

**MINUTES OF THE  
CITY OF KAUFMAN  
SPECIAL CITY COUNCIL MEETING  
AND  
JOINT CITY COUNCIL AND PLANNING AND ZONING COMMISSION  
WORK SESSION  
MONDAY, APRIL 6, 2009 — 6:00 P.M.  
CITY HALL, 209 S. WASHINGTON, KAUFMAN, TEXAS**

**SPECIAL CITY COUNCIL MEETING  
MONDAY, APRIL 6, 2009 – 6:00 P.M.**

**COUNCILMEMBERS**

<b>MAYOR</b>	<b>WILLIAM FORTNER</b>
<b>MAYOR PRO-TEM</b>	<b>GIL ALTOM JR.</b>
<b>COUNCILMEMBER</b>	<b>KENNY CAMPBELL</b>
<b>COUNCILMEMBER</b>	<b>STEVE COOPER</b>
<b>COUNCILMEMBER</b>	<b>JEFF COUNCIL</b>
<b>COUNCILMEMBER</b>	<b>CHARLES GILLENWATER</b>
<b>COUNCILMEMBER</b>	<b>BARRY RATCLIFFE</b>

**CALL MEETING TO ORDER:** Mayor Fortner called the meeting to order at 6:06 p.m. Councilmember's present were William Fortner, Gil Altom Jr., Kenny Campbell, Steve Cooper, Charles Gillenwater and Barry Ratcliffe. Mayor Fortner declared a quorum present. Councilmember Council was absent. Also present was City Manager Curtis Snow, ACM/City Secretary Jo Ann Talbot, Chief of Police Michael Holder, Captain Randy Roach, Director of Development of Services Marcy Ratcliff, Planning Technician Joy Henderson and Director of Public Works Richard Underwood.

**CITIZENS COMMENTS (5 MINUTES)** Citizens may address the City Council on any subject but must first complete a Request to Speak Form. Comments are limited to five (5) minutes, but no more than five (5) minutes per individual, and are not transferable. Citizens comments not to exceed a total of 15 minutes.

No comments were made by citizens.

1. **CONSIDER APPROVAL AND AUTHORIZE THE CITY MANAGER TO EXECTUE A COPS HIRING RECOVERY PROGRAM (CHRP) GRANT APPLICATION TO HIRE TWO (2) POLICE OFFICERS.**

City Manager Curtis Snow informed the City Council that the COPS Hiring Recovery Program (CHRP) is a competitive grant program that provides

funding directly to law enforcement agencies having primary law enforcement authority to create and preserve jobs and to increase their community policing capacity and crime-prevention efforts. CHRP funding is available to hire full-time career law enforcement officers. There is no local matching requirement, but grant funding will be based on your agency's current entry-level salaries and benefits for sworn officer positions. Any additional costs for higher salaries and benefits for positions hired under the CHRP grant must be paid for by the grantee agency.

This program is intended to supplement the amount of state, local, or tribal funding that your agency would otherwise be able to budget for sworn officer positions.

Applicants must plan to retain all sworn officer positions awarded under the CHRP grant for a minimum of 12 months at the conclusion of 36 months of federal funding for each position.

The current sworn staffing of the police department only allows us to deploy one of our four patrol shifts with three officers and a sergeant. Considering our service activity, mandatory training schedule and other required time off this should be considered minimum staffing. The additional two officers requested through the CHRP Grant will allow us to staff other patrol shifts with three officers and a sergeant and give the command staff flexibility to address the needs of the department. This staffing schedule is consistent with the Police Department's 5 Year Strategic Plan.

If the grant is approved, the CHRP Program will cover all salary and benefit costs for the next three (3) years. The grant's total financial contribution to the City of Kaufman is approximately \$286,682. Beginning the fourth (4) year, the City of Kaufman will be responsible for the salary and benefits for the two (2) officers. The estimated total benefit package for one (1) officer in the fourth (4) year is \$52,000.

Equipment costs for both officers during the first year will be approximately \$4,800. The proceeding years will cost less than \$500 per year.

