

CITY COUNCIL WORKSHOP MEETING & SPECIAL CALLED MEETING AGENDA

August 3, 2020
6 P.M.

CALL TO ORDER Mayor Steve Spicer called meeting to order.

PLEDGES OF ALLEGIANCE TO THE U.S. AND TEXAS FLAGS Mayor Steve Spicer led the pledges.

ROLL CALL OF ALDERMAN The following council members were present: Mayor Steve Spicer, MPT Sherwood Green, Alderman Clay Morris, Alderman Russell Rupertus, Alderman Marci Kurtz Hoffman, Alderman Terry Rizzo The City Administrator, Sean Hutchison was also present.

PUBLIC COMMENTS (LIMITED TO THREE MINUTES PER PERSON) No Public comments.

ITEMS FOR DISCUSSION:

1. DISCUSS FY 2019/2020 BUDGET

Mayor Steve Spicer ask if anyone has any questions about the current budget?

City admin. Hutchison says we are on track with the expected revenue and expenses.

We were unsure a few months ago with Covid 19 but we are now tracking where we anticipated.

Alderman Rupertus asks if there are any shortcomings or oversights?

City Secretary Lupe Rushing replied that we would make adjustments in the September meeting on Line items; it won't affect the total or change anything.

Alderman Morris asked what about proposals for changes in raises for hourly employees?

Secretary Rushing replied that we did not propose for any this fiscal year.

Alderman Morris asked what we have to do to change that to where it keeps up with a cost Of living raise?

City Admin. Hutchison replied that in the proposed budget there was no new revenue increase unless you want to possibly consider a tax increase? This is a very lean budget.

Alderman Morris said no to a tax increase, but would rather take away something we don't absolutely need as much, just to give at least a cost of living raise.

Mayor Spicer said every year for the last ten years, we raised pay to bring salaries up to where other counties were because we were underpaying police and office staff. If Chief Heiman wants to give a merit raise to an officer, he can add it to his budget and submit.

Alderman Morris said he wasn't worried about salaries; he was concerned about hourly employees even if it was just a cost of living raise.

Mayor Spicer said Clay, everyone is up to par, good to go. Noone has complained or asked for raises.

Alderman Rupertus asked if we were discussing 2019-2020 Or 2020-2021?

Mayor Spicer said we are still on 2019-20.

City Admin. Hutchison said No this is 1920-21.

Mayor Spicer said if no one has any more questions on the current budget, we can move on to 2020-2021.

Alderman Rupertus said I will dig into the budget and see if I can at least find a cost of living raise; these are difficult times; if anyone wishes to help. Where there is a will, there is a way and I would like to find it.

Our office girls should at least get a cost of living raise for this fiscal year 1920-21.

Alderman Morris said he completely agreed with that; we can find where to cut back without raising taxes to make this happen.

Alderman Kurtz-Hoffman looking at the budget said there is a city administrator's salary and support salaries,

not by each salary.

City Secretary rushing said salaries are not broken down in the budget individually; they are in four different areas; the police salaries are under their budget.

Alderman Kurtz-Hoffman (looking at budget) said 11002, 19018 –7940

Mayor Spicer said yes.

Alderman Rupertus said so Sean you are saying we do not have the money, 2 1/2% or 3% without raising taxes?

City Admin. Hutchison said that the budget process has jumped two weeks forward from previous years. We can reduce some street and bulkhead repairs, but you will have to cut in to line items, operating funds, but we certainly can do that; our workers are our greatest resource. I certainly want to emphasize that.

Alderman Rizzo asked how much money are we looking for to pull out of some where else for the three, correction, the two employees upstairs?

Mayor Spicer said we will have to get back to you and have a number before the next meeting.

City Admin. said when we had an employee who had a change of life issue which resulted in that employee now having full time health insurance, we had to pull some money out for that.

Alderman Rupertus asked where did that money come from?

City Admin. Hutchison said we took it from not hiring a fulltime public works position and some from maintenance machinery for that position.

City Secretary Rushing said Clay, you mentioned hourly employees which includes the police.

