



**CITY OF HEDWIG VILLAGE, TEXAS  
SPECIAL CITY COUNCIL MEETING  
BUDGET WORKSHOP  
JULY 25, 2023  
6:30 P.M. - 955 PINEY POINT ROAD**

**MINUTES**

**1. CALL TO ORDER**

Mayor Jinks called the meeting to order at 6:30 p.m.

Present: Mayor Tom Jinks

Councilmember Patrick J. Breckon  
Councilmember Scott Davis  
Councilmember Shirley Rouse  
Councilmember Matt Woodruff

Wendy Baimbridge, City Administrator  
David Gott, Police Chief  
Lisa Modisette, City Secretary  
Zach Petrov, City Attorney

Absent: Councilmember Clay Trozzo

**2. PLEDGE OF ALLEGIANCE**

Mayor Jinks led the City Council, City staff, and visitors in the Pledge of Allegiance.

**3. CITIZEN/VISITOR COMMENTS**

Ralph Kerr, 11747 Duart Drive, spoke in favor of the Westside Infrastructure Project. He stated the infrastructure on the west side is deteriorating and the streets need to be replaced. He stated the Memorial Village Water Authority needs to replace/upgrade their infrastructure and the City should do our project at the same time. He stated doing the Westside Infrastructure Project is the right thing to do, it's for the common good of the community, and will bring the west side up to the same standard as the rest of the City.

Andrea Hermann, 930 Karos Lane, spoke in favor of the Westside Infrastructure Project. She stated the west side streets are falling apart and sinkholes are occurring.

Kathryn Schenk, 806 Magdalene Drive, spoke in favor of the Westside Infrastructure Project. She stated a drainage project was completed approximately 20 years ago that only benefited a few streets and no major projects on the west side have been completed since. She stated Magdalene Drive needs to be replaced and the drainage pipes need to be upgraded.

Brian Thomason, 11740 Cawdor Way, spoke in favor of the Westside Infrastructure Project. He requested City Council allocate funds in the budget to move this project forward. He stated the stigma of a neighborhood that floods is not a stigma the City wants.

Councilmember Rouse stated the next step is to move forward with the design aspect of the project. Mayor Jinks stated the budget does include funds to move the project forward. He stated the City will need to find funding for the project, possibly grants. However, the City is not yet sure of the scope of the project.

**4. A Resolution of the City of Hedwig Village, Texas regarding a request from the Village Fire Department Board of Commissioners to Approve the Proposed 2022 Budget**

Amendment/Inter-Budgetary Transfers in the Amount of \$91,041 with no Additional Cost to the Participating Cities.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the Resolution as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

5. A Resolution of the City of Hedwig Village, Texas Regarding a request from the Village Fire Department Board of Commissioners to Approve the Proposed 2024 Fire Department Budget in the Amount of \$9,913,487.85, with Hedwig Village's portion being \$1,833,995.25 (18.5%).

Chief Miller discussed the proposed VFD 2024 Budget. The Proposed 2024 Budget increased 3% over the 2023 Amended Budget. The 2024 Budget includes, among typical expenses:

- a 6% increase in personnel cost, including the hire of 3 new medic firefighters.
- a 6% increase in operational expenses.
- a 60% decrease in Capital expenditures, including the purchase of routine replacement of miscellaneous equipment, purchase of gear lockers, new bunker gear for new hires, and replacement/upgrade of IT and security equipment.
- \$400,000 earmarked for the Capital Replacement Fund.
- A 15% increase to the meal allowance due to increased food prices.

Councilmember Rouse asked if the overtime line item is appropriately funded in the 2024 Budget.

Councilmember Woodruff stated the overtime budget is funded appropriately, as long as there are not too many emergency situations, such as multiple hurricanes or multi-day emergency events.

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to approve the Resolution as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

6. Discussion and Possible Action to Approve an Interlocal Agreement Between the City of Hedwig Village and the City of Bunker Hill Village regarding the Placement of Rectangular Rapid Flashing Beacons (RRFB) on Taylorcrest Road near Magdalene Drive.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the Inter-Local Agreement as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

7. A Resolution of the City Council of the City of Hedwig Village, Texas Adopting a Policy Permitting the Consideration of Applications for Primary Depository Bank Services Received from Financial Institutions that are not doing business within the Municipal Boundaries of the City.

Wendy Baimbridge, City Administrator, stated the City's current bank depository agreement with Frost Bank expires at the end of this year. This proposed policy allows the City to accept

bids for depository services from financial institutions from outside the City limits but within the 77024 zip code.

