

HUMBLE CITY COUNCIL

MINUTES

WORKSHOP MEETING

AUGUST 23, 2017 – 10:00 A.M.

HELD AT CITY HALL, 114 WEST HIGGINS, HUMBLE, TEXAS

STATE OF TEXAS §
 COUNTY OF HARRIS §

MEMBERS PRESENT: Mayor Merle Aaron, Presiding
 Council Member Ray Calfee
 Council Member Norman Funderburk
 Council Member David Pierce
 City Manager Darrell Boeske
 City Secretary Jason Stuebe

MEMBERS ABSENT: Mayor Pro Tem Alan Steagall
 Council Member Andy Curry

STAFF PRESENT: Assistant City Manager Aimee Phillips
 Public Works Director Barry Brock
 Police Chief Delbert Dawes
 Fire Chief Gary Outlaw
 Chief Building Official Ray Pearson
 Parks Director Jeremy Mittag
 Asst. Chief Ken Theis
 Asst. Chief Mike Legoudes
 Asst. Chief Al Taska
 Asst. Public Works Director Mark Arnold
 Civic Center Manager Jennifer Wooden
 Facilities Manager Mark Martin
 Sgt. Kris Battenfield
 Sgt. Greg Martin
 Matt Watters
 Jacob Schultz

VISITORS PRESENT: Will McKinney
 Dina Kesbeh
 Arliss Bentley

Mayor Aaron called the workshop meeting of the Humble City Council to order with a quorum present at 10:00 A.M.

1. INVOCATION AND PLEDGE OF ALLEGIANCE.

Council Member Funderburk offered the invocation and Will McKinney from Boy Scout Troop 839 led the Pledge of Allegiance.

2. BUDGET WORKSHOP FOR PROPOSED BUDGET FOR FISCAL YEAR 2018.

City Manager Boeske presented the estimates for revenue and expenditures for Fiscal Year 2018. He stated that the budget was prepared with an with an estimated \$0.21 Ad Valorem tax rate per \$100.00 of valuation with 100% of the Ad Valorem revenues going towards Maintenance and Operations expenses. Mr. Boeske stated that overall, the City was in good fiscal shape, though the City is down approximately \$800,000 in sales tax revenue due to multiple factors including online sales – but that staff has budgeted for the decrease.

Mr. Boeske then outlined the Combined Statement of Estimated Revenues and Expenditures:

<u>REVENUE</u>	
General Fund Receipts	\$59,835,500.00
Water & Sewer Operating Fund Receipts	\$20,029,500.00
I & S Fund, G.O. Bonds, Series 1993	\$8,480.00
Special Revenue Fund Receipts (HOT)	\$1,186,000.00
Special Revenue Fund Receipts (Traffic Enf.)	\$5,150,000.00
Capital Projects Fund Receipts	\$21,179,700.00
	<u>\$107,389,180.00</u>
<u>OPERATING EXPENSE – GENERAL FUND</u>	
Administration Department	\$10,009,238.00
Street Department	\$2,105,600.00
Fire & EMS Department	\$6,987,551.61
Police Department	\$11,470,064.58
Park Department	\$1,827,300.00
Animal Control Department	\$289,490.00
Municipal Court Department	\$1,183,762.70
Inspection Department	\$589,580.00
Vehicle/Equipment Maint. Department	\$346,895.00
Fire Marshal Department	\$877,066.80
Building Maintenance Department	\$203,705.00
Civic Center Department	\$2,073,790.00
Civic Arena Division	\$132,500.00
Civic Center Activity Division	\$2,844,995.00
Bender Performing Arts Center	\$426,450.00
	<u>\$41,367,988.69</u>

CAPITAL OUTLAY INCLUDED IN OPERATING EXPENSES

General fund	\$5,834,067.88
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OPERATING EXPENSE – WATER AND SEWER FUND

Water Department (includes \$3,517,800 of transfers)	\$7,031,600.00
Sewer Department (includes \$9,451,300 of transfers)	\$11,968,155.00
	<u>\$18,999,755.00</u>

