



MEETING MINUTES SEPTEMBER 19, 2023 @ 6:30 PM

These are the certified minutes of the Regular Meeting of the City Council for the City of Clear Lake Shores, County of Galveston, State of Texas, that was held on the above-mentioned date and time.

1. CALL TO ORDER & DETERMINATION OF QUORUM:

Mayor called to order at 6:30 pm

Present: Mayor, Mayor Pro Tem Fenwick, Councilman Waters, Councilman Fisher, Councilman Terrell, City Attorney Dick Gregg, III, Police Chief Donaldson, Finance Director Cheryl Hunter, City Secretary Christy Stroup

Absent: Councilman Scanlon (excused) / CA Brad Goudie

2. PLEDGE OF ALLEGIANCE TO THE UNITED STATES OF AMERICA FLAG AND THE TEXAS FLAG:

Mayor led the Pledge.

3. PUBLIC HEARING:

A public hearing for the proposed budget for FY24

Finance Director Cheryl Hunter reviewed the overview for Fiscal Year 2024 (attached)

Closed public hearing: 6:40 pm

4. REPORTS FROM COUNCIL:

Councilman Ed Waters: Attended the GCMCA Meeting in Texas City and said it was a good event with a lot of good information from the surrounding cities.

Councilman Rick Fisher: Parks and Pool Committee report – Ed Waters has organized the new birdhouses for Triangle Park. Painting of birdhouses will be this Saturday and the painting will be in October.

Councilman Jeff Terrell: Attended Octoberfest at Galveston Bay Brewery and said it was a good event. Thanked the Police Department for their assistance with the parade.

Councilman Alex Scanlon: Absent

Mayor Pro Tem Amanda Fenwick: Attended the ESB meeting this week – they approved the Fire Department Budget for FY24. A new ambulance will be needed in the near future.

Mayor Randy Chronister: Thanked Cheryl for all her time dedicated to the budget – turned out great; Octoberfest could have been advertised better for a bigger turnout.

5. STAFF REPORTS:

Police Chief David Donaldson: No Report

City Administrator Brad Goudie: Mayor Chronister read a brief report sent by Mr. Goudie

6. COMMITTEE REPORTS:

Roads and Drainage: No report

Parks and Pool: Cottage on CLR historical home; dead trees in Jarboe Park; Shell Bottom Park progress – need to obtain a dangerous species report; Pool closed the 25th thru 29th for repairs.

Waterfront Compliance: Ed Waters reported that they are still reviewing the 3 leases with lot line issues.

Planning and Zoning: Patrick Michaelski no report

Zoning Board of Adjustments: Patrick Michaelski no report

7. **CIVIC CLUB REPORT:** Doris Sanders reported membership mingle 10/5; National Night Out 10/3

8. **ECONOMIC DEVELOPMENT CORP. REPORT:** No report

9. **PUBLIC COMMENTS:**

At this time, any person with city-related business may speak to the City Council. If the topic of discussion is related to an item on the agenda, the comments may be made now or at the time the agenda item is discussed. If the topic of discussion is not related to an item on the agenda, the City Council cannot deliberate or take any action at this time. Comments from the public should be limited to a maximum of three (3) minutes per individual.

Lynda Michaelski (resident) – Spoke on 1019 N. Shore with permit issues that has been discussed previously – requesting the city send her a letter exonerating her of all violations that are recorded in her property file due to false information.

Doris Sanders (resident): Historical cottage on CLR – requested the City or EDC to purchase it and could be used for the City museum and/or library.

Warren Benson (Seabrook) – supports Lynda Michaelski

Elizabeth Snowden (resident) – supports Lynda Michaelski

Jim Bragg (resident) – requests Lynda Michaelski information be reviewed so this issue can be put to rest.

Trish Scarborough (resident) – requested of the city how they are tracking and keeping up with the homes that are operating as a Short Term Rental but has no permit.

