

CITY OF CONVERSE
CITY COUNCIL MEETING
MINUTES OF JANUARY 18, 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 18, 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. Jerry Wilson, Finance Director
Ms. Michelle Burns, EDC Executive Secretary	Ms. Kate Silvas, EDC Executive Director
Mr. Ray Ortiz, City Attorney	Mr. Kie Sagan, IT / Webmaster

1. Call to Order

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

2. Invocation

Mayor Suarez 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.

Mayor Suarez recognized the following visitors:

- Mr. Daniel Kershner, JISD Director of Operations
- Mr. Arnold Salinas, JISD School Board Member
- Ms. Yvonne Anglada, Judson Early College Academy Principal
- Dr. Beth Lewis, Northeast Lakeview College Vice-President for Academic Affairs
- Ms. Rhonda Payne, Converse EDC Board President
- Dr. Carmina Fusco, Converse EDC Board Member

Mayor Suarez introduced the new Executive Director for the City of Converse Economic Development Corporation, Ms. Kate Silvas. He then introduced the City Council Members, Interim City Manager, EDC Executive Secretary, and City Attorney.

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 15, 2010.
 - B. Receive Parks & Recreation Minutes for Meeting Conducted on December 13, 2010.
 - C. Receive Minutes From Economic Development Corporation Meeting Conducted on December 14, 2010.
 - D. Receive Minutes From Economic Development Corporation Meeting Conducted on December 18, 2010.
 - E. Action to Appoint Mr. Leon Stubbs, 8618 Chickasaw, as Chairman of the Parks & Recreation Commission. (Mayor Pro Tem Shadron)

Council members Paschall and Pannell requested to pull item #5 B.

Council members Pannell and Lopez requested to pull item #5 D.

Council member Paschall made a motion to approve agenda items #5 A, C, and E. Council member Brown seconded the motion. It passed unanimously.

Council member Paschall had a correction on Page 2 of item #5 B:

Should be: “**Chairwoman** Dopierala reported...”

Council member Paschall made a motion to approve agenda item #5 B with the above amended corrections. MPT Shadron seconded the motion. It passed unanimously.

Council member Lopez had a question on page 2 of item #5 D:

The 5th bullet point requested Mr. Quintanilla to send out a letter to the City Council about details for Ms. Silvas. He was wondering if that letter ever went out. Mr. Quintanilla stated that it has not been done.

Council member Lopez made a motion to approve agenda item #5 D as written. Council member Benbrook seconded the motion. It passed unanimously.

6. Special Consideration Items

- A. None

Mayor Suarez stated that there are no special considerations at this time.

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.

-Ms. Rhonda Payne of 9160 FM 78, Suite 1-C stated that on behalf of the Converse EDC, she is grateful for the support and encouragement of both the city council members and Mayor Suarez. She feels the board will be an asset to the City of

Converse and looks forward to working closely with the city council and Mayor's office on strategic planning and development. The EDC has been honored to partner with the city council on several projects and plans to continue to make sound financial decisions on behalf of the citizens of Converse. She stated that the EDC staff has been asked to relocate their office on an extremely short time frame in order to create a new office space for Mayor Suarez. The EDC board is not in support of this change. They believe this is a costly move for the City of Converse that needs more study and discussion. She stated that the EDC donated their \$100,000 stake in the building that houses the library and Congressional offices to move to their current offices in order to work more efficiently with the city personnel to bring more businesses and developments to Converse. This interaction influenced her to bring her business to the community. She discussed the various options available to the EDC and explained that none of them are viable at this time. She asked the City Council to place this as a discussion item on the next City Council agenda and thanked the members for considering a pause in the relocation request.

-Mayor Suarez stated for the record that the office space issue was solved today by Mr. Quintanilla and that any requests for items to be added to the City Council agenda must be received by close of business on the Tuesday prior to the meeting.

8. PUBLIC HEARING.

A. NONE

There are no public hearings at this time.

9. OLD BUSINESS.

A. NONE

There is no old business to be discussed at this time.

10. NEW BUSINESS.

A. Presentation of the Judson Early College Academy (JECA) Program by Ms Yvonne Anglada, Principal, JECA and Dr Beth Lewis, NE Lakeview College Vice President for Academic Affairs. (Mayor Suarez)

Mayor Suarez stated that there have been a lot of discussions and questions, emails and calls about this program from citizens so he thought it would be a good idea to bring them over to make a presentation to get the word out. The program is in its second year, it's a special program in the Judson Independent School District in conjunction with the Northeast Lakeview College. He feels it is a valuable program for the community and all citizens and parents need to be aware of the program so that they have an opportunity to apply.

Yvonne Anglada thanked the Mayor and Council for allowing them to be here and that they would like to share a little about the Judson Early College Academy. She introduced Dr. Beth Lewis, the Vice President of Lakeview College Academic Affairs.