CAPITAL OUTLAY INCLUDED IN OPERATING EXPENSES

Water & Sewer Fund	\$532,500.00
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SPECIAL REVENUE FUND – HOTEL/MOTEL

Operating Expenses (includes \$340,000 of transfers)	<u>\$513,525.55</u>
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CAPITAL OUTLAY INCLUDED IN OPERATING EXPENSES

Hotel/Motel	\$47,000.00
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SPECIAL REVENUE FUND – TRAFFIC ENFORCEMENT

Operating Expenses	<u>\$2,363,888.00</u>
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CAPITAL OUTLAY INCLUDED IN OPERATING EXPENSES

Traffic Enforcement	\$314,270.00
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CAPITAL PROJECTS FUND

Capital Outlay	<u>\$21,046,700.00</u>
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TOTAL EXPENDITURES – ALL FUNDS

	<u>\$84,291,857.24</u>
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ESTIMATED SURPLUS

General Fund	\$18,467,511.31
Water & Sewer Operating Fund	\$1,029,745.00
I & S Fund	\$8,480.00
Special Revenue Fund (HOT)	\$672,474.45
Special Revenue Fund (Traffic Enf.)	\$2,786,112.00
Capital Projects Fund	\$133,000.00
	<u>\$23,097,322.76</u>

TOTAL ESTIMATED EXPENDITURES & SURPLUS**\$107,389,180.00**

Mr. Boeske noted that not including the Metro and Capital transfers, which account for approximately \$14 million the actual Maintenance and Operation is \$28,253,921, which is about a 4.7% increase over last year's Maintenance and Operations budget.

Mr. Boeske then reviewed the Capital Expenditures for each department.

Administration

Mr. Boeske stated that \$7,280,000 would be transferred out of the Administration budget to the Capital Projects fund for the completion of Bender Phase II, the Townsen Expansion Project, the Elevated Storage Tank Project and the Rankin Road and Bridge project. Beyond that, the proposed capital outlay in the amount of \$41,000.00 would go towards handheld radios, painting to the exterior of City Hall, video surveillance, and the repair or replacement of the City Hall parking lot fence.

Mr. Boeske noted that in every department budget, a line item would be included for funding the fire alarm, intrusion detection, video surveillance project that the City has worked on for several years and will be implementing shortly. This will bring all of the systems under a uniform monitoring handled by the City's dispatch.

Street Department

Mr. Boeske reviewed the capital expenditures for the Street Department, which included a Cab Tractor and boom mower; miscellaneous hand tools and machinery; a new generator; and the fire alarm, intrusion and video surveillance fee totaling \$225,000.00

Fire/EMS

Mr. Boeske stated that he was requesting two new positions in the Fire Department, one of which will backfill a position which transitioned to a Quarter Master and the other would be a new position. The City started staffing up the Fire Department several years ago in preparation of a new station which will require upwards of 16 positions.

Mr. Boeske reviewed the capital expenditures noting a new Shift Commander pick-up that would not be a take home vehicle; rescue stabilizer kit; additional bunk gear; high rise kit for Ladder-1; Knox Box keys; a replacement Ford Expedition for an Asst. Chief; weight room equipment; RIT Pak; Panasonic Tough Pad; natural gas generator; video surveillance; door access for the new storage building; Type I Frazier Ambulance to replace a 1997 box; cardiac monitor/defibrillators; chest compression systems; Elocks (Controlled Meds); all totaling \$670,587.88.

Police

Mayor Aaron asked how many vacancies there were. Chief Dawes responded that there were four police officers, one secretary and a dispatcher.

Mr. Boeske reviewed the capital expenditures for the Police Department, which included a shredder, telephone and fax machine; dispatch radio position; mobile radios; handheld radios; echo cameras; COBAN mics; server room equipment; lighting improvements for the Public Works parking lot; and downstairs server room expansion; all totaling \$243,000.00

Park Department

Mr. Boeske reviewed the capital expenditures for the Parks Department noting the Schott Park and Uptown Park playground canopies which will provide needed shade; re-plaster of the pool; new pool filters; a one ton truck with dumpbed; miscellaneous machinery and equipment; and the new Parks Building, which required an increase in funding due to the architect's estimate; all totaling \$835,000.00.

