

COUNTY OF HENDERSON \*\*\*  
CITY OF BROWNSBORO \*\*\*

The City Council met in the City Hall of the City of Brownsboro, Texas on February 26, 2024, 2024 at 6:00 P.M. for a regular meeting.

**I.** Call to order: Mayor Dusty Wise

**II.** Invocation: Mayor Dusty Wise

**III.** Those present included Council members Adam McLean, Doug Shaffer, Charles Cox and Jason Gardner

Absent: Glen Vest

Staff Present: Ronnie Goodson, Maint. Supt. and Jacob Ashton, Utility Supt.

Absent: Chief Ivan Medina

**IV.** Motion to approve previous minutes of January 29, 2024 regular meeting made by Councilman Doug Shaffer, second by Councilman Adam McLean, all were in favor, none opposed, motion carried. (4 ayes, 0 nays)

Motion to approve minutes of February 8, 2024 special meeting made by Councilman Doug Shaffer, with one correction, second by Councilman Adam McLean. All were in favor, none opposed, motion carried. (4 ayes, 0 nays)

**V.** Motion to approve expenditures made by Councilman Doug Shaffer, second by Councilman Adam McLean, all were in favor, none opposed. (4 ayes, 0 nays)

**VI.** Presentation by Citizens:

Linda Alban spoke, she is hosting a Meet and Greet for the candidates who will be on the May, 2024 ballot for council. The Meet and Greet will be on Saturday, March 23, 2024, 3:00pm - 5:00 pm at Faith Baptist Church on Hwy 31. All are welcome to attend.

**New Business:**

1. Councilman Jason Gardner made motion to approve New Business Permit for La Casita de MiMa, LLC, motion second by Councilman Doug Shaffer, all were in favor, motion carried (4 ayes, 0 nays)

2. Councilman Doug Shaffer made motion to approve ORDINANCE 2024-0224, AN ORDINANCE OF THE CITY OF BROWNSBORO TEXAS ADOPTING AND ENACTING PROVISIONS REGARDING THE CITY PARK. Motion second by Councilman Charles Cox, all were in favor, motion carried. (4 ayes, 0 nays)

3. Councilman Charles Cox made motion to approve ORDINANCE 2024-0221, AN ORDINANCE OF THE CITY OF BROWNSBORO, TEXAS AMENDING ORDINANCE 011-08-18A, Sec.5-3, DIMENSIONAL REQUIREMENTS. Motion second by Councilman Jason Gardner, all were in favor, none opposed, motion carried. (4 ayes, 0 nays.)

4. Councilman Adam McLean made motion to approve increase in fees for building permits, contractor registration fees, contractor or trade permit fees. Motion second by Councilman Jason Gardner, all were in favor, none opposed, motion carried. (4 ayes, 0 nays)

5. Annexation of property into city limits put on hold until more research could be done regarding the property and steps to be taken to do the annexation.

**Old Business:**

1. Mayor Dusty Wise gave update on water billing issues. Improvements have been made and most of the problems with training issues and software issues have been resolved.

**Staff Reports:**

Maint. Supt., Mr. Goodson advised there had been 87 work orders during the month of January, they have cleaned ditches along Stuart Street and Ingram St., put up signs at the Park, filled pot holes on both Stuart and Ingram Sts.

Utility Supt., Jacob Ashton said there had been a TCEQ Inspection, he had been given a "100" for the 3<sup>rd</sup> year in a row. They are making great progress on the sewer plant project.

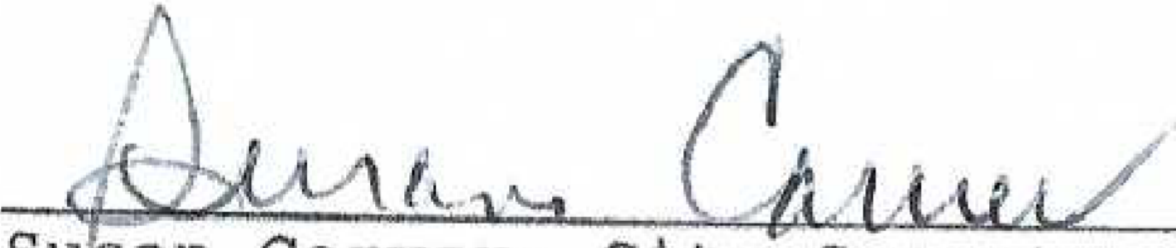
Police Chief Medina was not in attendance (in Chief school, Huntsville)

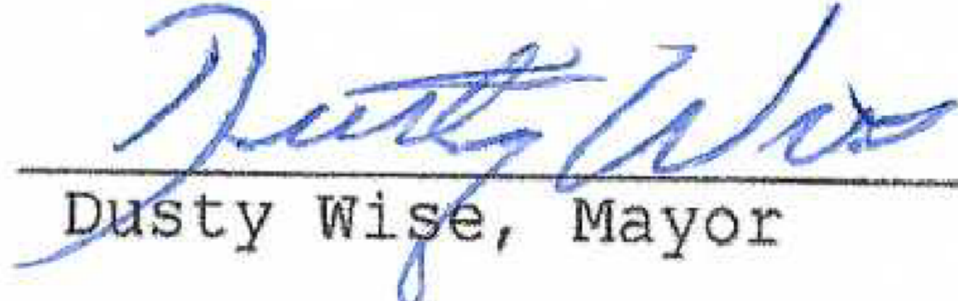
**Announcements:** City Wise clean up weekend of March 16 & 17.

Motion to adjourn made by Councilman Doug Shaffer, motion second by Councilman Charles Cox, all were in favor, motion carried. (4 ayes, 0 nays)

Meeting adjourned.

ATTEST:

  
Susan Carver, City Secretary

  
Dusty Wise, Mayor

03/25/2024

Dear City Council Members,

I am writing to provide an update on the progress of efforts regarding the city's RVS billing software.

Work performed:

1. Checked each automated meter account for Electronic Identification (EID) accuracy. This ensures that radio readings are posting to the correct accounts.
2. Ensure that correct steps were being made when Importing/Exporting from RVS Software to Harmony (Master Meter site)
3. Provide assistance to City Secretary and water operator on methods that my company uses. \*These are only my suggestions.
  1. Provided a work order for current or new meter installs that will create a paper trail on the meter. This allows staff to keep up with Meter Serial Number, EID, and what changes are happening to the account.
  2. Discussion on account handling for apartments/duplexes, that have a large turn over. \*I will note that the current method the City Secretary uses is the recommended method from the software. I suggested she use only one account, continuously, and not create a new account each time a new renter moves in. This will help eliminate clutter with duplicate inactive accounts to the same service address and ensure information stays with the account as renters come and go. There are steps to this method that we are training on.
  3. Implementing a distinguishing method to separate accounts based on meter status. This will define which accounts are Radio read meters, hand read meters, sewer only accounts, trash only accounts, etc.
    1. This is important when importing into Harmony (Master meter site) for your radio read meters. Having non radio read meter accounts importing into Harmony from the RVS software has been, in my opinion, one of the biggest issues that has been happening.
4. Implementing Routes and Sequence order for accounts. This will help the water operator have some order on accounts for readings.
5. Working with the city staff on implementing monthly procedures for billing. Steps to take before, during, and after billing to help reduce any errors.

Work pending:

1. Contacting RVS software support to implement the distinguishing method for account separation. City staff have been advised that this will have to be a call to the software provider to implement this.
2. Creating routes and sequences for accounts.
3. Implementing monthly practice procedures for staff.
4. If needed, cross training additional staff on RVS software.

Should you have any questions or require further information, please do not hesitate to contact me.