

**CITY OF COFFEE CITY
COUNCIL MEETING MINUTES
7019 Pleasant Ridge Rd.
Coffee City, Texas 75763
June 18, 2020**

The City Council of Coffee City, Special Council Meeting was held on June 18, 2020, convened in at the Coffee City Community Center, 7019 Pleasant Ridge Road, Coffee City, Texas. The following City Officials were present:

GeoJan Wright, Mayor (Present)	Douglas Davis, City Secretary (Present)
Phil Rutledge, Mayor Pro-Tern (Present)	Shellena Bivens, Municipal Court Judge (Present)
Don Weaver, Alderman (Present)	Chris Moore, Fire Chief (Present)
Riley Standifer, Alderman (Present)	Frank Serrato, Interim Police Chief (Present)
Marquis Castleberry, Alderman (Present)	
Edward McDaniel (Present)	

1. Call to Order.

Mayor Wright called the meeting to order at 2:04 pm. And stated that the reason for this special called meeting was to review and approve the budget for fiscal year 2020 - 2021

2. Pledge of Allegiance.

3. Invocation.

Mayor Pro Tem Rutledge gave the invocation.

4. Roll Call and announce if quorum is present.

The City Secretary called the roll. All council members were present, and a quorum existed.

5. Opening Remarks

The Mayor gave thanks to each department head for there work on the budget. She went on to say that what the council had in front of them was a cumulation of many meetings, and many hours of work on the part of each of the departments to get the budget completed. She stated that moving forward, the effort would assist the city in future budgets.

6. Open Forum:

The Mayor said that due to the COVID-19 virus we have limited the number of people in the audience. Any person wishing to submit questions to the council can e-mail the questions to the City Secretary at citysecretary@cityofcoffeecity.com.

7. Review the proposed city budget for fiscal year 2020-2021.

The Mayor stated that the council had a packet in front of them, and asked that they turn to the second page. She stated that the document had "Confidential" on it. She went on to

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say that even though the information was Public Record, she wanted to make sure that anyone requesting the information go through proper channels to obtain it. She stated that the format of the budget presentation has changed in order to provide an in-depth, and transparent view of the overall budget development process. She said that after meeting with the new city auditor, he has given insight that we are moving in the right direction to aid in the process going forward. The reason for the changes is to align the budget with QuickBooks, and to allow the budget to be put into QuickBooks to ensure that we give more accurate reporting. Once this is completed the departments will be able to request reports to the status of their budget expenditure's. The overall goal is to promote fiscal accountability in each city department. We are looking for our upcoming audits. The current budget allows for audit expenditures for two years, due to not having an auditor last year. The numbers represented in this proposed budget are projected based on relevant information.

The Mayor stated that the first couple of pages are an overview of the proposed budget. She explained that the overview takes in all departments, gives a breakdown of all restricted accounts, as well as Emergency Funds and CDs. She asked that everyone turn to the page named "Municipal Court Component". The reason that we are starting with the Court first is because a large portion of the income flows from the court. Mayor Pro Tem Rutledge stated that the budget was indicating \$38,000 for warrant collections where it had been at \$10,000 previously. Judge Bivens stated that she had gone back over the past few months, and had averaged the collection numbers. The original projection was incorrect based on her calculations, so it was changed in the final budget. The Mayor continued to review the proposed budget with the council members, stating that the budget process and format had been changed to give better transparency. Mayor Pro Tem Rutledge asked if our sales tax income had increased or decreased this year. The City Secretary said that there appeared to be about a 5% increase in sales tax over last year. Pro Tem Rutledge asked what the change had been in the past few months (COVID-19 Impact). The City Secretary stated that the past few months sales tax revenue was still looking good, and that we were not seeing the drops that had been expected. The council continued through the budget proposal with no major concerns.

8. Consider and Act upon ratifying the city budget for fiscal year 2020 – 2021.

Mayor Pro Tem Rutledge made a motion to approve the budget as prepared. He said that he wanted to also thank all of the city staff for all of the work that they have put into the budget proposal. The motion was seconded by Councilman Standifer. A vote was taken, and was unanimous.

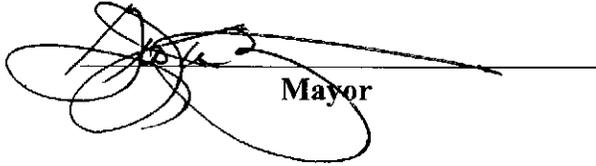
9. Adjournment.

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Councilman McDaniel made a motion to adjourn, and Councilman Standifer seconded the motion. A vote was taken and was unanimous.

Attestation:

These minutes were approved on:



Mayor



City Secretary