be in the park after hours from 9:00 pm Friday, May 1, 2020, until 6:00 a.m. Sunday, May 3, 2020, for cooking and cleaning.
 - e. to allow the sale of alcohol by the drink or in the auction and raffles;
 - f. to allow the use of tractors and ATV's in the park for set up and clean up;
 - g. to allow the sale of BBQ pits and fire grills in the pavilion area;
 - h. to allow the dumpsters to be placed adjacent to the park for event use, and
 - i. to allow BBQ trailers in the park from 8:00 a.m. on Friday, May 1, 2020, through 12:00 p.m., Monday, May 4, 2020.

The Catholic Church is aware that they will need security for this event and they will discuss the details with Chief Pritchard.

- 5. Discussion and Consideration of Accepting Donation of Funds to Buy Playground Equipment to Be Owned by the City (Melinda Strong)
- 6. Discussion and Consideration of Approving the License and Service Agreement with CivicCMS for the City of Danbury Website. (Heather Martin)
- 7. Discussion and Consideration of Extending the Cement Skirt Around the Gazebo at Skrabanek Park. (Sue Powell)

8. Discussion and Consideration of Replacing the Light Fixtures Under the Pavilion at Skrabanek Park with LED fixtures. (Sue Powell)

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- 9. Discussion and Consideration of Changing Title from Municipal Court Clerk to Municipal Court Administrator. (Brenda Milligan)
- 10. Discussion and Consideration of Approving Danbury Racial Profiling Report. (Chief Pritchard)
- 11. Discussion and Consideration of Approving an Interlocal Cooperation Contract Failure to Appear Program with the Texas Department of Public Safety. (Melinda Strong)
- 12. Discussion and Consideration of Approving the Transfer of the Asure ID Card Maker from the Police Department to General Office Staff Department. (Melinda Strong)
- 13. Discussion and Consideration of Approving City of Danbury Use Agreement on Ball Fields. (Melinda Strong)
- 14. Discussion and Consideration of Approving Parking Lease Agreement (Melinda Strong)
- 15. Discussion and Consideration of Implementing a Contractor's Registration Requirement for all Entities (Building, Electrical, HVAC, etc.) Performing Work Within the City Limits. (Moira Ginther).
- 16. Discussion and Consideration of Implementing a Rental Property Registration Requirement for all Properties Within the City Limits. (Moira Ginther)
- 17. Discussion and Consideration of the Adopting Resolution 20-002 Adopting the Fixed Assets Policy/Capital Assets for the City of Danbury (Moira Ginther)
- 18. Discussion and Consideration of Adopting Ordinance 20-02 Approving Rules, Agreements and Documents for the use of Danbury Community Center. (Moira Ginther)
- 19. Discussion and Consideration of Adopting Ordinance 20-04 Approving Rules, Agreements and Documents for the Use of Skrabanek Park. (Moira Ginther)
- 20. Discussion and Consideration of Adopting Ordinance No. 20-05 Electrical Ordinance. (Moira Ginther)
- 21. Discussion and Consideration of Job Descriptions for City Secretary, Finance Officer, Deputy City Secretary, Utility Clerk, and Municipal Court Clerk. (Melinda Strong)
- 22. Discussion and Consideration of Plan to Maintain Water Pressure for the City of Danbury During Water Tower Project. (Melinda Strong)

23. Discussion and Consideration of Amending 2019-2020 General Budget. (Melinda Strong)

Executive Session

- 1. Executive Session Under Texas Government Code Section 551.071 to consult with attorney concerning limited legal aspects of election and of City Secretary, Deputy City Secretary, and election personnel.
- 2. Executive Session under Texas Government Code Sections 551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Secretary, Deputy City Secretary, and election personnel.

General Business Agenda Continued:

- 24. Discussion and Consideration of Setting Date and Time of Special Council Meeting. (Melinda Strong)
- 25. Consider action on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of City Secretary, Deputy City Secretary, and election personnel.

