

MINUTES OF THE **SPECIAL CITY COUNCIL WORKSHOP MEETING**, HELD ON **MONDAY, JUNE 28, 2004** AT 6:00 P.M. AT CITY HALL, 401 MARKET STREET, TOMBALL, TEXAS 77375.

- 1.0 MEETING WAS CALLED TO ORDER AT 6:00 P.M. BY MAYOR HARRINGTON. OTHER MEMBERS PRESENT:

COUNCILMAN MARTIN
COUNCILMAN FORD
COUNCILMAN COX
COUNCILMAN GATLIN

OTHERS PRESENT:

CITY MANAGER – BEN GRIFFIN
ASST. CITY MANAGER – MARY COKER
CITY SECRETARY – DORIS SPEER
POLICE CHIEF – MICHAEL BLAKE
FIRE CHIEF – RANDY PARR
DIRECTOR OF PUBLIC WORKS – MARK MCCLURE
FINANCE DIRECTOR – SHERRIE MATTSON
ASSISTANT TO CITY MANAGER – TERRI DESHAZIER
CITY ENGINEER – DAVID KELLY

- 2.0 NO PUBLIC COMMENTS WERE RECEIVED.

- 4.0 DISCUSSION/ACTION WAS HELD REGARDING THE FOLLOWING:

- 4.1 MOTION WAS MADE BY COUNCILMAN GATLIN TO APPROVE PURCHASE OF 1.457-ACRE TRACT FROM VICTOR AND PAULA JOHNSON, FOR LIZZIE LANE OUTFALL CHANNEL, IN THE AMOUNT OF \$24,794; SECOND BY COUNCILMAN FORD.

MOTION CARRIED UNANIMOUSLY.

- 3.0 COUNCIL ENTERED INTO WORKSHOP TO DISCUSS THE FISCAL YEAR 2004-05 BUDGET:

- 3.1 AN OVERVIEW OF BUDGET WAS PRESENTED BY THE CITY MANAGER.

3.1.1 PERSONNEL:

PERSONNEL REQUESTS, REQUESTS FOR INCREASES/DECREASES IN STAFFING, AND MERIT/RANGE FUNDING WERE PRESENTED BY BEN GRIFFIN AND DEPARTMENT HEADS. HEALTH INSURANCE

COSTS ARE EXPECTED TO INCREASE BY ONLY ONE (1) PERCENT FOR 2004-05.

3.1.2 UTILITY RATE CHANGES WERE PRESENTED. RECOMMENDATION, AT PRESENT, IS A THREE (3) PERCENT INCREASE IN UTILITY RATES.

3.1.3 PRESENTATIONS REGARDING REPAIRS, SPECIAL NEEDS, AND COST SAVINGS WERE MADE BY DEPARTMENT HEADS. THE COMMUNITY CENTER WILL NEED A NEW BUS TO REPLACE 16-YEAR OLD BUS AND ROOF REPAIRS. MUNICIPAL COURT PURCHASE OF HAND-HELD TICKET DEVICE FOR USE BY POLICE OFFICERS WILL SEND INFORMATION DIRECTLY TO COMPUTER; THIS IS A COST AND TIME SAVINGS FOR MUNICIPAL COURT, AND FUNDS WILL COME FROM THE COURT TECHNOLOGY FUND.

FIRE DEPARTMENT WILL DECREASE SIZE/DESIGN OF SOUTHSIDE FIRE STATION; PLANS ARE TO POSTPONE THE PURCHASE OF A SECOND LADDER TRUCK.

PROJECTS NEARING COMPLETION, PROJECTS PLANNED FOR 2004-05, AND PROPOSED CHANGES TO PUBLIC WORKS DEPARTMENTS WERE PRESENTED BY MARK McCLURE.

MAYOR HARRINGTON CALLED FOR A 10-MINUTE RECESS AT 7:05 P.M.; COUNCIL RECONVENED AT 7:17 P.M.

3.1.4 CAPITAL IMPROVEMENT PROJECTS WERE PRESENTED BY BEN GRIFFIN AND DEPARTMENT HEADS.

3.1.5 QUESTIONS AND ANSWERS:

DISCUSSION WAS HELD REGARDING USE OF VACATED OFFICES IN CITY HALL ANNEX. POSSIBLE OPTIONS ARE TO MOVE ACCOUNTING TO PUBLIC WORKS AND/OR TO MOVE A PORTION OF THE POLICE DEPARTMENT INTO THE ANNEX OFFICE. FUTURE OPTIONS MAY BE TO USE ANNEX TO CREATE NEW COUNCIL CHAMBERS AND BRING ACCOUNTING BACK TO CITY HALL.

DISCUSSION WAS HELD REGARDING GENERAL FUND ITEMS, CHANGES AND CLARIFICATIONS TO BUDGET ITEMS, DEBT SERVICE SCHEDULE,

BEN GRIFFIN RECOMMENDED THAT A WORKSHOP SHOULD BE HELD TO PRIORITIZE CAPITAL IMPROVEMENTS AND MAINTENANCE FOR THE NEXT FIVE YEARS.

DISCUSSION WAS HELD REGARDING FIRE DEPARTMENT CAPITAL IMPROVEMENT ITEMS: COMMERCIAL WASHER/DRYER, AND TREADMILL COUNCIL REQUESTED CHIEF PARR TO BRING BACK ADDITIONAL INFORMATION ON THESE ITEMS. CHIEF PARR REPORTED THAT CONVERSION OF #2 TRUCK TO A RESCUE VEHICLE WILL ALLOW THE POSTPONEMENT OF THE NEED TO PURCHASE PREVIOUSLY REQUESTED RESCUE VEHICLE.

DISCUSSION WAS HELD REGARDING PARKING LOT AND WALKING PATH AROUND TRIANGLE AREA NORTH OF LITTLE LEAGUE. COUNCIL EXPRESSED THEIR DESIRE FOR TRIANGLE AREA TO BE MULTI-USE AND OPEN TO THE PUBLIC. COUNCILMAN FORD REQUESTED BASKETBALL COURTS.

MARY COKER WAS DESIGNATED TO BE IN CHARGE OF THE DOWNTOWN REVITALIZATION PROJECT.

FOR NEXT WORKSHOP, COUNCIL REQUESTED INFORMATION ON THE FOLLOWING:

- A. COMPARISON OF 2003-04 OPERATING COSTS TO 2004-05 OPERATING COSTS IN PROPOSED BUDGET;
- B. SPLIT OUT SOME OF THE COSTS LISTED UNDER CATEGORY OF "OTHER";
- C. LIST OF EQUIPMENT, INCLUDING TAKE-HOME VEHICLE INFORMATION;
- D. INFORMATION REGARDING COST OF REPAIRS TO CITY LINES CAUSED BY OTHER UTILITIES AND POSSIBILITY OF BILLING FOR REPAIRS BY CITY CREWS;
- E. JUSTIFICATION FOR RECOMMENDED INCREASE IN UTILITIES;
- F. MORE DISCUSSION OF PERSONNEL/SALARIES; AND

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G. PROJECTED GROWTH RATE OF CITY (POPULATION, HOUSING
AND COMMERCIAL DEVELOPMENT, ETC.)

5.0 MOTION WAS MADE BY COUNCILMAN MARTIN TO ADJOURN; SECOND BY
COUNCILMAN COX.

MOTION CARRIED UNANIMOUSLY.

MEETING ADJOURNED.

(signed) Doris Speer

DORIS SPEER, TRMC
CITY SECRETARY

(signed) H. G. Harrington

H. G. HARRINGTON
MAYOR