



# CITY OF FULSHEAR

*"FIND YOUR FUTURE IN FULSHEAR"*

30603 FM 1093 WEST/ PO BOX 279 ~ FULSHEAR, TEXAS 77441

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[WWW.FULSHEARTEXAS.GOV](http://WWW.FULSHEARTEXAS.GOV)

## CITY COUNCIL:

MAYOR: Aaron Groff

MAYOR PRO-TEM: Kaye Kahlich

COUNCIL MEMBER: Kent Pool

COUNCIL MEMBER: Dana Hollingsworth

COUNCIL MEMBER: Debra Cates

COUNCIL MEMBER: Lisa Martin

COUNCIL MEMBER: Joel Patterson

COUNCIL MEMBER: John Kelly

## STAFF:

CITY MANAGER: Jack Harper

CITY SECRETARY: Kimberly Kopecky

CITY ATTORNEY: J. Grady Randle

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## CITY COUNCIL SPECIAL MEETING MINUTES FEBRUARY 13, 2019

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### **I. CALL TO ORDER**

A SPECIAL CITY COUNCIL MEETING WAS CALLED TO ORDER BY MAYOR AARON GROFF AT THE CROSS CREEK RANCH WELCOME CENTER, 6450 CROSS CREEK BEND LN, FULSHEAR, TX 77441 AT 9:04 A.M. A QUORUM WAS PRESENT.

### **II. QUORUM & ROLL CALL**

#### **COUNCIL MEMBERS PRESENT:**

AARON GROFF, MAYOR  
KAYE KAHLICH, MAYOR PRO-TEM  
KENT POOL  
JOHN KELLY  
JOEL PATTERSON  
DEBRA CATES  
LISA MARTIN

#### **COUNCIL MEMBERS ABSENT:**

DANA HOLLINGSWORTH

#### **CITY STAFF PRESENT:**

JACK HARPER, CITY MANAGER  
KIMBERLY KOPECKY, CITY SECRETARY  
BRANT GARY, ASSISTANT CITY MANAGER  
ANGELA FRITZ, ECONOMIC DEVELOPMENT DIRECTOR  
ZACH GOODLANDER, DIRECTOR OF DEVELOPMENT SERVICES

**OTHER CITY STAFF ARRIVED AT DIFFERENT TIMES OF THE MEETING FOR PRESENTATIONS/DISCUSSIONS:**

WES VELA, CHIEF FINANCIAL OFFICER  
KENNY SEYMOUR, POLICE CHIEF  
FELIX VARGAS, SERGEANT/EOC  
KRISTINA BRASHEAR, HUMAN RESOURCES DIRECTOR

*THERE WERE NO CITIZENS PRESENT.*

**III. RETREAT ITEMS**

**A. Discussion and possible direction to identify, discuss and formulate City Council and staff priorities, plans, operations, policies, and future projects, including the following:**

- **City Council Strategic Planning Review**
  - **Overview of Meeting**
  - **Mission, Vision, Goals, etc.**
  - **Legislative Priorities/2019 Session Overview**

*JACK STARTS THE MEETING EXPLAINING THAT THIS SPECIAL MEETING IS FOR DISCUSSION AND QUESTIONS BY THE COUNCIL. JACK READ THE VISION PRIORITIES STATED ON THE BUDGET DOCUMENT. COUNCIL DISCUSSES GUIDING PRINCIPLES, THE VISION ELEMENTS AND STRATEGIC PLAN PRIORITIES. COUNCIL MEMBER CATES SUGGESTS TO TAKE THE NUMBERS OFF THE STRATEGIC PLAN PRIORITIES. COUNCIL MEMBERS AGREED THEY WOULD LIKE THE NUMBER (RANKINGS) OFF THE STRATEGIC PLAN PRIORITIES. AFTER DISCUSSION, IT WAS AGREED THAT BRANT WOULD TAKE OUT THE NUMBER (RANKINGS) AND RE-WORD "LEVEL OF SERVICE" TO "EXCELLENCE OF SERVICE AND REPUTATION".*

*THE NEXT DISCUSSION INVOLVED LEGISLATIVE PRIORITIES.*

- FBC DAY ON FEBRUARY 20TH IN AUSTIN, TX*
- ANNEXATION CHANGES*
- TML BILLS OF INTEREST*
- EDC (CH. 312 TAX ABATEMENT, SB 118, HB 499, SB 350)*

