

MINUTES

BOARD OF COMMISSIONERS

The Board of Commissioners of the City of Burkburnett, Texas met in a special called meeting/workshop on August 17, 2018 at 12:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice being given in compliance with the Open Meetings Act. The following Commissioners were present:

Carl Law	Mayor
Bill Lindenborn	Mayor Pro-Tem
Josh Andrajack	Commissioner
Randy Brewster	Commissioner
Jeremy Duff	Commissioner
Don Hardy	Commissioner
Marguerite Love	Commissioner

Others present: Mike Whaley, City Manager; Trish Holley, Director of Administration; Lawrence Cutrone, Director of Public Works; Brent Battista, Director of Parks and Recreation; Richard Gordon, Executive Director of Burkburnett Development Corporation /Director of Planning; Janelle Stahr, City Clerk; Ed Stahr, Police Chief; and Rod Ryalls, Fire Chief.

Item 1. Mayor Law called the meeting to order.

Item 2. Invocation was given by Commissioner Duff

Item 3. The Pledge of Allegiance was led by Commissioner Andrajack.

Item 4. Mr. Whaley reviewed the Fiscal Year (FY) 2019 Water Fund Budget. Mr. Whaley stated with these totals he is using a projection of 326 Million Gallon per Day (MGD). Mr. Whaley stated he has reviewed the past consumption and used various formulas for averaging and is comfortable using a projection of 326 MGD for the working budget. Mr. Whaley presented a proposed Water Fund budget in the amount of \$4,239,176 expenses and \$4,320,016 in revenues. This will leave an unappropriated balance of \$80,840. Mr. Whaley discussed the proposed capital requests which total \$222,983 which are included in the working budget. Mr. Whaley reviewed the current water and sewer rates and is not recommending any increases. Mr. Whaley stated the following are recommended decision points: Proposed Consumption Rate of 326 Million MGD, Water Rates and Sewer Rates (leave current structure in place), and fund \$222,983 in Capital Requests as presented in the working budget. The Board of Commissioners gave a consensus to proceed with the recommended decision points.

Mr. Whaley continued with a review of the FY 2019 General Fund Budget. Mr. Whaley presented a proposed General Fund budget in the amount of \$5,269,801 expenses and \$5,581,559 in revenues. This will leave an unappropriated balance of \$311,758. This budget is based on the certified tax roll and the effective tax rate. The proposed budget did not include any capital requests (except current lease commitments). Mr. Whaley discussed the proposed capital requests which total \$306,582. The General Fund Review included the following recommended decision points: Proposed Tax Rate of 0.725509, Anticipated Sales Tax Revenue of \$1,370,000, and fund \$306,582 in Capital Requests. Discussion held on the proposed Journey End's Cemetery project as it pertains to the FY19 Budget. The Board of Commissioners gave a consensus to proceed with the effective tax rate and the recommended decision points.

Mr. Whaley then reviewed the Boomtown Family Aquatic Center (BFAC), Solid Waste, Stormwater Drainage, and other funds. Mr. Whaley stated staff is proposing no rate changes to the BFAC. Discussion held on future BFAC maintenance needs. Mr. Whaley stated the Solid Waste Rate Structure has been adjusted to reflect the 2.75% CPI increase received from Waste Connections. This CPI increase was not passed along to senior citizen customers. Mr. Whaley stated the following are recommended decision points: BFAC Rate Structure leave as is, Solid Waste Rate adjusted for 2.75% CPI, Stormwater Rate leave as is, and the BDC Budget. The Board of Commissioners gave a consensus to proceed with the recommended decision points.

Mr. Whaley did a brief review the Employees' Retention Plan. No changes made from last meeting. Mr. Whaley pointed out that the Employees' Retention Plan is only 7.27% of the overall total budget. Mayor Law requested a future personnel salary study. The Board of Commissioners gave a consensus to proceed with the proposed plan.

Item 5. No City Manager Comments.

Item 6. No Commissioner Comments.

Item 7. Motion was made by Commissioner Love, seconded by Commissioner Duff to adjourn. Motion carried unanimously.

Carl Law, Mayor

ATTEST:

Janelle Stahr, City Clerk