

**SPECIAL MEETING/BUDGET WORKSHOP
JULY 19, 2007
11:00 A.M. TO 2:00 P.M.**

The City Commission met this the 19th day of July, 2007 at 11:00 a.m. in a Special Meeting/Budget Workshop. Members present: Mayor Brent Hinckley, Commissioner Eloise Burges, Commissioner Anna Velez, Commissioner Bob Vacek and Commissioner William Beaty, Jr.

Staff present: Brian Boudreaux, City Administrator, Gayland Thorn, Financial Officer and Pattie Grote, City Secretary.

CALL TO ORDER by Mayor Hinckley.

INVOCATION given by Commissioner Burges.

PLEDGE OF ALLEGIANCE led by Commissioner Vacek.

PUBLIC COMMENTS:

No citizens present.

AGENDA ITEM:

Commissioner Ranking of Brainstorming:

Rank	Short Term Ideas:	Total
1	Create a way to attract people to work for the City of Mason	20
2	Clear all creeks - Comanche creek, Kooock branch,	6
3	Create a listing of required city permits and licenses	5
4	Establish a regularized city paving plan	5
5	Aggressively look for more grant programs	4
6	Create a comprehensive master plan	4
7	Weatherize and air condition community center building	4
8	Establish a customer fill station to obtain RO water.	4
9	Create a comprehensive ordinance package for citizens to review	4
10	Look into doing utility bill averaging	4

11	Conduct/study an inventory of all city properties; vehicles and land	3
12	Establish a recycling initiative	3
13	Clean around fire hydrants and install signs or marker dots on streets	3
14	Hire summer help for park department	2
15	Conduct annual customer service training for city staff and make it a requirement	2
16	Install lights on new city signs	1
17	Hire someone to revise and rewrite ordinances	1
18	Find a way to hire necessary city staff	0
19	Quarterly luncheon for city commissioners	0
20	Identify and/or designate a community grant writer	0
21	Establish a scheduled maintenance procedure and checklist of all maintenance items that need to be done on a regular basis	0
22	Establish Senior citizens utility rates	0
23	Establish and/or adopt a school program for city government	0
24	Consider hiring a resident host at city RV park	0
25	Fix depressions/potholes at football stadium parking lot	0
26	Add credit card services as a payment option for customers	0
27	Update the web page	0
28	Improve park playground equipment	0
29	Review current tax base structure	0
30	Engage traffic engineering analysis of signs, bridges, school zones, etc.	0
31	Establish a city mission statement	0
32	Inspector needs to sign off on posted permits, i.e. on the permit.	0
33	Engage a consultant to determine the best use of industrial park	0
34	Establish a community bulletin board on cable TV	0
35	Develop a growth plan for residential development, i.e. master plan component	0

36	Establish a sister city	0
37	Do a study of comprisable size city salaries, including merit pay.	0
38	Purchase comfortable chairs for commissioner's meetings	0
39	Conduct a utility rate study	0
40	Community notification system; an electronic scrolling sign	0

Rank	Short/Long Term Ideas:	Total
1	Improve animal control - additional headcount	21
2	Slow traffic down - stop signs, speed limit, etc.	12
3	Develop and improve weather alert system for the community - NOAA radios	11
4	Upgrade city rolling stock, vehicles and equipment	11
5	Improve professionalism of city staff - training	7
6	Improve swimming pool <ul style="list-style-type: none"> a. Open by Memorial Day b. City pay for lifeguard training 	5
7	Install a siren on north side of town	4
8	Redo city hall	4

	Long Term Ideas:	Total
1	Establish a drainage improvement program - need to id problem areas (Commissioners)	19
2	Find and obtain additional water sources	10
3	Relocate recycling to landfill property	10
4	Make square more pedestrian friendly	8
5	Implement beautification of city	7
6	Build an equipment barn to park vehicles and equipment	7
7	Expand possibilities for commercial and light industrial businesses	4
8	Install more street curbing	4
9	Establish city law enforcement	2
10	Improve public housing	1

11	Install handicap ramps around the square	1
12	Install turtles on electric and water meters	1
13	Build a brand new civic center	1
14	New sidewalks around the square	0
15	Build a city zoo	0
16	Do more tourist programs, increase tourism	0
17	Install stop light at Zavala's	0
18	Do curbside recycling pickup	0
19	Establish city wide WiFi service	0
20	Install speed bumps around the square	0
21	Put all utilities underground, master plan	0
22	Move toward an electric operated fleet	0
23	Implement neighbor crime watch program	0
24	Consider outsourcing solid waste	0
25	Improve street lighting city wide	0
	Establish bicycle lanes and other bicycle	
26	programs for the city	0
27	Build a city jail	0
28	Build a year round swimming pool	0

