



**Notice of Meeting**  
**Regular Meeting of the Keene City Council**

**Thursday, August 3, 2023**

Lisa Parrish  
Mayor

Ray Johnson  
Place I

Thomas Gutwa  
Place II

James Belz  
Mayor Pro-Tem, Place III

Rob Foster  
Ward I

Gwen Beeson  
Ward II

Owen Larson  
Ward III

***Notice is hereby given that a Regular Meeting of the City Council of the City of Keene will be held on Thursday, August 3, 2023, at 6:00 PM at the Keene City Hall, located at 1000 N Old Betsy Rd (FM 2280), Cleburne, Texas, in the City Council Chambers.***

City Hall is wheelchair accessible. The entry ramp is at the front, with entry at the front entrance to City Hall. Reasonable accommodation to furnish auxiliary aids or assistance to assist persons with special needs will be provided when seventy-two (72) hours advance notice is given. Please contact the City Secretary at 817-641-3336 ext. 105.

*The City Council of the City of Keene, Texas, reserves the right to meet in a closed executive session on any of the items listed below should the need arise and if authorized by Title 5, Chapter 551, of the Texas Government Code.*

Call to order and certification of quorum

Invocation & Pledge of Allegiance

1. Mayor Comments:

2. Public Comments:

*(Citizens are invited to speak on any topic; however, unless the item is specifically noted on this agenda, the City Council is required under the Texas Open Meetings Act to limit its response to one of the following: Responding with a statement of specific factual information or reciting the City's existing policy on that Issue or Directing the person inquiring to visit with City Staff about the issue. (No council deliberation is permitted)*

*Citizens are required to stand when speaking, state their name and address, and the comment time is limited to three (3) minutes. **The amount of time given to the public to speak may be changed at any time at the mayor's discretion.***

3. Discussion and take possible action adopting Ordinance No. 2023-656 creating City Council Agenda Setting Procedures.
4. Discussion and take possible action authorizing an agreement with Vertosoft and SOMA Global to provide public safety platform software services to the Police Department.
5. Discussion and take possible action approving Resolution No. 2023-426 creating a new bank account, PPFCO 2023 Note Series – Fire Engine & Brush Truck.
6. Discussion and take possible action authorizing staff to use the CARES Act (ARPA) funds for the purchase of live streaming services for public meetings held by the City Council and other City boards, commissions, and economic development corporations.
7. Budget Workshop FY 2023-2024.
8. City Manager Report.
9. Executive Session: Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, the City Council may convene into a closed, Executive Session in accordance with the following authority:

551.071 (consultation with the attorney)	551.072 (real property)	551.073 (prospective gifts)
551.074 (personnel matters)	551.076 (security matters)	551.087 (economic development)

- (a) 551.074 (personnel matters) – City Attorney
- (b) 551.074 (personnel matters) – City Secretary
- (c) 551.074 (personnel matters) – Mayor Pro Tem
- (d) 551.087 (economic development); 551.071 (consultation with the attorney) – Possible amendment to Chapter 380 Economic Development Agreement and Developer's Agreement with J&L Holdings.

Executive Session may be held, under these exceptions, at the end of the Regular Session, Workshop, and/or Special Session, or at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting.

- 10.
11. Reconvene into Open Session for possible action resulting from any item posted or discussed in Executive Session.
12. Discussion and take possible action authorizing an amendment to the Chapter 380 Economic Development Agreement and/or the Developer's Agreement with J&L Holdings.
13. Requests for future items on the agenda.
14. Adjourn.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the City Council of Keene, Texas is a true and correct copy of said Notice and that I posted a true and correct copy of the said notice on the official bulletin board of City Hall, a place convenient and readily accessible to the general public at all times, and that said notice was posted on or before 6:00 P.M., Monday, July 31, 2023.

By: \_\_\_\_\_ Tabatha Mansell, City Secretary

Confirmation of Agenda removed by \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_, 2023.



# City Council Agenda Item 3 Report

August 3, 2023

Contact – Tabatha Mansell  
citysecretary@keenetx.com

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**SUBJECT:** Discussion and take possible action adopting Ordinance No. 2023-656 creating City Council Agenda Setting Procedures.

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#### ENCLOSURES

- Ordinance No. 2023-656

**CITY OF KEENE, TEXAS**

**ORDINANCE NO. 2023-656**

**AN ORDINANCE OF THE CITY OF KEENE, TEXAS CREATING SECTION 30.05 “CITY COUNCIL AGENDA SETTING PROCEDURES” UNDER “GENERAL PROVISIONS” OF CHAPTER 30: “OFFICIALS AND ORGANIZATIONS; COMPENSATION”; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Keene is a duly organized political subdivision of the State of Texas engaged in the provision of municipal government and related services for the benefit of the citizens of the City of Keene, TX; and

**WHEREAS**, the City of Keene will provide that the City Council’s meeting procedures will be consistent with the Texas Open Meetings Act (Texas Government Code §551); and wishes to adopt amended rules governing its operations in an effort to ensure consistency and legality.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF KEENE, TEXAS, THAT:**

**SECTION 1.** All the above premises are hereby found to be true and correct and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2.** From and after the effective date of this Ordinance, the City Council of the City of Keene, Texas, hereby creates Section 30.05 “City Council Agenda Setting Procedures” under “General Provisions” of Chapter 30: “Officials and Organizations; Compensation” to read as follows:

**SEC. 30.05 CITY COUNCIL AGENDA SETTING PROCEDURES**

**1. Regular Meetings:**

(a) The City Manager, in conjunction with the Mayor shall establish and set agenda items for regular City Council meetings.

