

MINUTES OF THE SPECIAL CITY COUNCIL WORKSHOP MEETINGS, HELD ON TUESDAY, AUGUST 7, 2007 AND WEDNESDAY, AUGUST 8, 2007 AT 6:00 P.M. AT CITY HALL, 401 MARKET STREET, TOMBALL, TEXAS 77375.

- 1.0 MEETING WAS CALLED TO ORDER ON AUGUST 7, 2007 BY MAYOR FAGAN. OTHER MEMBERS PRESENT:

COUNCILMAN QUINN
COUNCILMAN LAZENBY
COUNCILMAN WEBB
COUNCILMAN HARVEY
COUNCILMAN DRIVER

OTHERS PRESENT:

INTERIM CITY MANAGER – MARY COKER
CITY SECRETARY – DORIS SPEER
CHIEF OF POLICE – MICHAEL BLAKE
DIRECTOR OF PUBLIC WORKS – ROD HAINNEY
FINANCE DIRECTOR - MONICA KOHLENBERG
FIRE CHIEF – RANDY PARR
ASST. CITY ENGINEER – ERIN CUSTER
DIRECTOR OF HUMANA RESOURCES – LISA COE
EXEC. ASST. TO CITY MANAGER – SHAWN COX

- 2.0 NO PUBLIC COMMENTS WERE RECEIVED.

- 3.0 COUNCIL ENTERED INTO WORKSHOP TO DISCUSS THE FISCAL YEAR 2007-2008 BUDGET:

- 3.1 AN OVERVIEW OF THE BUDGET WAS PRESENTED BY THE CITY MANAGER AND FINANCE DIRECTOR. THE PROPOSED BUDGET IS \$38 MILLION, CONTAINS A PROPOSED INCREASE OF 7.5 PERSONNEL, NO INCREASE IN WATER AND WASTEWATER RATES, AND A POSSIBLE 8% INCREASE IN GAS RATES. \$4 MILLION FROM THE GENERAL FUND BALANCE WILL BE USED TO FUND PROJECTS IN 2007 AND REDUCE THE FUND BALANCE. THE 2007 PROPERTY TAX RATE IS SET TO REMAIN THE SAME, \$0.251455 PER \$100 ASSESSED VALUE.

- 3.1.1 THE CAPITAL IMPROVEMENT PROGRAM WAS PRESENTED BY ERIN CUSTER. BROWN ROAD DESIGN IS 95% COMPLETE. COMPREHENSIVE (20-YEAR), MASTER (10-YEAR), AND CAPITAL IMPROVEMENT (5-YEAR) PLANS ARE BEING DEVELOPED. RESOLVING DRAINAGE ISSUES WILL CONTINUE TO PLAY A LARGE ROLE IN THE CITY'S DEVELOPMENT.

3.1.2 PUBLIC SAFETY ISSUES WERE PRESENTED BY MICHAEL BLAKE AND RANDY PARR

3.1.2.1 POLICE DEPARTMENT

THE POLICE DEPARTMENT REQUESTS AN IN-HOUSE IT PERSON TO MANAGE THE COMPUTER SYSTEMS WITHIN THE POLICE DEPARTMENT AND POLICE VEHICLES. THE PROPERTY AND EVIDENCE STORAGE ROOM WILL BE EXPANDED AND IMPROVED.

3.1.2.2 FIRE DEPARTMENT

THE FIRE CORPS GROUP HAS COMPLETED INCIDENT PRE-PLANS FOR 400 OF THE 1,750 COMMERCIAL BUILDINGS IN THE CITY. THE FIRE DEPARTMENT CURRENTLY HAS 45 VOLUNTEERS, 34 PART-TIME PAID AND 5 FULL-TIME PAID DUTY CREW AND REQUESTS THE ADDITION OF 2 PERSONNEL TO DRIVE EQUIPMENT AT NIGHT INSTEAD OF WAITING FOR VOLUNTEERS TO ARRIVE. THE FIRE DEPARTMENT ALSO SUGGESTS ASSESSING A FEE FOR FIRE REVIEWS OF PLANS AND FIRE INSPECTIONS OF BUILDINGS.

3.1.3 PUBLIC WORKS

THE PUBLIC WORKS DEPARTMENT REQUESTS 1 ADMINISTRATIVE PERSON FOR THE ENGINEERING DEPARTMENT AND 1 ADDITIONAL PARKS EMPLOYEE. IT IS ANTICIPATED THAT THE ELEVATED AND GROUND STORAGE TANKS WILL REQUIRE REHABILITATION IN 2011 OR 2012; BAKER WELL WILL REQUIRE REHABILITATION IN THE NEXT 5-6 YEARS. REPLACEMENT OF SMALL METERS IS ALMOST COMPLETE AND PLANS ARE TO BEGIN LARGE METER REPLACEMENT NEXT YEAR. THE TENNIS COURTS AT MATHESON PARK NEED REHABILITATION, THE TOMBALL HILLS LIFT STATION WILL BE RELOCATED, AND YARD IMPROVEMENTS AT PUBLIC WORKS WILL BE COMPLETED NEXT YEAR.