Dr. Beth Lewis talked about how JECA was started. The partnership was brought to the JISD School Board and agreed upon. The JECA campus is located on the Northeast Lakeview College campus. She explained that the program is not dual-credit, that once the students are accepted they immediately begin taking college courses as freshman so that when they leave in 4 years, they have left with a distinguished high school diploma and an Associate's Degree. One of the ideas behind JECA is that it is a small structure and they want the kids who would not normally perform well in a large school environment. There are four pieces that come together to form JECA including Judson ISD, Northeast Lakeview, Texas Education Agency and Texas Higher Education Coordination Board. There are currently 224 students with no more than 125 students per grade, students cannot transfer in and must start as freshmen. The program requires a family commitment

because it follows the college's schedule and not that of JISD. She then showed a video regarding the Texas High School Partnership.

Yvonne Anglada stated that JECA is located on the campus of Northeast Lakeview College. She discussed the layout of the classes and which college courses the students take each year. She discussed the program's mission statement and goals and explained that the program has been in existence for a year and a half and is the only high school in the area to have achieved an exemplary rating from the TEA. The students must take and pass a college entrance exam before they start high school and sophomores must pass all three components of the language arts sections before entering their junior year. TEA requires the program to mirror the demographics of JISD. Student eligibility requirements include residence in JISD, passing of TAKS, attendance and discipline, capacity and desire, want to be a leader, successfully complete application and interview. The courses are paid for by Northeast Lakeview and Alamo Colleges and books are paid for by JISD, so the college courses are available to these students at no charge.

Student Al Suarez spoke about the academics and class structure.

Student Tiffany Jones spoke about extra-curricular activities.

Dr. Beth Lewis explained that the program does not charge the student for tuition or books which saves them up to \$8,053 for a 2-year degree. Northeast Lakeview is trying to become an accredited institution and are working to meet the requirements, they expect candidacy in December 2012. The credits earned here will transfer to many universities.

Student Alfred Suarez presented coins and brochures to the Mayor and Council members.

Mayor Suarez thanked Ms. Anglada and Dr. Lewis for the presentation.

B. Discussion and Appropriate Action on the Request To Approve an Agreement Between the City of Converse and St. Monica's Catholic Youth Organization (CYO) to Conduct a Youth Baseball/Softball Program Using City Park Facilities (Mayor Pro Tem John Shadron) (Interim City Manager)

MPT Shadron stated that he was contacted by the President of the CYO to request the use of baseball fields in one of the city parks. They need to use the field after school hours. JYSF has a contract for the use of the fields at City Park, but there are fields at North Park that could be used for practice. The contract was brought to the Parks and Rec Commission who made some minor changes to the contract to include a requirement for liability insurance, then approved the contract with those changes.

Ms. Lyla Ayala, a representative from CYO, distributed materials regarding the other programs that are offered as well as the time frame they are requesting for field use. She also presented a certificate of liability.

Mayor Suarez asked if the schedule would conflict with JYSF in any way. MPT Shadron stated he had checked and it would not.

Mr. Ray Ortiz asked if CYO allowed all children to participate or only those students of St. Monica's School and Ms. Ayala stated yes, any child would be allowed to participate.

Council member Paschall made a motion to approve agenda item #10 B. Council member Pannell seconded the motion. It passed unanimously.

C. Discussion and Appropriate Action on the Request To Approve an Agreement Between the City of Converse and St. Monica's School to Conduct a Girl's Softball Program Using City Park Facilities (Mayor Pro Tem John Shadron) (Interim City Manager)

MPT Shadron introduced Ms. Joanne Mylacraine, the interim Athletic Director for St. Monica's School. He referred to a contract in the packet that is a renewal of a contract from last year with the only changes being the dates of the use of the field and including the liability insurance at the recommendation of the Parks and Rec Commission. This does not conflict with the JYSF schedule because they use the field during school hours and St. Monica's will only use the field after 6:00pm.

Ms. Mylacraine stated that she has the certificate of liability insurance that was requested.

Council member Lopez asked if there is any charge for children to participate, Ms. Mylacraine stated there is no charge.

Mr. Ortiz stated that the certificate of liability insurance only listed the City of San Antonio as the certificate holder and that they need to add Converse as an additional certificate holder. Ms. Mylacraine said she would take care of that.

Mr. Quintanilla stated that he added item #8 to the contract.

Council member Pannell made a motion to approve agenda item #10 C. Council Member Benbrook seconded the motion. It passed unanimously.