(b) Any two (2) City Council members may submit a request in writing to the Mayor and the City Manager for an item to be placed on the agenda. The item shall be placed on the next regular City Council meeting agenda provided the request is submitted no later than six business days prior to the next regular City Council meeting. In addition, an item requested to be on the agenda by two (2) City Council members during the “Request for future agenda items” at a City Council meeting shall be placed on the next regular City Council meeting agenda. The City Council members requesting that an item be placed on the agenda may withdraw their request in writing.

**2. Workshop Meetings:**

(a) The purpose of workshop meetings shall be for the City Council to discuss or to explore matters of interest to the City without taking specific action beyond general direction to City staff.

**3. Special Meetings:**

(a) Shall be called by the City Secretary on the written request of the Mayor or any four (4) City Council members. Pursuant to the City’s charter Article III, Section 3.08, subsection (C).

(b) The request for a special meeting must specify the date and time of such meeting; as well as the items to be considered. Unless the request is withdrawn in writing by the requesting persons, the special meeting, with the items specified to be considered, shall be conducted on the requested date and time provided the request is submitted no later than 96 hours, prior to the special meeting.

(c) The City Secretary will immediately notify the Mayor and City Manager upon receiving the request for a Special Meeting.

**4. Agenda Posting:**

(a) The City Secretary will post the certified agenda, in the bulletin board outside of City Hall and on the City’s website, no later than 72 hours prior to all meetings in accordance with the Texas Open Meetings Act (Texas Government Code §551), unless there is an emergency pursuant to Texas Government Code §551.045.

**SECTION 3.** All ordinances, orders or resolutions heretofore passed and adopted by the Keene City Council of Keene, Texas, are hereby repealed to the extent that said ordinances, resolutions, or parts thereof, are in conflict herewith.

**SECTION 4.** If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases and provisions of this Ordinance, or the application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

**SECTION 5.** This Ordinance shall take effect and be in full force from and after its passage, as provided by the State.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF KEENE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2023.**

\_\_\_\_\_  
Lisa Parrish, Mayor

**ATTEST:**

\_\_\_\_\_  
Tabatha Mansell, City Secretary



# City Council Agenda Item 4 Report

August 3, 2023

Contact – James Kidd  
jkidd@keenetx.com

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**SUBJECT:** Discussion and take possible action authorizing an agreement with Vertosoft and SOMA Global to provide public safety platform software services to the Police Department.

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## **BACKGROUND/HISTORY**

In cooperation with public safety stakeholders across the county, Johnson County has selected SOMA Global and Vertosoft to provide a unified public safety software platform to service the entire county.

## **FINDINGS/CURRENT ACTIVITY**

Johnson County is funding the first year of service and onboarding for participating agencies provided that they enter into their own agreement with the software providers. The contract includes the costs for years two through five of the service, with year two being due in FY 2024. Year two will cost \$10,657.00, with a 5% increase in subsequent years. The total cost of the contract is \$45,932.99.

## **FINANCIAL IMPACT**

Cost: \$45,932.99

No Budget Amendment Required

Funding for payments in the Fiscal Years 2024-2027 subject to Council approval of future City of Keene annual budgets.

## **ENCLOSURES**

- Agreement
- Addendums A-F



# City Council Agenda Item 5 Report

August 3, 2023

Contact – Charles Williams  
[Finance.director@keenetx.com](mailto:Finance.director@keenetx.com)

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**SUBJECT:** Discussion and take possible action adopting Resolution No. 2023-426 creating a new bank account, PPFCA 2023 Note Series – Fire Engine & Brush Truck.

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#### ENCLOSURES

- Resolution No. 2023-426



**A RESOLUTION OF THE CITY OF KEENE, TEXAS**

**RESOLUTION NO. 2023-426:**

**RESOLUTION CREATING ONE (1) NEW BANK ACCOUNT**

**WITH PINNACLE BANK FOR THE CITY OF KEENE, TEXAS**

**WHEREAS**, the City of Keene has determined it to be in the best interest of the City to establish and create one (1) new bank account through a previous banking resolution with Pinnacle Bank of Keene:

PPFCO 2023 Note Series – Fire Engine & Brush Truck Account

**WHEREAS**, the City of Keene now wishes to update and designate the above named bank account to be used only for its intended purpose and designated functions thereof.

