

CITY OF CONVERSE
CITY COUNCIL MEETING
MINUTES OF JANUARY 4, 2011
7:00 PM

The City Council of the City of Converse met in a regular meeting at the Converse Municipal Complex on Tuesday, January 4, 2011 at 7:00 PM to discuss various items on the agenda. The following were present:

- | | |
|---|--|
| Mayor Al Suarez | MPT John Shadron, Place 3 |
| Council Member Renee Paschall, Place 1 | Council Member Grant Lopez, Place 2 |
| Council Member Randy Pannell, Place 4 | Council Member Robin Benbrook, Place 5 |
| Council Member Steve Brown, Place 6 | Mr. John Quintanilla, Interim City Manager |
| Mr. Rick Jamison, Chief of Police | Mr. Richard Wendt, Chief of Fire/EMS |
| Mr. Karl Hoppes, Director of Facilities | Mr. Jon Smith, Assistant Director of Utilities |
| Mr. Jerry Wilson, Finance Director | Ms. Michelle Burns, EDC Executive Secretary |
| Mr. Jason Kilwy, Police Officer | Mr. Ray Ortiz, City Attorney |
| Ms. Penny Hieronymus, City Secretary | |

1. Call to Order

At approximately 7:00 PM, Mayor Suarez called the meeting to order.

2. Invocation

Pastor Donnie West, Church on the Rise gave the invocation.

3. Pledge of Allegiance: To the U.S. Flag led by Mayor Suarez
To the Texas Flag led by Mayor Pro Tem Shadron

Mayor Suarez led all those present in the Pledge of Allegiance to the U.S. Flag.

MPT Shadron led all those present in the Pledge of Allegiance to the Texas Flag.

4. Roll Call and Recognition of Visitors

Mayor Suarez stated all CC members are present.

5. Consent Agenda. All Of The Following Items May Be Acted Upon By One Motion. No Separate Discussion Or Action On Any Of The Items Is Necessary Unless Desired By A Council Member

- A. Action to Approve City Council Minutes for Meeting Conducted on December 7, 2010

Council member Paschall made a motion to approve agenda item #5 A. Council member Lopez seconded the motion. It passed unanimously.

6. Special Consideration Items

- A. None

Mayor Suarez stated there were no Special Consideration items.

- 7. Citizens to be Heard. This time is provided for Citizens to address City Council on any issues and concerns. No City Council discussion or action can be taken if the item is not on the agenda. Please limit your remarks to three (3) minutes and state your name and address for the record. No personal attacks shall be allowed.

-Mr. Jim Evans of 9933 Flatland Trail spoke on the zoning issues, which have been coming up. He handed out the Zoning Map for the COC. He pointed out the one property we have zoned B-4. He stated right now in the Light Industrial that we have on Business Lane – those people are all in non-conforming use at the present time. When he was on CC many years ago, the same thing was going on – The Master Plan; every time we get a new CC – we get a new Master Plan & to date, we are in the same boat we were in 20 years ago. CC needs to do something about this; they can't keep telling people we'll get back with you; you can't keep zoning businesses that CC doesn't like such that none of them can open. This is not a Homeowner's Assoc. & can't say not in my back yard - it is what about is legal.

8. Public Hearings

- A. None

Mayor Suarez stated there were no Public Hearings.

9. Old Business

- A. Discussion and Appropriate Action on Revising Ordinance #620 which, the Ordinance Regulating and Restricting the Construction of Buildings and Other Structures; Adopting the Latest Editions of the International Codes as Published by the International Code Council and the National Fire Protection Association; Requiring a Surety Bond for All Persons Contracted to Perform Home Improvements, Sign Installation, Fence Installation and Electrical Business; Establishing Appropriate Fees for the Required Permits and Inspections; and Superseding Other Ordinances in Conflict (Second Reading) (Interim City Manager)

Mr. Quintanilla stated he did modify the section pertaining to demolition (Page 4 – I). Recommends approval.

Council member Brown had a spelling correction on Page 4 – J: sumited should be "submitted".

Council member Lopez made a motion to approve agenda item #9 A with the correction noted. Council member Paschall seconded the motion. It passed unanimously.