Alderman Morris said no, just the two upstairs. I am estimating it to be about \$3K.

City Secretary said you need to clarify then, if you are not including the police because they are hourly as well.

City Admin. Hutchison said from a Human Resources standpoint, it could possibly cause animosity if you are giving raises in one division and not another division. This is not good from a Human resources standpoint.

Mayor Spicer said let's get the salaries for the next budget meeting and see what 3% would cost us. Let's look at 2020-21 now.

Alderman Rizzo said that way, we will be better able to see what we need to cut back on.

Alderman Kurtz-Hoffman said we added work to the support staff's workload; who is doing the bulk of that work? I don't do extra work without a raise and we can't expect them to. We have given them raises but we have also added to their workload.

Alderman Rupertus When you pull up the hourly staff salaries, could you also pull up the raises they have received in the last three years?

City Secretary Rushing I can tell you that-three years ago 5%, two years ago 3% and a year ago 2%.

Alderman Rupertus Three years ago %, two years ago 3% and a year ago 2% and now we are asking them to go to no %. Thank you.

Alderman Kurtz-Hoffman Mowing expenses have gone up significantly, more than doubled, the pool and the Park, why?

City Admin. Hutchison said we were moving money around in different funds in order to-a portion will cover the mowing and a portion to hire a part time contractor to take over those duties. We are in the process of trying to hire that person but until we do, we have to contract out and a portion is also to purchase that equipment as well.

Mayor Spicer The anticipation is to hire someone. We only had \$750 to cover that.

Alderman Rupertus asked are we going to go through each item one by one from lift stations to the turtle? Are we going to review item by item since we have such a large list of projects?

City Admin. Hutchison The biggest question would be the elevator. The control panel may last for five (5) more years or may not. If we plan ahead and order parts they may take a month or month and 1/2 to retrofit; if

Alderman Kurtz-Hoffman We are usually sending out or postcards and the park usually gets a big donation but we haven't sent them this year since times are difficult do we want to do this?

Secretary Rushing Also park rentals have stopped so there are no user fees so money is significantly reduced.

Alderman Rupertus Have we gone out for bids on the \$150K lift station?

City Admin. Hutchison No, that is an estimate.

City Secretary Rushing All of that would be out of Reserve funds.

Alderman Rupertus Is painting the Marina Parking lot in the budget? Are we holding off on the Marina until the survey and that discussion has been had?

City Admin. Hutchison That wasn't mentioned. No. I am going to order Stop and Yield signs from the prison system. We need street signs too but they cost \$200-300 installed. They have to be reflective for new guidelines.

Alderman Rupertus Question regarding the increase in cost of lift system and two pumps

City Admin. Hutchison There are three pumps in the station that accommodate the restaurant. Some other pumps are smaller so the cost varies. We have twenty eight pumps; the average life is ten years. The pumps have not been maintained so replacing two next year is very high. We have to do more preventive maintenance. The next meeting the council will vote on this budget.

City Secretary Rushing It was mentioned at the first budget meeting for members to turn in any budget items you wanted to discuss and I received nothing. The increase in building permits saved us \$10K; the taxes on new builds are only \$4500.

Alderman Rupertus How many more years before we run out of Reserves?

City Admin. Hutchison It is used for one time use only, i.e. street repairs, equipment repairs, not to balance the budget. Based on the general fund monies, we will have 1.3 million. Water and sewer is very tight. We are going to have to borrow to do all the water and sewer repairs; it would be too excessive. We gained \$80-90K more from the rate increase just to replace water lines. The project is taking a lot longer because of the water tables. Henry Morgan was a high elevation. Bermuda Way is not; it is at 3 feet. It has to be dewatered. There is a line item in the bid in case pumping water out occurs. You can decrease or increase a public works project by no more than 25%. The General Fund is not to go below \$360K for emergency funds. This is 38% of the Operating Budget, there is \$250K for a Catastrophic event such as a hurricane.

Alderman Rupertus I want us to be pro-active, not reactive. I do love the number of projects.

City Secretary Rushing One more time-If there is anything else, notify me. I was here to midnight getting the budget out because they shortened the tax time. We had to wait on the Appraisal District.

