

City of Pilot Point, Texas

Minutes of the June 22, 2019

City Council Budget Work Session Meeting

The City Council of the City of Pilot Point, Texas met on this date at 9:00 a.m. for a Special City Council meeting. City Council members present were Mayor Shea Dane-Patterson, Jim Porter, Whitney Delcourt, Matt McIlravy, and Andy Singleton. City Staff members present were City Manager Alan Guard, Librarian Wendy Turner, Finance Manager Lana Ensminger, Police Chief Tim Conner, Development Services Director John Taylor, and City Secretary Alice Holloway.

AGENDA

A. ROLL CALL/CALL TO ORDER

Mayor Dane-Patterson announced a quorum at 9:09 a.m. and called the meeting to order.

B. REGULAR AGENDA

1. Budget Workshop

City Manager Guard stated that he does have the FY 2020 balanced and still about \$45,000 short in 2019. In addition, he stated that he will give line item details for the budget (big line items) on July 13, 2019.

City Manager Guard gave a presentation regarding the FY 2020 Budget. The following items were discussed:

- Capital Program - 2019-2023
 - 2019 Bond Sale -\$3,000,000
 - 2020 Bond Sale -\$3,000,000
 - 2021 Bond Sale -\$2,000,000
 - 2022 Bond Sale -\$1,500,000

• Street Names: Alexander, Copenhavr, Dallas, Fairland, Evans Ct., Kirby, Gould, and Broad.

- Street Program - 2021
 - Street Names: Division, Harrison, and Grove
- Street Program - 2022
 - Street Names: Gee, Church, Peel, and Liberty
- Police Station
 - Update: Construction documents are out for bid
 - Bids due June 28
 - Review of bids June 28th through July 3
 - Council award of bids on July
 - Groundbreaking around the week of July 22
- Fire Station
 - Update: Working on bid documents
 - Out for bid - estimated July
 - Receive bids - estimated August
 - Council award bids - September
 - Groundbreaking - September or October
- Debt Service Payment schedule

2. Discussion on setting expectations regarding the City Purchasing Policy and the enforcement of City policies and ordinances.

City Manager Guard stated that he did some research some small cities on purchasing policies and below is what he came up with:

- Sanger up to 50,000, to purchase and sign contracts, if budgeted
- Crossroads up to 50,000, but if the item is odd, it goes to council
- Prosper- up to 25,000, the only town around that does it different.

City Manager Guard recommended the City Council give him the authorization to spend up to \$50,000.

Mayor Dane-Patterson stated that the council approved up to \$5,000. She stated that there has been some big projects that have gone on in the city that the council has not been made aware of, this would help.

City Manager Guard stated that state law is \$50,000.

Councilmember Singleton asked how many things come up over \$5000.00, City Manager Guard stated that an average is between 10 to 20 per time. City Manager Guard gave examples such as electric bills, TMRS, etc. that is normally over \$5000.00.

Councilmember Singleton stated he was wondering if we can do it by matrix.

Mayor Dane-Patterson stated that the contractors tore up the sewer line on Burks Street, City Manager Guard paid \$67,000 in repairs, that should go back to contractor to pay, but our city manager states our citizens needs to pay. In addition, she stated that the \$5,000 is a safeguard. It protects everyone, including staff.

Councilmember Singleton ask if we could look at the metrics, this will help with checks and balances.

City Manager Guard stated a lot of things are purchased over \$5000.00 that are in the budget. For example, the iPad's that were in the budget, I was directed to give an account code and they were purchased.

Mayor Dane-Patterson stated that the checks and balances are already laid out in the purchasing policy. She read the policy out loud on what requires (verbal and written) quotes. She said if we are holding to the policy, we have our checks and balances, we should have quotes on hand and keep them on hand for historic purposes, we must keep quotes.

Mayor Dane-Patterson asked Finance Manager Ensminger if she keeps the quotes showing the policy was followed. Ms. Ensminger stated that she keeps them as part of the payable, Mayor Dane-Patterson asked Ms. Ensminger if she keeps all of them and she answered that she keeps them but sometimes public works keeps theirs in their file cabinets.

Jim Porter directed city manager to come back to council with a recommendation based on metrics at the first meeting in July.

The council discussed the layout of the police and fire department buildings.

City Manager Guard stated he will have the budget packet out 4 or 5 days prior to the July 13th meeting.

C. ADJOURN

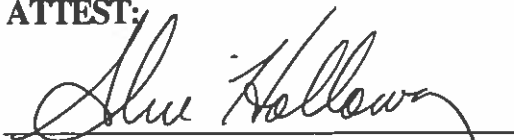
Councilmember Porter moved to adjourn at 10:25 am. Councilmember McIlravy seconded the motion. The motion passed unanimously.

Ayes: Dane-Patterson, Delcourt, McIlravy, Porter, Singleton

Absent: Cordell, Petty


Shea Dane-Patterson, Mayor

ATTEST:


Alice Holloway, City Secretary

Approved July 22, 2019