D. Discussion and Appropriate Action on the Request to Retire Canine Marko And Kennel to Officer Bocconcelli. (Chief Jamison)

Mr. Rick Jamison, Chief of Police, asked for approval to retire Canine Marko. He is approximately 9 years old and has some health issues. Officer Bocconcelli distributed a letter from the veterinarian that has treated Marko regarding his health and candidacy for retirement. Marko has some teeth issues and is trained in narcotics and biting, and due to losing several of his teeth, he is no longer effective in that field. He has also had some neck and back problems that are typical for his breed and size that cannot be fixed and recently had surgery on his ear. Officer Bocconcelli has experience with Marko, however he has been moved from patrol in uniform to investigation and will no longer be working in the canine unit. Normally, they would just move the canine to another officer and pay for that training, however the working life expectancy of a dog is 10 – 10 ½ years and it would take six months to re-train with a new handler which would leave Marko close to the end of his working life, so Chief Jamison wants to retire Marko with Officer Bocconcelli and his family along with his kennel. Chief Jamison will look at the canine program in a year or two when the other dog comes up for retirement and determine if the program should be continued and how many dogs are necessary. If the program is continued, it will not cost anything for the Converse citizens, the program will be paid for by seizure money from narcotics. This retirement would result in no liability for the City since they are releasing the canine to Officer Bocconcelli and his family.

Mayor Suarez supports this decision and asked Mr. Ortiz to verify the liability issue.

Council member Paschall made a motion to approve agenda item #10 D. Council member Lopez seconded the motion. It passed unanimously.

E. Discussion and Appropriate Action on A Request to Amend Code of Ordinance #44-155, dated: September 21, 2010 supplementing DIVISION 4. STOP STREETS by adding Stop Signs at the Intersection of Civil Crossing and Appellate Way, located within the Miramar Subdivision, so as to improve traffic control near the Park at Miramar. (Chief Jamison) (Interim City Manager)

Mr. Jamison, Chief of Police, explained that there have been several issues on Civil Crossing which is not a long street, but the park at Miramar is located on it. Appellate Way is almost completely built out, and there will be two more streets coming off Civil Crossing. One issue included a small dog getting lose and hit by a car. There have been several complaints about speeding in the area so officers were sent out to patrol. In 90 days, the police department made 37 traffic

stops with 28 tickets issued. The recommendation is to put 3-way stop signs near the park and to contact CPS for an additional street light.

Council member Lopez asked if this was a new street because it does not show up on Google Maps. Chief Jamison said that the road and park have been there for a year or two. Miramar is one of the biggest subdivisions that supports National Night Out which creates a lot of traffic in the area. Civil Crossing leads out to Rocket Lane and a lot of people are using it to get out of the subdivision due to the construction on 1604.

Mayor Suarez said that he received about 5 calls after the woman whose dog was run over contacted the media.

Council member Benbrook asked if there were any plans to place speed bumps in the area. Chief Jamison said that he has been asked about speed bumps for many years, the previous city manager was not in favor of those and they are waiting for a new city manager to be selected to make that decision. There is a cost issue and speed bumps can cause problems with access for emergency vehicles.

MPT Shadron made a motion to approve agenda item #10 E. Council member Brown seconded the motion. It passed unanimously.

F. Discussion and Appropriate Action On a Proposed Strategic Planning Process To Update City of Converse Master Plan. (Mayor Suarez)

Mayor Suarez stated he placed this item on the agenda for input. One of the ideas to get it started is to have a workshop with the EDC Board, then form a commission to develop the Master Plan.

Mr. Quintanilla stated staff has been assigned respective sections to update the information in the Master Plan from 2004.

Mayor Suarez proposed to have a joint effort by City Council, EDC and staff, and this needs to be done as fast as possible in an effective manner.

Discussion included:

- What other numbers, besides population, should be included? Water needs, projected growth, number of homes built, projected streets.
- Need to make sure parks are included.
- The next step involves setting up a date and time for a workshop.
- The deadline for staff input is the end of January.
- Would like to discuss at the next Park & Rec meeting to lay out a time frame.
- The plan should project 5 years out, then build up from there.
- Has staff looked at other cities? Other master plans are a good frame of reference and good starting point, but Converse is very unique and cannot use any others as a template.
- While Converse is unique, a Master Plan has the same goal as any city. It shows where the city is and where the city wants to go, so we should be able to use the plans of other cities to help develop ours.
- Some plans are in excess of 150 pages, ours should not be that long.
- We should locate some Master Plans of cities that are around the same size as Converse and use those as a guide.
- City Council reached a consensus to move forward with the scheduling of a workshop.

G. 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 that this was an item on the agenda of the previous City Council meeting where he attempted to explain the necessity of this action. He had a meeting with Bexar County and Mr. Jerry Wilson.