Adjourn

I certify that the above notice of council meeting was posted in an enclosed bulletin board at Danbury City Hall on Monday, February 17, 2020 at 5:42 p.m. which is at least 72 hours before the Council Meeting.

Melinda Strong, Mayor

In Compliance with the Americans with Disabilities Act, the City of Danbury will provide for reasonable accommodations for persons attending public meetings. To better serve attendees, requests should be received 24 hours prior to the meeting. Please contact Moira Ginther, Deputy City Secretary at (979) 922-1551.

CITY OF DANBURY Monthly Financial Report December 31, 2019

	Last Month	This Month	Change
CASH BALANCES			
General Fund			
Operating	371,267	560,211	100.044
Streets & Roads	141,563	149,931	188,944
DHEA	27,421	27,421	8,368 0
Savings	-	27,421	Ū
Total	540,251	737,563	197,312
Utility Fund			
Operating	111,556	101,523 a	(10,033)
Customer Deposit	53,153	52,911	(242)
Recovery	35,087	35,750	663
Meter Replacement	9,203	10,581 c	003
Total	208,999	200,766	(9,612)
Debt Service			
Debt Tax Cash Acct	90,987	200,026_ 6	109,039
Park & Community Center			
Park Acct	11,168	11,448	280
Comm Cntr Acct	19,828	20,724	896
	30,996	32,171	1,175
Total Cash	871,233	1,170,526	297,915
CASH AVAILABLE TO GENERAL	371,267	560,211	188,944

a UF owes GF \$ 1741

b Restricted for Debt Service

c Restricted for Meter Replacement Costs

CITY OF DANBURY GENERAL FUND BALANCE SHEET December 31, 2019

	December 2019
ASSETS	
Cash -	
Operating account	E60 211
Streets & Roads	560,211 149,931
DHEA	27,421
Total Cash	
	737,563
Other Assets -	
Property tax receivable	202,140
Allowance for Uncollectible Tax	(2,000)
Tax transfer - clearing	-
Sales tax receivable	12,407
Franchise tax receivable	6,733
Due From Other Funds	15,232
Due from Utility Fund - payroll	-
Rounding	
Total Other Assets	234,512
Total Assets	972,075
	*
LIABILITIES and FUND BALANCE	
Liabilities -	
Accounts payable and accruals	11,088
Direct Deposit Liabilities	-
Payroll related liabilities	(83)
Deferred property taxes	200,140
Total Liabilities	211,145
Fund Balance -	
Bond Proceeds & Restitution	_
Fraud Loss	-
Committed to Teen Driving Program	4,935
Committed to Street Maintenance	40,119
Unreserved - Uncommitted	471,247
Current Profit (Loss)	244,630
Total Fund Balance	760,930
	·
Total Liabilities and Fund Balance	972,075