Wes Tipton – supports Lynda Michaelski

Patrick Michaelski (resident) – supports Lynda Michaelski

10. **CONSENT AGENDA:**

- a. Check Register:08/31/23 thru 09/13/23
- b. CC Budget Workshop minutes: 09/05/23 (joint with Plaza Ten 06 Corporation)
- c. Council Meeting Minutes (regular): 09/05/23
- d. WF transfer A-004A: Adams to Trevino
- e. Investment Report for Qtr. ending 06/30/23

1st Motion: Councilman Waters

2nd Motion: Mayor Pro Tem Fenwick

MOTION PASSED UNANIMOUS

11. NEW BUSINESS: Discussion and Possible Action may be taken on the following items:

- a. Ordinance No. 2023-09: An ordinance making appropriations for the support of the City of Clear Lake Shores, Texas for the fiscal year beginning October 1, 2023 and ending September 30, 2024 appropriating money to the various funds of the City, adopting the annual budget for the City of Clear Lake Shores, Texas; authorizing the City Administrator to take certain administrative action regarding the budget. *(Mayor Chronister)*

1st Motion: Mayor Pro Tem Fenwick

2nd Motion: Councilman Fisher

MOTION PASSED UNANIMOUS

- b. Ordinance No. 2023-10: An ordinance regarding the City of Clear Lake Shores, Texas Municipal Retirement System benefits providing for (1) an increase to employee contribution rate; (2) adopting; (i) annually accruing updated service credits and transfer updated service credits; and (ii) annually accruing annuity increases, also referred to as cost of living adjustments (COLAS) for retirees and their beneficiaries; and (3) authorizing actuarially determined city contribution rate payments. *(Mayor Chronister)*

1st Motion: Councilman Fisher

2nd Motion: Mayor Pro Tem Fenwick

MOTION PASSED UNANIMOUS

- c. Adopt the Holiday Schedule for the remainder of 2023. *(CA Brad Goudie)*

1st Motion: Councilman Waters

2nd Motion: Councilman Terrell

MOTION PASSED UNANIMOUS

- d. Adopt the Fee Schedule for Fiscal Year 2024 (October 1, 2023 thru September 30, 2024). *(CA Brad Goudie)*

1st Motion: Mayor Pro Tem Fenwick

2nd Motion: Councilman Waters

MOTION PASSED UNANIMOUS

- e. Approve the City Administrator to spend \$13,000 for repairs to Jarboe Park fishing pier. *(CA Brad Goudie)*

1st Motion: Councilman Waters

2nd Motion: Councilman Fisher

MOTION PASSED UNANIMOUS

f. Approve Gregg & Gregg, P.C. Attorneys at Law to provide legal counsel to the Clear Lake Shores Economic Development Corporation. *(Mayor Chronister)*

1st Motion: Mayor Pro Tem Fenwick

2nd Motion: Councilman Waters

MOTION PASSED UNANIMOUS

g. Approve Gregg & Gregg, P.C. Attorneys at Law to provide legal counsel to the Plaza Ten 06 Corporation. *(Mayor Chronister)*

1st Motion: Councilman Terrell

2ⁿ Motion: Mayor Pro Tem Fenwick

MOTION PASSED UNANIMOUS

12. ADJOURNMENT

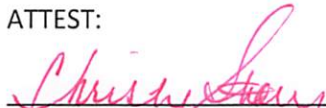
Mayor Chronister called for adjournment at 7:25 pm

Approved: 10/17/23 (Date)



Signature of Mayor

ATTEST:



Signature of City Secretary



CITY OF CLEAR LAKE SHORES

FROM THE OFFICE OF FINANCE
CHERYL HUNTER, FINANCE DIRECTOR
chunter@clearlakeshores-tx.gov

September 19, 2023

Dear Honorable Mayor, Members of City Council and Clear Lake Shores Residents:

I am pleased to submit the adopted budget for the fiscal year which begins October 1, 2023, and ends September 30, 2024, in accordance with the Texas Local Government Code and City requirements. This document includes the budget for the City's General Fund, Roads & Drainage Fund, Capital Equipment Fund, Plaza Ten 06 Corporation and Economic Development Corporation.

