Village of Salado, Texas
Board of Aldermen
Minutes
Regular Meeting
6:30 p.m. Thursday, August 4, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Amber Preston Dankert (arrived at 6:40 p.m.), Alderman Michael McDougal, Alderman David Williams.

Others Present: Kim Foutz, Village Administrator; Jack Hensley, Chief of Police; Mary Poché, Executive Director, Chamber of Commerce/Tourism Bureau; Mary Ann Ray, Village Secretary.

I. Call to Order.

1. Mayor Blancett called the meeting to order at 6:35 p.m. with prayer.

2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

II. Proclamations/Special Recognition.

3. The Mayor honored Gail Allard of Salado Glassworks with a proclamation in recognition of his efforts to coordinate a find-raising activity for the Salado Volunteer Fire Department.

   Jill Shipman announced that the Village of Salado has been awarded "Cultural District" recognition by the Texas Commission on the Arts.

III. Public Comments.

4. None.

IV. Reports.

Mayor's Report.
Mayor Blancett reported that Salado Legends will conduct its final performances for the year during the coming weekend and encouraged all who have not seen the musical to attend. He reported that the annual Salado Art Fair is also this weekend.

Police Department Report.
Mayor Blancett read several notes and letters commending the Salado Police Department. Chief Hensley thanked the citizens for cards, letters, and treats given to the department. He reported that the General Orders are still under review by the Public Safety Committee. He reported that he is pricing outdoor early warning system for the Village; it is possible that

grant funds could help pay for the system. He reviewed the department's statistics for the month of July 2016. See attached report.

Fire Department Report.
Chief Shane Berrier was ill and could not attend the meeting. Mayor Blancett delivered the statistical report. See attached report.

Chamber of Commerce/Tourism Bureau Report.
Executive Director Mary Poché reviewed the Chamber Action Plan and discussed upcoming events. See attached report.

Investment Report.
Investment Officer Dan Nixon reviewed the Village's financial accounts for the third quarter. See attached report.

Village Administrator's Report.
Administrator Foutz reported that the budget process is ongoing and that the geophysical testing at Salado Creek was completed on schedule. The archeological dig is expected to continue this week.

V. Consent Agenda.

5. Consider approving the Consent Agenda items:

   a. Minutes, July 21, 2016 Workshop and Regular Meeting.
   b. A Resolution (R-2016-144) to join and participate in the PACE Purchasing Cooperative.
   c. An Interlocal Agreement with PACE Purchasing Cooperative.

Alderman McDougal made a motion to approve the Consent Agenda as presented. Alderman Williams seconded. The motion carried unanimously.

VI. Regular Agenda.

6. Presentation, discussion, and possible action on a 60-month contract with Dahill for the lease of a copier and copier supplies/services in the amount of $295.77 per month.

Village Secretary Ray explained the benefit of selecting the 60-month contract with Dahill and explained that the contract will cost the Village less in copier expenses than the current contract.

Mayor Pro Tem Brown made a motion to approve a 60-month contract with Dahill for the lease of a copier and copier supplies/services in the amount of $295.77 per month.= as presented. Alderman McDougal seconded. The motion carried unanimously.

VII. Workshop Session.

7. Discuss the Fiscal Year 2016-2017 budget.
   Administrator Foutz reviewed the budget documents and assumptions. Items of particular concern are the Municipal Court, franchise fees, health insurance, and the Stagecoach Wastewater Treatment Plant. There was discussion about the budget calendar and the date and times for workshops. It was decided that the BOA will conduct workshops August 11 and 18, as scheduled, with the potential for a Saturday workshop August 27 if necessary. The BOA discussed the Chamber of Commerce fiduciary fund and TxDOT's agreement to cover the expenses for a great deal of work on Main Street. Discussion ended with the decision to start the Workshop Meeting on August 11 at 5:30 p.m. instead of the usual start time of 6:30 p.m.