Alderman Rizzo We can't do this until we get the 3% salary number. Is the elevator in the budget?

City Admin. Hutchison The General Fund Reserves

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City Admin. Hutchison There are three pumps in the station that accommodate the restaurant. Some other pumps are smaller so the cost varies. We have twenty eight pumps; the average life is ten years. The pumps have not been maintained so replacing two next year is very high; we also have this in the operating budget. We have to do more preventive maintenance. The next meeting the council will vote on this budget.

City Secretary Rushing It was mentioned at the first budget meeting for members to turn in any budget items you wanted to discuss and I received nothing. The increase in building permits allowed me to add \$10K and saved us that amount; the taxes on new builds are only \$4500.

Alderman Rupertus This being said, with all the improvements, how many more years before we run out of Reserves and have nothing to fall back on.

City Admin. Hutchison Reserves are held over until the next year. They are not new tax dollars. We are not double taxing. It is used for one time use only, i.e. street repairs, equipment repairs, not to balance the budget. Based on the general fund monies, we have a number of years. If we spend what is planned, we will have 1.3 million after this year's expenses. We are using the reserve that we have to do a few different projects.

Water and sewer is very tight. Council approved a rate increase this year. We are going to be refining the cash flow in municipal services to see how many more years we can do water replacement without borrowing. You are not going to get away without borrowing because rate increases would be too excessive. We are going to have to borrow to do all the water and sewer repairs. We gained \$80-90K more from the rate increase just to replace water lines. Henry Morgan was a high elevation. Bermuda way was not.; it is at 3 feet; it has to be dewatered. The project is taking a lot longer because of the water tables. There is an item on the agenda for a change order requesting to dewater one of the lines. This project was started in October and should have been completed by February. It was plagued with water; It has to be dewatered. Instead of adding \$200K to the project cost, we delayed the project to see if the water would drop. We are going to have to add more to that amount to do these water projects.

Alderman Rupertus Why didn't the engineer predict this?

City Admin. Hutchison He did. There was a line item on all the bids in case they had to pump water out. You can decrease or increase a public works project by no more than 25%. With adding the three fire hydrants onto the project, this change order is still underneath the 25%.

City Alderman Green You can't put it at 3 feet if the water level is at 2 feet; you have to pump the water out.

General Fund is not to go below \$360K for emergency funds. In answer to your question, it is for one time expenses only such as bulkhead repairs, major street repairs , etc. , not to balance the budget. This is 38% of the Operating Budget , there is \$250K for catastrophic events such as a hurricane. If we have a hurricane, property values are going to drop, so that is being taken into consideration as well.

Alderman Rupertus We are very fortunate to have money set aside, but I want us to be pro-active, not reactive. I do love the number of projects.

City Secretary Rushing One more time-If there is anything else, notify me. I was here to midnight getting the budget out because they shortened the tax time. We had to wait on the Appraisal District.

Alderman Rizzo We can't do this until we get the 3% salary number. Is the elevator in the budget?

Alderman Morris Since we were short a meeting, I would like to get a couple of meetings so we can all get up to speed.

City Admin. Hutchison You weren't really short a meeting; you had the info.

Alderman Morris Having the info and having it explained is very helpful.

Alderman Green They are here all week; all you have to do is come talk to them. CAD hasn't even been given me my tax rate yet.

City admin. Hutchison We only have four or five days once we get the numbers from CAD to plug them in to what we have already tentatively prepared.

Mayor Spicer Anyone have anything else?

Alderman Rizzo Where is the elevator on the budget?

City Admin. Hutchison Line item 630 General Fund Reserves

Alderman Rizzo This covers the repairs either way? Is there enough time to do that?

City Admin. Hutchison Do you want to be pro-active and not have that downtime? The tech said about \$60K to actually do the work and then you add on 15% contingency, 18-20% architectural fees.

Alderman Rizzo I appreciate it. Thank you.