10. New Business

A. Briefing by Utility Department Director on the Status of Fleet & Equipment (Utility Director) (Interim City Manger)

Mr. Smith, Assistant Director of Utilities, reported:

-15 Trucks:

-4 Crew Trucks – in pretty good repair; looking to replace 1 in the next budget

-1 Non-Potable Crew Truck (no photo-truck came in yesterday)

-1 Extended Cab Truck that 2 personnel use for repairs/maintenance at well sites

-3 - ¾ Ton Trucks: 1 replaced this year with a 2011 for stand by; proposing to give the old truck to the Mechanics;

1 – ¾ ton truck is used by the Stormwater Inspector

-4 - ½ Ton Trucks: 1-Mr. Perez, Director of Facilities; 1-Mr. Smith; & 2 used by the meter techs.

-2 Mini Dumps

-1 Suzuki Spray Truck – Used for pest control

-4 Dump Trucks

-4 Backhoes (no photo/for Purple Pipe Crew-to be delivered by the end of the month)

-1 Excavator

-1 Mini Ex

-1 Rubber Tire Loader

-1 Skid Steer with ram auger

-1 Sewer Jetting Machine

-1 Light Tower

-1 Air Compressor

-1 Vac Tron (no photo -was in shop when photos were taken)

-1 Fork Lift with basket

-1 - 25' Trailer

-2 - 16' Trailers

B. Discussion and Appropriate Action on the Request for Proposals (RFP) Received for the Classification & Compensation Study (Mayor Suarez & Councilwoman Benbrook)

Mayor Suarez stated this is a continuation & we should be making a decision tonight. We have narrowed it down to 3 companies.

Council member Benbrook stated when we had our workshop we narrowed down the scope & set a budget not to exceed \$7,000. This was something that the 3 companies (Public Sector Personnel Consultants, The Waters Consulting Group, Inc. & Werling Association, Inc.) could do & we still had 3 questions for them: could they start immediately (by middle of this month) & provide the survey for us by March 1; what would be the delivery of the final report (i.e. electronic, personal presentation, written); how would they present it to us. Discussed follow-ups & final reports. She recommends Werling Assoc.

Mr. Quintanilla stated based upon Council member Benbrook's research, he would recommend Werling Assoc.

Council member Pannell made a motion to approve agenda item #10 B to Werling Assoc., Inc. to do the compensation study. Council member Brown seconded the motion. It passed unanimously.

C. Discussion and Appropriate Action on a Proposed Strategic Planning Process to Update City of Converse Master Plan (Mayor Suarez)

Mayor Suarez stated he put this on the agenda because we have a new Council. We tried this process in 2008 & at that time, the majority of the CC felt they didn't want to proceed. He believes now, it needs to happen. The Master Plan is 2004 & the zoning map needs to be re-visited. He spoke with the EDC & they are very enthusiastic about joining CC & making this happen. The Mayor also wants to get the Commission Chairs, some of the local business leaders & the new EDC Director involved. The last & early census shows we are a little over 18,000 population – everyone will have a voice – for a good positive product. Mayor Suarez said we will not make this an action item, but will put it back on the agenda on the next meeting to finalize this in detail to get started in Feb. We are hoping to appoint a Committee & Chair to oversee & work with CC; final approval will come back to CC – it's time to act on this item.

Mr. Quintanilla stated if we hold a series of workshops, get the Commissions together & get out the goals & objectives of what we want to see in 5 & 10 years, we could produce something that we could use to guide us in this development.

D. Discussion and Appropriate Action on a Transfer of Matching Funds from CDBG Project#B-09-UC-48-0500 & #b-10-UC-48-0500 to HOME Project #M-03-UC-48-0500 to Meet the Requirements of Department of Housing & Development & Bexar County Commissioners Court (Interim City Manager)

Mr. Quintanilla stated CC has a letter from Co. Judge Nelson Wolff, who is requesting for the COC transfer matching funds from CDBG Projects to Home Projects. The COC partnered with a non-profit to do the Converse Gardens Project. The COC was audited by Bx. Co. for the Home Program & we got a clean bill of health. But, our partner did not meet the threshold of required cash match. So, Bx. Co. is asking us to simply meet the obligation, it will not cost the City any dollars, we are pledging additional cash match to meet the HUD regulations. Recommends approval.

