MINUTES
CITY COUNCIL RETREAT
CITY OF LEANDER, TEXAS

201 N. Brushy Street - Council Chambers
July 29, 2022 and July 30, 2022

Mayor – Christine DeLisle	**Place 4 – Na'Cole Thompson, *Mayor Pro Tem***
Place 1 – Kathryn Pantalion-Parker	**Place 5 – Chris Czernek**
Place 2 – Esme Mattke Longoria	**Place 6 – Becki Ross**
Place 3 – David McDonald	**City Manager – Rick Beverlin**

1. Opened meeting at 9:01 a.m. and Roll Call reflected Councilmember Mattke Longoria and Councilmember McDonald absent; and Councilmember Pantalion-Parker arrived at 9:06 a.m.

2. Development Services Updates discussion included: status of BerryDunn with development review process; code update RFQ; sign ordinance status; supply chain issue with materials to energize street lights; turn in permits to review but not issue; need power to inspect; council desires how to proceed; have not accepted subdivisions; option to consider proposing an ordinance for short term that will have specific conditions laid out; conference discussed communications issues; fire code requirements; inspections done post construction; development notes no longer receiving - process changed to template format; council desire to receive the detail to help answer questions; in future include spreadsheet of attendees to development meetings; and Energov continuing to work through data anticipating August launch.

3. Capital Improvement Program Projects and timeline discussion included 35 active projects; 6 ready for bid and contract; in FY 2023 will have 20 new projects; facility projects include Fire Station #6 land; Fire Station #2 EMS remodel; and renovation of EMS facility; fire field conversion to clean LPG and city hall; water projects; San Gabriel elevated storage tank and terminus high zone pump station and ground storage tank; wastewater projects; street projects; Raider Way project alignment concerns; four-way stop at South and West Street; Mason Creek waterline breaks; Lakeline Boulevard widening from 2 lanes to 4 lanes from Mason Hills to Hero Way West; Old Town Park; senior center funding sources; Children Advocacy Center moving away from having presence in the senior center; congressional funding; ILA with Children Advocacy Center; next steps for senior center project include a hard deadline of a week for Children Advocacy Center to confirm if will or will not be in senior center and proceed with redesign, if needed; recreation center; CIP debt issuances; CIP funding sources; next steps finalizing CIP list for FY 2023 and FY 2024, complete book, update water and wastewater master plan along with water and wastewater impact fee study; growth over last 7 years; and Poseidon Barge.

[Council recessed at 10:49 a.m.; reconvened at 11:12 a.m.]

4. Public outreach efforts discussion included: water conservation messaging; touch point; working with HOAs; enforcement of violations; assisting with scheduling irrigation systems; posting videos on website; HOAs messaging to residents; be present at events hosted by HOAs and other organizations; products to hand out during irrigation audits; rain barrel program in Round Rock; see Leander become more conservation mindful; website RFQ; use of cooperative to select new vendor; website redesign process and timeline; accessibility options will be available with new site; alert page; social media messaging presence; staff that engage social media regularly and audience; posting new information versus updating posted information; evergreen information and time critical information; staff involved in posting on social media to go over challenges and policies related to social media; workflow; customer service policy and implementation strategy; approach as an organization; content reach; and feedback on how we are doing.

[Council recessed at 1:04 p.m.; reconvened at 2:44 p.m.]

Discussion continued with Leander Activity Center; programs; general usage calendar versus Active Adult calendar; multi-generational facility use; self-led or passive time for seniors versus instructor led; will continue to work towards inclusive programming for special needs; special events ordinance; internal special events is being reviewed and will be discussed at an upcoming workshop on September 18; inconsistencies in how policy is applied in who can and cannot be a vendor and/or sponsor; no political advertising in shirts, pins etc. in VIP sections at events; list of city events, outside organizations and/or non-profits; voter registration booths with no political signs; candidates can walk around in shirts but no booths; no political parties and/or political action committees; and will consult legal counsel to confirm we are not violating anyone's first amendment.

5. Budget discussion included: proposed preliminary FY 2023 budget; overview of all funds over last 5 years; tax base net taxable before freeze adjustment; preliminary tax rate 42.3 cents (0.600 Debt/0.2626 M&O) a reduction of 5.7 cents of current rate 47.97; tax rate history; general fund revenues; general fund expenditures; 59% of general fund expense proposed FY 2023 is personnel and 17% is contractual services; population versus general fund full time employees; 23 new full time employees proposed for FY 2023; recommended supplements not full time employees; safety is important to council; funding additional public safety over other positions in the city; proposed budget is balanced; maximum VAR will have less than one cent roughly $1 million dollars additional available (reality due to protest amount potentially closer to $700,000); and budget risks.

6. Staff recruitment and retention discussion included: work-life balance; attracting candidates; retaining employees; benefits; employee training; future ideas to attract and retain employees; internships; population of local cities full time employees compared to Leander; residents per city employees based on total full time employees; median single family housing prices; lack of affordable housing available to employees; turnover by departments; state turnover; compensation study; external market comparison; metrics chosen to compare; study recommendations; focus on pay plan in place and move minimum and maximum range; step plan for fire and police; proposing across the board COLAs of 4% to all employees; review compression issues; negotiation options; revenue comparison with neighboring cities; recommendations will bring back when present full study is adjusting position outliers after implementing COLAs, updating pay plan, and adopting step plan for fire and police; and fire and police associations desiring meet and confer.

Adjourned Friday at 5:49 p.m.

Reconvened Saturday at 9:00 a.m. Roll Call reflected all present except Councilmember Mattke Longoria.

7. City Manager updates discussion included: facilities update; lease purchase option; RFQ draft scope of services for city hall; transportation pedestrian piece; build out at population of 250,000; public engagement piece; bond package; hotel/motel convention center; presentation package of final cost based on council desires for bond election; management district; history of city hall and how we got where at today; renovation of EMS building; defined long range plan, if funding is not available; lease flex space options; Old Town Master Plan; current communication to council of FYI, weekly updates, agenda weekly calls, council inquiry emails, response to citizen emails to council, available for standing meetings, if desire; notification of events; notify when employee leaves so the council can send an email, if desire; opening of structures in the city; council previously invited to all events wish to be there for support; all council email texts advising of emergency; notification of road closures or neighborhood impacted items; create city manager policy as part of event checklist to notify city manager of events to include on FYI calendars; council make effort to show up at everything can to show support of staff and community; what is working and not working for each councilmember; desire if going out to public, council should be notified; each councilmember stated what format they wished to receive alerts; and realistic expectations.

8. *[Recessed at 10:33 a.m.; reconvened at 10:55 a.m.]*

   Council discussion included: current Council Rules of Procedure; proposed amendment for Council governing themselves; adding definitions on malfeasance, misconduct, incompetence and directing of staff; proposed amendment summarized; meant to have clear policy to help follow Charter; process if there is a complaint and/or baseless complaint; courses of action if violation found; public or councilmember can file a complaint; consequences for baseless complaints; time limit follows ethics ordinance; spirit behind drafting is to create framework to work within; inclusion of citizens to file complaints; sometimes Charter language and intent are in conflict; creating a City Manager's office group email including City Manager, Chief of Staff and City Secretary; edits to existing policy; review legally the addition of no political endorsement clothing at a public meeting or city sponsored event; council liaisons on boards; council expectations for boards and boardmembers expectations of council; survey boards and commissions on engagement with council; director survey insightful and helpful; perspective from staff; come together and work together; and desire of council to work in line with staff.

9. Adjourned at 12:32 p.m.

APPROVED:

C. deLisle

MAYOR

ATTEST:

Dara Crabtree

CITY SECRETARY