Mayor Spicer Anyone else? Then we will move on to Item #3

#3 DISCUSS APPROVING THE FOLLOWING MINUTES:

a. WORKSHOP MEETING-JULY 6,2020

b. BUDGET WORKSHOP & REGULAR MEETING- JULY 20, 2020

#4 DISCUSS APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF JAMAICA BEACH AND THE GALVESTON COUNTY HEALTH DISTRICT FOR 2020-2021 WATER POLLUTION CONTROL AND ABATEMENT SERVICES.

City Admin. Hutchison This is routine; something we do every year. The annual contract increased \$340

#5. DISCUSS APPROVING A CONTRACT AGREEMENT BETWEEN THE CITY OF JAMAICA BEACH AND MUNICODE FOR RECODIFICATION, SUPPLEMENTATION AND ONLINE CODE HOSTING SERVICES, DESIGNATING THE CITY ADMINISTRATOR AS THE CONTRACTING OFFICER.

City Admin. Hutchison The problem I have run into is each ordinance refers to another ordinance and another ordinance going all the way back to 1976. This company will look at every ordinance. It cleans and updates everything. It puts everything online to for our citizens to view.

City Admin. Hutchison contd. This provider offers storage also. Not in this agreement but one of the services they offer is video of our city council meetings in the future. It is recommended that this be done every ten years; it has been 20 for us. It takes them 11 months to a year to do this. This is \$4K to execute the agreement and remaining amount to be paid out based on progress.

Alderman Morris Is this the only company ?

City Admin. Hutchison There was one other but they were not as responsive; I looked at several other communities and they all recommended this one as well.

City Secretary Rushing This company offers a lot more services and we can split the cost into two fiscal years.

#6 DISCUSS APPROVING A CHANGE ORDER REQUEST TO THE 2019 WATER LINE IMPROVEMENT PROJECT TO DEWATER THE AREA AND INSTALL THE WATER LINES TO THE RECOMMENDED DEPTH, THE CHANGE ORDER REQUEST WILL INCREASE THE COST BY APPROXIMATELY \$25,358. THE CONTRACT PRICE WITH THE NEW CHANGE ORDER SHALL NOT EXCEED \$264,287.

Mayor Spicer We pretty well discussed this in the budget discussion; any further discussion? None.

#7. DISCUSS APPROVING A LOCATION FOR THE TURTLES ABOUT TOWN SCULPTURE.

City Admin. Hutchison This is one of the fun things the council gets to consider. It is a 4' Turtle; you have probably seen them around town. We can choose a theme; the monies goes to the Turtle Restoration Group. Where would you like to see the turtle? City Hall? The Park? JBIC is putting theirs on the esplanade.

All Members City Hall

Mayor Spicer It seems to be a consensus that we have the Turtle at city hall.

Alderman Rupertus Then we will also have to pour a concrete pad?

City Admin. Hutchison The Architect will require that. If we add a light, hopefully, we can run it off the city hall electricity.

Alderman Rupertus I am worried about someone running into it.

City Admin. Hutchison I suppose someone with a big truck could run into it .

Chief Heiman We could probably place small bollards to prevent parked cars from hitting it.

City Admin. Hutchison I recommend that.

Mayor Spicer Anything else with the Turtle-then let's move on to **#8 DISCUSS APPROVING A PROPOSAL FOR THE BEACH ACCESS VEHICULAR CONTROL PLAN**

City Admin. Hutchison I recommend Marci run with the Turtle theme.

#8 DISCUSS APPROVING A PROPOSAL FOR THE BEACH ACCESS VEHICULAR CONTROL PLAN

Mayor Spicer This is basically what we have had all along.

Alderman Morris I feel we have come u with a winner to please everyone. The visual map pretty much shows it all.

City Admin. Hutchison Alderman Morris and Chief Heiman have spent a lot of time coming up with this plan.

Alderman Morris The Chief and I did a lot of searching and visiting with citizens and other stuff. I know Sean, you had proposed three options:

#1 Remove the Pedestrian Only Beach which will open the entire beach to vehicular traffic (There would be no Pedestrian Only Beach area, but we would still have single row parking, correct?)

City admin. Hutchison You could introduce single row parking.