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MOTION WAS MADE BY COUNCILMAN DRIVER TO RECESS THE MEETING AND RECONVENE ON AUGUST 8; SECOND BY COUNCILMAN LAZENBY.

MOTION CARRIED UNANIMOUSLY.

MEETING RECESSED AT 8:45 P.M.

MEETING WAS RECONVENED AT 6:00 P.M. ON AUGUST 8, 2007 AND WAS CALLED TO ORDER BY MAYOR FAGAN. OTHER MEMBERS PRESENT:

COUNCILMAN LAZENBY
COUNCILMAN WEBB
COUNCILMAN HARVEY
COUNCILMAN DRIVER

MEMBERS ABSENT:

COUNCILMAN QUINN - EXCUSED

OTHERS PRESENT:

INTERIM CITY MANAGER – MARY COKER
CITY SECRETARY – DORIS SPEER
CHIEF OF POLICE – MICHAEL BLAKE
DIRECTOR OF PUBLIC WORKS – ROD HAINEY
FINANCE DIRECTOR - MONICA KOHLENBERG
FIRE CHIEF – RANDY PARR
ASST. CITY ENGINEER – ERIN CUSTER
DIRECTOR OF HUMAN RESOURCES – LISA COE
EXEC. ASST. TO CITY MANAGER – SHAWN COX

COUNCIL RE-ENTERED WORKSHOP TO DISCUSS THE FISCAL YEAR 2007-2008 BUDGET:

3.1.4 CITY HALL ADMINISTRATION

CITY HALL ADMINISTRATION INCLUDES MAYOR AND COUNCIL, CITY MANAGER, ASSISTANT CITY MANAGER, CITY SECRETARY, HUMAN RESOURCES, COURT, TAXES, AND FINANCE. CITY HALL ADMINISTRATION IS REQUESTING A TELEPHONE SURVEY, REQUIRED UNDER THE NEW GASB RULES, TO ASSESS RESIDENTS' LEVEL OF

SATISFACTION WITH CITY SERVICES AND TO ASSIST IN THE DEVELOPMENT OF A STRATEGIC PLAN FOR THE CITY.

THE CITY (COMPUTER) FIREWALL NEEDS TO BE REPLACED, PARTICULARLY IN LIGHT OF THE INCREASING TECHNOLOGICAL DEMANDS BEING PLACED ON THE SYSTEM. A VEHICLE REPLACEMENT PROGRAM, AMORTIZING THE FLEET AND SETTING FUNDS ASIDE TO REPLACE VEHICLES IN A COST-EFFECTIVE MANNER, AND A TECHNOLOGY REPLACEMENT PROGRAM ARE PROPOSED. CITY HALL ADMINISTRATION REQUESTS A FACILITY NEEDS ASSESSMENT TO DETERMINE FACILITIES REQUIREMENTS FOR THE NEXT 20 YEARS. DISCUSSION WAS HELD REGARDING A NEW SALARY SURVEY, THE AIRPORT ACQUISITION, VEHICLE ALLOWANCES, AND A REQUESTED BUDGET ANALYST AND PROJECT ACCOUNTANT FOR THE FINANCE DEPARTMENT.

MOTION WAS MADE BY COUNCILMAN DRIVER TO INCREASE THE \$50,000 BUDGETED FOR THE AIRPORT ACQUISITION TO \$100,000; SECOND BY COUNCILMAN HARVEY.

MOTION CARRIED UNANIMOUSLY.

- 3.1.5 THE UTILITY RATES FOR WATER AND WASTEWATER WILL REMAIN THE SAME; GAS RATES ARE EXPECTED TO INCREASE, POSSIBLY 8%.
- 3.1.6 TAX RATE - RECOMMENDATION FROM CITY STAFF IS THAT THE TAX RATE FOR AD VALOREM TAXES REMAIN AT \$0.251455 PER \$100 ASSESSED VALUE.
- 3.1.7 SPECIAL REVENUE FUNDS, PRIMARILY THE HOTEL/MOTEL TAX REVENUE, WILL HAVE THE SAME DISTRIBUTION AS IN 2006.
- 3.1.8 QUESTIONS AND ANSWERS

COUNCIL DRIVER REQUESTED INFORMATION REGARDING THE CONDITION OF THE ROTARY-BUILT PLAYGROUND AT MATHESON PARK; ROD HAINEY ADVISED THAT A SAFETY AUDIT CAN BE PERFORMED TO DETERMINE IF ANY MAJOR RENOVATIONS ARE NEEDED AND A RECOMMENDATION WILL BE BROUGHT TO COUNCIL FOR CONSIDERATION.

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MARY COKER ADVISED THAT A PUBLIC HEARING ON THE BUDGET CAN BE HELD ON SEPTEMBER 4, WITH READINGS OF THE ORDINANCE TO ADOPT THE BUDGET ON SEPTEMBER 4 AND SEPTEMBER 17.

4.0 MOTION WAS MADE BY COUNCILMAN LAZENBY TO ADJOURN; SECOND BY COUNCILMAN HARVEY.

MOTION CARRIED UNANIMOUSLY

MEETING ADJOURNED.

(signed) Doris Speer

DORIS SPEER, TRMC
CITY SECRETARY

(signed) Gretchen Fagan

GRETCHEN FAGAN
MAYOR