8. Discuss issues at Salado Creek and springs.

   There was discussion about the decision made at the last meeting to halt swimming in the Creek near the Sirena sculpture. Alderman Dankert displayed two bags of trash and and her husband picked up Sunday. She said that problems in the area include trash, charcoal ashes, dams, and water quality. She expressed concern that the Center for Biological Diversity, an environmental group, could become involved. Several possible measures for mitigating the issues in the creek area were discussed.

   The Mayor closed the workshop at 9:05 p.m.

VIII. Executive Session.

The Board retired to Executive Session at 9:10 p.m.

9. Conduct an executive session as authorized by Texas Government Code, Section 551.074, Personnel Matters, for the evaluation of the Chief of Police.

10. Conduct an executive session as authorized by Texas Government Code, Section 551.071, Consultation with Attorney, concerning an investigation into possible misconduct by an employee, possible misuse of government information, and available legal remedies.

The Board emerged from Executive Session at 10:46 p.m. and directed Item No. 9 to be put on the agenda for the next meeting.

IX. Adjourn.

Mayor Pro Tem Brown made a motion to adjourn. Alderman Dankert seconded. Motion carried unanimously.

The meeting was adjourned at 10:47 p.m.

Skip Blancett, Mayor

ATTEST

Mary Ann Ray, Village Secretary

POLICE DEPARTMENT
MONTHLY REPORT
July 31, 2016

GOALS / WORK PLAN	UPDATE
Update General Orders	Pending Public Safety Committee review.
Develop 5 year action/strategic plan	Draft of 5 year plan completed, will go before committee for review

SPECIAL PROJECTS	
Early Outdoor Warning Systems	Federal Signal Safety and Security Systems , 3 Electro-mechanical rotating sirens.
Code Red	Will continue to publicize the need for citizens to register their cell phones
Department Training	Law Update: Hensley, Volk
	Open Carry: Hensley, Volk
	Ethics: Volk
	Stress Management: Volk
	Human Trafficking: Volk

ACTIVITIES / PERFORMANCE MEASURES	
Calls For Service	241 (97% in city,3% outside city)
BREAKDOWN OF TYPE OF CALLS FOR SERVICE	
Average response time	4:03
Offenses	5
Arrests	4
Motor Vehicle Accidents	6
Alarm Calls	5 (4 residential,1 business, 0 other)
Citations	18
Warning Citations	11
Violator Contacts	39

Citations Chart (Total 29 Citations)		
Number of Citations	**Charge**	**Location**
1	Drove on Shoulder	Stagecoach
1	Fail to stop at Stop Sign	Stagecoach at TA
1	No Driver's License	West Village
1	Speeding	West Village
1	Speeding	Baines
1	Defective Equipment	West Village
1	No Insurance	Main
5	Defective Equipment	Main
4	Speeding	Stagecoach
1	Speeding	I-35
1	Expired Registration	Salado Plaza
1	Driving while License Invalid	West Village
1	No Insurance	West Village
1	Expired Registration	West Village
1	Fail to stop at Stop Sign	Royal Street
2	No Insurance	Main
1	Expired Vehicle Registration	Robertson
1	No Insurance	Robertson
1	No Driver's License	Robertson
1	No Driver's License	Main
1	Expired Vehicle Registration	Main
CONTINUING PROGRAMS		
House watch	Physically check the house while Citizens are out of town	Positive feedback from citizens

Salado Chamber of Commerce/Tourism Bureau
2016-2017 ACTION PLAN UPDATE – August 4, 2016