				Over	%
_	Dec '19	Oct'19-Dec'19	Budget	(Under)	of
Revenues:	_				
Property tax - current	185,657	220,411	405,000	(184,589)	54.42%
Property tax - prior	1,794	2,818	5,000	(2,182)	56.36%
Property tax - P&I	639	1,303	7,000	(5,697)	18.62%
Franchise tax	7,803	18,333	50,000	(31,667)	36.67%
Sales tax - regular	17,416	35,754	105,000	(69,246)	34.05%
Sales tax - streets	8,708	17,877	52,000	(34,123)	34.38%
Licenses & Permits	375	3,608	6,000	(2,392)	60.13%
Court fines and fees	720	1,472	8,500	(7,028)	17.32%
Police training	-	-	800	(800)	0.00%
Other income	906	34,725	3,500	31,225	992.15%
Interest	55	191	100	91	190.61%
Fire Marshall Inspections	-	-	200	(200)	0.00%
Total Revenue	224,073	336,492	643,100	(306,608)	52.32%
Current Expenditures:					
City Secretary -					
Salary	2.045				
Education/Training	2,846	8,606	33,280	(24,674)	25.86%
Finance Officer-	-	-	750	(750)	0.00%
Salary	2 072	- 0.500	20.400	(00.000)	
Education/Training	2,973	8,560	38,480	(29,920)	22.25%
General Administration -	-	-	750		
Payroll processing fees	452				
Payroll tax expense	152	477	2,000	(1,523)	23.83%
	900	3,060	16,331	(13,271)	18.74%
Unemployment	-	-	3,369	(3,369)	0.00%
Retirement	750	2,545	12,500	(9,955)	20.36%
Health insurance	1,021	3,178	24,000	(20,822)	13.24%
Accounting County Tay Office	1,115	3,965	40,000	(36,035)	9.91%
County Tax Office	-	M-	300	(300)	0.00%
Bank Service Charges	435	1,291	6,000	(4,709)	21.52%
Appraisal District Insurance & Bonds	1,033	2,031	4,200	(2,169)	48.36%
	1,661	5,332	20,000	(14,668)	26.66%
Electrical Permit Inspector	1,285	1,285	2,000	(715)	64.26%
Fire Inspector Office Supplies	-	-	200	(200)	0.00%
Dues & memberships	370	1,237	6,000	(4,763)	20.62%
Copy Machine	335	887	2,000	(1,113)	44.35%
Council Expense	197	591	3,400	(2,809)	17.38%
- ·	-	-	100	(100)	0.00%
PIA (Legal) Special Legal	50	883	2,000	(1,117)	44.17%
	-	-		-	
-General Legal	693	12,359	20,000	(7,641)	61.80%
-General Legal Publications			2,000		
- Street Drainage	•	•	-	-	
- School Project	•	-	-	\$	
Engineer - GLO Grant					
	-	-	22,000	(22,000)	
- School Project	-	-	2,000	(2,000)	0.00%
- CDBG	•	-	40,000	(40,000)	0.00%
Emergency Management Expenses	•	-	400	(400)	0.00%
Maintenance - general	315	1,250		1,250	
Maintenance - streets	340	340	-	340	

					1	
					Over	%
1 14:11:41		Dec '19	Oct'19-Dec'19	Budget	(Under)	of
Utilities		1,212	3,725	20,000	(16,275)	18.62%
Credit card proce	essing costs	106	243	1,000	(757)	24.30%
Telephone	_	157	622	2,500	(1,878)	24.86%
State Court Costs	S	218	218	5,000	(4,782)	4.35%
Library expense		60	464	2,000	(1,536)	23.18%
Miscellaneous		-	258	2,000	(1,742)	12.90%
Elections		-	-	3,000	(3,000)	0.00%
General Administ		*	-			
Animal Control -						
Other A/C expens		-	61	1,000	(939)	6.09%
Municipal Court	-				` -	
Judge salary		90	240	1,500	(1,260)	16.00%
Clerk salary		-		1,500	(1,500)	0.00%
Other court expe		55	467	3,000	(2,533)	15.57%
Police Departme	nt -				,	
Salaries		6,044	23,106	138,720	(115,614)	16.66%
Equipment & Sup	pplies		97	4,000	(3,903)	2.43%
Vehicle expense		1,596	1,943	7,000	(5,057)	27.76%
Fuel expense		209	1,100	6,500	(5,400)	16.93%
Police miscellane		1,050	1,439	6,000	(4,561)	23.99%
Law Enf Special E			-	800	(800)	0.00%
Police Contract La		-	-	3,000		
Non-Current Exp						
Capital Outlay -	Street	•	-	52,000	(52,000)	0.00%
	Street Drainage	-	-	16,750		0.00%
	Website	-	~	10,000		0.00%
	Police Construction Patrol Room	-	-	8,000		0.00%
	Cyber Security/Personnel Training	•	-	2,000	(2,000)	0.00%
	Emergency Mgt. Equipment		-	3,000	(3,000)	0.00%
	Water Tower/Repair/Paint			36,000		0.00%
Contingencies		-	-	2,770	(2,770)	0.00%
Transfer Out			S		•	
Total Expenditure	es	27,270	91,862	643,100	(551,238)	
					(331,230)	
Other Income/(Ex	rpense):					
Transfer In/Out						
Total Other Incom	ne/(Expense)	·	-			
E e	_	/- 	,			
Excess Revenue (Expense)	196,802	244,630		244,630	