Council member Brown asked for clarification of the HUD Program & Home Program & our partnering.

Mr. Quintanilla stated it was a Housing Corp. out of Bx. Co., non-profit & we are required to produce a cash match along with the COC. Their records came up missing/could not be found & HUD says we have to document the cash match & Bx. Co. is asking the COC to fulfill that requirement, won't cost us a penny. This will not affect the Ave B project. The Home Program & CDBG Program are 2 separate programs. In the Converse Gardens, the non-profit could not document that they achieved their cash match in Home dollars. They are talking about \$105,000 out of the 2009 CDBG Placid Park Reconstruction Project & this is what we are pledging as support. Bx. Co. is asking us to satisfy HUD, to take the \$105,000 local cash match & put it into the Home Program; it is just a transfer. They wanted this done by Dec. 2010 & would like this taken care of tonight.

Mr. Ortiz stated he doesn't feel comfortable with this & really does not understand this. He suggests tabling this item until the next meeting and/or have someone from Bx. Co. come over & explain this to us. He also noted, that the letter was not dated.

Mr. Wilson stated if this is only a transfer of a cash match & it is not costing us any money, he does not have a problem with this. He stated all of these grants were instituted by Mr. Mark Luft & he handled all of the paperwork. We have always had a clean bill of health & met all of our obligations. He thinks they are just asking us to transfer this money, the obligation that we had under the CDBG over to the Home Project.

Mayor Suarez made a motion to table agenda item #10 D. Council member Pannell seconded the motion. It passed unanimously.

11. REPORTS: In consideration of Texas Attorney General Opinion AG-0668, information provided on subjects not on the agenda shall be limited to statements of specific factual information; or recitation of existing policy. Any deliberation of or decision about a subject not on the agenda shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

A. Mayor’s Report/Items of Interest

Mayor Suarez reported:

-Commended the Police & Fire/EMS Depts. for their quick response this past weekend on the accident on the railroad crossing on Gibbs Sprawl & FM 1516

B. Councilmember’s Report/Items of Interest

Council member Lopez reported:

-A big compliment to the Fire/EMS Dept., a good family friend called him up & said she was putting up her Christmas lights & fell off the ladder, after she got out of the hospital & got home her lights were put up & they were put up by the Fire/EMS Dept.

Council member Brown reported:

-He thanked everyone for the assistance on the railroad incident; he asked Chief Wendt who responded to this & it was B Shift on Fri., Dec. 31: Capt. Craig Ramon, Lt. Carlos Cardee, Chris Willis, Hank Dietz, Donald Staton, Scott Wiley, Brian Diaz, Ben Collier, Josh Oefinger, Tim Ivy & C Shift were Capt. Josh Everetts & Lt. Daniel Bermea

-One thing we can learn from this & the 2004 Master Plan is that we really don’t have a evacuation plan – from what he understood, Dispatch felt it; we should have a 1-mile evacuation radius & we are talking about an EOC in this building here & this should be looked at in our Master Plan

-At the last meeting, he put a challenge out to the City - we have been trying to set up a Beautification & Environment Commission (B&E) since Aug. & he challenged the City that if we can get a full Commission set up by Dec. 15 he will clean up FM 1976 from the City limit to the City limit by himself

-Great job to the Police & Fire/EMS Depts.

Council member Pannell reported:

-Thanked the City Manager, City Attorney & staff that came together for the CC’s request, they adopted a family late in the game for Christmas & it really touched that family

C. City Manager Report

- (1) Report and Discussion of Future Agenda Items
- (2) Report and Discussion of Items of Interest

Mr. Quintanilla reported:

-Will have a Civic Plus update on the web site

-Water acquisition update

-City offices will be closed Jan. 17 in observance of Martin Luther King, Jr. Day

B. City Staff Reports

(1) Report and Discussion of Significant Fire and EMS Events

Fire/EMS Chief Wendt reported:

- Slow this holiday season, which is good
- Finished the year with 3,112 responses, Mutual Aid has slowed down
- New Year's Eve – pretty average except for the giant crane/railroad incident – train was on track & TXDOT routed the truck
- We do have an Emergency Management Plan
- Guys staying busy
- Ran 22 calls on B Shift on New Year's Eve
- 1st Mtg. in Feb – Quarterly update & end review reports