CATEGORY	DESCRIPTION	CURRENT STATUS	EXPECTED OUTCOME
Chamber	1. Sugar Shack, Sophstikatz, J.B. Goodwin	1. Upcoming – date TBD	Increase Ambassador and other business attendees to show support; reinforce open communication and Chamber programs
Chamber	Networking After Hours	1. Working on reinstating program in fall 2016 – one company interested	Providing quality programs that can directly impact business growth and profit should support the overall Chamber program and goals
Chamber	Pocket Music Series	July 9, 2016 1. Chupacabra – Noon – 2 pm 2. Sofi's – Noon – 2 pm 3. Salado Square – 2- 4 pm 4. Well's Gallery – Fri. 7 – 9 pm	Provide pleasant experience for visitors-branding the Village 1. 25 people 2. 24 people 3. 36 people 4. 18 people
Chamber	Membership Budget & Membership Committee	Through June 2016 have exceeded budget by over $5,000	Continue to push membership with new program of work and new membership committee
Chamber	Event(s)	1. Salado Swirl – July 8th 2. Art Fair – August 6-7 3. Golf Tournament – Oct. 6 4. Chocolate & Wine Weekend – Sept. 16 & 17 5. Christmas Stroll – 1st two weekends in December	1. Preliminary actuals show exceeded budget net by $250 2. Juried event for artists and artisans- current count is approximately 40 vendors; 3 food trucks, historical displays by Kinnison Family; Children's activities hosted by the Library all at Jack's Barn; Legend's actors singing and bagpipe player; KGSR commercial running 3. Committee working to finalize sponsors and running of tournament; 4. At this point C & W has 15 businesses that want to host 5. Committee formed – sponsorship package created; advisory chair in place; working with staff to secure sponsors
Chamber/Tourism	2017 FY Budget	Draft Stage	Approved by Chamber Board and Alderman by end of September
Chamber/Tourism	Website Revamp	Work continues	Viable site showing both tourism and chamber

Salado Chamber of Commerce/Tourism Bureau
2016-2017 ACTION PLAN UPDATE – August 4, 2016

Chamber/Tourism	Stroll Billboards	Going up first of September – one specifically for Stroll and one for Stroll with sponsors listed	Increase numbers in attendance
Tourism	Branding Billboard	Contract initiated for a yearly billboard ((start of marketing plan roll out)	Up now at mile marker 275; I 35 Northbound, sign is south facing
Tourism	Digital Marketing	Contract initiated for geo-fenced areas on mobile platforms	Capture individuals searching for shopping, staying, dining in other communities similar to Salado; campaign started July 7; preliminary numbers are good

BUDGET ASSUMPTIONS: HOTEL/MOTEL FUND con't

* HOT monies to be used for wayfinding Signs to Support Action Plan Item: Main Street - Infrastructure Development, community development, quality of life, branding
* HOT monies to be used for Outside Sponsorships directly benefitting expenditures that will promote the arts. Groups must request via process in place.
* Paying for advertising, marketing and promotion that attracts tourists to the Village and vicinity. Supports Action Plan Item - Events/Tourism Development and marketing & branding; branding and percept of the community
* Payroll and benefits line items need to be updated for final budget

BUDGET ASSUMPTIONS: CHAMBER FIDUCIARY FUND

* All events will come form the Chamber budget and will be classified Event 1,2,3, and 4 and try to maintain an apprximately 50% margin of Revenues to expenses and operate totally independently of fixed expenses
* "Good" (both from tourism and chamber) events will be consolidated and each of the four events will be bigger and Village-wide
* Chamber Banquet and Golf Tournament stand alone because they have consistently generated net revenue for Chamber Operations

BUDGET ASSUMPTIONS: WASTEWATER FUND

* Expenditures are being kept to the very miimum, but to keep in compliance
* Sewer rates will not recover expenses
* Overtime is charged to this fund for testing on the weekends
* The Stagecoach plant continues to require transfers from the General Fund or Fund Balance to have a balanced budget ($33,020)
* Assumes no funding for major repairs or capital outlay. Last year we had approximately $82,000 which was funded by Fund Balance
* Assumes electric charges will be implemented.