Animal Control Department

Mr. Boeske reviewed the capital expenditures for the Animal Control Department, which included new cat cages; store room building; and the fire alarm intrusion and video surveillance system; all totaling \$30,500.00

Municipal Court Department

Mr. Boeske reviewed the capital expenditures for the Municipal Court, which included miscellaneous furniture and fixtures; miscellaneous machinery and equipment; and Court House security items; all totaling \$70,180.00

Mr. Boeske noted that the security items would be paid out of the Security System Fund. Mayor Aaron asked if the improvements would be made to the exterior or just the interior. Mr. Boeske stated they would be just for the interior.

Building and Inspections Department

Mr. Boeske stated the only capital expense for the Building and Inspections Department was for a new 36" plotter totaling \$3,500.00.

Vehicle Maintenance Department

Mr. Boeske reviewed the capital expenditures for the Vehicle Maintenance Department, which included miscellaneous hand tools; a replacement scan tool for new vehicles; replacement of fluid reels; replacement of the oil and transmission dispenser units; replacing the shop's roll-up doors and electric openers; replacement of tile in hallway, bathroom and storage room areas; all totaling \$35,300.00

Fire Marshal Department

Mr. Boeske reviewed the capital expenditures for the Fire Marshal Department, which included a new natural gas generator; liftgate for Utility-2; and three COBAN computer systems; all totaling \$110,500.00.

Building Maintenance Department

Mr. Boeske stated the only capital expense for the Building Maintenance Department was for miscellaneous hand tools totaling \$2,500.00.

Civic Center Department

Mr. Boeske reviewed the capital expenditures for the Civic Center Department, which included a new diesel engine generator; retention pond improvements; exterior painting; fountain repairs, video surveillance, and meeting room renovations; all totaling \$755,000.00.

Mr. Boeske noted that there have been about a half dozen instances in which the Civic Center has experienced serious power outages, the most recent of which burnt up the motors in the cooling system. This occurred when there was a major event occurring with a couple thousand attendees. As a result, Mr. Boeske stressed the importance of installing a new generator to help mitigate these issues and provide uninterrupted electricity to the facility.

Mr. Boeske also noted the retention pond improvements were necessary due to the swampy marsh that has established itself as a result of the high water table. The plan is to clear the retention pond and line it and install an aerator pump to keep the water from stagnating.

Mr. Boeske reviewed the capital expenditures for the Civic Arena, which included miscellaneous renovations and painting totaling \$10,000.00.

Mr. Boeske reviewed the capital expenditures for the Senior Activity Center, which included monies for the new building and a new fence totaling \$2,844,995.00

Mr. Boeske noted that he was recommending an increase in the budget for the new building due to the anticipated cost. Mayor Aaron asked what the fence replacement would look like. Jacob Schultz stated that they have looked at metal and composite fencing but they are waiting to see what the new building would look like so that the fence would complement it.

Mr. Boeske reviewed the capital expenditures for the Bender Performing Arts Center, which included miscellaneous machinery and equipment; miscellaneous furniture and fixtures; miscellaneous property improvements; signage; intrusion and video surveillance; and an HVAC control retrofit; all totaling \$212,000.00

Mr. Boeske noted that the new sign would be a brick and LED monument style sign.

Council Member Pierce asked if there were any plans for the sound system. Mr. Boeske stated that there were not specifically earmarked for that but admitted that we did have a very basic system and that money was carrying over in the machinery and equipment line item that could be allocated to improve the sound system.

Water Department

Mr. Boeske reviewed the capital expenditures for the Water Department, which included five automatic flushing valves; a new generator; a 1.5 ton cab and chassis truck; a ½ ton pick-up; replacement of the chlorine/ammonia analyzer at Well #7; replacement of the fence at Well #1; and fire alarm, intrusion and video surveillance; all totaling \$285,000.00.

Mayor Aaron asked if this gets all of the City's wells with power back-up and brings them all up-to-date. Mr. Brock stated that it did.

