

**MINUTES OF THE
CITY OF KAUFMAN
CITY COUNCIL WORK SESSION
MONDAY, JULY 12, 2010 — 6:00 P.M.
209 S. Washington Street
Kaufman, Texas 75142**

CITY COUNCILMEMBERS

MAYOR	WILLIAM FORTNER
MAYOR PRO-TEM	BARRY RATCLIFFE
COUNCILMEMBER	GIL ALTOM JR.
COUNCILMEMBER	JEFF COUNCIL
COUNCILMEMBER	CHARLES GILLENWATER
COUNCILMEMBER	KENNETH MUNDEN
COUNCILMEMBER	LOUIS TIJERINA

CALL MEETING TO ORDER: Mayor Fortner called the Meeting to order at 6:04 p.m. Councilmember's present were Mayor Fortner, Councilmember Munden, Mayor Pro-Tem Ratcliffe, Councilmember Council and Councilmember Tijerina. Mayor Fortner declared a quorum present. Councilmember Gillenwater arrived at 6:13 p.m. Councilmember Altom was absent. Also present were City Manager Curtis Snow, ACM/City Secretary Jo Ann Talbot, Chief of Police Michael Holder, Director of Public Works Richard Underwood and Director of Development Services Marcy Ratcliff.

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. Presentations – Issues and Challenges regarding Development Services Department and Public Works Department.
 - A. Development Services Department – Director Marcy Ratcliff

Development Services Director Marcy Ratcliff reported to the Council that Development Services provides a wide variety of services with only 3 full time employees and employs 2 positions at part time for building inspections and public health.

With the number of projects, building inspection, code enforcement and other daily issues there is no time, nor the expertise to properly maintain and update City maps.

The Code Enforcement Officer does all his own letters and mail outs, property owner research, phone calls, attends court hearings as needed and has limited office hours. A laptop was acquired from the Police Department in exchange for an office space for the Victims Coordinator. The laptop did not come without expenses. We have had to purchase a power adapter and a new screen for a total of \$150, but no printer. The police have to purchase a chair, a phone line and we still get to store our plats and maps in the Police Department office. Consistent complaints from the public are they cannot reach the Code Enforcement Officer. They play phone tag. The Code Enforcement Officer vehicle's estimated value is \$3,500. Estimated costs to repair the vehicle range from \$5,000 to \$8,000. The vehicle mileage is 70,000 miles. The vehicle is a hand-me-down from the Fire Chief. So, even though it does not have a lot of mileage, it has a lot of off-highway mileage. The vehicle has a lot of wear and tear since it was mostly used as an emergency response vehicle and left parked running for long periods of time. The tires need replacing, the transmission may be going out and the rings may be leaking oil. We are having diagnostics run on the vehicle to determine what all is wrong. The vehicle has a radio that could possibly be repaired, but Development Services Staff does not have a radio to communicate back with. Staff currently communicates through personal cell phones. The personal number is not given to the public.

Division goal is to continue to do more with less people. The only way Staff sees to accomplish this goal is to have a computerized web based records management system. A web based records management system is a software package. The software maintains all pictures, letters, warnings, warning citations and

tickets, keeps up with follow ups, built in task reminders, everything the Code Enforcement Officer does. It will allow simultaneous access. With the right module it will allow direct communication with the citizens thru email.

B. Public Works Department – Director Richard Underwood

Pubic Works Director Richard Underwood reported on his departments as stated below:

Street Maintenance, Convenience Station & Park Divisions are funded by the General Fund. The following are current issues within these divisions:

Convenience Station: This facility is owned by the City and operated by Kaufman County. Operation costs are split between the City and County based on the percent of usage. The primary goal of the Convenience Station is for the use of citizens for removal of trash, garbage and recyclables.

Roll-off dumpster pad and retaining wall

The concrete pad has settled back toward the retaining wall and the wall has pushed out. This causes problems with water runoff, dumpster positioning and compactor usage. This is pending with the possibility of Kaufman County assisting with the up-front cost of repairs.