^{*} Transferred to UF

^{**} Moved to Other Income

CITY OF DANBURY UTILITY FUND BALANCE SHEET December 31, 2019

ACCETTO	December 2019
ASSETS	
Cash -	
Operating account	101,523
Meter deposit	52,911
Recovery account	35,750
Meter Replacement Fees	10,581
Total Cash	200,766
Other Assets -	
Customer accounts receivable	50 002
Reserve for bad debts	59,902 (1,000)
Credit card deposits in transit	1,644
Inventory - Supplies	19,050
Prepaids	1,021
Capital assets	·
Accumulated depreciation	6,771,921
Pension related assets	(3,711,842)
Rounding	12,178
Total Other Assets	3,152,874
Total Assets	3,353,640
LIABILITIES and FUND BALANCE	
Liabilities -	
Sales tax payable	19
Meter deposit liability	52,951
Due to VFD	1,412
Due to Park Fund	790
Due to Library	592
Escrow Deposits	100
Meter Replacement Fee Liability	10,581
Accrued liabilities (audit)	38,052
Pension liabilities (audit)	50,377
N/P - Government Capital	120,998
Due to Other funds	
Due to/from Other Funds	15,741
Due to GF - payroll related	
Total Liabilities	291,614
Fund Balance -	
Committed to Recovery Program	22,320
Unreserved - Uncommitted	2,984,476
Prior Year Retained Earnings	31,466
Current Profit (Loss)	
	23,764
Total Fund Balance	3,062,027
Total Liabilities and Fund Balance	3,353,641

Three Months	24.99%

				Over	%
				(Under)	of
_	Dec '19	Oct'19-Dec'19	Budget	Budget	Budget
Revenues;					
Water	18,929	57,981	234,000	(176,019)	24.78%
Sewer	20,889	62,804	252,240	(189,436)	24.90%
Garbage	12,951	38,976	151,000	(112,024)	25.81%
Late Charges	1,099	3,418	12,600	(9,182)	27.13%
Maintenance Fees	668	2,190	8,500	(6,310)	25.77%
Connection & Tap Fees	475	2,850	4,000	(1,150)	71.25%
Recovery fees	663	1,331	5,000	(3,669)	26.62%
Other Income	2 *	3,335	1,060	2,275	314.65%
Interest Earned	26	77	100	(23)	76.56%
Bad Debt			(500)	500	0.00%
Total Revenue	55,703	172,963	668,000	(495,037)	
Current Expenditures:					
Personnel -					
Salaries	10,977	34,326	174,990	(140,664)	19.62%
Payroll Taxes	796	2,489	16,374	(13,885)	15.20%
Retirement	694	2,169	10,045	(7,876)	21.60%
Health Insurance	1,522	3,202	24,000	(20,798)	13.34%
Part-Time Employee (Contract Labor)	896	2,650	10,000	(7,350)	26.50%
Garbage service	11,718	35,155	136,500	(101,345)	25.75%
Computer Services	-	1,650	2,000	(350)	82.50%
Engineering Fees	~	,000	10,000	(10,000)	0.00%
Insurance & Bonds	1,661	4,982	19,000	(14,018)	26,22%
Water Test/Lab Fees	1,045	3,385	16,000		
Office Supplies & Postage	_,,,,,	1,019		(12,615)	21.16%
Vehicle Expenses			6,500	(5,481)	15.68%
Supplies & Chemicals	814	1,513	10,000	(8,487)	15.13%
Parts & Supplies		2,320	15,000	(12,680)	15.46%
Repairs & Maintenance	1,005	1,005	22,500	(21,495)	4.47%
Lease Equipment	218 13	3,997	51,000	(47,003)	7.84%
Sludge Removal	13	139	4,500	(4,361)	3.10%
Utilities	2,599	0.766	3,000	(3,000)	0.00%
Dues & Subscriptions	2,399	8,765	45,000	(36,235)	19.48%
Telephone	- 157	-	300	(300)	0.00%
TCEQ - Fines & Penalties	137	622	2,000	(1,379)	31.08%
TCEQ - Permits		55		55	
Braz Co Wtr Consv Dist		4,824	10,000	(5,176)	48.24%
Training		1,950	3,000	(1,050)	65.00%
Utility Uniforms	-	-	2,500	(2,500)	0.00%
Credit card fees	-	-	200	(200)	0.00%
Meters & Calibration	•	-	-		
Miscellaneous		-	1,000	(1,000)	0.00%
Claims Paid	220	220	200	20	
Non-Current Expenditures:	-	-	-	-	
Capital outlay	200	200		(2	
Government capital	200	200	34,830	(34,630)	0.57%
· ·	32,561	32,561	32,561	-	100.00%
Recovery Fee Expense	-	15	5,000		
Total Expenditures	67,095_	149,199	668,000	(518,801)	
Excess Revenue (Expense)	(11,392)	23,764		23,764	

