



# City of League City, TX

300 West Walker  
League City TX 77573

## Meeting Minutes City Council

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Tuesday, April 10, 2018

5:00 PM

Council Chambers  
200 West Walker Street

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### Council Work Session

The City Council of the City of League City, Texas, met in a work session in Council Chambers at 200 West Walker Street on the above date at 5:00 p.m.

**Mayor:**

**Pat Hallisey**

**City Council Members:**

**Dan Becker  
Hank Dugie  
Larry Millican  
Todd Kinsey  
Greg Gripon  
Keith Gross  
Nick Long**

**City Manager:**

**John Baumgartner**

**Assistant City Manager**

**Bo Bass**

**Assistant City Manager**

**Michael Kramm**

**City Attorney:**

**Nghiem Doan**

**City Secretary:**

**Diana M. Stapp**

**Interim Chief of Police:**

**Gary Ratliff**

**Director of Budget/Project Management**

**Angie Steelman**

**Director of Engineering:**

**Christopher Sims**

**Director of Finance:**

**Allena Portis**

**Director of Human Resources/Civil Service:**

**Janet Shirley**

**Director of Parks & Cultural Services:**

**Chien Wei**

**Director of Planning/Development:**

**David Hoover**

**Director of Public Works:**

**Jody Hooks**

### 1. CALL TO ORDER AND ROLL CALL OF MEMBERS

Mayor Hallisey called the meeting to order at 5:00 pm and called the roll. All members of Council were present except Mr. Long and Mr. Dugie. Mr. Gross arrived at 5:02

Absent 2 - Mr. Hank Dugie and Mr. Nick Long

Present 6 - Mayor Pat Hallisey, Mr. Dan Becker, Mr. Larry Millican, Mr. Todd Kinsey, Mr. Greg Gripon and Mr. Keith Gross

2. **DISCUSSION ON THE ANNUAL INTERNAL AUDIT PLAN FOR THE CITY OF LEAGUE CITY FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018**

Rhonda Lee, City Auditor gave a presentation on the proposed audit plan for the remainder of FY2018 (April 10 – September 30, 2018).

- **Sidewalk Replacement Project – 80 hours**  
Determine if sidewalk replacement and repairs have been done in accordance with the billing to the City.
- **Public Safety Response Times – 95 hours**  
Determine if the response times being reported for Fire/Police/EMS are consistently reported and comparable to regional agencies' standards and methodology of data collection.
- **Franchise Tax Review of Commercial Solid Waste Provider – 80 hours**  
Determine if the franchise tax remittance information from AmeriWaste is correct based on timing, customer counts and revenues provided.
- **Hotel Occupancy Tax Reporting Audit – 200 hours**  
Determine if the hotels/motels located within the City limits are properly reporting and remitting the tax in compliance with State Law
- **Solid Waste Invoicing Audit – 80 hours**  
Determine that the City was not invoiced, or did not pay, any taxes or fees which the City would be exempt.

**FY 2018 Proposed Investigations, Advisements, Risk Assessment/Annual Audit Plan, Annual Report**

**CIP Project Delivery – 40 hours**

Advise the department on the development of metrics for the CIP Program schedules to include audit criteria.

**Additional Audits to be considered (future fiscal years):**

- **Policies and Procedures Audit – 160 hours**  
Evaluate the process for developing, inventorying, categorizing, updating and communicating City Policies and Procedures
- **CIP Project Delivery (Follow-up) Audit – 160 hours**  
Determine if the process is efficient and effective with measurable outcomes
- **Scrap Materials Handling Processes Audit – 300 hours**  
Determine if internal controls are designed properly and operating effectively for the sale and handling of scrap materials

- **Water Losses Audit – 300 hours**

Determine if internal controls are properly tracking, documenting and minimizing water losses (non-revenue and unaccounted-for)

- **Vendor Master File Audit – 300 hours**

Determine if controls are designed properly and operating effectively

- **Sales Tax Audit – 250 hours**

Determine if businesses within the city limits of League City are charging the appropriate sales tax rate of 8.0%

- **Information Technology Inventory Management Audit – 300 hours**

Determine if information technology hardware deployed throughout the City is being adequately tracked

- **Fleet Utilization and Replacement Audit – 300 hours**

Determine if maintenance and repair costs support the need to replace vehicles and/or equipment

- **Employee Travel and Travel Related Expenses Audit – 300 hours**

Determine if expenses are appropriate and in compliance with City policies and that controls are designed properly and operating effectively.

### **3. DISCUSSION OF THE TREE ORDINANCE**

David Hoover, Director of Planning/Development gave a presentation. The Planning Department had a proposed amendment going through the process that got held up in the Planning Commission because there was some discussion on the tree maintenance side of the equation, about who would actually be taking care of the oak trees on Main Street, who would decide on what type of proper root barrier would be put in what type of tree in what location. So, we pulled it back from that process and internally started having discussions about not only the tree maintenance perspective but the tree preservation perspective in addition to street trees. Then we had discussions over the last few months about oak trees in general and what we could do to strengthen the ordinance to protect them. We took the opportunity at the staff level to think about combining all of these things into one location, because previously it was in several locations and if you didn't really know what you were looking for you probably wouldn't be able to find it so it made sense to push them all into one place. Some of the highlights of what we have been working on is reducing the size of what the 'significant' trees are, and in our case right now a significant tree is oak. We are proposing to add Pecan into that mix. We don't have a whole lot of pecans, but the big ones are not that plentiful, and they are the State tree. The 'significant' borderline we have tagged right now is at 38 inches. Those under 38 inches fit into the category of what it takes for permits, we call them 'replacement' trees, and what you actually have to do to be able to remove one of the 'significant' trees.

Then we have what is called ‘protected’ trees and “unprotected’ trees. For the ‘protected’ trees there is a chart that lays out how many caliper inches has to be replaced, depending upon how many caliper inches are being removed and what that size is. We have revised the chart a little bit, the requirements for mitigation is strengthened in some instances. We have a provision that allows if you are removing trees on a lot that you are trying to develop you can either take the tree out of the current location and mitigate on your lot with other trees of different caliper inches all based on the formula, or you can do what is called a ‘payment in lieu’ of replacing them onsite. You can either make a payment or relocate them somewhere else, over in a city park or city median. Some of the payments in the past were not all that significant, maybe 120% of what the replacement cost would be, but maybe increasing that percentage might somewhat discourage people from just cutting the trees down and writing a check. For development purposes there is also a proposed provision as recommendation by the City Attorney to try and be careful about illegal takings. Having someone rearrange their buildings or development to save the trees is one thing, having a tree in the middle of a lot that can’t be used for anything is something else. At the end of the day we think we will have something that should address most of what we have been hearing over the last couple of months, as well as to try and organize better all the parts in the same place.

4. **PUBLIC COMMENTS**

5. **ADJOURNMENT**

At 5:25 p.m., Mayor Hallisey said there being no further business, this meeting is adjourned.

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**PAT HALLISEY**  
**MAYOR**

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**DIANA M. STAPP**  
**CITY SECRETARY**

(SEAL)