



## Meeting March 26, 2013 City Manager's Staff Meeting Notes

City Staff met at City Hall on March 26, 2013 at 8:30 AM with the following persons present:

Larry Graves  
Bekki Roberts  
Tommy Lemond  
Pat Stallings  
Patrick Harvey  
Liz Gant  
Cindy Brown  
Dara Crabtree  
Jim Berman  
Marty Anderson

Employee Recognition:

Austin Swaggerty, Public Works

Larry Graves apprised the Directors of the following upcoming events:

Wednesday, March 27, 2013 Student Government Day  
Monday, April 1, 2013 City Council Meeting  
Monday-Saturday, April 1-6, 2013 Keep Seagoville Beautiful-City Wide Clean Up  
Monday, April 8, 2013 SEDC Board Meeting and Public Hearing for Park Project  
**Tuesday, April 9, 2013 City Manager's Staff Meeting with Residents**

Updates:

Pat Stallings stated that the Police Department is experiencing operating issues with the in-car computers and camera systems mainly due to the age of the systems. Pat Stallings shared that he is hopeful that there will be some grant money available for replacement systems. Pat Stallings requested that everyone pay particular attention to and report any suspicious activity around area parking lots to the Police Department due to motor vehicle burglaries.

Patrick Harvey advised that he will distribute budget reports with budgeted verses actual expenditures next Tuesday. Patrick Harvey requested that all Directors closely review their budgets and advise him of any line item overages as soon as possible.

Liz Gant shared that the contract with Toshiba for the City copiers expires September 30, 2013 and she will need all copy related comments to her by April 11, 2013.

Jim Berman shared that Public Works is currently working on a failed sewer line on Water Street. Jim Berman advised that training has begun for the on-line government resources work order system.

Bekki Roberts stated that she believes that Ace Hardware will be breaking ground by April 1, 2013. Bekki Roberts advised that the Downtown Project is really looking good and she is receiving a lot of interest from potential tenants.

Dara Crabtree reviewed agenda items with the Directors for the April 1, 2013 City Council meeting. Dara Crabtree distributed copies of the timeline for Student Government Day on March 27, 2013. Dara Crabtree distributed records management binders to the Directors and requested that **she be given the name of each department's** designated person(s) for records management. Dara Crabtree briefly explained the process for records destruction and retention and advised that she will be glad to work with anyone who needs some additional instruction.