

LOUIS RIGBY
Mayor
JOHN ZEMANEK
Councilmember at Large A
DOTTIE KAMINSKI
Mayor Pro Tem
Councilmember at Large B
DANNY EARP
Councilmember District 1
CHUCK ENGELKEN
Councilmember District 2



DARYL LEONARD
Councilmember District 3
KRISTIN MARTIN
Councilmember District 4
JAY MARTIN
Councilmember District 5
MIKE CLAUSEN
Councilmember District 6

**MINUTES OF THE SPECIAL MEETING OF THE
CITY COUNCIL OF THE CITY OF LA PORTE
APRIL 16, 2016**

The City Council of the City of La Porte met in a special meeting on Saturday, April 16, 2016, at 8:30 a.m., in the Council Chambers of City hall, 604 West Fairmont Parkway, La Porte, Texas to consider the following items of business:

1. Call to Order

Mayor Rigby called the meeting to order at 8:30 a.m. Members of Council present: Councilmembers Engelken, Earp, K. Martin, Leonard, Zemanek, Clausen, Kaminski and J. Martin.

Members of City Executive Staff and City Employees Present:

City Manager's Office: Corby Alexander and Traci Leach

City Secretary's Office: Patrice Fogarty

Finance: Michael Dolby, Gay Collins and Shelley Wolny

Parks: Rosalyn Epting

Planning: Tim Tietjens and Eric Ensey

Police Department: Ken Adcox, Steve Deardorff and Brett Salter

Fire Department: Mike Boaze

Public Works Department: Sharon Valiante

Human Resources: Matt Hartleib

Municipal Court: Denise Mitrano and Cathy Haney

2. Discussion and possible action – The purpose of this meeting is to discuss and formulate City Council and staff plans, operations, policies, and future projects, including the following:

A. Financial Overview – Michael Dolby

Finance Director Michael Dolby presented a PowerPoint with a financial overview.

Regarding the Utility Fund, Councilmember Earp commented Staff should consider allocating 2 percent of the General Fund in order to supplement the Utility Fund.

Councilmember Zemanek asked what is all included in the Utility Fund pertaining to expenditures. City Manager Corby Alexander responded salaries for Water and Sewer employees; equipment; supplies; energy cost for running the plant and vehicle cost. Councilmember Zemanek asked if the City needs to cut expenditures or if number of employees needs to be reduced. Finance Director Michael Dolby responded, if so, the City cannot provide services at the same level.

Councilmember Earp commented he would like to see documentation of utility increases.

Councilmember Clausen commented he does not want to pay for water and a business owner of a car wash to pay the same amount for water services.

City Manager Corby Alexander advised Council that Staff will bring back potential scenarios for rate comparison with other cities.

B. Capital Improvement Plan Outlook – S. Valiante

Public Works Director Sharon Valiante provided an overview of the Capital Improvement Plan for 2016-2017.

Councilmember Zemanek asked how drainage fees assist in paying for the Fairmont Parkway Intersection/Signal Improvements in 2018. Public Works Director Sharon Valiante responded improvements will be required to the drainage facilities in the area with outfalls and reconstruction of pipe structures.

Councilmember Leonard asked who is responsible for the traffic signals at the intersection of Fairmont Parkway and Underwood during construction. Ms. Valiante responded Harris County Precinct 2.

C. Park Maintenance Division within the Parks and Recreation Department (Councilmember Engelken) – R. Epting

Councilmember Engelken led the discussion and commented additional attention need to be on pressuring washing grounds; trimming trees; removal of mold on buildings; and cleaning of carpets and flooring.

Parks and Recreation Director Rosalyn Epting discussed Parks Maintenance Division within the Parks and Recreation Department.

Councilmember Zemanek asked if the field duties are still being performed by the La Porte Boys Baseball Association. Ms. Epting advised she will confirm if dirt work is being performed by the teams.

Councilmember K. Martin commented when the La Porte Boys Baseball Association was moved to Pecan Park, field duties were cut off.

Councilmember Engelken commented a person on a three wheeler has been hired that does more harm than good by pushing the in-field dirt to the out-field; and as a community, the issues need to be resolved.

Mayor Rigby asked if there is a schedule of complaints logged that need to be addressed. Ms. Epting responded yes, and contractors also have a list of jobs performed. Mayor Rigby agreed with Councilmember Engelken and commented the sidewalks/entryways at the library and façade at City Hall should be maintained.