Alderman Morris continuing

#2 Maintain the Pedestrian Only Beach which allows using golf carts for disabled persons; transport only

#3 Reduce the Pedestrian Only Beach. Golf carts for the handicapped would be permitted to a length of 500 linear feet with an additional 100 linear feet of cul-de-sac for offloading at the Pedestrian Only Beach. This cul-de-sac also provides a safe turn around area for vehicles turning back to the east.

No parking would be allowed in that area. Single row parking at the Vehicular Beach would be allowed adjacent to the dunes with the dunes being protected by short bollards and with a chip rope. This plan also prevents vehicles from driving or parking within 25' of the waterline. This plan would only be for 55 days/holidays per year. With the third possibility, the visual drawing shows it. It addresses a lot of citizen concerns Any questions?

Alderman Green Pretty much the same, just a little more parking?

Alderman Morris Yes

Citizen Larry Brasfield

Mayor Spicer Hang on just a minute Larry, I haven't asked for questions yet; letting the council talk first.

Alderman Kurtz-Hoffman 500 feet for pedestrian only parking? Where are the bollards located?

Chief Heiman From the city limits to edge of Beachcomber on the East side. Increasing pedestrian area by 200 yards; also getting single row parking.

Alderman Rupertus We are getting single row parking no matter what, correct?

Alderman Morris Yes

Citizen Larry Brasfield I have two questions really. 1) When do you vote on this and how long will it take to get it enacted? It seems like the council is leaning towards Option 3 but the GLO is clear that it is acceptable to still have ½ pedestrian and ½ vehicular so I am wondering why we are pushing for 80% vehicular access and only 20% pedestrian access?

Mayor Spicer I can answer that Larry. We are voting on that at the next meeting so it probably won't even get done until this winter since the season is over the beginning of Sept. and it will be open to everybody after Sept. The reason is that we have no place for people to park and walk in. We have to control the number of people parking so they won't destroy everything, so we are actually moving to a smaller area.

Citizen Larry Brasfield The police still have to control the entries and keep a single row of parking so that is what I don't understand.

Mayor Spicer The GLO will accept this plan; they have accepted this plan but they would rather we opened the beach completely.

Citizen Larry Brasfield We have talked to the GIO separately and they have reiterated that they are happy with the ½ and ½ .

Mayor Spicer They don't have to deal with the parking problem it will cause. That is why we are moving it down, so it will be better.

Alderman Rupertus Not only that, but it will allow more area for our citizens to enjoy the beach.

Mayor Spicer Anyone else?

Citizen Larry Brasfield When we had the open meeting, it seemed like the citizens were in favor of the ½ and ½ option.

Mayor Spicer We have to have an area to park. The biggest problem we have is there is no place for people to park without restricting the beach that is open to vehicles.

City Admin. Hutchison One of the major changes as well is the ability to have on row of parking, It was briefly mentioned at the meeting but I think it was swallowed up with the cacophony of everyone in the fire department. This plan during those 55 days would limit parking to one row. This was not understood by everyone in that meeting. I just want to make sure everyone understands that distinction and why it is being considered.

Mayor Spicer Anything else?

Citizen Larry Brasfield I think I understand that all three options will have only one row of parking. Is that correct?

Mayor Spicer We could do that, yes.

Alderman Kurtz-Hoffman I am not going to be in favor of moving the bollards down for a bigger area from an environmental standpoint. I am not really willing to move forward; the citizens at the meeting didn't want this either.

Chief Heiman Single row parking will eliminate about 2/3rds of the problems on our beach. It will also help us with overcrowding. The issue with ½ and ½ is the beach is overcrowded by 11AM which means no residents or visitors will be able to be on the beach. You are reducing access by about 67%. Many issues we have been experiencing are from people outside of Jamaica Beach; they won't be real happy when they find out they can't triple park and set up tables. This will cut down on the number of visitors and the litter and required police action. It will be easier to enforce our rules and regulations.

Alderman Morris Most importantly, public safety-the cul-de-sac will be safer to drop people off and go park.