Entrance road

The continued heavy traffic from dumpster trucks and equipment keeps this road damaged. Ultimately, this road will need to be completely rebuilt to withstand the heavy loads. However, at this time Staff is recommending heavy maintenance and possible asphalt overlay.

Street Maintenance: The primary goal of this division is to ensure the safety of the public as they travel in and through our City.

Personnel

Currently, City Staff mows and maintains an average of 380 acres of City R.O.W. annually. In the past 3 years a total of 26 acres have been added to these duties averaging 468 added acres annually. The division has been allowed 2 seasonal workers for

the past 3 years. However, due to budget shortfalls have been unable to utilize this help for the past 2 years.

Right of Way Maintenance

This maintenance includes mowing, weeding, litter and debris removal and control, seed and sod, and ant/ rodent control. The primary needs are improved equipment to handle large maintenance areas and the replacement and upgrades of existing equipment.

Street Upgrades & Repairs

This is one of the division's major areas of concern. Staff has been attempting to make the most of the funds available to provide base repair and asphalt overlays. However, the available funds have not been adequate to make improvements to concrete streets, curb and gutters or sidewalks. The City currently has a number of streets that can't be overlaid due to the extreme settling and raised curbs, gutters and drive approaches. Some of these streets include East Sixth, East Eighth, the entire Wynne Addition and Melody Circle just to name a few.

Also, since no sidewalk ordinance has been passed to date, Staff has to take a proactive approach to addressing issues relating to sidewalk complaints. Though limited funds are available for this, in most cases immediate temporary repairs have to be made in lieu of permanent repairs.

Drainage

Drainage is an ongoing area of concern. There are drainage issues throughout the entire City. The largest amount of the inner City issues cannot be fixed adequately until water runoff can be directed out of the City. Primary problem areas include Prairie Creek, Ola Road and Alton Street.

Parks: The goal of this division is to provide well maintained and safe facilities for the recreation of Kaufman citizens and visitors.

Grounds Maintenance

This maintenance also includes mowing, weeding, litter & debris removal and control, seed and sod, and ant/ rodent control as with Street Maintenance. Staff currently mows and maintains a total 151 acres averaging 1,428 total acres annually. The primary needs

are improved equipment to handle large maintenance areas and the replacement and upgrades of existing equipment.

Facility Upgrades

Restrooms at the City Lake Park have been taken out of service due to deterioration of the existing treatment unit. The current state of the existing unit is not repairable and Staff is attempting to acquire cost for upgrades.

The ball fields at the Sports Complex are in need of a lot of attention including the replacement of dugout covers, weed control and seeding/sodding.

Lake Dam Breach Control

A dam breach analysis was completed in March 2010 by Jacobs Engineering for the City Lake Park area on Hwy 34. The analysis came back with a number of recommended improvements to meet State regulations. Tree and debris removal needs to be performed along each lake dam; spillways need to be enlarged and rebuilt; current water runoff areas need to be directed away from the dams rather than at the base of the dams; and the overflow spillway at the rear of the lakes needed to be enlarged and improved.

The most recent inspection by the State for the Kaufman Lake on Hwy 243 results show that we will also need a dam breach analysis on this dam. The engineering cost for this will not be as extensive due to having some of the information already from the past analysis.

Utility Administration, Water Distribution, Water Metering, Wastewater Collection & the Wastewater Treatment Plant divisions are funded by the Enterprise fund. The following are current issues within these divisions:

Water Distribution: The goal of this division is to provide the safe delivery of drinking water to its customers.

Equipment

This division is in desperate need of some vehicle and equipment replacements. The division has 2 backhoes a 1995 John Deere and 2001 New Holland. Both units require constant attention and hold work progress due to down time. A 1997 1 ton Ford utility truck has been taken out of service due to numerous repairs that

cost more than the truck is worth. A new utility truck has been approved for budget for the past 2 years and due to budget shortfalls we have been unable to acquire.