Councilmember Earp asked if janitorial services are included in the budget City-wide. Ms. Epting responded, yes, City-wide, each facility has janitorial services budgeted. Ms. Epting advised she will get that information and forward it.

Councilmember Engelken commented the span of control is weak, and supervisors should be supervising instead of performing maintenance duties. Ms. Epting commented the supervisors are out in the field performing more technical duties in the field.

Councilmember Clausen agreed with Councilmember Engelken and commented supervisors need to be addressing other issues in the field and pointing them out to the employees for better maintenance.

Councilmember Engelken commented investments have been made in the City facilities to be maintained and perhaps there needs to be training for employees to take initiative in performance.

Mayor Rigby recessed for a break at 9:51 a.m. Mayor Rigby reconvened the special meeting at 10:01 a.m.

D. City Wheelchair Ramp/Sidewalk Update – (Councilmember Engelken) – S. Valiante

Councilmember Engelken led the discussion and commented contractors have placed concrete for City Wheelchair Ramps in the Brookglen Subdivision where the homes had been bought out by FEMA and questioned when the project will be complete.

Public Works Director Sharon Valiante provided an update for the City Wheelchair/Sidewalk program.

Mayor Rigby asked Ms. Valiante if she feels the budget need to be increased for the program. Ms. Valiante responded based on the desire of the level of the infrastructure, it does need to be increased. Mayor Rigby requested City Manager Corby Alexander to review the increase for the upcoming budget.

E. Glen Meadows Park Shade Cover – (Councilmember Earp) – R. Epting

Parks Director Rosalyn Epting discussed a Park Shade Cover at Glen Meadows Park.

There were no questions from Council.

F. Conversion of the Original City Hall Building to a Visitors Center– (Councilmember Zemanek) – T. Leach

Councilmember Zemanek began the discussion and commented his original thoughts for the Original City Hall was to make it a Visitors Center and have Marketing/Public Relations Specialist Jaree Hefner manage the building; but since she has transferred to the Parks and Recreation Department, he still would like to see the building revitalized. Councilmember Zemanek commented the building needs to be presentable, and it should be inspected to see if the electrical needs to be upgraded, whether a new roof is needed, and whether an upgrade the restroom and painting are needed.

Assistant City Manager Traci Leach informed Staff did obtain pricing from a local vendor; and for all of the upgrades mentioned, the cost will be around \$25,000.00.

Mayor Rigby commented he agrees on revitalizing and suggested Staff look into grant funding for the Original City Hall.

G. City of La Porte Electronic Records Management – (Councilmember Zemanek – P. Fogarty)

Councilmember Zemanek led the discussion and commented he would like to see the City continue the electronic records system and possibly add a new position to scan existing records.

City Secretary Patrice Fogarty spoke on Electronic Records Management and vision for the future.

Mayor Rigby advised Staff to look into Electronic Records Management and bring back options.

H. City-Wide Camera System – R. Valdez

This item was removed from discussion.

I. City-Wide Pavement Maintenance and Management Program Update – S. Valiante

Public Works Director Sharon Valiante provided an update on the City-Wide Pavement Maintenance and Management Program.

City Council had no objections with moving forward with the program.

Mayor Rigby recessed for a break at 11:05 a.m. Mayor Rigby reconvened the special meeting at 11:37 a.m.

J. Proposed Concrete Street Program Transition – S. Valiante

Public Works Director Sharon Valiante discussed a proposed Concrete Street Program transition. There was no objection to moving forward with the program. Mayor Rigby commented good initiative.

K. Proposed adjustment to fees related to Zoning/Development Applications and Golf Course Greens/Cart Fees – T. Tietjens/T. Leach

Planning and Development Director Tim Tietjens and Assistant City Manager Traci Leach discussed proposed adjustment to fees related to Zoning/Development Applications; Street and Alley Closures and Golf Course Greens/Cart Fees.

Councilmember Zemanek asked if each \$200.00 up to 1 acre; each additional acre \$5.00 for the Minor Site Plan vs. \$300.00 up to 10 acres; each additional acre \$5.00 on the Zoning and Development Fee Comparison Table is a typo. Mr. Tietjens responded yes, it is a typo.

Councilmember J. Martin asked Staff to take a look at park fees for each lot in residential areas in comparison to other communities. Mr. Tietjens advised park fees were recently changed to exempt individual lots.

Councilmember Earp commented he would like to see the Development front foot fee reviewed.

City Council did not have objections with fee increases for Planning or Golf.

L. Operations of La Porte Boys Baseball Association – R. Epting

Parks and Recreation Director Rosalyn Epting discussed the operations of the La Porte Boys Baseball Association and reported the auditors have not finalized the auditor's report.