**NOW THEREFORE, BE IT RESOLVED:** The City of Keene shall execute and deliver to said Pinnacle Bank a duly signed original of the completed banking resolution as is hereto attached, and the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts as well as borrowing by the City, shall be contained in said resolution with the named officers already authorized to so act on behalf of the City as specified.

**THE UNDERSIGNED** hereby certifies that she is the duly elected, qualified and the City Secretary of **CITY OF KEENE** (“City”) and that the foregoing resolution was submitted to and approved and adopted by the City Council at a meeting held on **August 3, 2023**, and that said resolution is now in full force and effect, without modification or rescission, as permitted under the Charter and ordinances of the City of Keene and in accordance with the provisions of state law under which the City of Keene was incorporated.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL ON THIS 3<sup>rd</sup> DAY OF AUGUST 2023.**

**ATTEST:**

\_\_\_\_\_  
Mayor, Lisa Parrish

\_\_\_\_\_  
City Secretary, Tabatha Mansell



# City Council Agenda Item 6 Report

August 3, 2023

Contact – Nathan Drambareanu  
nathand@keenetx.com

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**Subject:** Discussion and take possible action authorizing staff to use the CARES Act (ARPA) funds for the purchase of live streaming services for public meetings held by the City Council and other City boards, commissions, and economic development corporations.

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## **BACKGROUND/HISTORY**

Staff and City Council have previously discussed the possibility of implementing live-streaming services for public meetings held by the City Council and other City boards, commissions, and economic development corporations. By utilizing a live-streaming service for public meetings, the City of Keene will be able to use this technology to help slow the spread of COVID and other communicable diseases by giving citizens access to public meetings without attending in person.

## **FINDINGS/CURRENT ACTIVITY**

To date, we have reached out to two (2) different companies in the metroplex who specialize in video streaming services for meetings and have only received one (1) quote.

The company that provided the quote was Cloud Driven Solution for \$12,037.00 which will include all equipment, installation, shipping, and quality control. The second company contacted has not been able to schedule a meeting with us to discuss the needs and what the cost would be for the project.

Lastly, due to the project being over \$3,000.00, we conducted research on the Statewide Historically Underutilized Business (HUB) Program with the State of Texas Comptroller's office. Due to the specialization of the project, we were not able to locate or contact any businesses that would fall within the project requirements.

## **ACTION OPTIONS / RECOMMENDATION**

Staff recommends that the City Council consider using the CARES (ARPA) funding and approve the quote from Cloud Driven Solution for \$12,037.



# City Council Agenda Item 7 Report

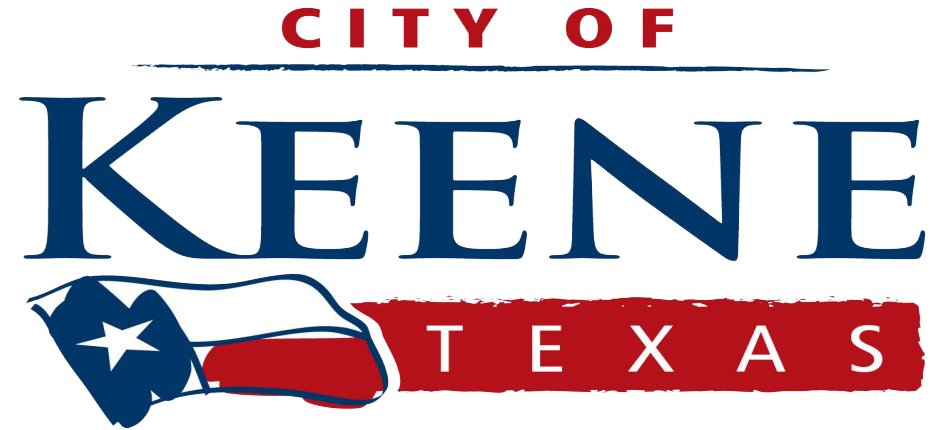
August 3, 2023

Contact – Brent Batla  
Bbatla@Keenetx.com

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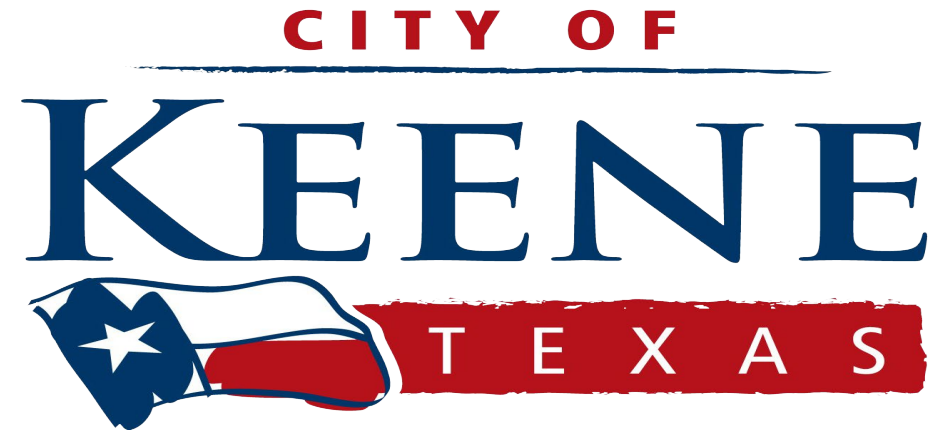
**SUBJECT:** Budget Workshop FY 2023-2024

