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**City of La Marque
Special Minutes
Beginning August 4, 2014 through August 7, 2014**

Minutes of the Special Called Budget Workshops of the City Council of the City of La Marque, Texas the week of Monday, August 4, 2014 through Wednesday, August 6, 2014 beginning at 10:00 a.m. each day and if necessary, will continue on Thursday, August 7, 2014 and Friday, August 8, 2014 beginning at 10:00 a.m. until adjourned at 1109-B Bayou Road for purpose of considering the following agenda:

(1) Mayor Hocking called the meeting to order at 10:00 a.m. (8.4.2014) Monday

(2) ROLL CALL

Mayor Hocking
Mayor Pro-Tem Bell
Councilmember Lane
Councilmember Brown
Councilmember Trube

City Manager Buttler
City Clerk Eldridge

(3) INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Pro-Tem Bell provided the invocation and led the Pledge of Allegiance

Mayor Hocking began by stating that the City of La Marque is in better shape than it has been in the recent years. When the Comprehensive Plan comes about, the goal will be that it will be the driving mechanism that we will plan our budget by yearly, and will help to provide direction as to where we want to move the city in.

(4) Review and Discuss Proposed Fiscal Year 2014-2015 Budgets

REVENUES- OVERVIEW AND EXPENDITURES

Finance Director Suzy Kou provided an overview of the recent history of the City's revenues and expenditures, and the ups and downs following Hurricane Ike. There was a drop in property values after the hurricane and also a drop in fines and forfeitures. When homeowners began rebuilding, those areas began picking up. Soon after Sam's Wholesale was built, the sales tax and

other revenues began picking up, while in other areas, such as, franchises, fire and ambulance remained steady. She continued explaining the charts, relating to debt services, general fund revenues by types, and sales tax history. Proposed new development along I-45 will be helping the City in the future. Ms. Kou explained that she remained conservative on all of the line items.

Questions arose under the General Fund Revenues in the following areas:

- Wrecker Permit Fees, no actual year to date expenditures were noted on the report.
- How many plots left in the burial permits
- Lack of junkyard permits activity, and coin operated machines were a few of the items discussed and explained either by the Director of the Department or will be looked into by the Finance Director and brought back to explain by the Police Department, the Department that actually oversees the permits for them and the collections of fees or fines.
- Further discussion included building permit fees, and the possibility of raising the pipeline permit fees.
- Rental of the Community Room was discussed briefly, non-profit groups are still using this, but not on a regular basis. Elections are conducted in the room for early voting and on election day, and the City uses for larger meetings. (Garden Club, Home Owner Associations also uses)
- Court fines dropped in 2013, collection of warrant fees, and other were briefly discussed
- Sanitation has been moved to another Fund
- Ambulance fees were calculated based on last year at this time, (3530) flat projections
- Mowing liens were placed in overall revenue account in the past, now it is placed in the receivables (3619 & 3620)
- Revenue line items are now reflecting a true amount
- Demolitions were briefly discussed
- City Manager's salary was briefly discussed
- Focusing on Infrastructure and drainage was briefly discussed
- Proposed 3% increase for employees was discussed briefly

LIBRARY:

- Organizational chart was explained, currently there is a Library Director, and Reference Librarian, a Children's Librarian and a Clerk. Other than title changes, there is a proposal for one (1) additional employee to the Library (part-time)
- Reorganization, online versions of books, references, weeding though old books were discussed
- Security System
- In-house training (customer service); Professional development classes increase in line item
- Outreach programs continually building
- Re-establishment of the Library Board
- Updated policies which will come before City Council in the future

Mayor Hocking recessed for lunch at 11:49 a.m.

Mayor Hocking reconvened the Budget Workshop at 1:06 p.m.