Staff recommends that Council approves the grant application. Councilmember Gillenwater moved and seconded by Councilmember Cooper to authorize the City Manager to execute a COPS Hiring Recovery Program (CHRP) Grant Application to hire two (2) Police Officers. Mayor Fortner called for a vote with all voting AYE, the motion carried. Councilmember Council was absent.

**ANNOUNCEMENTS FROM CITY MANAGER.**

No announcements were made by City Manager.

**ADJOURNMENT.**

The Special City Council meeting was adjourned at 6:09 p.m.

**JOINT CITY COUNCIL AND PLANNING AND ZONING COMMISSION  
WORK SESSION  
MONDAY, APRIL 6, 2009 — 6:00 P.M.**

**COUNCILMEMBERS**

<b>MAYOR</b>	<b>WILLIAM FORTNER</b>
<b>MAYOR PRO-TEM</b>	<b>GIL ALTOM JR.</b>
<b>COUNCILMEMBER</b>	<b>KENNY CAMPBELL</b>
<b>COUNCILMEMBER</b>	<b>STEVE COOPER</b>
<b>COUNCILMEMBER</b>	<b>JEFF COUNCIL</b>
<b>COUNCILMEMBER</b>	<b>CHARLES GILLENWATER</b>
<b>COUNCILMEMBER</b>	<b>BARRY RATCLIFFE</b>

**PLANNING AND ZONING COMMISSION**

<b>CHAIRMAN</b>	<b>TONY RADER</b>
<b>VICE-CHAIRMAN</b>	<b>ANITA HALL</b>
<b>COMMISSIONER</b>	<b>BURTON BROWN</b>
<b>COMMISSIONER</b>	<b>PATRICK CORDZA</b>
<b>COMMISSIONER</b>	<b>BILLY ENGLAND</b>
<b>COMMISSIONER</b>	<b>LARRY NELSON</b>
<b>COMMISSIONER</b>	<b>LOUIS TIJERINA</b>

**CALL MEETING TO ORDER:**

Mayor Fortner called the Joint Meeting to order at 6:10 p.m. Councilmember's present were William Fortner, Gil Altom Jr., Kenny Campbell, Steve Cooper, Charles Gillenwater and Barry Ratcliffe. Mayor Fortner declared a quorum present. Councilmember Council arrived at 6:15 p.m. Also present were City Manager Curtis Snow, ACM/City Secretary Jo Ann Talbot, Director of Development of Services Marcy Ratcliff, Planning Technician Joy Henderson and Director of Public Works Richard Underwood.

Planning and Zoning Commissioner Chairperson Tony Rader called the meeting to order at 6:11 p.m. Mr. Rader stated that all Planning and Zoning Commissioner's were present and declared a quorum present.

NOTE: A Work Session is used to explore matters of interest to one or more City Council Members or the City Manager for the purpose of giving staff direction into whether or not such matters should be placed on a future regular or special meeting of the Council for citizens input, City Council deliberation and formal City action. At a work session, the City Council generally receives informal and preliminary reports and information from City staff, officials, members of City committees, and the individual or organization proposing council action, if invited by City Council or City Manager to participate in the session. Participation by individuals and members of organizations invited to speak ceases when the Mayor announces the session is being closed to public input. Although Work Sessions are public meetings, and citizens have a legal right to attend, they are not public hearings, so citizens are not allowed to participate in the session unless invited to do so by the Mayor. Any citizen may supply to the City Council, prior to the beginning of the session, a written report regarding the citizen's opinion on the matter being explored. Should the Council direct the matter be placed on a regular meeting agenda, the staff will generally prepare a final report defining the proposed action, which will be made available to all citizens prior to the regular meeting at which citizen input is sought. The purpose of this procedure is to allow citizens attending the regular meeting the opportunity to hear the views of their fellow citizens without having to attend two meetings.

