

MINUTES OF THE SEPTEMBER 25, 2008 PUBLIC HEARING AND SPECIAL MEETING OF THE CITY COUNCIL OF COTTONWOOD SHORES, TEXAS.

This meeting was held on 9/25/08 in accordance with the Agenda posted in conformance with the requirements of the Texas Open Meetings Act and called to order by Mayor Breen at 6:17 p.m.

1. Call to Order
2. Roll Call by City Administrator Schneider

	Present	Absent Excused	Absent unexcused
Mayor Breen	Yes		
Councilmember Wayson	Yes		
Councilmember Whitis	No	Yes	
Councilmember Adams	Yes		
Councilmember Orr	Yes		
Councilmember Hartline	Yes		

Asst. City Administrator Schneider announced a quorum was present.

Two citizens were also in attendance (press).

3. Pledge of Allegiance
4. Mayor Breen opened the Public Hearing.
5. Mr. Schneider presented the proposed budget for FYE 9/30/09 (copy attached) by screen projection, reading out loud the description and budgeted amounts of each line item and soliciting questions and comments from the citizens.
6. When no adverse comments were heard Mayor Breen closed the subject of this Public Hearing and moved to hear public comment to the proposed tax rate resulting from the aforementioned proposed budget:
Proposed tax rate = \$0.4638 per \$100.00 of valuation representing a decrease from FYE 9/30/08 of 7.18%.
This proposed tax rate represents \$463.80 for a residence appraised at \$100,000.00. No adverse comments were received from those present.
7. There being no other issues before the council at this time, Mayor Breen closed the Public Hearing at 6:43 p.m.
8. At 6:48 p.m. Council convened in the Special Meeting announced to vote on the proposed budget as presented. Councilperson Orr so moved, Councilperson Hartline seconded. There were no abstentions. The proposed budget for FYE 9/30/08 passed by unanimous vote.
9. Mayor Breen then entertained a motion to approve the proposed tax rate of \$0.4638 per \$100.00 of valuation. Councilperson Orr so moved. Councilperson Wayson seconded this motion. There were no abstentions. Council adopted the proposed tax rate for FYE 9/30/09 of \$0.4638 per \$100.00 of valuation by unanimous vote.
10. There coming no further business before this meeting, Mayor Breen adjourned this meeting at 6:50 p.m.

Sylvia H. Breen
Sylvia H. Breen, Mayor



Attest: *[Signature]*
Schneider, City Administrator

City of Cottonwood Shores
Total Budget Overview
 October 2008 through September 2009

6:37 PM
 09/22/2008
 Accrual Basis

Ordinary Income/Expense

Oct '08 - Sep 09

Income

00000 · Cash Carry-over	
00001 · General Fund Cash (not dedicated)	7,750.00
00002 · Sewer (dedicated)	19,498.00
00003 · Streets (dedicated)	5,431.00
00004 · I&S (reserves used to cover debt serv.)	11,911.00
Total 00000 · Cash Carry Over	<u>32,679.00</u>

40000 · General Fund

40100 · Property Taxes	
40110 · M & O	
40111 · Current Year	145,412.25
40112 · Previous Years	4,158.35
Total 40110 · M & O	<u>149,570.60</u>

40120 · I & S

40121 · Current Year	83,749.15
40122 · Previous Years	2,679.75
Total 40120 · I & S	<u>86,428.90</u>

40130 · Penalty & Interest

40130 · Penalty & Interest	5,000.00
Total 40100 · Property Taxes	<u>240,999.50</u>

40200 · Sales Taxes	56,000.00
40250 · Franchise Taxes	30,000.00
40300 · Permits	
40305 · Building	13,000.00
40310 · Porches-Decks	300.00
40320 · Fence	275.00
40345 · Signage-Billboard	2,000.00
Total 40300 · Permits	<u>15,575.00</u>

40400 · Law and Order

40405 · Court	
40410 · Fines	18,000.00
40420 · Arrest Fees	910.00
40425 · Warrant Fee	1,821.00
40430 · Time Payments	182.00
40435 · Court Tech Fee (Dedicated)	288.00
40440 · Municipal Building (Dedicated)	216.00
Total 40405 · Court	<u>21,417.00</u>

