

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF BRAZORIA

The City of Brazoria convened in a Special Meeting on June 28, 2021 at 5:30 p.m. with the following to-witt:

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| Roger Shugart | Mayor |
| Bill Lott | Councilman Position #1 |
| Gail Logsdon | Councilwoman Position #2 |
| Gary Kersh | Mayor Pro-Tem |
| Frank Quinty Jr. | Councilman Position #4 |
| Susan Swanner Parker | Councilman Position #5 |

City Personnel Present:

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| Mike Collard | City Manager |
| Sheila Williams | City Secretary |
| Neal Longbotham | Police Chief |

Others Present:

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| Marcus Rabren | Citizen |
| BobbyJo Newell | Citizen |
| Alexandra Golden | The Facts |

A. Call to order Special Meeting.

Mayor Shugart called to order the Workshop at 5:30 p.m.

B. Invocation and Pledge to American and State flag.

Mayor Shugart gave the invocation and Councilwoman Logsdon led the pledges.

C. Consideration/Action to approve replacing HVAC unit at City Hall.

City Manager Collard thanked Councilman Lott for helping with finding companies willing to give a quote. City Manager Collard gave council three bids received with a recommendation for Maxx Comfort for \$25,304 with all-inclusive proposal including the best warranty. Motion was made by Mayor Pro-Tem Kersh to approve bid for Maxx Comfort for \$25,304 with all-inclusive quote and best warranty. A second was made by Councilman Lott. Motion carried unanimously.

D. Consideration/Action to discuss 2020/2021 Budget and 2021/2022 Budget.

Mayor Shugart said that City Manager Collard will be answering questions that Councilwoman Parker had submitted. City Manager Collard started by thanking Councilwoman Parker for submitting the questions.

City Manager Collard offered Councilwoman Parker to come in one day and spend some time where he can explain the Budget 101 and 102 about how these numbers relate to each other.

City Manager Collard started with the Budget Items.

1. Grants - \$150,000 what is this and where can it be best utilized? City Manager Collard explained it is the Cares Act Grant and it is a reimbursement of the money paid out during the Covid time. It is overtime and such that was incurred.
2. Garbage Fees - \$115,000 is this the added amount we collect from our citizens? City Manager Collard explained that is the total revenues planned to bring in from that service. We have already adopted the increase since the garbage company will be charging us more. We may see more into this budget number because we didn't build into this budget any increases. City Manager Collard also explained we are about to embark on a rate and fee study that will encompass every rate and fee in the city. Councilman Lott asked if a representative from Waste Connections was asked to come to the meeting. City Manager Collard explained he received a letter in the mail showing the rate increase. Due to our contract they do not have to come to a meeting and request. They just send a letter letting the city know they are going up on the rates. Mayor Pro-Tem Kersh said you could ask the citizens to put their trash cans on one side of the road and you could save your streets from getting torn up by the big trucks. Councilwoman Parker asked where the contractual item is for garbage. City Secretary explained it is under expenditures 210-240.
3. Contractual Expense - like election costs since the money was not spent then spend elsewhere. City Manager Collard explained we use money on unexpected things that come up. It will help mitigate the costs on the unexpected items.
4. Miscellaneous – Contingency Fund Transfer of \$50,000, what is it used for? City Manager Collard explained it is transferred out into another bank account that council is committed to building up a fund balance that will allow us to operate by paying O & M expenses should we have a disaster.
5. Capital Outlay – Street Capital Improvement, will this be spent this year or pushed to next year? City Manager Collard explained we would do a Master plan of the streets. We would prioritize them and say we are going to do a certain amount each year. It would be a 15 year plan with a certain amount of miles of streets done each year. Then you would dedicate that after doing an assessment of all the streets.
6. Capital Outlay – GIS Mapping utilities at \$5,000, who is working on this? City Manager Collard explained it was a carry over. It was budgeting last year for aerial photography which was done. It was just carried over into this year's budget. It is a good program to document all our assets. Not only what we have but where they are and what condition they are in. Councilwoman Parker asked if we have an employee working on documenting where our valves and other items are. City Manager Collard said no but he understood some data had been collected but he would not trust its value.
7. Miscellaneous – Meter Charge Vehicle & Equipment, \$15,000 can we utilize this for the remaining meter change outs? City Manager Collard explained we have yet to spend this but we are getting ready to spend it. I have some employees identified and ordering supplies right now. We are trying to find a meter box lid that will work right with our equipment.
8. Repairs & Maintenance – System repairs \$30,000 but we are overspent by \$87,000. What was this for & where will the money come from. City Manager Collard explained it is the sewer system because of the lift station repairs. We will have more expenses.

Questions on the budget.

1. Buying I-Pads to do our meetings instead of the physical book and have it with real time updates. City Manager Collard explained it would be problematic and a security issue. It is a good idea and a great deal of work. It will be expensive. Mayor Pro-Tem Kersh said to put on wish list and see cost level.
2. Departmental reports showing a cumulative chart so we can see trends, progress and areas of concern. City Manager Collard explained it would need a different format. We would like to see them look more informative. We need a good work order system and need to expand.
3. Waste Connections to come and discuss the contract, rates changes and etc. City Manager Collard said he would get someone from Waste Connections to come to council meeting.
4. Discuss funding some money for city cleanup and purchase Christmas decorations. Mayor Pro-Tem Kersh said the Lions Club hired a company to come in and help with decorations for the city. He would like to see something done with entrances. City Manager Collard said he would get someone to mow the grass and clean up the Welcome to Brazoria signs.
5. Keep our website updated and maintain a City of Brazoria Facebook page. City Manager Collard explained Brazosport Water Authority hired a consultant to help with theirs. Mayor Pro-Tem Kersh said Christine Scott does websites and Facebook pages. We should look into getting a contract with her.
6. GIS Mapping for all our infrastructure, assets and road projects. City Manager Collard explained the county that is actually doing that and we play a role in it that we have access to their records. We need someone that knows how to handle the data and keep it protected. So that is good data that goes in.

E. Adjourn Special Meeting.

Mayor Shugart adjourned Special Meeting at 6:58 p.m.

Roger Shugart, Mayor

A T T E S T:

Sheila Williams, City Secretary