

WORKSHOP & SPECIAL MEETING
Monday, September 18, 2017
6:30 p.m.

A Workshop and Special Meeting of the Anahuac City Council was held in the Council Chambers of Anahuac City Hall located at 501 Miller Street, Anahuac, Texas on Monday, September 18, 2017 at the above noted time.

There were present:

Cheryl Sanders	Mayor
Charlie Henry	Mayor Pro Tem, Position 1
Janice Jircik	Aldерwoman Position 2
Deidre Crews	Aldерwoman Position 4 (by Facetime)
Richard Baker	City Attorney
Julie Harvill	City Secretary
Stephen Bivin	Public Works Director

Those not present:

Richard Ferguson	City Attorney
Danny Thompson	Alderman Position 5

Guests:

Sue Hawthorne	The Progress
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Workshop

Mayor Sanders called the workshop to order at 6:34 p.m. Mayor Pro Tem Henry led the invocation and Alderman Perry led the pledges.

Mayor Sanders moved to item 1 2017-2018 budget workshop – the purpose of the workshop is to discuss the 2017-2018 budget.

Aldерwoman Jircik asked why property taxes in the General Fund revenue were so much lower than previous year. City Secretary Harvill responded that in past year administration had placed all the monies received for property taxes into the General Fund instead of splitting it and only placing the M&O portion in the general fund and the I&S in the Debt Service Fund and that starting in 2015-2016 it was actually budgeted the way it was suppose to be budgeted.

Aldерwoman Jircik spoke on employee salaries next she asked about the job descriptions that were did by past City Administrator Deck Shaver regarding the requirement of training and employees receiving certifications. Mayor Sanders informed Aldерwoman Jircik that the 3 operators we had already had the proper training they needed for their positions but that they were being encouraged to continue their training. Aldерwoman Jircik asked City Secretary Harvill if she had received her certification, Mrs. Harvill responded to

Alderwoman Jircik and explained that she had not had time to do/start her certification process due to her having to do her job, the City Administrators job, Code Enforcement, and Public Works Director (before the Public Works Director was hired) and also due to the City not having funds available for training because the requirements of the certification program require travel to areas in Texas that does not allow Mrs. Harvill to travel back and forth from home to location of seminar. Alderwoman Jircik asked what the certification was for and if it was a requirement for the position. Mrs. Harvill informed her that it was not a requirement that the certification was basically for knowledge and more or less a personal achievement for the individual. Mrs. Harvill also stated that she would love to obtain the certification but hasn't be able to due to lack of time because of all the job duties she has been handling and due to lack of funds in the City's budget.

Alderwoman Jircik expressed that since the City had raised the user fees so much that she felt like the budget needed to tighter and the proposed employee raises should be lowered. Alderwoman Crews, Alderwoman Jircik, and Alderman Perry suggested a 3% cost of living raise for all employees. Vehicle allowances were also taken removed from the budget and mileage reimbursements must be turned in for the times personal vehicles are used for City business. \$1.00 raises for each time a license is obtain for any employee was added and the City will only pay once for an employee to take a test to obtain their license.

Alderwoman Crews asked why street lighting expense in the general fund had lowered from last year due to all citizen's expressing the need of street lights. City Secretary Harvill explained that amount was from the Entergy bill for the usage of electrical used from the street lights. Alderwoman Crews expressed she thought the amount needed to be increased at least back to what it was last year.

Alderwoman Crews asked why under expenditures under the General Fund General Maintenance was blank. City Secretary Harvill informed Mrs. Crews and Council it was blank because General Maintenance was budgeted in the Utility Fund.

Alderwoman Crews asked about the increase for chemicals in the Utility Fund under water, sludge hauling in the Utility Fund under sewer, and Lift Station Repair and Maintenance in the Utility Fund under sewer. Public Works Director Stephen Bivin explained the chemicals were increased due to the new water plant starting up, the sludge hauling was increased due to the proper amount sludge hauling has not been being done and that might be what is causing some of the problems at the sewer plant, and that some of the lift station repairs might now be reimbursed by FEMA or insurance due to the hurricane. Alderwoman Crews suggested we get quotes for sludge hauling and Council was in agreement with the suggestion.