1. **RECEIVE A REPORT, HOLD A DISCUSSION, AND GIVE STAFF DIRECTION REGARDING THE PROPOSED PLANNING ELEMENTS: POPULATION, HOUSING, LAND USE AND FUTURE LAND USE MAP FOR THE CITY OF KAUFMAN'S COMPREHENSIVE MASTER PLAN AND MAKE ADDITIONAL CORRECTIONS, REVISIONS OR ADDITIONS AS NECESSARY.**

Director of Development of Services Marcy Ratcliffe informed the City Council that they will be reviewing and discussing a proposed future land use map. Staff is seeking feedback from the City Council on the proposed future land uses and how they see the City of Kaufman growing and developing in the next 20 years. The future land use map serves as the base for developing the water, sewer, thoroughfare, park/open space and annexation plans, and the capital improvements program.

Consultant Tim Glendening, has prepared the base plan, including the population, housing, land use and future land use map for the City of Kaufman Comprehensive Master Plan. Mr. Glendening gave the City Council and the Planning and Zoning Commission background information on the Comprehensive Plan. He explained the population growth assumption is based upon past population trends and forecast data from

regional data. The conclusion obtained from the results is that the City can be expected to experience tremendous growth in the future with a corresponding demand for city resources and infrastructure. Mr. Glendening went over population projections. He reported that the city's population is expected to almost triple over the next two decades from its current level, that there will be a corresponding increase in the demand for city services and infrastructure. This will be the greatest challenge facing city leaders in the future as they guide and direct the city's development through the planning period. Mr. Glendening went over the existing housing analysis, as well as the land use composition and analysis.

Planning and Zoning Chairperson Tony Radar gave the City Council members an overview of all the elements they have discussed in reviewing the Master Comprehensive Plan.

Mayor Fortner confirmed that the future land use map included the extraterritorial jurisdiction (ETJ).

Director of Development of Services Marcy Ratcliffe confirmed that the Land Use Map and the Zoning Map matched to mirror one another.

The Future Land Use Map is a guide for future developments inside and outside the city limits. Mr. Glendening gave an overview of the Future Land Use Map and identified the districts on the map.

Discussion was held on the depth of commercial zoning located on East Highway 175 and that it may need to be deeper than proposed, at least up to 500 feet.

Mr. Roy Gene Gardner, Developer, 1460 C.R. 280, Kaufman, confirmed that there were no zoning changes to property located on East Highway 175. Ms. Ratcliffe explained to the Board that the Future Land Use Map does not change any existing zoning or change the Zoning Map.

Mr. Jimmy Wynne, Developer, 500 S. Houston, Kaufman, informed the Board that the zoning on the property on West Highway 175 was incorrect. Staff reported that they would confirm the retail zoning. Mr. Wynne reported that the school property located off West Highway 175 has an easement through their property to have access to the current frontage service road. Also, the property on Highway 34 close to Scurry is also zoned retail.

Discussion was held on the Five Points Project located at Highway 34 being a multi-family area, and that it also could accommodate town homes, duplexes, and single family units.

Mayor Fortner commented that the city does not have any plans for annexation in the immediate future. Mayor Fortner reported that he would like to see the City design for people friendly sidewalks, sidewalks around the schools and to include future bicycle paths. He also mentioned to have more neighborhood green space for park area.

Mayor Fortner mentioned that he likes the idea of average lot sizing that would be allowed in a Plan Development area.

Councilmember Cooper commented that he is concerned about future sites for school districts.

Councilmember Council commented that a house on Fourth Street and S. Washington is vacant and should be demolished from a previous City action.

Other items discussed were: demand of housing, goals for dilapidated structures, home grants, code enforcement for spring clean up, infill for redevelopment, and tax incentives due to lot sizes that don't conform.

Mayor Pro-Tem Altom thanked the Planning and Zoning Commission for all of their hard work on the Master Comprehensive Plan.

**PLANNING AND ZONING COMMISSION ADJOURNMENT.**

The Planning and Zoning Commission adjourned their Joint Board meeting at 7:30 p.m.

**CITY COUNCIL ADJOURNMENT.**

The Kaufman City Council adjourned their Joint Board meeting at 7:31 p.m.

---

**WILLIAM FORTNER  
MAYOR**

**ATTEST:**

---

**JO ANN TALBOT  
ACM/CITY SECRETARY**