40500 · Public Safety

40520 · Animal Control	3,000.00
Total 40500 · Public Safety	<u>3,000.00</u>

Total 40400 · Law and Order	<u>24,417.00</u>
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Oct '08 - Sep 09

40900 · Other GF Revenue	
40905 · Pass-Through Fee	
40906 · EMS	1,455.00
40907 · VFD	1,455.00
40908 · Fire Protection	670.00
40909 · Inspections	2,550.00
Total 40900 · Pass-Through Fee	<u>6,130.00</u>
40910 · Investment Interest	16,000.00
40915 · NSF Fees	50.00
40920 · Lease-Rental	13,800.00
40940 · Civic Center	1,000.00
40945 · Customer Service Inspection	4,300.00
40955 · Road Cutting Fee	9,000.00
40980 · Contractor Registration Fee	1,350.00
40990 · Inspection Fees	17,000.00
40993 · Code Enforcement	10,000.00
40999 · Misc. Fees	6,500.00
Total 40900 · Other GF Revenue	<u>85,130.00</u>
40000 · General Fund - Other	0.00
Total 40000 · General Fund	<u>452,121.50</u>
41000 · Utility Revenue	
41100 · Water	
41120 · Water Usage	273,000.00
41130 · Water Taps	18,000.00
41140 · Connection Fee	3,700.00
41160 · 14 Day Cleanup Service	900.00
Total 41100 · Water	<u>295,600.00</u>
41200 · Waste Water	
41210 · Sewer Charge	203,700.00
41220 · Sewer Taps	18,000.00
41230 · Grinder Pump Installs	6,000.00
41240 · Grinder Pump Repairs	5,000.00
Total 41200 · Waste Water	<u>232,700.00</u>
41300 · Solid Waste	
41310 · Residential	100,000.00
41320 · Commercial	20,000.00
Total 41300 · Solid Waste	<u>120,000.00</u>
41400 · Fees and Interest	
41405 · Promissory Note Fee	3,350.00
41410 · Late Fee	16,850.00
41411 · Delinquent Handling Fee	5,200.00
41420 · Line Extension Fee	1,000.00
41440 · Interest	15.00
41445 · NSF Fees	300.00
41499 · Misc. Revenue	150.00

	<u>Oct '08 - Sep 09</u>
Total 41400 · Fees and Interest	<u>26,865.00</u>
Total 41000 · Utility Revenue	675,165.00
49000 · Grant Revenue (Dedicated)	750.00
49100 · Donations	500.00
Total Income	<u>1,161,215.50</u>
Expense	
50000 · Utilities Direct Costs	
50010 · Water	
50011 · Raw Water Costs	24,000.00
50013 · Water Taps	1,500.00
50015 · Water Testing	3,225.00
50018 · Chemicals	10,000.00
Total 50010 · Water	<u>38,725.00</u>
50020 · Waste Water	
50021 · Processing Costs	125,000.00
50022 · Sewer Taps	1,300.00
50025 · Grinder Pumps	1,500.00
Total 50020 · Waste Water	<u>127,800.00</u>
50030 · Solid Waste Costs	
50031 · Residential	83,000.00
50032 · Commercial	18,000.00
Total 50030 · Solid Waste Costs	<u>101,000.00</u>
50040 · Supplies	12,000.00
50050 · Equipment Rental	1,998.00
Total 50000 · Utilities Direct Costs	<u>281,523.00</u>
60000 · Debt Service	
60100 · City Hall	24,421.56
60200 · Water Plant	13,240.00
60300 · Sewer Infrastructure	31,400.00
60500 · Vehicles-Equipment	29,277.36
Total 60000 · Debt Service	<u>98,338.92</u>
61000 · Operations	
61100 · Payroll Expenses	
61110 · Wages	
61111 · Regular	384,500.00
Total 61110 · Wages	<u>384,500.00</u>
61120 · Payroll Taxes	
61121 · Social Security	23,839.00