The following is a brief overview of the budget for FY24:

General Fund Revenues (Page 1) total \$3,255,464, 10.56% over FY23.

Revenues by category: (Page 6)

- Taxes -\$1,905,000 -58% of revenues
- Franchise Taxes -\$161,757 -4.97% of revenues
- Licenses & Permits -\$73,600 -2.26% of revenues
- Waterfront Revenue -\$47,000 -1.44% of revenues
- Fines & Forfeitures -\$325,000 -9.98% of revenues
- Miscellaneous Revenues -\$189,900 -5.83% of revenues
- Intergovernmental Revenues -\$301,797 -9.27% of revenues
- Transfers -In from Other Funds -\$251,410 -7.72% of revenues

New revenue sources for FY24 include:

- Administrative Support Fees -EDC -\$18,000
- Administrative Support Fees -Plaza Ten 06 -\$6,000
- ARPA Grant Funds -\$301,797



General Fund Expenditures (Page 1) total \$3,255,464,

Expenditures by category: (Page 8)

Personnel Services -\$1,711,377 -52.57% of expenditures
Supplies -\$103,400 -3.18% of expenditures
Repairs & Maintenance -\$72,500 -2.23% of expenditures
Contractual Services -\$600,749 -18.45% of expenditures
Other Charges -\$45,700 -1.40% of expenditures
Debt Service -\$163,941 -5.04% of expenditures
Capital Outlay -\$382,797 -11.76% of expenditures.
Transfers Out to Other Funds -\$175,000 -5.38% of expenditures

This budget funds the following:

Personnel Services: Salaries & Wages

2%-Cost of Living Adjustment (COLA) -\$22,108

3% - 18% -Salaries Market Adjustment -\$103,570

Total =125,678

Health Insurance -10% Increase -\$23,025

TMRS -Employee Rate Contribution from 6% to 7% -\$19,950

Total Personnel Services: \$168,653

Debt Service Payments:

Lee Property -Payment 7 of 10 -\$94,957

Capital Lease -Motorola -Payment 2 of 5 -\$18,984.

McVaney Property -Payment 2 of 6-\$50,000 (Funded by EDC)

Capital Outlay: \$356,000

Playground Equipment -\$60,000

Municipal Court Software -\$20,000

Pedestrian Bridge -\$75,000

Covered Awning -Back parking lot City Hall -\$60,000.

Covered Patio on 2nd Floor of City Hall -\$30,000.

Motorola System for Police (Initial payment)-\$51,000

Public Works Truck -\$60,000

Funding Sources:

EDC -\$50,000

Child Safety Restricted Funds -\$60,000

Court Technology Restricted Funds -\$20,000

PEG Restricted Funds -\$2,500

Police Donations Restricted Funds -\$5,000

Police Seizure Restricted Funds -\$5,000

General Fund Reserves -\$103,910

At the end of FY23 it is estimated that we will have a surplus of \$345,840 (mainly due to the deletion of 3 positions). The surplus will be put into the General Fund's Reserves, the shortfall of \$103,910 for FY24 will be from these funds.

Roads & Drainage Fund: (Page 50)

Revenues -\$460,000

Expenditures -\$939,829

Roads projects =\$825,439

Engineer Expenditures -\$114,390

Plaza Ten 06 Corporation: (Page 59)

Revenues -\$51,000

Expenditures -\$32,100

Administrative Support Services Contract -\$6,000

Okies Pathway & Lighting =\$12,500

EDC: (Page 64)

Revenues -\$428,750

Expenditures -\$751,000

Administrative Support Services Contract -\$18,000

East Parking Lot Paving -\$425,000

Transfer to General Fund -\$50,000 (McVaney Loan Payment)