The City of Liberty

City Council

Special Called Meeting

~ Minutes ~

1829 Sam Houston
Liberty, TX 77575
www.cityofliberty.org

Dianne Tidwell
City Secretary
(936) 336-3684

Tuesday, June 28, 2011 | **6:00 PM** | **City Council Chambers**

I. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Carl Pickett	Mayor	Present	
Mike McCarty	Mayor Pro-Tem	Present	
Dennis Beasley	Councilperson	Present	
Diane Huddleston	Councilperson	Present	
Frank Jordan	Councilperson	Present	
Louie Potetz	Councilperson	Present	
Libby Simonson	Councilperson	Present	
Gary Broz	City Manager	Present	
Dianne Tidwell	City Secretary	Present	
Brandon Davis	Counsel	Present	

II. ACKNOWLEDGEMENT OF GUESTS AND VISITORS / PUBLIC COMMENT

Mayor Pickett welcomed guests and visitors, opening the floor for public comment to those individuals wishing to address the Council. There were no comments from the audience.

Mayor Pickett reported the Independence Day Celebration and Fireworks Display would take place on Sunday, July 3rd at the Liberty Municipal Park. Mayor Pickett also reminded the Council that the Texas Municipal League Region XVI Meeting, sponsored by the City of Liberty, will be held on Thursday, July 28th.

City Manager Gary Broz asked Council to mark their calendars, as budget work sessions will be held the week of July 11-15.

III. PRESENTATIONS / REPORTS

A. Information Item (ID # 2084)

Financial Report - May, 2011

COMMENTS - Current Meeting:

Finance Director Naomi Herrington reported on the financial report for May, 2011. Ms. Herrington stated that revenues were up for each of the funds, with expenditures being under the budgeted amounts. However, the electric fund is only at 43% of the budgeted amount, and there are no transfers being made from this fund to General Fund, in an effort to increase the fund balance. Only transfers from the Water Fund are being made to the General Fund. Ms. Herrington further stated that sales tax revenues are at 81% of the budgeted amount, and property tax collections are at 98.5%

B. Information Item (ID # 2085)

Recycling Report - Councilperson Huddleston

COMMENTS - Current Meeting:

Councilperson Huddleston reported that the next "Shred-It" Event will be held on Saturday, July 30, from 9 a.m. until Noon. Councilperson Huddleston urged citizens to bring their sensitive documents for easy and safe destruction.

C. Information Item (ID # 2086)

Various Project Updates - City Manager Gary Broz

COMMENTS - Current Meeting:

City Manager Gary Broz and Finance Director Naomi Herrington reported on the new electric and water meter project, with the Billing Department computer having the capabilities to generate reports that give very detailed data on electric and water usage. Upon completion of the presentation and related issues, a discussion was held regarding the status of numerous other city projects.

Mr. Broz also discussed projects funded from the 2010 Certificates of Obligation. Mr. Broz reviewed the meter replacement, water storage and distribution project, park maintenance shed, fleet purchases, and miscellaneous capital purchases. Mr. Broz further reviewed the budgeted amounts, expenditures, and remaining fund balances of these projects.

IV. REGULAR AGENDA

A. Regular Session

City Manager Gary Broz made a Power Point presentation to Council regarding the water and electric meters and their operation.

1. Council Action 2011-72

Consider Award of Bid for Repair of Small Air Conditioning Unit at the Public Works Service Center.

COMMENTS - Current Meeting:

Discussion was held regarding the small air conditioning unit for the rear portion of the Public Works Service Center. City Manager Gary Broz reported that he received a quote from Pelco Construction for the replacement of this unit. Mr. Broz reported that the AC unit could be repaired at a cost of $916.00, but that the unit was old and in need of replacement to prevent costlier repairs at a later date. The quote for replacement of the 7.5 ton unit is $13,080.00.

After further discussion of energy efficient units, brand names, installation, and other AC related issues, it was decided this item would be brought back to Council at a later date. No action was taken.

ATTACHMENTS:

- PELCO AC Quote (PDF)

RESULT:	NO ACTION TAKEN

2. Resolution 2011-9

Consider a Resolution to Establish a Procedure to Nominate Liberty Community Development Corporation Board Members.

COMMENTS - Current Meeting:

Motion was made to approve the Resolution establishing procedures for the appointment of Liberty Community Development Corporation Board Members, by majority vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Frank Jordan, Councilperson
SECONDER:	Dennis Beasley, Councilperson
AYES:	Pickett, McCarty, Beasley, Huddleston, Jordan, Potetz, Simonson

V. WORK SESSION

1. Work Session (ID # 2088)

Presentation from Combs Consulting on the Technology Study.

