



**CITY OF KEMAH - CITY COUNCIL
AND KEMAH PUBLIC FACILITIES CORPORATION AND
KEMAH PUBLIC FACILITY TRANSPORTATION
CORPORATION**

**Council Chambers, Kemah City Hall, 1401 State Hwy 146
Kemah, Texas**

WORKSHOP MINUTES

July 6, 2016

Carl Joiner – Mayor

Mayor Carl Joiner called the joint Kemah Council/Kemah Public Facilities Corporation/Kemah Public Facility Transportation Corporation Workshop Meeting to order at 5:30 p.m. in the Council Chambers in Kemah City Hall. Present were City Council Members Teresa Vazquez-Evans, Kyle Burks, and Matt Wiggins. Council Member Wanda Zimmer arrived at 5:33 p.m. and Council Member Robin Collins arrived at 5:38 p.m. Mayor Carl Joiner declared a quorum. Also in attendance were City Attorney Dick Gregg Jr, City Administrator Wendy Ellis, Community Services Director Nick Haby, Finance Director/HR Ana Davis and City Secretary Carolyn E. Anderson

1. Discussion of establishing process and procedures for funding special projects through Hotel Occupancy Tax and KCDC Funds

City Administrator Wendy Ellis outlined for Council the list of events that are currently being supported and receiving funds from the City. A discussion followed regarding the recommended process for future funding and support. A discussion followed regarding the process in terms of a marketing and promotion aspect, which included:

1. Open call date for receiving applications
2. Review of the application
3. Recommendation to accept deny application
4. Uniform application process
5. Advertising bills be submitted and sent directly to the City for payment from the Hotel Occupancy Tax or KCDC Funds
6. Detailed line items in the budget
7. Priority matrix

City Administrator Wendy Ellis outlined the current requirements for approval and the legal requirements. She recommended that going forward, after the documentation is received, that a committee review the application. After approval of the application by the committee, the application would then be presented to Council or the KCDC Board. If further information is needed, the application would be returned to the applicant for further information. A discussion followed regarding possible training and education for the applicants and the possibility of input from the citizens and the business owners.

2. Discussion on Budget Process and Priorities and Revenue Projections

City Administrator Wendy Ellis provided Council with an update on the budget process, stating that budget worksheets have been distributed to all department heads for



**CITY OF KEMAH - CITY COUNCIL
AND KEMAH PUBLIC FACILITIES CORPORATION AND
KEMAH PUBLIC FACILITY TRANSPORTATION
CORPORATION**

**Council Chambers, Kemah City Hall, 1401 State Hwy 146
Kemah, Texas**

WORKSHOP MINUTES

July 6, 2016

Carl Joiner – Mayor

completion. Mrs. Ellis stated that it will be the end of July before the certified tax roll is completed. A discussion followed regarding reducing the property tax over the next five years. She outlined for Council where the City is year to date and the process going forward without reducing any of the services provided to the residents. She stated that the expansion of Hwy 146 will have an impact, causing a potential interruption of revenue to the City. A discussion followed regarding the need for a cushion to predict sales tax revenues and meshing the five-year plan with the City's short-term goals. The possibility and the timeline for reducing the property tax in conjunction with the five-year plan were also discussed. Mrs. Ellis asked that Council consider their expectations and goals for the level of services provided to the citizens of Kemah. She stated that based on feedback received to date, staff would begin the budget process based on using the effective tax rate. She also reminded Council that the current Administrative staff has been in place for less than one year.

3. Discussion of Ordinance Review Process

City Administrator Wendy Ellis and Community Services Director Nick Haby provided Council with a proposed plan for the review and update of the City ordinances. They stated that the process is designed to increase community input and awareness. The process would include:

1. First Community Meeting of the Month: Present the draft at a workshop and send out a draft prior to the meeting
2. Conduct a public hearing for comment and input
3. Last Council meeting of the Month: First of two required readings before Council. Changes could still be recommended and made before the second reading. If not approved by Council, go back to staff for rework.
4. Next Council Meeting: Second reading (in consent agenda)
A discussion followed regarding the ordinances currently in review, including the sign ordinance, revising the fee structure, parking, and farmer's market. Council Member Kyle Burks recommended that the parking ordinance be a top priority for consideration.

4. Discussion of a Date and Time for Third Planning Session with Ron Cox

City Administrator Wendy Ellis provided Council with the possible dates for the Third Planning Session with Ron Cox Consulting. Following a discussion among Council and staff, a date was set for July 12, 2016 at 6:30 p.m. in the Council Chambers



**CITY OF KEMAH - CITY COUNCIL
AND KEMAH PUBLIC FACILITIES CORPORATION AND
KEMAH PUBLIC FACILITY TRANSPORTATION
CORPORATION**

**Council Chambers, Kemah City Hall, 1401 State Hwy 146
Kemah, Texas**

WORKSHOP MINUTES

July 6, 2016

Carl Joiner – Mayor

5. Discussion of Rules and Procedures for Placing Items on Council Agenda

City Administrator Wendy Ellis stated that currently the deadline for Council to place an item on the agenda is Friday at noon. Mrs. Ellis outlined staff's process for preparing an agenda item. Mayor Joiner and Mrs. Ellis recommended that the procedure be modified to allow staff to present the agenda items properly. It was the consensus of Council to bring the item back for consideration at a Council workshop meeting.

6. The workshop was adjourned at 6:42 p.m.



CITY OF KEMAH - CITY COUNCIL
AND KEMAH PUBLIC FACILITIES CORPORATION AND
KEMAH PUBLIC FACILITY TRANSPORTATION
CORPORATION

Council Chambers, Kemah City Hall, 1401 State Hwy 146
Kemah, Texas

WORKSHOP MINUTES

July 6, 2016

Carl Joiner – Mayor

Signature Page:

APPROVED: Carl A. Joiner DATE: 9/9/16

ATTEST: Candice Anderson