*A MOTION TO TAKE A BRIEF RECESS WAS MADE BY COUNCIL MEMBER POOL. IT WAS SECONDED BY COUNCIL MEMBER KELLY. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:*

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL  
NAYS: NONE  
ABSENT: COUNCIL MEMBER HOLLINGSWORTH

*MAYOR GROFF CALLED A RECESS AT 10:41 A.M.*

*MAYOR GROFF RESUMED THE MEETING AT 10:51 A.M.*

*(THE ORDER OF DISCUSSION TOPICS CHANGED FROM ORIGINAL AGENDA)*

- **City Council Priorities & Governance Review**
  - **Home Rule Charter**
  - **Code of Ordinances**
  - **City Boards & Commissions**
  - **Other City Council Priorities**

*THE NEXT TOPIC IS REGARDING THE HOME RULE CHARTER. THE CHARTER CAN BE REVIEWED NOW (2 YEARS). MUST BE REVIEWED ATLEAST EVERY 5 YEARS. MINOR CHANGES DO NOT RESET THE CLOCK. COUNCIL CONTEMPLATES CHANGES TO THE CHARTER. THE DISTRICTS HAVE TO BE RE-ALIGNED AFTER THE 2020 CENSUS.*

*Mayor Groff's priority- language to clarify (What institutes a run-off election? How do we replace a vacant Council Seat? Term limits (clarifying) and considering 3 year term limits? AND Do we need a Commission Review to make these changes?)*

*Council Members- clarifying election as plurality vote.*

*Council Member Martin would like absences clarified.*

*Council Member Patterson would like an option to not pay Council Members when they miss meetings.*

*Mayor Pro-tem Kahlich would like the option to not take payment stipend (or possibly donate).*

*BRANT GARY EXPLAINS THE CODE OF ORDINANCE REVIEW. THIS WILL BE SEPARATED BY MODULES. THE FIRST MODULE WILL HAVE SOME IMPORTANT ORDINANCES THAT NEED TO BE LOOKED AT QUICKLY. HE BRIEFLY DISCUSSED RULES OF PROCEDURES. HE ALSO DISCUSSED BOARDS AND COMMISSIONS (IMPACT FEES) AND FILLING UPCOMING VACANT POSITIONS. MAYOR PRO-TEM AND COUNCIL MEMBER MARTIN WOULD LIKE TO HAVE A SPECIAL MEETING AFTER REGULAR MAY MEETING TO ELECT BOARD/COMMISSION MEMBERS. COUNCIL MEMBER CATES WOULD LIKE ALL BOARD/COMMISSION MEMBERS TO FILL OUT AN APPLICATION TO BE CONSIDERED FOR THE BOARD/COMMISSION. ABSENCES FOR BOARD/COMMISSION MEMBERS NEED TO BE DESIGNATED. FOR BOARD/COMMISSION APPOINTMENTS, MAYOR WOULD LIKE TO TAKE APPLICATIONS IN APRIL AND APPOINT IN LATE MAY OR EARLY JUNE.*

*A MOTION TO TAKE A BRIEF RECESS WAS MADE BY COUNCIL MEMBER POOL. IT WAS SECONDED BY COUNCIL MEMBER KELLY. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:*

*AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL*

*NAYS: NONE*

*ABSENT: COUNCIL MEMBER HOLLINGSWORTH*

*MAYOR GROFF CALLED A RECESS AT 11:49 A.M.*

MAYOR GROFF RESUMED THE MEETING AT 12:07 P.M.

- **Budgeting & Fiscal Issues**
  - **FY19 Review**
  - **FY20 Budget Process**

WES VELA LEADS THE NEXT DISCUSSION ON THE BUDGET. HE EXPLAINS THE BUDGET TIMELINE EXPECTED FOR 2020. WE ARE STARTING THE BUDGET PROCESS EARLIER AND WILL GET SOME WORKSHOPS IN. HE ANSWERED QUESTIONS FROM COUNCIL.