Oct '08 - Sep 09

61122 · Medicare	5,578.00
61123 · TWC	
Total 61120 · Payroll Taxes	<u>1,518.00</u>
	30,935.00
61130 · Benefits	
61131 · Health Insurance	72,276.00
61140 · Workers Comp Insurance	13,539.00
61160 · Uniforms	400.00
Total 61130 · Benefits	<u>86,215.00</u>
Total 61100 · Payroll Expenses	501,650.00
61190 · Contract Labor	26,605.00
61200 · Professional-Legal	
61210 · Attorney Fees	34,500.00
61220 · City Prosecutor	1,000.00
61230 · Accounting Fees	1,600.00
61240 · Audit Expenses	4,000.00
61250 · Engineering Expenses	9,000.00
Total 61200 · Professional-Legal	<u>50,100.00</u>
61300 · Service Contracts	
61310 · EMS	9,550.00
61315 · VFD	16,000.00
61320 · Appraisal District	5,000.00
61325 · Dispatch Fee	9,600.00
61330 · Election Expenses	2,500.00
61340 · Jail Fees	800.00
61350 · Animal Impounding	2,051.00
Total 61300 · Service Contracts	<u>45,501.00</u>
62100 · Fuel	
62110 · Vehicle	17,000.00
62120 · Equipment	1,000.00
Total 62100 · Fuel	<u>18,000.00</u>
62200 · Maintenance and Repair	
62210 · Building	5,200.00
62215 · Safety Equipment	2,000.00
62220 · Equipment	22,800.00
62225 · Equipment Rental	2,660.00
62230 · Vehicles	6,000.00
62235 · Radar Certification	200.00
62240 · Computers	867.18
Total 62200 · Maintenance and Repair	<u>39,727.18</u>
62500 · Insurance	

	<u>Oct '08 - Sep 09</u>
62510 · Vehicle	8,050.00
62520 · Liability	1,300.00
62530 · Bond Expenses	370.00
Total 62500 · Insurance	<u>9,720.00</u>
64000 · Administrative Expenses	
64100 · Office Expenses	
64110 · Supplies	7,275.00
64130 · Coffee Bar	200.00
64140 · Dues and Subscriptions	1,200.00
64150 · Postage	2,650.00
64160 · Bank Charges	100.00
64180 · License-Permits-Registration	2,100.00
64190 · Grant Costs	12,500.00
64200 · Software	3,000.00
64210 · Computer Hardware	2,200.00
64220 · Office Equipment	1,700.00
Total 64100 · Office Expenses	<u>32,925.00</u>
64400 · Utilities	
64410 · Electric	35,500.00
64420 · Water	2,160.00
64430 · Sewer	1,200.00
Total 64400 · Utilities	<u>38,860.00</u>
64500 · Communication	
64510 · Land-Line Service	6,500.00
64520 · Long Distance	624.00
64530 · Mobile Phones	4,002.00
64540 · Pagers	239.40
Total 64500 · Communication	<u>11,365.40</u>
64600 · Staff Training and Travel	
64610 · CEC Credit Courses	2,700.00
64640 · Travel	
64642 · Transportation	1,450.00
64645 · Lodging	1,250.00
64647 · Meals	500.00
Total 64640 · Travel	<u>3,200.00</u>
Total 64600 · Staff Training and Travel	<u>5,900.00</u>
Total 64000 · Administrative Expenses	<u>89,050.40</u>
Total 61000 · Operations	<u>780,353.58</u>
68000 · Capital Expenditures	
68300 · Materials	1,000.00
Total 68000 · Capital Expenditures	<u>1,000.00</u>
Total Expense	<u>1,161,215.50</u>

Net Ordinary Income 0.00

EFFECT OF PROPOSED TAX RATE ON PROPERTY VALUED AT \$100,000

	TAX RATE FY 07-08	TAX RATE FY 08-09
TAX RATE	0.4997	0.4638
DECREASE:		-7.18%
VALUE OF \$100,000		
DIFFERENCE	\$499.70	\$463.80
DIFFERENCE:		-\$35.90



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Since 1987

NOTICE OF REGULAR MEETING OF THE CITY COUNCIL OF COTTONWOOD SHORES

The City Council will hold a regular meeting on Thursday, November 6, 2008 at 6:00 p.m. at the Pfeifer Civic Center, 4111 Cottonwood Drive, Cottonwood Shores, Texas.