Alderman Green Marci, from an environmental standpoint, it is only 55 days a year so there are 300 + other days. They will have easier access with single parking.

Alderman Kurtz-Hoffman But it is Turtle breeding and laying season. The turtle sculpture will be the only turtle left. Another reason is that I have a trust issue with this is because two years ago we were going to open the bollards and that didn't happen. It was supposed to be single row parking in the last one and it didn't happen. That is my big issue.

Mayor Spicer There will be single parking in this one.

City Admin. Hutchison I would have to go back and look but I don't believe that was the case.

Chief Heiman We have never had single row parking since I have been here-5 years I have been Chief. This is also a step for this council with innovative skills to look at permitting. I think this council in future actions will address each of these issues and in the future will eventually come up with a plan that will be best for all aspects of our beach.

Alderman Morris I can personally guarantee we will be doing single row parking.

Alderman Kurtz-Hoffman I think it will take a little bit of hard tough love to shut down the beach for a while and let it be known it is not open all the time.

Mayor Spicer We can't shut our beach down.

Alderman Green We can't

Alderman Kurtz-Hoffman You just said we shut it down when it gets to capacity?

Mayor Spicer That is why we are lowering the capacity; moving bollards so the capacity will be lower. Let's move on to #9. We can discuss the beach plan again when we vote on it.

#9 DISCUSS CALLING A PUBLIC HEARING ON THE CITY OF JAMAICA BEACH PROPOSED BUDGETS FOR THE FISCAL YEAR 2020-2021.

City Admin. Hutchison This is just setting a time to review budgets. We will provide information again if there are questions from the council.

City Secretary Rushing This is setting a date/time for the public hearing to adopt the proposed budget. In September we have only one Monday-that will be the public hearing and the adoption of the tax rate at September 21, 2020 meeting. Confirmed date again for Mayor Spicer.

Mayor Spicer Any questions? Let's move on to #10

#10 DISCUSS PROPOSING THE NO-NEW REVENUE (NNR) TAX RATE OF \$0.186181 PER \$100 OF PROPERTY VALUE FOR THE CITY OF JAMAICA BEACH.

City Admin. Hutchison If no new tax revenue rate is considered by council and approved, there will be a tax decrease of 3.65% for city tax purposes. A house valued at \$300K will be lowered by \$21.21

City Secretary Rushing New tax rate \$700 million, 1,321, formerly called the Effective rate; the governor approval tax rate, now known as the rollback rate, if adopted would be \$815,864. It sounds like it requires voter approval, but it does not. A correction that I need to make is that I said the salary increase for last year was 2%, but it actually was 3%.

Mayor Spicer Lets move on to ITEMS FOR CONSIDERATION:

1. CONSIDER FOR ACTION PROPOSING THE NO-NEW REVENUE (NNR) TAX RATE OF \$0.186181 PER \$100 OF PROPERTY VALUE FOR THE CITY OF JAMAICA BEACH.

Alderman Rupertus motions as read.

Alderman Morris seconds.

City Secretary Rushing calls roll and all alderman agree.

City Admin. Hutchison CITY ADMINISTRATOR'S REPORT

The engineering consultant for the street Improvement Program probable cost will be \$1 million, 227,366; the city portion will be \$392K and will be paid out of the Infrastructure Reserve Fund.

Staff will continue to finalize budget in the next week and send it out. Staff will begin working on a comprehensive update of the Personnel Policy Manual. This will be a month by month project subject to City Council having final approval.

Permit Kick Off meeting tomorrow with Glo and Atkins & Assoc.; details at next council meeting

There is frustration with the private contractor that came in and did the Covid Testing three weeks ago. Several other emergency managers report they still do not have their test results after three weeks. The state is cancelling the contract with that entity. Galveston County is partnering with UTMB to offer free Covid and antibody testing for Galveston County residents. You can certainly go to UTMB for your free Covid testing, but you do have to register ahead. I recommend you take them up on it.

Mayor Spicer asks all Alderman for any reports and there were none.

MEETING ADJOURNED 7:50

Respectfully transcribed and submitted by Alderman Rizzo