(2) Report and Discussion of Significant Police Events

Police Chief Jamison reported:

- In Dec.: Blue Santa helped 24 families with 106 kids
- Train/crane wreck has already been discussed – Fire/EMS Dept. assisted with traffic control by the Fire Station
- New Year's Eve – relatively quiet
- Christmas went pretty good without too much of a hitch
- 1st Mtg. in Feb - End of year stats
- Report of the Police Depts. vehicles
- Jan. 27 – New Citizen's Academy class begins; invited the Mayor to give his speech before 7 PM; 1st class starts at 6 PM, have a couple of seats still available
- Loop 1604 is getting closer to opening up
- Everything is going good

Mayor Suarez thanked Chief Jamison for filling in for Mr. Quintanilla.

(3) Report and Discussion of Significant Public Works Events

Facility Director Mr. Hoppes reported:

- Brush Plan – looking forward to working with the citizens on new plan
- Completed Copperbluff Street & solved the drainage problem
- Crack sealing program – got set back with the recent rains
- MacArthur Park Subdivision – busy pouring concrete riprap on the drainage & working on the underground sewer lines & manholes
- Gail Circle – upgrading the whole street, couple of driveways & about ½ the curbs to get the water draining problem out of the street & properly drained down to Brenda Street & ultimately down to FM 1976 – hopefully done in 1 ½ months
- Have an employee that is leaving us, our Equipment Operator & we will be advertising to fill this slot
- Have an opening in the Grounds Dept.
- North Park Restrooms - Parks Dept. will be busy working with the Street guys to do some of the concrete flat work; Middleman Construction Co. handed him the keys today to the building-they are complete with everything they had to do with the exception of when we get electricity to the building then the Building Inspector & Mr. Hoppes will go out & do the final checks
- Schuman Road - Water Dept. had a little unfortunate incident on Schuman Road over the Christmas holidays with the blow out; Mr. Hoppes & Scott have been busy putting together some cost estimates to restore that street &

they have a come up with a plan for about \$20,000 that would solve the problems out there & to do this under a contractor, he got a quote today, & is about \$85,000 – these are the 2 extremes: Schuman Road would take 2-3 weeks because there are so many areas that are messed up. We have to contract with Performance Equipment Co. who gave us a price of \$2,500 to do the mixing for us & are fully capable of doing the work for us - good price, we can't rent the equipment & we can't do it ourselves-they have the equipment. We will need to close the road.

Assistant Utility Director Mr. Jon Smith reported:

- Completed the 6" force main re-location on 1604
- Toepperwein Road – Utilized the vac Tron to locate water lines for the core samples
- Dec.: Repaired 5 main breaks; 19 service leaks (7 service & 12 @ meter); repaired 1 sewer line lateral
- Dec. 20 – Bob Grubb well site was broken into – all copper lines were cut, shut the well site down, back in service & are working on upgrading security measures
- Non-Potable pumping station is down for approximately 2 weeks; it had a bad pressure sensor that has to be built – we are ordering 2
- Had two 6" main breaks on Schuman Road – He asked Mr. Hoppes to not repair the road, the Water Dept. is in the process of trying to find a way to eliminate the main & we are determining how we can abandon the 6" main under Schuman Road – he asking for the City's patience
- Preparing materials to begin upgrading the 200 block of Legion West to a 6" water line

12. Executive Session

- A. Executive Session in Accordance with Section 551.074, Texas Open Meetings Act to Deliberate the Selection of a New City Manager (Mayor Suarez)

13. Reconvene to Open Session

- A. Discussion and Appropriate Action in Accordance with Deliberations Regarding the Hiring of a New City Manager (Mayor Suarez)

Mayor Suarez stated items #12 A & #13 A are withdrawn because they are not ready for action at this time by the Council.

14. Adjournment

At approximately 8:14 PM, Mayor Suarez adjourned the meeting.

PASSED AND APPROVED THIS 1st DAY OF MARCH, 2011.

Al Suarez, Mayor

ATTEST:

Adriana I. Hieronymus, City Secretary