

October 09, 2014

The Graham City Council met in REGULAR SESSION in the Council Chambers at City Hall at 9:30 a.m. on Thursday, October 09, 2014 with the following members present:

MEMBERS: Mayor: Jack Graham
 Mayor Pro-Tem: Pam Scott - absent
 Council Member: Spencer Street III
 Brint Albritton
 Darby Brockway
 City Manager: David Casteel
 City Secretary: David Maddy
 Police Chief: Tony Widner
 Assistant Police Chief: Brent Bullock
 Fire Chief: Dennie Covey

VISITORS: Fr. Ronald Moore, Debbie Wells, Hester Bender, Cole Epperson, Jim Don Laurent, Charlie Rogers, Eddie Gellner, J. McLemore, Neal Blanton, Sharon Kirkwood, Jennifer Conway, Sandra Helvey, Jason Cottongame, Randall Dawson, Franke Herpeche, Jim Helvey, Teresa Bishop and Casey Holder.

ORDER: Mayor Jack Graham called the meeting to order and opened with prayer.

PUBLIC FORUM:

Hester Bender told Council she had problems answering the online survey about the ATV Park. The questions were not phrased clearly and the survey was open to everyone, not just Graham citizens. She was concerned about the water necessary to wet down the trails. Mayor Graham said the survey is intended to get opinions from anyone interested in coming to Graham or interested in Graham. Texas Parks and Wildlife is waiting for the City to decide if it wants to accept a grant. The only other land available is around the arena and it is planned for an RV Park and 40 to 50 acres by Lake Eddleman.

MINUTES APPROVED:

Minutes from the September 25, 2014 regular meeting were approved 4-0 on a motion from Darby Brockway and a second from Brint Albritton.

DISCUSS CITIZEN COMPLAINT ABOUT ALLEY BEHIND FOURTH BETWEEN ELM AND OAK:

Ms. Linda Hanson has asked to appear before the council to discuss her discontent with the operations of the alley. Ms. Hanson has appeared before the council on a prior occasion on this issue. The results of that discussion were that the mid-block restaurant would be more considerate of Ms. Hanson and her tenants. Ms. Hanson said that the Gonzales' agreed earlier that only he and his wife would park behind Neri's restaurant. The delivery trucks have been cooperative. More people are now parking behind the restaurant. Tickets have been issued to violators parking in the Hanson's lot. Mr. Gonzales was present and said he would leave the decision up to the City. Chief Widner said that officers had been checking the alley in the last week and have received no complaints and have seen no problems. His department will enforce parking restrictions by ticketing violators. Mr. Gonzales said he would remind his staff and that police would issue tickets.

DISCUSS CITIZEN COMPLAINT ABOUT BRAZOS STREET AT HIGH SCHOOL:

Ms. Wells asked to appear before the council to discuss her concern on Brazos Street at the High School. Ms. Wells wants the city to install speed bumps/humps on Brazos. She says people travel too fast and kids dart in and out of traffic. She expressed that the parked cars on Brazos create blind spots for pedestrians. She has talked to the Police Chief and City Manager and was told the City does not have a speed bump/hump policy but in cities that do there is usually a vote and cost share by the residents of the street. She was also told that the school speed limits were lowered and times extended prior to the previous school year at the initiation of the Police. Mayor Graham said he would talk to Officer Viehmann who patrols the school and consider the options and report back to Council. The school wants the street closed but that would likely create problems for the residents adjacent to that area.

CONSIDER VARIANCE REQUEST FOR STORAGE BUILDING LENGTH AT INDIANA AND CALAVERAS:

Mr. Camp is planning to build storage buildings at the north east corner of the intersection of Indiana and Calaveras. The buildings are allowed by zoning. He requested a variance to allow 120 feet long buildings. The zoning restricts such buildings to 100 feet in length. Mr. Cottongame does not see an issue with this variance. The Planning and Zoning Board met on this issue and recommended approval. Jason Cottongame said he could see no problem with the request. Brint Albritton made the motion to approve the variance, Spencer Street made the second and motion passed 4-0.

CONSIDER CONSTRUCTION OF HOUSE ADDITION AT 827 ELM IN PLANNED DEVELOPMENT ZONE #1:

Mr. Fore is planning an addition to his house at the above address. This property is located in PD #1 and requires council approval. Mr. Cottongame has reviewed the request and sees no issues. The Planning and Zoning Board reviewed the request and recommended approval. Council reviewed a drawing of the layout of the house and addition. Spencer Street made the motion to approve the variance, Brint Albritton made the second and motion passed 4-0.

CONSIDER PURCHASE OF FIRE TRUCK:

Chief Covey has negotiated specifications and price for the purchase of a fire truck. Mr. Maddy has reviewed the process and it is in compliance with purchasing rules. The purchase was included in the approved budget for the year. Lt. Epperson presented bids and recommendations at the meeting for authorization to purchase. The low bid is from Hall-Mark Fire Apparatus-Texas LLC in Rowlett. The net cost after trade in and discount is \$302,289.76, slightly over the \$300,000 budgeted. Payment is due at delivery which will be 240-300 days after ordering as the trucks are made to order. David Maddy will talk to the bank and to others to find the best terms and rates. Spencer Street made the motion to accept the bid, Darby Brockway made the second and motion passed 4-0.