AGENDA

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Invocation
5. Consent Agenda:
 - 5.1. Approval of Public Hearing meeting Minutes 09/25/08
 - 5.2. Regular meeting Minutes 10/02/08, and 10/16/08.
 - 5.3. Approval of Financial Statements for the month of August 2008.
6. Departmental Reports
 - 6.1. City Administrator Report
 - 6.1.1. Texas Parks & Wildlife Dept. site visit 11/4/08 in response to Parks grant application;
 - 6.1.2. Water and Sewer statistics;
 - 6.1.3. TCEQ/CCN preliminary hearing 11/10/08.
 - 6.1.4. Workers compensation history review
 - 6.2. Municipal Court Report
 - 6.3. Mayor's Report
 - 6.4. Special Committee Reports
7. Civic Organization Reports.
8. Community Input, Citizen Comments: *This is the opportunity for the public to address the City Council on any issue. Please sign up to speak and indicate the subject you intend to address. Speakers will be recognized in their order of sign-up. City Council may not discuss or act on any issue not posted on the agenda for this meeting. (Attorney General Opinion-Jc-0169).*
9. New Business:
 - 9.1. Consider & act on the contract amendment with GDS to cover the additional \$800.00 charge for amending the ORCA Contract #728060 (Sewer improvements).
 - 9.2. Consider & act on a proposed amendment of Ordinance No. 022108-B by acceptance of the rate increases proposed by IESI with the effective date of Dec. 1, 2008.
 - 9.3. Consider & act on the adoption of the proposed amendment of Animal Control Ordinance No. 011504.
 - 9.4. Consider & act on a proposed Ordinance creating a Planning and Zoning Commission.
 - 9.5. Consider & act on a proposed Ordinance creating a Parks & Recreation Commission.
 - 9.6. Consider & act on the formal re-appointment of the Development Committee.

- 9.7. Consider & act on a proposed amendment of Resolution No. 062107 by Ordinance No. 202 establishing rules of procedure, conduct, and decorum at Council meetings.
- 9.8. Consider & act on a proposed amendment of Ordinances No. 080504 (Duties, responsibilities and authority of the Mayor) and No. 011708-A (creating the position of City Administrator) providing for a coordinated Management Structure.
- 9.9. Consider & act on a proposed Resolution to approve the temporary use of a portion of the Pfeifer Civic Center as a Public Library.
- 9.10. Consider & act on a proposed Resolution appointing Susan Hartline as the Grant Writer and Administrator for all Library Grants.
- 9.11. Consider & act on a master plan for the Cottonwood Shores Public Library.
- 9.12. Consider & act on the Personnel Policy revised in the Workshop of October 8, 2008.
 - 9.12.1. Consider & act on the complete set of Job Descriptions to be appended to the Personnel Policy.
 - 9.12.2. Consider & act on City Administrator Schneider to assume the additional responsibilities of City Secretary until a separate full-time position has been funded.
- 9.13. Consider & act on retention of Sheila Limon to assist City at TCEQ hearing concerning the City's CCN application at an hourly rate of \$150.00 plus out-of-pocket expenses. Time shall include the time for preparation and future action planning following this meeting.

10. Executive Session:

- 10.1. Development Committee updates for City Council.
- 10.2. Utility Billing Analysis

Reconvene into Open Session and take action on Item 10.2.

11. Future Agenda items:

12. Adjournment: Motion, second, time.

City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on this agenda, as authorized by the Texas Government Code including, but not limited to Sections: 551.074 (Consultation with Attorneys), 551.072 Deliberations about Real Property), 551.073 (Deliberations about Gifts & Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues), and as authorized by the Texas Tax Code.

I, Cynthia Schwertner, Asst. City Secretary for the City of Cottonwood Shores, Texas do hereby certify that this meeting notice was posted on the Official Notices Board at City Hall, a place readily accessible to the general public at all times, on November 3, 2008 before 5:00 p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said meeting.


 Sylvia Breen, Mayor



Attest:

 Cynthia Schwertner, Asst. City Secretary