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**Fiscal Year 2023 - 2024  
Budget Presentation**

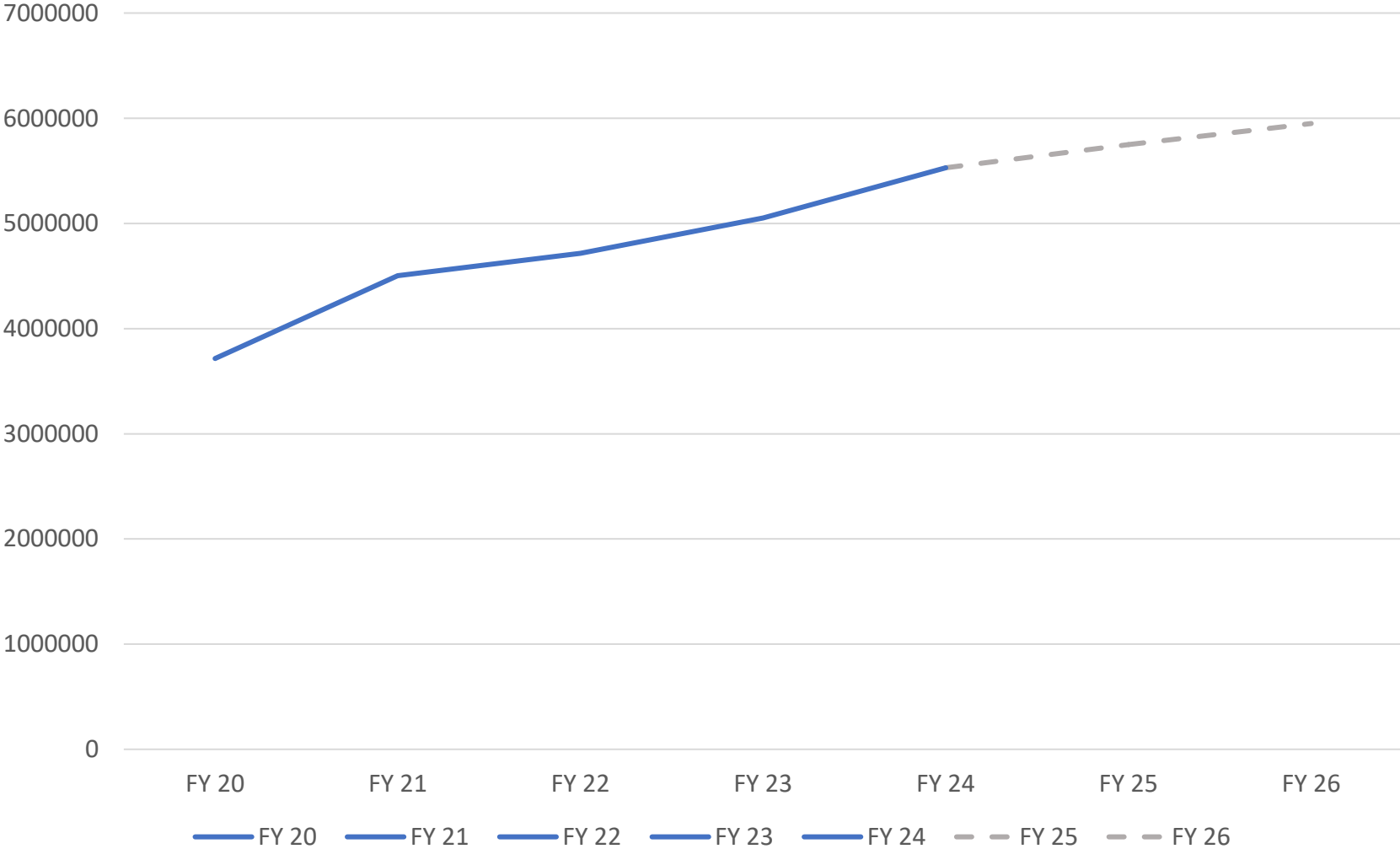
*August 3, 2023*



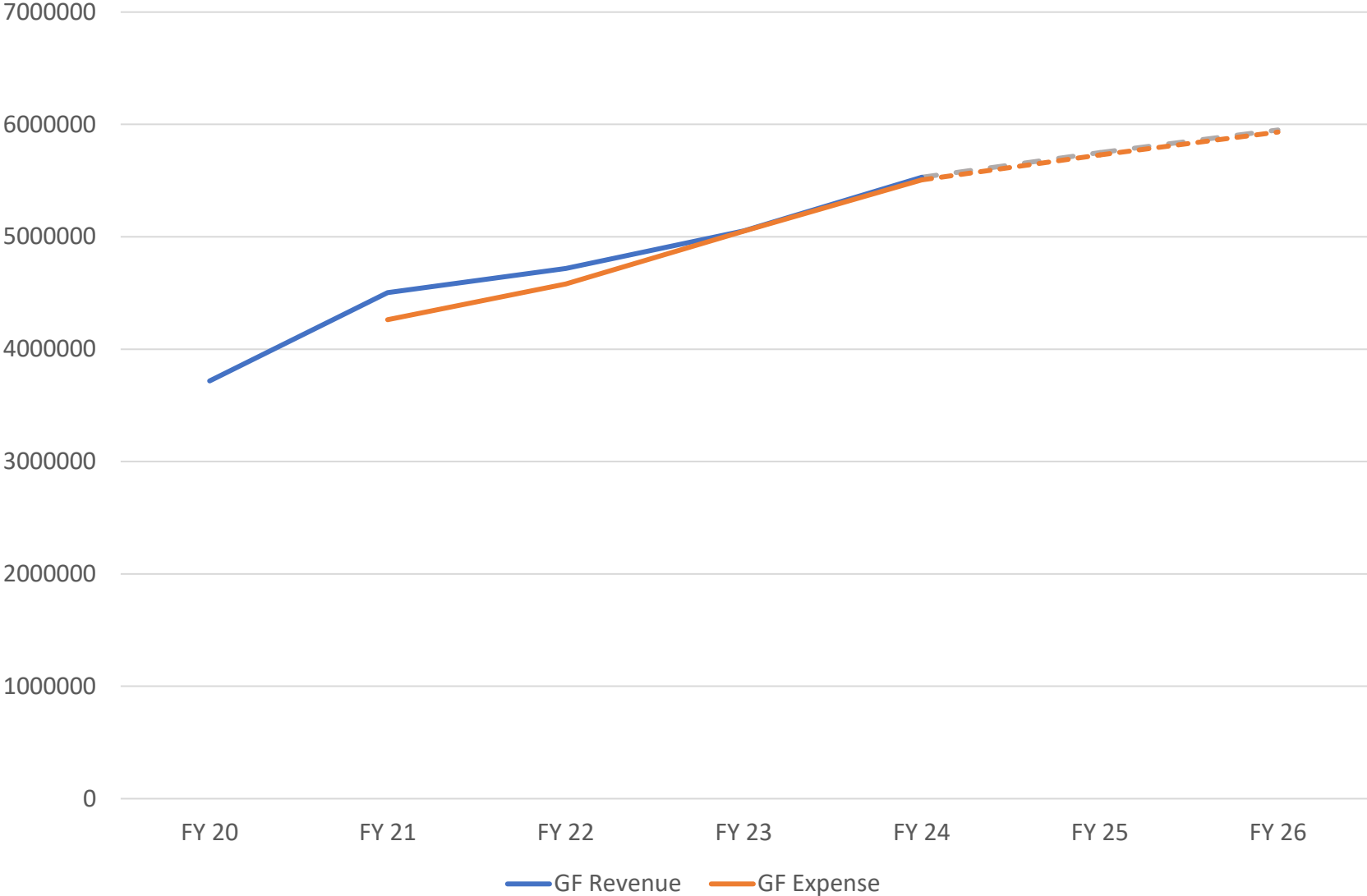
# General Fund

# General Fund Revenue Over Time

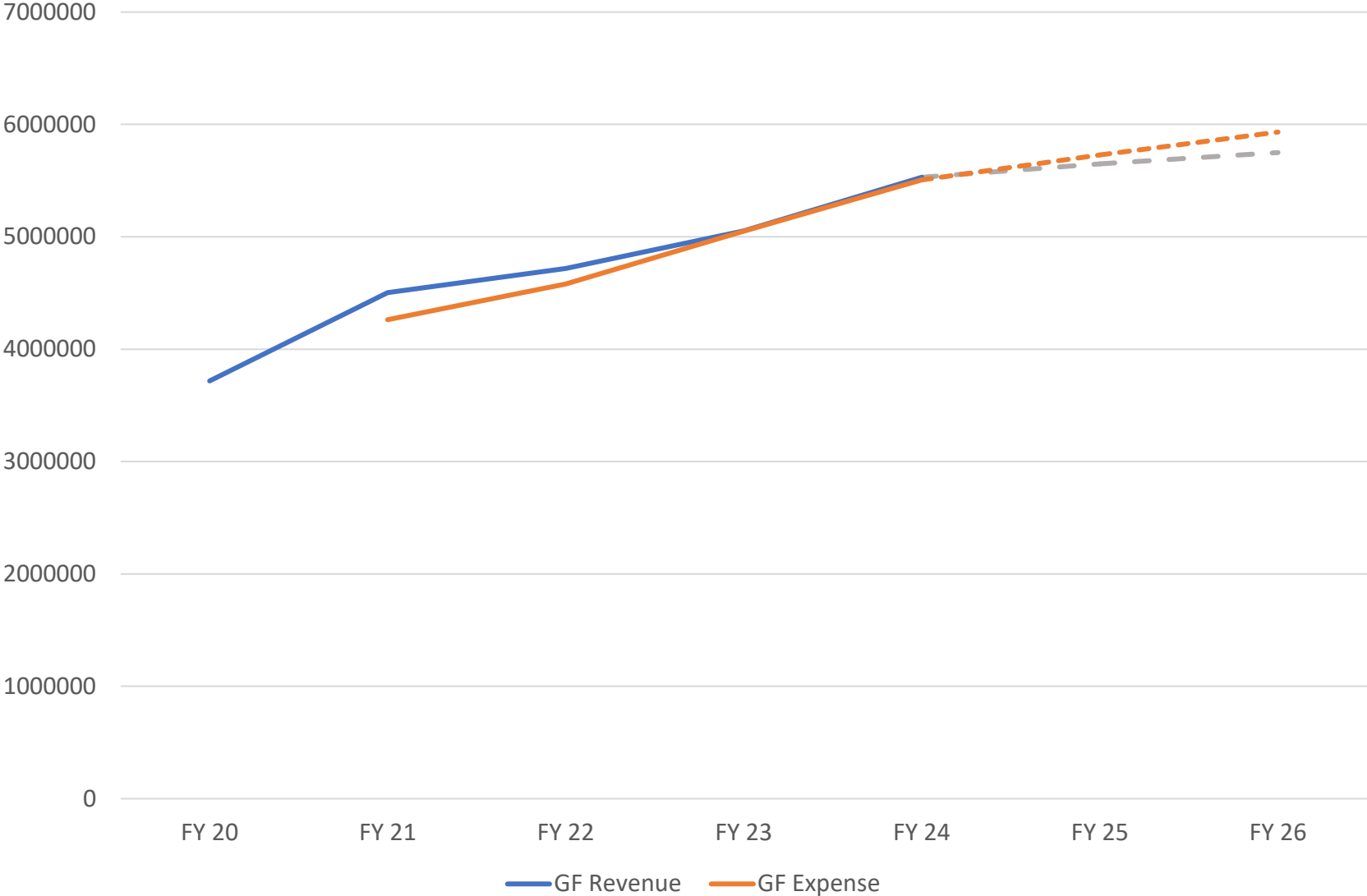
GF Revenue



# General Fund Expense VS Revenue Over Time

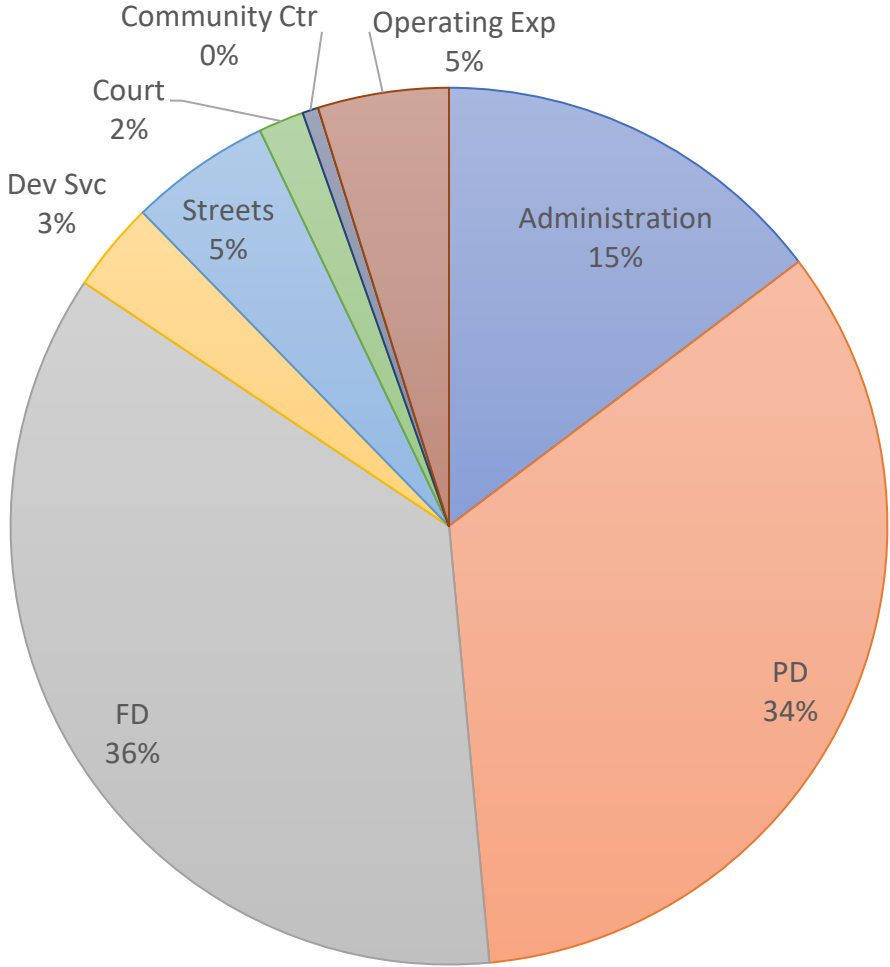


# General Fund Expense VS Revenue Over Time





# General Fund FY 24 Estimated Expenditures



## General Fund Revenues

	2022-2023	PROPOSED	Amt
	<u>2023 Budget</u>	<u>2024 Budget</u>	<u>Differ</u>
M&O Prop Taxes	2,647,600	2,887,620	240,020
Sales Tax Revenue	1,200,000	1,360,000	160,000
Franchise Fees	259,000	320,000	61,000
Fire & Rescue Rev	612,500	680,000	67,500
License & Permit	235,000	180,000	(55,000)
Muni-Court Rev.	146,000	160,000	14,000
<b><u>TOTAL REV.</u></b>	<b><u>5,053,200</u></b>	<b><u>5,559,720</u></b>	<b><u>506,520</u></b>

# 2023 – 2024 General Fund Proposed Expenditures

- Inflationary effect of:
  - Medical supplies, operating supplies, contractor increases, rates, etc.
- Healthcare Benefits
  - Current Coverage BCBS (100% Employee, 70% Dependent)