DISCUSS MONTHLY FINANCIAL REPORT FORMATS:

It is planned that beginning in October 2014, staff will present a monthly status of revenue and expenditures and assets and liabilities. Mr. Maddy and Ms. Kirkwood will discuss formats, data and wishes of the council as they prepare for the first such report at the next scheduled council meeting. David Maddy showed Council two recommended formats and Council said they would like the summarized version that included each department with budget and variance with Arena revenues broken out from the revenue summary.

DISCUSS TIMELINE FOR ON-LINE AND CREDIT CARD UTILITY BILL PAYMENT OPTION:

Mr. Maddy and Ms. Kirkwood will discussed a plan to allow customers to pay utility bills on-line and at windows using credit or debit cards at the beginning of CY 2015. Sharon Kirkwood presented a report that summarized the requirements for such a program and a short list of recommended vendors. It is preferred that the City deal with ETS who is a recommended vendor by Tyler Technologies who provides the City's accounting software. ETS does the setup which frees up City staff time while they do all the necessary training and provides the needed equipment. They are familiar with the laws and the fees that are legal to pass on to the customer using the cards. Graham Interbank is getting ready to switch to a new operating system which will facilitate the City's use of the new program. It is anticipated that January 1 would be the start date. Darby Brockway made the motion for Sharon Kirkwood to initiate and execute the agreement, Brint Albritton made the second and motion passed 4-0.

DISCUSS RECYCLING OPTIONS:

At a previous meeting, staff discussed the status of the current recycling program and discussed a trip to a recycling center. The previous discussion revealed that recycling is gaining in popularity in Graham and the nation. The vast majority of the items in the recycle stream are actually re-used and converted to consumer products. The manufacture of products from the recycled materials is mostly done in the US and much in Texas. Recycling reduces required landfill space and supports domestic jobs.

In the previous meeting, staff was authorized to develop an improved recycling plan with our waste collection contractor. Through this work, it was discovered that Graham waste is about 20% heavier than industry average and that the side collection equipment used to collect our dumpsters is going out of manufacture. Staff and the contractor have developed a plan for council discussion that would put a trash and a recycle container at each home with no increase in cost to the consumer. Businesses would keep dumpsters but would be encouraged to switch to front load dumpsters which also reduces the space requirements for dumpsters. Implementation costs would be about \$10,000 for residential and \$5,000 for commercial which would be offset with reduced costs to alley maintenance and sewer line collapse as the trash trucks are so heavy. Residents would be required to roll out their own carts which would save about \$30,000 in City labor. Handicapped residents would register with Progressive who would handle the pickup. Every household would still be allowed 6 cy free each year at the convenience station. A final presentation will be made to Council late October with a vote scheduled in November and implementation could begin in June 2015.

CONSIDER REPORT FROM MUNICIPAL COURT:

Teresa Bishop, Municipal Judge will provide a summary of court activities for FY 14 as compared to previous FY. The report will considered revenue and expenses, cases in backlog and cases adjudicated.

	<u>2013</u>	<u>2014</u>
Total Cases to be worked	8162	7765
Total Cases Disposed	2317	1686
Arrest Warrants Issued	1060	881
City Revenue	\$283,267	\$233,496
Cases at End of Year	4988	6021

Judge Bishop noted that they have not had a full time warrant officer, therefore filed cases were down. No trials were held in the fiscal year 2013/14.

CONSIDER AUTHORIZING SHARON KIRKWOOD FOR SIGNATURE AUTHORITY

Ms. Kirkwood is the chief accountant and in the absence of David Maddy serves as the acting CFO. It is requested that she be allowed to have signature authority on city accounts. All transactions require two signatures. Darby Brockway made the motion to approve, Spencer Street made the second and motion passed 4-0.

REPORTS:

Chief Widner said that 12 hour shift rotations have started. The new Bond Officer has 80 people on probation to supervise and the Police Department is working with the Fire Department on the

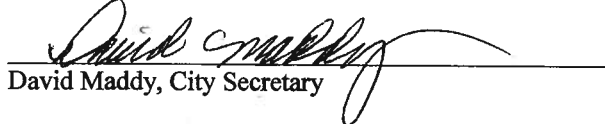
buzzard problem. There were none on the tower this week. Jennifer Conway said the Chamber and CVB has moved into the temporary offices and thanked City Hall for the space. They are promoting the June event and are predicting a big success. The new website will be up in November. David Casteel report the lake level at 1060.80' or 39.3%. 1075' is full. The front this weekend is predicted to bring 1.50" to 1.75" of rain.

ADJOURNMENT:

On a motion by Spencer Street, a second from Brint Albritton and a vote of 4-0 the Council meeting was adjourned.



John Chiles Graham, Mayor


ATTEST:


David Maddy, City Secretary

The following individuals are authorized signers for the City of Graham bank accounts 58041-Combined Funds, 58211-Special Funds, and 366978-Graham Water Supply District.


David Casteel
City Manager


David Maddy
Finance Director


Sandra Helvey
Secretary for City Manager


Sharon (Kirkwood) McFadden
Chief Accountant