COMMENTS - Current Meeting:

Mr. Ron Stark, Combs Consulting Group, addressed the Council regarding an assessment of the current state of the City's technology infrastructure. Mr. Stark stated that the objective of the assessment is to document existing technology infrastructures and systems, evaluate their condition and relevance, and make recommendations for improvements.

Mr. Stark reported that the assessment and recommendations for improvements are prioritized and have been combined to establish a comprehensive long-term technology master plan. This plan may be used to budget and implement future IT plans.

Discussion was held regarding the City's technology currently in use, the need for inter-connection between facilities, cabling systems, voice systems, wireless networking, server and data storage, technology support, and other related topics.

Mr. Stark recommended model #3 as presented in his handout, which prioritized needs and provided a 5-year plan for implementation as follows:

Year 1	$479,000
Years 2 - 4	$398,000
Years 4 & 5	$116,350

This item will be brought before Council for further discussion, at a later date.

2. Work Session (ID # 2089)

Distribution of Draft Copies of the Updated Code of Ordinances, and Set Date and Time for Council Review.

COMMENTS - Current Meeting:

Mr. Broz distributed to Council draft copies of the City's Code of Ordinances, with proposed changes, for Council's review. Mr. Broz reported that staff had met numerous times to examine this document and recommend the changes that will be presented at a work session, to be held on Wednesday, July 6 at 6:00 p.m.

3. Work Session (ID # 2090)

Discuss Upcoming Audit and Audit Services.

COMMENTS - Current Meeting:

Mr. Broz reported that he had no issues with the City's current auditor or auditing services, other than a problem with meeting deadlines. Mr. Broz requested authorization to require that the audit be presented to the City no later than the last Council meeting of January, to include a penalty clause for being delinquent in meeting the deadline.

After brief discussion, it was determined that Mr. Broz will compose a contract document to include the penalty clause, and return to Council for formal action.

4. Work Session (ID # 2091)

Discuss Drilling Company Ingress and Egress, to Drilling Location, by Access through the Liberty Municipal Park.

COMMENTS - Current Meeting:

Mr. Broz reported that he had met with representatives of Choice Exploration regarding various routes to reach a proposed drilling location, in which the drilling company has requested access through the Liberty Municipal Park.

Discussed were the various options of ingress and egress to the drilling location. Mr. Broz recommended the longest route, also favored by Parks & Wildlife. The proposed route enters through the City park on the east side, heading south to north, and then once leaving the Park heading east to west to the drilling site on the northeast corner of Travis Street and WCID #5 "Main A" drainage ditch, located on Daniel property. Mr. Broz stated that to replace the four acres of park property used by the drilling company for a road, representatives of the drilling company have offered to replace those four acres of park space, in another location of the City's choice.

After further discussion, Council favored the long route, entering through the east side of the park, as recommended.

5. Work Session (ID # 2092)

Discuss Status of the Air Conditioning Units at the Humphreys Cultural Center and Theater.

COMMENTS - Current Meeting:

Mr. Broz led a discussion regarding proposed replacement of air conditioning units to the foyer, theater, and old portion of the Library. Mr. Broz stated that there have been costly maintenance issues with this equipment, and it would take approximately $185,000 for six units to be replaced, which include the old boiler. Mr. Broz further stated that he would prefer to hire a mechanical engineer draw up specifications, in order to assure that future bids are received for comparable equipment. This equipment needs replacement with up-to-date energy efficient units.

Lengthy discussion was held regarding Library expenditures, completing AC replacement in stages, cost estimates, Valley Players, theater rental and utilities, and additional related topics.

Management will write a letter to the Humphreys Foundation requesting funding assistance for the theater, and compose a new contract with the Valley Players for theater usage and requirements.

VI. COUNCIL MEAL

Council shared an evening meal.

VII. ADJOURNMENT

Motion To: Adjourn

COMMENTS - Current Meeting:

There being no further business before the Council, the meeting was adjourned at 8:11 p.m.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Louie Potetz, Councilperson
SECONDER:	Frank Jordan, Councilperson
AYES:	Pickett, McCarty, Beasley, Huddleston, Jordan, Potetz, Simonson

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Carl Pickett, Mayor

ATTEST:

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Dianne Tidwell, City Secretary