  - Deductible
  - Increase
  - Contribution Adjustment
- Proposed Market Salary Adjustments noted in subsequent presentation. (\$51,250 from General Fund)

# Increasing Healthcare Costs & Benefit Adjustment



# Increasing Healthcare Costs & Benefit Adjustment



## 100-110 Administration (CMO)

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
299,067	305,730	322,130	+16,400

### Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, and Retirement Cost Increases

# 100-111 City Secretary (CSO)

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
126,660	118,240	144,910	+26,670

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Increased Cost for Travel & Training

# 100-112 Finance Dept. (FIN)

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
279,323	286,900	264,350	-22,550

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Decrease due to % Allocated to W&S Fund
- Decrease in Auditing & Other Professional Services
- Decrease in Training & Travel
- Decrease in Dues/Subscription Costs



# 100-113 Human Resources Dept. (HRD)

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
99,600	104,770	79,220	-25,550

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Decrease due to % Allocated to W&S Fund

# 100-115 Police Dept. (PD)

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
1,204,015	1,359,190	1,750,310	391,120

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Increased County Dispatch Services Costs
- Decreased Communication & Technology Costs
- Decreased Departmental & Operational Supplies

# 100-124 Code Enforcement

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
37,100	41,400	54,830	+13,430

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Position Split as ½ ACO & ½ Code Enforcement under PD

# 100-125 Animal Control

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
45,915	42,750	57,980	+15,230

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Position Split as ½ ACO & ½ Code Enforcement under PD

# 100-120 Fire Department (FD)

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
1,406,425	1,652,630	1,962,400	+309,770

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Decreased Facility M&R
- Decreased Equipment M&R
- Decreased Communications/Technology Costs
- Increase Operational/Medical Supplies

# 100-122 Emergency Management

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
5,710	10,610	11,360	+750

## Comparison from FY 23 to FY 24 proposed

- Increased Dues & Subscription Costs
- Increased Training

# 100-135 Municipal Court

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
111,125	108,520	92,270	-16,250

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Cost Increases
- Allocated Portions of Personnel Costs to W&S Funds

# 100-160 Community Center

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
20,310	26,550	32,380	5,830

## Comparison from FY 23 to FY 24 proposed

- Expectations of More Reservations & Events
- Increased Costs in Personnel
- Increased Repairs & Maintenance



# 100-999 Non-Departmental

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
363,495	401,450	265,830	-135,620

## Comparison from FY 23 to FY 24 proposed

- Allocated Portions of W&S Related Expenses to W&S Funds
- Reduced Costs for Copier & Printing
- Decreased Costs in Dues & Subscriptions

# 100-140 Streets

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
225,300	265,440	287,450	22,010