- The part-time position in-house for computer issues with software, while working with patrons (adult services) 32 hours a week
- Repair and maintenance increase (detailed in backup)- security system current is over thirty years old
- Leasing a new copier
- Friends of the Library relationship
- Janitorial Services to be included with the city's contract
- Accreditation briefly discussed

PUBLIC WORKS

- Restructuring includes the combination of a few of the divisions
- Organizational chart explained
- Streets, Parks and Drainage – Public Services
- Utility – water and wastewater
- Shop reconstructing
- Project Coordinator to supervise the Shop
- An additional mechanic
- Administrative Assistant need for an Assistant or Clerk
- Look more toward people on the streets (traffic lights, streets, potholes, drainage)
- Good organizational chart to begin with
- There are still a few unfilled positions
- The downfall of working with temporary employees
- Problem with filling the vacancies is basically the money for what the job involves
- Temp agencies won't allow certain types of work to be done such as trench work, driving any vehicles and other tasks)
- Hard to find those persons that pass the drug tests and other background checks
- Hard work for minimal amount of pay
- Absence of employees in the utility section (laying water and sewer lines)
- Advertising positions was discussed
- Temp agencies vs. extending a hand on the City's part to offer positions recruiting in-house
- The need for salary survey with the surrounding cities was briefly touched on
- Parks- budget proposing a flat budget (focus on repairing facilities after Comprehensive Plan look at equipment)
- Additional Lighting in Fiegle Park
- Utilities (discussion of Baseball and Football leagues taking over utilities expenses) on agenda of the Parks Board then brought before City Council in near future
- Janitorial Services to be included with the City's Contract

- Upgrade facilities at Highland Bayou Park (electrical)
- Repair and Maintenance include with Enterprise

Mayor Hocking recessed the Workshop for a break at 2:58 p.m.

Mayor Hocking reconvened the Workshop at 3:30 p.m.

- Cemetery Fund
- Survey for fence back from engineer
- Concern on lot line closest to the Church
- No easement in certain area
- Cemetery not filed with the County
- Future plans to Re-plat and have it recorded in County
- Parks Fund
- Dow donation reflected-- may need to roll over to next year

IT

- The need of an assistant
- Channel 16 (recreate)
- Further technology
- Phone System
- Monitoring of the Website
- New Website Design
- Kiosk at City Hall maintenance

EDC

- The EDC adopted their proposed Budget
- Increase in sales tax
- Overall expenses stable
- Sale of the Tejas Building
- Accounting Services- that City provides “difference” will be corrected
- Anticipated conservative revenues

Mayor Hocking recessed the Workshop at 5:04 p.m.

Mayor reconvened the Workshop at 6:27 p.m.

CITY CLERK

- Records Management – increase due to lease amount in building lease
- Guidry News to be included in line 4071- \$330.00 (was in City Manager Budget)

CITY MANAGER

- Chart- added the City Clerk

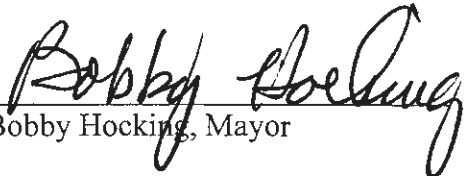
- Receptionist included now in City Manager Budget, they were out of the Municipal Court Budget
- As backup cashier, and to help in City Manager and City Clerk offices- two part-time positions
- HR Manager was included in City Manager Budget, now it is not
- Kept Fraud Guard Services in Budget (hasn't been charged to us yet)
- Newsletter may be brought back after holidays
- Car allowance over is a mistake it was journalized (should have been EDC reimbursement) - error Finance will fix

CITY COUNCIL

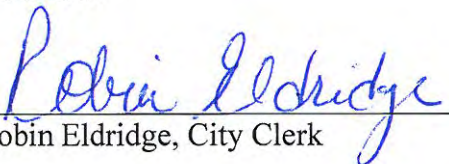
- Added money for GCMCA for next year (not used this year)
- Added money for Volunteer Appreciation event for Boards and Commissions
- Discussed increasing Travel and Training \$4,000 per City Council per year for TML, and other workshops and seminars
- Pending Account since time frame when registration is due for TML (budget for two TML's)

(5) ADJOURNMENT

Councilmember Trube made a motion to adjourn. Councilmember Bell seconded. The meeting was adjourned at 6:24 p.m.


Bobby Hocking, Mayor

ATTEST:


Robin Eldridge, City Clerk