Mr. Wilson stated that he had a meeting with Bexar County staff and brought up the point that under HOME funds, the cash match is a statutory requirement and under CDBG funds it is not. With CDBG, we put up a cash match for the purpose of raising our chances for consideration for the grants. In this situation, they are asking us to take our proof of a cash match for the CDBG projects in Placid Park and Ave "B" and transfer that match documentation over to the HOME funds which are short on the cash match. This is only documentation and no actual money will be moved. Converse will have no further obligation to replace the CDBG cash match funds. This a paperwork move that is done to come into compliance with HOME requirements and it will not cost Converse any money. Future CDBG grant applications will be approached exactly as they have been in the past.

Council member Paschall made a motion to approve agenda item #10 G. Council member Pannell seconded the motion. It passed unanimously.

H. Discussion and Appropriate Action to Approve Resolution #630-11; A Resolution to Review & Approve The City of Converse Investment Policy. (Interim City Manager)

Mr. Quintanilla referred to a document provided in the City Council packet. This resolution is an annual requirement as mandated by Chapter 2256 of the Texas Government Code, and there are no changes from the policy of last year. The investment policy assigns roles, responsibilities, sets criteria and provides guidance for the City's investment policies. The policy requires the City Manager and Director of Finance attend finance trainings every two years.

There is a correction on page 2, section 2, second sentence – delete "hi." Staff recommends approval.

Mr. Wilson stated that as a matter of practice, all of the City's investments are in pools, Tex Pool and MBIA, we don't buy into securities due to the risks.

MPT Shadron made a motion to approve agenda item #10 H. Council member Lopez 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:

-He sits on the board of the Bexar Regional Water Management Committee, and they approved \$900,000 to fix flood issues and mitigate to remove flood designations from homes in Cimarron and Silverton Valley.

-Thanked the City Council members, Ms. Gaines in Human Resources, and Ms. Burns in EDC for their part in the city manager search process.

-The Northeast Partnership trip to Austin will be February 28, will be visiting with legislators. We are putting together white papers of issues to discuss. Representative Joe Farias is facilitating the trip. He extended an invitation to council to join the trip.

-Had numerous calls regarding potholes on Toepperwein Road. Need to see what we can do as a quick fix plan.

-He is preparing for the State of the City address to be given at the second February meeting and would like input from council members.

B. Councilmember's Report/Items of Interest.

Council member Lopez reported:

- Asked Mr. Quintanilla if Civic Plus got the first draft of the new city website sent. Mr. Kie Sagan, IT / Webmaster, stated that he received the draft the previous Friday and showed slides of various layouts. This will be an agenda item for February 1.
- Requested that the EDC office relocation issue be placed on the next agenda. Mayor Suarez stated that it does not need to be discussed at City Council, the EDC offices will stay where they are.

Council member Pannell reported:

- Thanked Council member Brown for going to Austin to watch the 82nd Legislature get sworn in. Representative Joe Farias joined them to thank the public officials for their support.

Council member Brown reported:

- Asked if we can start the process for ordering new population signs so that when the Census data comes out, they will be immediately updated.
- Asked where we are with the audio/video of City Council documents, Mr. Wilson said this took a backseat to getting the necessary equipment for the EOC. Once that is complete, focus will go back onto the audio/video.
- Asked for better communication to be included in the Master Plan for notifications of emergencies in the City, Mr. Ortiz said that an email can be sent out to all council members as long as no discussion is involved.
- Sent an email to Strategic Quality Initiatives, they do team building for Judson ISD. Waiting for a response. Asked for prices, time frames, services they provide.
- Went to Seguin with Mr. Quintanilla to tour the Seguin-Schertz Aquifer. This was prompted by a study regarding mineral deposits, chemicals which caused concerns about the quality of the water. He would like this issue to be placed on the next agenda for discussion.

C. City Commission's Reports.

MPT Shadron reported:

- Last Park & Rec meeting was on January 10th.
- Approved Mr. Stubbs as the new Chairman
- Looked over two contracts that were presented tonight
- Discussed future improvements that will be needed at North Park
- Cancelled the Park & Shine because of the weather, will look are re-scheduling in the spring time
- Working on an Easter Egg Hunt in one of the parks
- Discussed pet owners not cleaning up after their pets in the parks, going to put a recommendation in the 2012 budget for the City to purchase four animal waste containers to be placed in each park
- North Park is a bird watching area, have been working with the Audubon Society to put together a brochure about the different birds in the area

D. City Manager Report

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

Mr. Quintanilla reported:

- Future agenda items would include:
 - Civic Plus update
 - Preliminary Plat for Toepperwein Market
 - Citizens on Patrol guidelines
 - Police Department annual statistics

-Water information and discussion

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 that agenda items #12 A and 13 A would be withdrawn due to there being no need for discussion at this time.

14 ADJOURNMENT

Mayor Suarez adjourned the meeting at approximately 8:35 pm.

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

Al Suarez, Mayor

ATTEST:

Adriana I. Hieronymus, City Secretary