Sewer Department

Mr. Boeske reviewed the capital expenditures for the Sewer Department, which included the installation of the automatic valves on aeration basins; a new generator; a ½ ton pick-up; conversion of the Dennis Street Lift Station discharge to above ground; adding the Townsen West, Meeks Rd., and 1960 Bypass Lift Stations to the SCADA system; replacement of the yard lighting at the

Wastewater Treatment Plant; and fire alarm, intrusion and video surveillance; all totaling \$247,500.00.

Hotel/Motel Tax Fund

Mr. Boeske reviewed the capital expenditures for the Hotel/Motel Tax Fund, which included painting the interior of the Humble Museum; installation of ceramic tile at the Museum; lighting improvements at the Museum; and exterior building repairs at the Museum; all totaling \$47,000.00.

Traffic Enforcement Fund

Mr. Boeske reviewed the capital expenditures for the Traffic Enforcement Fund, which included one shredder, telephone and fax machine; six Chevrolet Tahoe patrol vehicles; security/door access upgrade; fire alarm system; miscellaneous property improvements; all totaling \$314,270.00.

Capital Projects Fund

Mr. Boeske reviewed the Capital Projects Fund expenditures, which included the Concrete & Asphalt Pavement – Phase II; Sewer Rehab Phase V; Townsen Boulevard North/South Improvement; Elevated Storage Tank Project; Southwest Wastewater Treatment Plant Update and Force Main Improvement; Rankin Road Outfall and Detention Project; Rankin Road Bridge Project; all totaling \$21,046,700.00.

Mr. Boeske noted that the Townsen Boulevard expansion project is going to fare pretty well as the bids came in under the engineer's estimate and Aldine ISD will be footing approximately 48% of the bill. Mr. Boeske also noted that the City along with engineers from RPS have devised a plan to acquire easements and install a new force main to service the northwest quadrant of the city that will run to the South West Treatment Plant in lieu of constructing a new sewer plant, which will save approximately four to five million plus ongoing labor costs. In regards to the Rankin outfall and road and bridge, Mr. Boeske stated that those were projects in the future but that they would start being earmarked in this year's budget.

Combination Tax & Revenue Refunding Bonds

Mr. Boeske discussed the bonds payable in 2017, which totaled \$535,000.00 plus two interest payments of \$52,200.00, noting that prior to the new refunded bond the City was paying upwards of \$90,000 for each interest payment.

Mayor Aaron then opened the floor for questions from the Council.

Council Member Pierce asked if the City was continuing its Downtown Improvement Program and if the Beautification Committee had a budget. Mayor Aaron answered in the affirmative to both.


Council Member Pierce stated that the Daughters of the American Revolution made a presentation to the Beautification Committee about restoring the Old Humble Cemetery and grant funds that were available up to \$10,000 in a 1:1 match. Mr. Pierce asked if it might be possible to participate in the program.

Mayor Aaron stated the Cemetery was a work in progress and that Parks staff was working to clean up the back portion of the Cemetery and level out some of the areas.

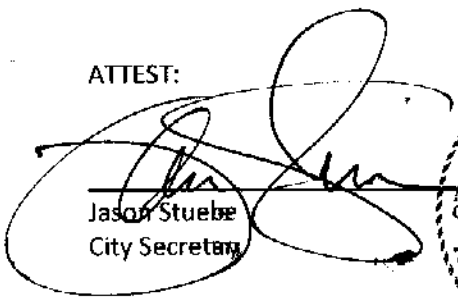
Council Member Pierce asked if it might be possible to show the cost of labor and equipment and determine a dollar figure that could be used to submit for the grant. City Manager Boeske stated that staff would look into the grant program and determine what was eligible.

Mayor Aaron thanked the staff for their efforts in compiling the budget.

There being no further business before the City Council, Mayor Aaron adjourned the Regular Meeting of the City Council at 10:41 A.M. on Wednesday, August 23, 2017



Merle Aaron
Mayor

ATTEST:


Jason Stuebe
City Secretary