Councilmember K. Martin commented the City of La Porte was holding the Nations and Super Series Tournaments Leagues, but it was taken by the directors because they did not want to deal with the Tournament Director of the La Pore Boys Association.

Councilmember Zemanek asked what have the auditors been requested to audit. City Manager Corby Alexander responded tournament revenue; registrations fee; revenues that were booked and deposited and concessions.

Councilmember Engelken commented he supports the City managing the La Porte Boys Baseball Association and appointing a Parks Board to ensure integrity.

Councilmember Kaminski why there are no Police Officers with the large crowds of people at these tournaments, and was told it is because the Association did not want to pay the funds.

City Manager Corby Alexander advised Staff will look for a transition plan for the City to manage the La Porte Boys Baseball Association.

M. Comprehensive Compensation Market Study for non-Civil Service Positions – M. Hartleib

Human Resources Manager Matt Hartleib discussed a Comprehensive Compensation Market Study for non-Civil Service Positions and advised it has been several years since the City has performed a comprehensive compensation study for non-Civil Service positions.

Councilmember Leonard asked if a study is done will lower wage positons be raised slightly above the possible proposed minimum wage salary amount. Mr. Hartleib responded if and when mandates raise the minimum wages, salary compressions will occur and a study will assist with the possibilities.

Councilmember Engelken asked if there is an estimated cost for a survey. Mr. Hartleib responded \$40,000.00.

Councilmember Earp asked how many employees left the City for larger paying salaries. Mr. Hartleib responded he does not have that information.

City Manager Corby Alexander commented since EMS has a higher turn-over of employees, the City has implemented an exit interview process in the department.

Mayor Rigby commented he supports the study; and when employees leave for higher wages, Staff needs to see if they are changing career paths for higher wages or whether there is an issue with the City's wages.

Councilmember Kaminski commented she noticed several job positions have been advertised for an extended period of time.

Mayor Rigby commented there is more to comparing salaries, and benefits should be included as a factor.

Councilmember Zemanek asked how long applications are typically reviewed. Mr. Hartleib responded it varies with positions, and the target is 45 days.

Councilmember Engelken commented it is important to know the information that comes from an exit interview to address issues.

Councilmember J. Martin moved to authorize funds to conduct a 3rd party market survey. Councilmember Earp seconded. **MOTION PASSED.**

Ayes:	Mayor Rigby, Councilmembers Earp, J. Martin, Kaminski, Leonard, Clausen, K. Martin, Zemanek and Engelken
Nays:	None
Absent:	None

N. Discuss future of the former Texas Parks and Wildlife Building/Property – T. Leach

Mayor Rigby left the table at 12:50 p.m. and returned at 12:51 p.m.

Assistant City Manager Traci Leach discussed the future of the former Texas Parks and Wildlife Building/Property and possible repairs.

Councilmember Leonard commented he would just as soon see the building go away instead of spending money for repairs.

Councilmember J. Martin commented +he agreed with Councilmember Leonard and suggested tearing it down and the City have a pavilion.

Councilmember Zemanek commented the building is not worth fixing.

Councilmember Clausen commented he would like to see some type of structure and to provide restrooms for the public during events.

City Council agreed to tear the building down and directed Staff to bring back options after the building is gone.

O. Review of Tahoes for General Police Patrol Use – K. Adcox

Police Chief Ken Adcox and Assistant Police Chief Stephen Deardorff reviewed the use of Tahoe vehicles for General Police Patrol.

Councilmember Earp asked how the current budget cost will be affected. Police Chief Ken Adcox responded under \$20,000.00 will have to be budgeted.

Councilmember Zemanek commented he is in favor of purchasing Tahoes.

City Council has no objections continuing with the Tahoe program.

3. Council Comments

Councilmembers Zemanek, Leonard, Clausen, J. Martin, K. Martin, Kaminski and Engelken thanked everyone for attending the Budget Retreat and Staff for their hard work; Councilmember Earp thanked everyone for attending the Budget Retreat; Staff for their hard work; and advised to be cautious when appropriating funds; and Mayor Rigby thanked Staff for the great job they do with putting everything together.

4. **Adjourn**

There being no further business, Councilmember Engelken moved to adjourn the meeting at 1:24 a.m. Councilmember Leonard seconded. **MOTION PASSED**

Respectfully submitted,

Patrice Fogarty, City Secretary

Passed and approved on May 9, 2016.

Mayor Louis R. Rigby