RECOMMENDATIONS:

* Recommend miscellaneous fees be evaluated compared to other cities; revise revenue estimates before budget adoption; several fee types may be missing
* Consider adopting a Street Maintenance Fee of $5.00/mth. Due to declining revenues, there is insufficient funding to maintain streets
* Consider adopting a Drainage Fee of $5.00 per month per residence; currently nominal drainage work can be done without resources

UNMET NEEDS:

* Street improvements ($50,000-100,000)
* Deer population ($10,000-20,000)
* Main Street reserve fund ($50,000)
* Public Arts League ($6,800)
* Coalition contribution (Salamander studies - $15,000)
* Server for city hall ($3,700)
* Survey and mapping for annexation and zoning (partially funded, $3,000)
* Reserve fund for emergency sirens grant matching funds- 3 year savings program ($108,000x.20/3 = $7,200)

TOTAL UNMET NEEDS: $145,750-$205,750

FY 2016-17 BUDGET ASSUMPTIONS AND UNMET NEEDS

BUDGET ASSUMPTIONS - GENERAL FUND

* Adopt current Operations & Maintenance tax rate of $0.1999 to raise approx $7,743.47 in revenue this next years rate is below rollback rate
* Adopt Debt Tax Rate of $0.342
* $0.01 generates $16,813 ($168,130,780 adjusted tax base)
* Contract w/Justice of the Peace to process police tickets- currently court receipts are very low; eliminates most, but not all court costs
* Maintain limited municipal court for code/building enforcement complaints. Eliminates all?? (pending feedback from Judge) prosecutor costs, but keeps software
* Revenues based on actual year to date receipts through 3rd quarter and 4th quarter calculated proportionally based on last year receipts
* Some franchise revenues are difficult to forecast because payments are not made at the same time of each year.
* Revenues should be re-evaluated when the July financials are issued to reflect the most recent information available.
* Expenses based on actual year to date receipts through 3rd quarter & 4th quarter calculated proportionally based on last year expenses
* Full year of debt service $576,080
* No merit or cost of living raises
* 8% increase in health insurance - Could not get any feedback from Scott and White for forecasting; new rate begins January 1
* $4,000 (11.1%) increase for Fire Department Contract
*
  Added $6,700 for Bell Coutny Appraisal District fee which was not included in any prior year budgets
* Any new internal subdivision lighting and drainage pond/areas to be maintained by HOA and not accepted at platting
* Included $1000 funding for map updates; $3000 for surveying and notices for annexations - new item to budget
* General Fund absorbed increases in audit ($2,000) for all funds
* General Fund absorbed all increases in accounting for all funds; also absorbed revenue decreases for administration for other funds
* Legal services assumes staff will write all original ordinances and policies and Legal will perform review function only
* Assumes the Development Ordinance is enforced and if a Development Agreement is needed, the Developer pays for the Legal fees
* Personnel: eliminates one full time position (AP/AR function and municipal court); changes P/T maintenance position to F/T
* Public notices will continue to be up due to annexations, zonings, and ordinance changes
* Stagecoach Plant continues to operate in a deficit and must be supplemented by the General Fund or Fund Balance ($33,020)

BUDGET ASSUMPTIONS: HOTEL/MOTEL FUND

* Hotel/Motel budget not to be used for any event due to decline and need to maintain funds to support Visitor Center/Tourism Bureau overhead
* Brochure changed to a true "Visitor's Guide" not a Chamber Directory. All revenue generated will go to H/M.
* HOT monies to be used to directly administer and maintain the Visitor Center/Tourism Bureau.

Salado Fire Department

P.O. Box 503
Salado, Texas 76571
Tel. 254-947-8961 • Fax 254-947-1006

In the month of July Salado VFD has responded to the following calls

In the Village

14 - EMS

2 – Fire Calls

5 – MVA

County calls

21 – EMS

11 – Fire

17 – MVA

Shane Berrier

Fire Chief, Salado Vol. Fire Dept.