With no other discussion on the budget Mayor Sanders closed the workshop at 7:17 p.m.

Mayor Sanders called the special meeting to order at 7:17 p.m.

Mayor Sanders moved to item 1 consideration and possible action on citizen request.

- a. **Keitha/Larry Cooper** – request a payment plan for their bill due September 30, 2017, due to high usage. Mrs. Cooper informed City Secretary that they did find the leak, it was a pin hole in the pipe behind their storage building, she did indicate that her husband had repaired the leak using items they had on hand. A motion to approve a 6 month average on the sewer portion of the bill was made by Mayor Pro Tem Henry. The motion was seconded by Alderman Perry, all were in favor and the motion carried. A motion to approve a payment plan of paying \$60.00 extra each month on their water bill was made by Alderwoman Jircik. The motion was seconded by Mayor Pro Tem Henry, all were in favor and the motion carried.

Mayor Sanders moved to item 2 consideration and possible action on getting water tap at the sewer plant. Council requested Public Works Director to gather more information and bring it back to Council.

Mayor Sanders moved to item 3 consideration and possible action on restoration cleaning of City Hall. A motion approving the restoration cleaning as long as it's approved by our insurance company was made by Alderwoman Jircik. The motion was seconded by Alderwoman Crews, all were in favor and the motion carried.

Mayor Sanders moved to item 4 consideration and possible action on renting a pod to store materials. A motion approving the rental of a pod as long as it's approved by our insurance company was made by Mayor Pro Tem Henry. The motion was seconded by Alderman Perry, all were in favor and the motion carried.

Mayor Sanders moved to item 5 consideration and possible action on temporary building/location. Alderwoman Crews and Alderwoman Jircik wanted us to look for places in town to rent.

Mayor Sanders moved to item 6 vote on and adopt the budget for fiscal year 2017-2018, Ordinance No. 2017-09-01 – **AN ORDINANCE ADOPTING AND APPROVING A BUDGET FOR THE CITY OF ANAHUAC, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018; MAKING APPORATIONS FOR THE CITY FOR SUCH YEAR AS REFLECTED IN SAID BUDGET; MAKING CERTAIN FINDINGS INCLUDING COMPLIANCE WITH THE OPEN MEETINGS LAW AND PROVING SEVERABILITY.** A motion approving the budget with the changes noted from

workshop and Ordinance No. 2017-09-01 was made by Alderwoman Jircik. The motion was seconded by Alderman Perry, all were in favor and the motion carried. Roll call was done on the voting and went as follows.

Mayor Cheryl Sanders	FOR
Mayor Pro Tem	FOR
Alderwoman Janice Jircik	FOR
Alderwoman Deidre Crews	FOR
Alderman Danny Thompson	ABSENT
Alderman Sean Perry	FOR

Mayor Sanders moved to item 7 vote on and adopt the proposed tax rate of \$0.710334 for fiscal year 2017-2018, Ordinance No. 2017-09-02, **AN ORDINANCE LEVYIGN AD VALOREM TAXES FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE CITY OF ANAHUAC, TEXAS FOR THE YEAR 2017; PROVIDING FOR APPORTIONING EACH LEVY FOR SPECIFIC PURPOSES; AND, PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN SAME SHALL BECOME DELINQUENT IF NOT PAID.** A motion to approve the tax rate and Ordinance No. 2017-09-02 was made by Alderwoman Jircik. The motion was seconded by Alderwoman Crews, all were in favor and the motion carried. Roll call was done on the voting and went as follows.

Mayor Cheryl Sanders	FOR
Mayor Pro Tem	FOR
Alderwoman Janice Jircik	FOR
Alderwoman Deidre Crews	FOR
Alderman Danny Thompson	ABSENT
Alderman Sean Perry	FOR

With no further business needed to be brought before the council Mayor Sanders moved to item 8 and the special meeting was adjourned at 7:41 p.m.

Cheryl Sanders, Mayor
City of Anahuac

Julie Harvill, City Secretary
City of Anahuac