

A briefing session of the Mayor and City Council of the City of Waxahachie, Texas was held in the City Council Conference Room at City Hall, 401 S. Rogers, Waxahachie, Texas, on Monday, February 22, 2021 at 6:00 p.m.

Council Members Present: David Hill, Mayor, Council Member Place 1  
Mary Lou Shipley, Mayor Pro Tem  
Chuck Beatty, Council Member  
Melissa Olson, Council Member Place 3  
Doug Barnes, Council Member Place 2

Others Present: Michael Scott, City Manager  
Albert Lawrence, Assistant City Manager  
Tommy Ludwig, Assistant City Manager  
Robert Brown, City Attorney  
Amber Villarreal, Assistant City Secretary

## **1. Call to Order**

Mayor David Hill called the meeting to order.

## **2. Conduct a briefing to discuss items for the 7:00 p.m. regular meeting**

City Manager Michael Scott reviewed the following items:

- 5c. Budget amendment for Emergency Management Budget for an additional \$110,000 in Supplies & Equipment and \$131,144 in Overtime in Multiple Departments due to operating COVID-19 Vaccine Hub. The additional funds would come from the General Fund unrestrictive reserve balance originally, but should ultimately be reimbursed by available federal funding.
- 5d. Budget amendment for Midyear salary adjustments to allow for merit based increases for city employees based on annual employee evaluations for non-civil service employees and a one-time salary structure adjustment for civil service personnel.
- 5g. Event application for Spring Fling Barrel Race Rodeo to be held March 14, 2021 keeping in line with social distance requirements.
- Item 12. Reviewed Candidate nomination for the Ellis Appraisal District Board of Directors Vacancy by Tom Abram. He explained Waxahachie ISD was going to nominate Kevin Strength and it was the consensus of the Council Members present at the last meeting to nominate Mr. Strength as well. Council Member Melissa Olson noted Paula Anz expressed interest in serving.
- Item 15. Reviewed recommendation from City's project team for Steele & Freeman, Inc. to service as Construction Manager At Risk for the City Hall Annex Project.

Finance Director Chad Tustison reviewed the following items:

- 5e. Budget amendment for professional services in the amount of \$45,000 for sales tax recovery services, sales tax analysis software, and a federally mandated single audit.
- 5f. Fiscal Year 2021 First Quarter Financial Report. General Fund revenues have performed better than anticipated and expenses are within budget. Property taxes in the

City's General Fund amount to \$6.7 million and are in line with prior year collections. Sales Tax collections in the General Fund total \$4.2 million and represent an increase of 10% over the prior year. Franchise fees will lag significantly since the majority of utilities make payment following the close of their fiscal quarter. Building inspections and permits are trending higher than budget while street inspection fees, court fines, and interest income are lagging through the first three months of the fiscal year. Water and Wastewater funds revenues are in line with the budget and expenses are lower than budget for both funds due to the timing of the annual debt service payments. WCDC revenues and expenditures are within budget. Hotel/Motel Tax Fund revenues and expenditures are lagging slightly due to the timing of the annual transfer to the Arts Council, which represents 25% of hotel revenue.

Planning Director Shon Brooks reviewed the following:

- Items 6 and 7. ZDC-182-2020; The applicant is requesting a zoning change from Single Family-3 to Two-Family Residential to allow a duplex. He explained the Planning & Zoning Commission voted 6-0 to deny the request due to the proposed use not being consistent with the current zoning. However, after receiving new information, staff determined that the use of a duplex was allowed per the 1961 City of Waxahachie Zoning Ordinance (Ordinance 0726). Due to this information, the subject property is considered "existing legal non-conforming", and staff is updating the recommendation from "Denial" to "Approval, per staff comments" to include if 50% or more of the structure is destroyed in any way, or if the use of a duplex ceases to exist for 6 months or more, then the property shall revert to the use of a single family residence.
- Items 8, 9, 10. ZDC-179-2020 was withdrawn by the applicant.
- Item 14. Reviewed proposal from Verdunity for preparation of a Comprehensive and Thoroughfare Plan.

Utilities Director David Bailey reviewed the following:

- Item 11. Reviewed emergency purchase of a passive odor abatement system for the Grove Creek Lift Station.

Economic Development Director Warren Kettelman presented the proposed Resolution amending the guidelines and criteria (policy) for governing Economic Development Incentives. Council Member Olson noted a grammatical error under Section III. A. and suggested changing Economic Development Commission approval of two-thirds in Section VII. It was the consensus to change it to "majority" in place of "two-thirds." He noted the item will need to be considered at the next meeting as the law requires a Public Hearing before adoption.

### **3. Adjourn**

There being no further business, the meeting adjourned at 6:36 p.m.

Respectfully submitted,

Amber Villarreal, Assistant City Secretary