CITY OF DANBURY DEBT SERVICE FUND BALANCE SHEET December 31, 2019

	December 2019
ASSETS	
Cash -	
Tax Coll Acct	200,026
Total Cash	200,026
Other Assets -	
Taxes receivable	122,714
Allowance for uncollectible tax	(2,000)
Total Other Assets	120,714
Total Assets	320,740
LIABILITIES and FUND BALANCE	
Liabilities -	
Tax transfer - clearing	(33)
Deferred revenue - taxes	120,714
Total Liabilities	120,681
Fund Balance -	
Unreserved - Uncommitted	71,850
Retained Earnings	(1,811)
Current Profit (Loss)	130,020.39
Total Fund Balance	200,059
Total Liabilities and Fund Balance	320,740

CITY OF DANBURY DEBT SERVICE FUND Profit & Loss December 31, 2019

	Dec '19	Oct'19-Dec'19
Revenues: Current taxes Delinquent taxes Interest earned Other Income	107,933 1,073 33	128,138 1,764 55
Total Revenue	109,039	129,957
Current Expenditures: Debt Payments		
Principal Interest	•	-
Fees and admin	-	-
Total Expenditures		-
Excess Revenue (Expense)	109,039	129,957

CITY OF DANBURY PARK & COMMUNITY CENTER FUND BALANCE SHEET December 31, 2019

	December 2019
ASSETS	
Cash -	
Park account	11,448
Community Center acct	20,724
Total Cash	32,171
Other Assets -	
Accts Rec - other	-
Rounding	-
Total Other Assets	
Total Assets	32,171
LIABILITIES and FUND BALANCE	
Liabilities -	
Accounts payable and accruals	_
Total Liabilities	
Fund Balance -	
Unreserved - Uncommitted	22,646
Retained Earnings	6,108
Net Income	3,418
Total Fund Balance	32,171
Total Liabilities and Fund Balance	32,171

CITY OF DANBURY PARK & COMMUNITY CENTER FUND Profit & Loss December 31, 2019

	Dec '19	Oct'19-Dec'19
Revenues:		
Park -		
Rental and usage	350	600
Donations - util bills	786	2,386
Other Income	700	2,360
Interest earned	2	5
Community Center	-	5
Rental and usage	1,125	3,155
Other Income	=/123	3,133
Interest earned	3	8
Total Revenue	2,266	6,154
Current Expenditures:		
Park -		
Parks and recreation	=	_
Repairs and maintenance	235	713
Other exp	273	596
Parks - Capital outlay	-	-
Community center		
Operating expenses	400	985
Repairs and maintenance		-
Utilities	182	443
Total Expenditures	1,090	2,736
Other Expense:		
Suspense		_
Total Other Income/Expense	•	
Excess Revenue (Expense)	1,176	3,418