NEW "MANDATORY" BIG TICKET ITEMS

for

Budget of Nov 2007 thru Oct 2008

ITEM	TYPE BUDGET	DEPARTMENT	ESTIMATED AMOUNT	Total
AMBULANCE 50% 10% INCREASE	CAP.	GENERAL	\$60,000.00	0
HEALTH INSURANCE METHANE GAS REMEDIATION *	OPER	ALL	\$23,800.00	0
	CAP.	SOLID WASTE		0
		Total =	\$193,800.00	0

* IF NOT
RECTIFIED
BY 10-31-07
OUT OF M/O
BUDGET

"COMMITTED" BIG TICKET ITEMS
for
Budget of Nov 2007 thru Oct 2008

ITEM	TYPE BUDGET	DEPARTMENT	ESTIMATED AMOUNT	Total
WATER DISTRIBUTION IMPROV. - PHASE 1	CAP.	WATER	\$208,218.00	0
WATER DISTRIBUTION IMPROV. - PHASE 2	CAP.	WATER	\$287,750.00	0
SANITARY SEWER OVERFLOW INITIATIVE **	CAP.	WASTE WATER	Waiting on BNC engineering results	0
		Total =	\$495,968.00	
** SOME OF EXPENSE MAY BE BORNE IN OPERATIONS BUDGET UNDER M/O				

BIG TICKET ITEMS BELIEVED TO BE A PRIORITY
for
Budget of Nov 2007 thru Oct 2008

ITEM	TYPE BUDGET	DEPARTMENT	ESTIMATED AMOUNT	Total
MAJOR SALARY INCREASE	OPER.	ALL	\$297,000.00	0
ELECTRIC - 15-20%				0
OTHERS - 10-15%				0
ELEVATED WATER STORAGE	CAP	WATER	\$400,000.00	0
CONTINUED STREET PAVING***	OPER.	STREET	\$120,000.00	0
		Total =	\$817,000.00	
*** COULD BE IN CAPITAL BUDGET				

BIG TICKET ITEMS IDENTIFIED BY STAFF
for
Budget of Nov 2007 thru Oct 2008

Use current budget?	ITEM	TYPE BUDGET	DEPARTMENT	ESTIMATED AMOUNT	Total
	NEW/USED TRUCK TO MOUNT DIGGER	CAP.	ELEC EMERGENCY	\$35,000.00	0
	NOAA RADIOS	OPER.	MGMT	\$22,500.00	0
yes	ELECTRIC VEHICLE	OPER.	METER READER	\$6,000.00	0
	ROOF REPAIR - CITY HALL	OPER.	OFFICE	\$10,000.00	0
	ADDITIONAL PERSON	OPER.	OFFICE	\$25,867.00	0
	INFORMATION TECHNOLOGY	OPER.	OFFICE	\$41,000.00	0
	ADDITIONAL PERSON - summer help	OPER.	PARKS	\$25,867.00	0
	REPLUMBING POOL PUMP/FILTER	OPER.	POOL	\$8,500.00	0
	ADDITIONAL PERSON	OPER.	RECYCLE	\$25,867.00	0
yes	VERTICAL BALER	CAP.	RECYCLE	\$13,000.00	0
yes	UTILITY TRAILER FOR BOX PICKUP	OPER.	RECYCLE	\$3,000.00	0
	NEW OFFICE BLDG	CAP.	SOLID WASTE	\$40,000.00	0
yes	SEWER MACHINE	CAP.	WASTE WATER	\$40,000.00	0
	GENERATOR FOR W/WW PUMPS	CAP.	WASTE WATER	\$10,000.00	0
Total =				\$306,601.00	

OTHER

COMMENTS:

We are expecting substantial increase in Solid Waste budget for equipment repairs for BOMAG. It has an oil leak which will also involve rental of a similar type machine to compact trash while repairs are being made. - try to get an estimate

The Commission reviewed and discussed the following budget items: Ambulance, Health Insurance, Methane Gas Remediation, Water Distribution Improv.- Phase 1 and Phase 2, Sanitary Sewer Overflow Initiative, Salary Increase, Elevated Water Storage, Continuation Street Paving, New/Used Truck to Mount Digger, NOAA Radios, Electric Vehicle, Roof Repair City Hall, Additional Personal, Information Technology, Replumbing Pool Pump/Filter, Vertical Baler Recycle, Utility Trailer for Box Pickup, New office Bldg. at Landfill, Sewer Machine, and Generator for W/WW Pumps.

Mayor Hinckley asked if there is any further business come before the Commission at this time. There being none he called for a motion to adjourn.

MOTION:

Commissioner Velez made the motion to adjourn. Commissioner Burges seconded the motion. Mayor Hinckley called for discussion. There being none he called for a vote. In favor: all. Opposed: none. Motion Carried 5-0. Meeting adjourned 2:00 P.M.

Brent Hinckley, Mayor

Pattie Grote, City Secretary