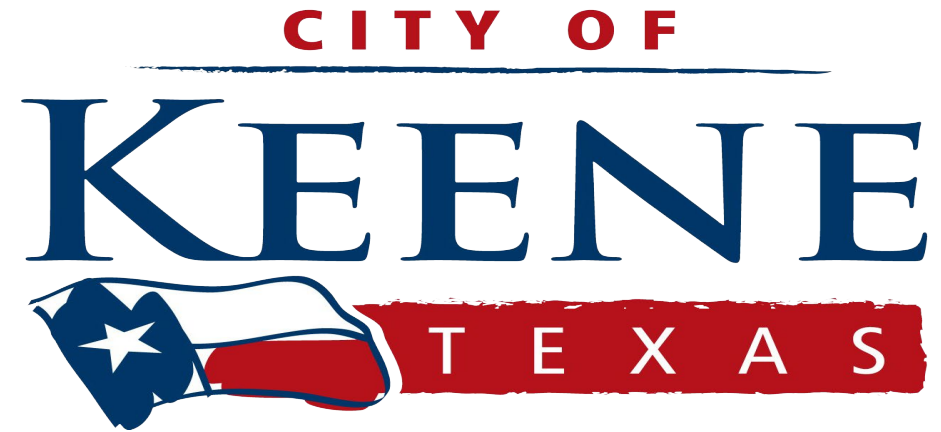
## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, and Retirement Costs
- Increased Equipment Rental & Heavy Equipment M&R
- Increased Street M&R Cost

# 2023 – 2024 Proposed Capital Expenditures

**FY24 = \$ 50,300**    *(Gen Funds)*

- Replacement of Police Vehicle \$ 50,300    *(Mid-year)*
- PD Software – Reimbursed by Another Entity



# **Water & Sewer Fund**

# 200 Water & Sewer Fund Revenues

	2021 – 2022 Budget	2022 – 2023 Budget	2023 – 2024 Budget	Amount Difference
Residential Water	1,608,750	1,794,000	1,900,000	106,000
Commercial Water	470,000	488,000	500,000	11,000
Sewer	1,095,050	1,150,400	1,200,000	49,600
Sanitation	315,000	327,500	360,000	32,500
Water Penalties	45,000	46,800	25,000	-21,800
Sewer Penalties	20,000	20,800	12,500	-8,300
<b>TOTAL REV</b>	<b>3,581,415</b>	<b>4,044,500</b>	<b>4,165,000</b>	<b>120,500</b>

## Comparison from 2022-23 CURRENT BUDGET to 2023-2024 PROPOSED BUDGET

- Overall 3.0% increase in 2023-2024 W&S Revenues from Current Year (2023 FYE)
- Revenues may increase from the Previous Year due to residential construction/customers
- No increase from the water & sewer rates or impact fees

# 200-200 Water Administration

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
731,472	930,200	899,000	-31,200

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Costs
- Allocated Portions of Personnel Costs from General Fund
- Decreased Costs for Contracted Services

# 200-202 Water Maintenance

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
109,565	126,920	143,320	16,400

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Costs
- Allocated Costs of M&R From other W&S Depts.
- Increased Costs of Shop Supplies and Tools

# 200-205 Water Department

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
1,262,680	1,318,200	1,529,310	211,110

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Costs
- Increased Costs for Travel & Training (Certifications)
- Increased Costs of Wells & Pumps
- Increased Costs for Electricity of Wells
- Increased Cost of Water Supplies Inventory



# 200-210 Sewer Department

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
353,325	447,390	625,150	177,760

## Comparison from FY 23 to FY 24 proposed

- Personnel, Healthcare, Market Adjustment and Retirement Costs
- Increased Costs for Travel & Training (Certifications)
- Increased Costs of Sewer Plant & Lift Stations
- Increased Costs for Fuel & Vehicle Repairs
- Allocated Costs to W&S From General Fund

## 200-220 Sanitation Department

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
310,000	334,800	348,860	+16,673

### Comparison from FY 23 to FY 24 proposed

- Contractual annual increase of 4.98%

# 2023 – 2024 Water & Sewer Capital Projects Fund

- SCADA Upgrade – Water System \$ 25,831
- Mini-Excavator – Water System \$ 60,029
- Bore Machine – Water System \$ 4,317
- Exhaust Fans – Water System \$ 6,000
- Boom Mower Machine – W&S System \$ 36,800 *(\$46,000; allocated 40% each to W&S Depts)*
- Sewer Lift Station - SCADA Upgrade \$ 39,986
- Sewer Camera Line Locator System \$ 93,805
- Sewer - Skid Steer T595 Model \$ 59,874

**GRAND TOTAL**

**\$ 336,640**

## 700 – Debt Service Fund

2021 - 2022 Budget	2022 – 2023 Adopted	FY 24 Proposed	Amount Difference
717,776	595,196	689,671	94,475

### Comparison from FY 23 to FY 24 proposed

- Increased I&S tax rate to cover 2023-2024 debt obligations (from .097050 to .109690)
- Debt service reserve fund for future debt obligations

2024 Debt Obligations: Total Debt Amt \$689,671



**Questions & Discussions  
For  
2023-2024 Proposed Budget**



# City Council Agenda Item 8 Report

August 3, 2023

Contact – Brent Batla  
Bbatla@Keenetx.com

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**SUBJECT:** City Manager Report

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- RFP for Basketball court at park
- Commercial Development – JCSUD meeting
- Sidewalks update