Maintenance

This continues to be a growing problem due to the constant deterioration of water mains, fire hydrants and valves. Some of the divisions main problem areas include a looped line at the Hospital; Flow meter and air gap at the Underground per the agreement with North Texas Municipal Water district during the tank transfer; water main upgrades east along US Hwy 175 and Washington Street; water line upgrades behind the City Lake on Hwy 34; and valve replacements and additions to disconnect the water for emergencies such as that around the Kaufman Square.

Another issue is low flow and water volume in certain areas of the City. Low water flows have been experienced in Windsor Park, Kaufman Square, west of the Washington Street and along Hwy 175 east.

Water Metering:

The primary concern with water metering is the accuracy of the City's existing water meters. The existing meters have been in the ground for 20+ years. An upgrade was performed on the meters in 1999 and 2000. However, a growing number of meters tested in the past 3 years have come back reading low. This not only affects the quality of service but also incoming water revenues. Staff has requested an automatic meter reading system for the past 11 years. This type of upgrade would increase the accuracy of water used, greatly reduce the number of reading errors and cut the reading time down from 2 readers/vehicles to 1 reader in ½ the time allowing more time in the maintenance field.

Wastewater Treatment Plant: The primary goal of this division is to effectively and efficiently treat municipal wastewater within the permitted parameters of Federal and State regulations.

This facility has been a big issue during the past 4 or 5 years. Staff has experienced numerous expensive mechanical and electrical problems most of which were emergencies and not anticipated within the fiscal years budget.

The general background on this facility is that it was originally constructed and placed in operation in 1983. Due to flow increases

the facility was upgraded in 1995. The upgrade involved the use of approximately 40% of the existing structures and equipment from the 1983 plant. This facility as a whole has been in operation for 27 to nearly 28 years. The upgraded units from 1995 have been in operation for 15 years. This facility and its mechanical units run 24/7, 365 days a year. The problem is the conditions and amount of run hours these units have on them. Most all pumps and motors at this facility have been rebuilt at least 2 times, some 3 or 4 times. This facility is getting close to needing another facility upgrade. However, the problem is not entirely the amount of incoming flow but the quality of mechanical and electrical equipment.

Wastewater Collections: The primary goal of this division is to collect wastewater from customers and transport it to the treatment facility through service lines, mains, lift stations and trunk main lines.

The City has experienced collection system problems since I was first employed in 1983. However, I have not experienced near the problems with stoppages, lift stations, odors and collapsed mains as I have within the past 3 years. The City began to experience so many overflows that it became a prime candidate to participate in the Texas Commission on Environmental Quality's (TCEQ) sanitary sewer overflow outreach program. This program requires that the City prepare a plan of action to locate and alleviate future overflows while taking a proactive approach to correcting inflow and infiltration (I & I). A plan was submitted to and approved by the TCEQ in March 2010. A 90-day progress report was submitted in June 2010 to be followed up with a progress report annually thereafter. The City has maintained its plan up to the 90-day report. However, by December 2012 a full I & I report is scheduled to be completed. To meet this deadline, this will need to begin as soon as possible.

Some known system problem areas include the most of the Scott Addition, areas in the Wynne Addition, the area east of Washington Street and some areas in the northern portion of the City.

ANNOUNCEMENTS FROM CITY MANAGER

Reminder - TxDot Notice of Public Hearing, Tuesday, July 13th, for the proposed improvements to SH 34, Kaufman High School Cafetorium. Open House at 6:00 p.m. Public Hearing starts at 7:00 p.m.

Informed the Council that the City did not receive the Pass Through Toll Funding for Highway 34 By Pass, but there may be other avenues to obtain funds with TxDot and that this matter is not over.

Councilmember Council asks if construction fencing could be erected at the worksite on Fourth Street and S. Washington Street.

ADJOURNMENT.

There being no further business, the meeting was adjourned at 7:13 p.m.

**WILLIAM FORTNER
MAYOR**

ATTEST:

**JO ANN TALBOT
CITY SECRETARY**