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to approve the policy as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**8. Discussion and Possible Action regarding a Hedwig Village Budget Policy.**

Wendy Baimbridge, City Administrator, stated the City currently does not have a Budget Policy. This proposed policy outlines, in detail, the process of creating a budget, the sources of revenues, and the expected expenditures. The policy includes a provision to earmark the sales tax from the highest payer for 2023 only into the Capital Improvement Fund.

Councilmember Rouse stated the provision regarding the highest sales taxpayer for 2023 should not be included in the policy and should be removed. She stated City Council can decide such matters at a budget workshop or at the adoption of the budget. Councilmember Woodruff agreed the provision should be removed from the policy.

Councilmember Rouse suggested reducing the amount the Mayor can expend without Council authorization from \$50,000 to \$25,000 and increasing the City Administrator amount from \$1,000 to \$2,000. Councilmember Woodruff agreed with this proposed change to the policy.

The agreed upon changes to the Budget Policy include removing the provisions of earmarking sales tax from the highest payer in 2023 to the Capital Improvement Fund and decreasing the amount the Mayor can expend without Council authorization from \$50,000 to \$25,000. The City Administrator approval amount did not change.

Motion was made by Councilmember Rouse and seconded by Councilmember Breckon to approve the Budget Policy as amended. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**9. Discussion regarding the Proposed Hedwig Village 2024 Budget.**

Wendy Baimbridge, City Administrator, discussed the Proposed 2024 Budget. The budget includes the following:

- A slight reduction in property tax. However, there should be an increase in property tax revenue due to preliminary higher property values.
- An increase in revenue in sales tax.
- An increase in revenue in various fees, such as franchise and permits.
- An increase in revenue from court.
- An increase in personnel expenditures, including upgrading the retirement package.
- An increase in capital expenses, including the purchase of 2 marked vehicles and 1 unmarked police vehicle and replacing computers at City Hall and the Police Department and a server at the Police Department.
- An increase in expense in the Professional Services line item.

- An increase in expense in trash and recycling due to inflation.
- A continued expense in street repair/replacement.
- A request to place Park Improvements on the CIP budget.
- Funds budgeted in the Tree line item for planting trees throughout the City.

The additional employee retirement benefit is the Updated Service Credits (USC). If approved by City Council, the USC will allow for a slightly higher monthly pension payment during retirement than currently allowed. The City currently does not have USC or COLA (cost of living adjustment) as part of the retirement package through Texas Municipal Retirement System (TMRS). The purpose of improving the retirement benefit package is long term retention of employees. Area municipalities have improved their retirement packages in recent years and the City should endeavor to do the same.

The City will resubmit a grant application for grant funds to offset the Westside Infrastructure Project costs.

Councilmember Rouse suggested conducting a survey of individuals who use the park to determine what the park should look like and what equipment should be placed in the park, possibly creating a sub-committee consisting of parents of young children and other park users.

Councilmembers suggested charging a convenience fee on credit card transactions to offset the credit card fee charged to the City by the credit card companies for next year's budget.

**10. Discussion and Possible Action on a Proposed 2023 Tax Rate.**

The proposed property tax rate is slightly lower than the current tax rate. The proposed tax rate is \$0.336334, a decrease from \$0.339404. The Maintenance and Operating (M&O) rate is proposed to be \$0.291300 and the Interest and Sinking (I&S (Debt Service rate)) is proposed to be \$0.045034. The City has two outstanding debts, one to be paid off in 2027 and the other to be paid off in 2034.

Motion was made by Councilmember Rouse and seconded by Councilmember Davis to approve the proposed tax rate as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**11. An Ordinance of the City of Hedwig Village, Texas regarding the City's Texas Municipal Retirement System (TMRS) Benefits adopting annually accruing updated service credits.**

Motion was made by Councilmember Woodruff and seconded by Councilmember Breckon to approve the Updated Service Credit as presented. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**12. Schedule a Public Hearing for September 14, 2023.**

Motion was made by Councilmember Rouse and seconded by Councilmember Woodruff to schedule a public hearing for September 14, 2023 at 6:00 p.m. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

**13. ADJOURN**

Motion was made by Councilmember Woodruff and seconded by Councilmember Rouse to adjourn the meeting at 9:01 p.m. Motion carried 4-0.

**MOTION CARRIED UNANIMOUSLY**

Approved and accepted on August 10, 2023.

ATTEST:

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Tom Jinks, Mayor

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Lisa Modisette, City Secretary