

CITY COUNCIL MINUTES
RETREAT MEETING

KERRVILLE, TEXAS
February 12, 2010

On Friday, February 12, 2010, the Kerrville City Council meeting was called to order by Mayor Bock at 8:20 a.m. at the Kerrville Public Utility Board meeting room, 2250 Memorial Boulevard, Kerrville, Texas.

MEMBERS PRESENT:

Todd A. Bock	Mayor
R. B. Bruce Motheral	Mayor Pro Tem
Chuck Coleman	Councilmember
T. Scott Gross	Councilmember
Stacie Keeble	Councilmember

MEMBER ABSENT: None

STAFF PRESENT:

Todd Parton	City Manager
Michael C. Hayes	City Attorney
Kristine Ondrias	Assistant City Manager
Brenda G. Craig	City Secretary
Sandra Yarbrough	Interim Director of Finance
Charlie Hastings	Public Works Director
Kevin Coleman	Director of Planning and Development
Mindy Wendele	Director of Business Programs
Robert Ojeda	Fire Chief
Mike Erwin	Director of Finance
Scott McDonough	General Manager of Golf/Tennis
Cheri Halford	CIP Manager
Mike Wellborn	City Engineer
Stuart Barron	Water and Wastewater Manager
Rosa Lea Melton	Director of Human Resources and Risk Management
Travis Cochran	Director of Information Technology
Susan Michelson	Municipal Court Clerk
Tara LaMontia	Executive Secretary
John Young	Police Chief
Malcolm Matthews	Director of Parks and Recreation
Kim Meisner	Director of General Operations

DISCUSSION OF CITY'S WATER SUPPLY AND FUTURE DEVELOPMENT

Mr. Hastings noted the city's production capacity was 14.4 MGD with capacity to serve 13,000 connections; the existing connections were 9,500. The average daily consumption was 4.53 MGD (3.04 MGD during drought conservation; and 9.07 MGD maximum daily demand). The average daily supply was 9.28 MGD during a normal year. ASR well 4 was in the 20 year master plan and several sites were being considered, but funding was not yet earmarked in the capital improvement plan (CIP). Staff was investigating the feasibility of changing a production well to an ASR well in the near future and would keep council informed. Mr. Hastings noted that ASR 4 would require a 1MG expansion to the water treatment plant.

The council also discussed the following:

- Upper Guadalupe River Authority's Permit
- City's permit from Headwaters Groundwater Conservation District had to be re-permitted every five years; city's permit is up for renewal in 2012.
- It is a misnomer that the city is out of water; the city has plenty of water and capacity to serve more connections. Mr. Hastings noted the distribution system was limited in some areas; the plant had capacity to treat water, however, the system had bottlenecks in some areas.
- The Texas Water Development Board will be setting pumping limits thereby regulating water districts.
- City continue to work with other entities in accordance with the memorandum of understanding regarding the purchase of surface water rights, but city moved forward to pursue any available water rights.

CITY FINANCIAL OVERVIEW

Mr. Erwin reviewed revenues, expenditures, and fund balances for all funds. He noted the city's existing financial management policy established a 5% reserve fund; he proposed gradually building a higher reserve fund sufficient to cover three months of operation. In addition, Mr. Parton noted some cities also have a reserve fund sufficient to meet one year of bond payments.

Mr. Parton noted the city's tax rate had remained constant, and the debt service obligation in the general fund was \$1.2 million through 2022.

Mr. Erwin and Mr. Parton noted the city had experienced significant reductions in revenues from the economic downturn, and noted staff would prepare a list of proposed expenditure reductions in the FY10 budget to be considered at a future council meeting.

CAPITAL IMPROVEMENT PROGRAM

Prior Year Project Review and Five Year Capital Improvement Program

Ms. Ondrias reviewed current and closed FY09-10 projects and the five year CIP project list; she discussed the following projects in detail:

- Oak Hollow Subdivision drainage: easement acquisition process; may have to purchase.
- Salvation Army detention facility: nearing completion; SA may be on a future agenda to request reimbursement.
- River trail: staff may not be able to acquire all easements necessary for the project.

DISCUSSION OF THE CITY'S DEVELOPMENT PROGRESS

Kevin Coleman reviewed a proposed flow chart process for each type of project submitted to the development services department. The purpose of the chart was to track the steps from submittal through approval and assign responsibility between the applicant and staff for each step in the process, including fire protection systems and infrastructure. He noted that staff would not change a requirement on a developer unless the developer changed something in his site plan. He anticipated the zoning ordinance input committee would bring a recommendation to the council in a few months regarding: 1. Move the requirements for a development site plan from a resolution to an ordinance so the requirements would be codified into the zoning ordinance. 2. Continue to review storm drainage on half acre to one acre lots.

The council also discussed the following:

- Include a date/time frame for each step in the process.
- City needed a process to address retaining walls. Mr. Parton noted some cities required a site development permit before moving dirt or modifying land.

DEPARTMENT OBJECTIVES/CHALLENGES: Each department director presented their short term and long term objectives and challenges.

The following person spoke:

1. David Lipscomb encouraged the city to repair and maintain vehicles longer instead of buying new vehicles, noting that money spent on vehicle maintenance stayed in Kerrville, and money spent on purchasing new vehicles left Kerrville.

Police Chief Young stated that staff always compared vehicle maintenance cost with the cost of new vehicle purchase. Mr. Parton noted staff would consider maintenance versus purchase for non-emergency vehicles and noted the purchase of several new vehicles had been deferred in the FY10 budget; however, maintenance cost increased.

CITY/COUNTY INTERLOCAL FUNDING AGREEMENT

Mr. Parton noted the three year funding plan for joint operations between the city and county would expire in 2011.

Mr. Gross left the meeting at 2:55 p.m.

DISCUSSION OF COUNCIL ISSUES AND PRIORITIES

- Keep Kerrville Beautiful program was receiving support; put on a future agenda.
- Planning and zoning commission was discussing issues: 1. Sign ordinance. 2. Airport zoning. The PZC could not address zoning outside the city limits; the airport board and city attorney were investigating whether the airport board could enforce zoning around the airport; this may be on a future agenda.
- Staff should investigate performance issues versus potential savings of using LED (light emitting diode) lighting.
- Council should establish an ethics policy; staff to obtain a sample policy from TML and policies adopted by other cities.
- Staff try to provide agenda items to council sooner so council could have adequate time to review; also, some information is not presented until the council meeting.
- Fate of the downtown parking garage.
- Fire alarms training center; look at options and other possible sites.
- Management system for tracking citizens' complaints
- Look at take home vehicle policy.
- Explore possibility of city and KPUB combining utility operations; attorney to look at bond covenants and bond indebtedness; may schedule a joint meeting with KPUB.

ADJOURNMENT

The council adjourned at 3:50 p.m.

APPROVED: _____

Todd A. Bock, Mayor

Brenda G. Craig, City Secretary