- **Capital Planning**
  - **FY19 – FY23 CIP Review**
  - **FY20 – FY24 CIP Proposed/Future Projects**

BRANT GARY GAVE A QUICK REVIEW OF FY19 PROJECTS. THE 5 YEAR PLAN SHOWS THE WATER AND WASTEWATER MASTER PLAN IMPLEMENTATION AND NEW FACILITIES. FY19 (CURRENT YEAR) FOCUSED ON MAINLY THE DOWNTOWN AREA. BRANT ALSO DISCUSSED THE ROW STUDY FOR THE DOWNTOWN AREA, FACILITIES PROJECTS AND OTHER PROGRAMS/PROJECTS. (FOR FULL DISCUSSION, REQUEST AUDIO)

- **Overview of City Departmental Functions & Staffing**
  - **Administration/Communication**
    - **Administration Projects Update**
    - **Future Administration Projects Discussion**
  - **Police/Emergency Management**
    - **Review of FY20 Staffing Needs**
  - **Planning & Development**
    - **City Planning Initiatives Update**
    - **Future Administration Projects Discussion**
  - **Public Works**
    - **Review of FY20 Staffing Needs**
    - **Utility Operations Transition – FY20 Implementation**
  - **Finance/Utility Billing**
  - **Economic Development**
  - **Municipal Court**

CHIEF SEYMOUR INTRODUCED FELIX VARGAS TO GO OVER EMERGENCY MANAGEMENT. HE DISCUSSED THE EOC DURING THE “HARVEY” STORM. HE EXPLAINED ICS OPERATIONS. CHIEF SEYMOUR DISCUSSED THE STAFFING LEVELS AND GOALS OF THE POLICE DEPARTMENT.

A MOTION TO TAKE A BRIEF RECESS WAS MADE BY COUNCIL MEMBER POOL. IT WAS SECONDED BY COUNCIL MEMBER KELLY. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER HOLLINGSWORTH

MAYOR GROFF CALLED A RECESS AT 1:56 P.M.

MAYOR GROFF RESUMED THE MEETING AT 2:05 P.M.

WES VELA UPDATED THE COUNCIL ON FINANCE MATTERS (PURCHASING PROCEDURE, STAFFING UPDATE, INVESTMENT POLICY, AND EXECUTIME SYSTEM).

JACK HARPER DISCUSSED A TRANSITION OF CITY ENGINEER, INFORMATION TECHNOLOGY MANAGER AND CITY ATTORNEY (BRINGING THESE IN-HOUSE).

COUNCL DISCUSSED OPTIONS FOR BRINGING A CITY ATTORNEY IN-HOUSE. JACK ANSWERED QUESTIONS. JACK WILL VISIT WITH GRADY, PUT A JOB DESCRIPTION TOGETHER, MEET WITH WES VELA REGARDING COST, AND BRING THIS BACK TO COUNCIL. DISCUSSION CONTINUED FOR APPROXIMATELY 38 MINUTES.

I.T.- PER JACK, CURRENTLY WE CONTRACT OUT ALL SERVICES (PHONES, SERVORS, DATABASE, NETWORK, SECURITY, TROUBLESHOOTING, ETC) HE WOULD LIKE TO FIGURE OUT HOW TO BRING SOMEONE IN-HOUSE. PER BRANT, WE WOULD LIKE TO FOCUS ON SOMEONE HANDLING LEVEL 1 TYPE ISSUES (TROUBLESHOOTING & SETTING UP EMAILS)

PUBLIC WORKS/CITY ENGINEER- PER BRANT, DISCUSS BRINGING AN ENGINEER IN TRAINING (EIT)/PROJECT COORDINATOR IN HOUSE. WE NEED TO START THE FIRST PHASE OF THE UTILITY OPERATIONS TRANSITION (CREATING 3 NEW POSITIONS).

**IV. ADJOURNMENT**

A MOTION TO ADJOURN WAS MADE BY COUNCIL MEMBER PATTERSON. IT WAS SECONDED BY COUNCIL MEMBER CATES. THE MOTION WAS CARRIED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS CATES, KAHLICH, KELLY, MARTIN, PATTERSON, AND POOL

NAYS: NONE

ABSENT: COUNCIL MEMBER HOLLINGSWORTH

MAYOR GROFF ADJOURNED THE MEETING AT 3:10 P.M.

ATTEST:

  
KIMBERLY KOPECKY, CITY SECRETARY



  
AARON GROFF, MAYOR