

**MINUTES**  
**FRITCH CITY COUNCIL CALLED WORKSHOP**  
**November 12, 2019**  
**SFISD BOARD ROOM 540 EAGLE DRIVE FRITCH, TEXAS**  
**6:30 P.M.**

All agenda items are subject to action. The City Council reserves the right to adjourn into Executive Session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

**1. Call to order:**

- Mayor Dwight Kirksey called the workshop to order at 6:30PM. City Employees present were City Secretary Michelle Moneymaker, and City Manager Drew Brassfield.


**2. Workshop:**


- Mayor Dwight Kirksey opened the meeting by stating that the original intent of the workshop was to discuss lowering water rates; and the impact lowering rates at various amounts would have on the annual revenue. Due to recent internal audits and process reviews; it was determined that there is not enough information at this time to have accurate discussions around Public Works revenue projections and the possibility of future reduced water rates.
- Internal Audit & Process Review Outcome:
  - Field Audit is required to determine exactly how many meters should be reflected in the Utility Billing Software; field audit is scheduled to be completed sometime during the month of January 2020
  - Additional training is required for all users of the Utility Billing Software to ensure entries are made correctly; currently incorrect entries are generating inaccurate revenue reports, meter reading worksheets, and meter status (active/inactive) reports
- Future Planning (current fiscal year 2019/2020):
  - \$150K in expenses have been removed from the current fiscal year's budget in anticipation of possible reduced revenue; due to correcting previous inaccurate processes and reporting
  - \$150K budget cuts were split City wide, across all departments
- Upcoming Action/Deliverables:
  - City Manager Drew Brassfield will be providing Council with routine progress updates
  - Additional updates will be provided to the Public during regularly scheduled Council Meetings
  - Lowering Water Rates - discussions will take place in the near future once Council can be assured revenue numbers reported are accurate, steady, and supported by field counts

**3. Adjournment:**

- Motion by Council member Thomas Ray to adjourn the meeting
- Motion seconded by Council member Jim Story
- Motion Carried, and the meeting was adjourned at 7:40PM

READ, PASSED AND APPROVED on this 19<sup>th</sup> day of November, 2019.

  
Mayor Dwight Kirksey

  
City Secretary