



Expanding Horizons

CITY OF CONVERSE
CITY ADMINISTRATION

403 S. Seguin
Converse, Texas 78109
(210) 658-5356
Fax: 659-0964
www.conversetx.net

**MINUTES
CITY OF CONVERSE CITY COUNCIL MEETING
JANUARY 3, 2012**

The City Council of the City of Converse met in a regular meeting at the Converse Municipal Complex Tuesday, January 3, 2012 at 7:00 PM to discuss the following:

1. Call to Order.

Mayor Suarez called the meeting to order at 7:03 PM.

2. Invocation.

The Invocation was given by Councilman Pannell.

3. Pledge of Allegiance: To the U. S. Flag and the Texas Flag.

Mayor Suarez led the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

4. Roll Call and Recognition of Visitors.

Mayor Al Suarez

Councilwoman Kathy Richel, Place 1

Councilman Randy Pannell, Place 4

Ms. Shawna Dowell, City Manager

Mr. Ray Ortiz, City Attorney

Councilman Andy Selko, Place 3

Councilwoman Laura Beehler, Place 5

Ms. Jackie Gaines, City Secretary

Mayor Suarez stated the Council has a quorum and thanked everyone for coming to the meeting. Mayor Pro Tem Lopez and Councilman Brown were not in attendance for the meeting.

5. Consent Agenda:

- A. Action to Approve Minutes for City Council Meeting November 15, 2011.**
- B. Action to Approve Minutes for City Council Meeting December 3, 2011.**
- C. Action to Approve Minutes for City Council Meeting December 20, 2011.**
- D. Receive Minutes for the Economic Development Corporation Meeting October 27, 2011.**
- E. Receive Minutes for the Economic Development Corporation Meeting November 8, 2011.**
- F. Receive Minutes for the Building & Standards Commission Meeting October 26, 2011.**
- G. Receive Minutes for the Building & Standards Commission Meeting November 30, 2011.**

Councilman Pannell made a motion to approve Item 5A – 5G. Councilman Selko seconded the motion. The motion passed unanimously.

6. Special consideration Items:

A. Recognition of Karl Hoppes, Director of Facilities, for his Service of Twenty-Five (25) Years with the Converse Facilities Department. (Mayor Suarez)

Mayor Suarez, City Council and Council Staff applauded Karl Hoppes for his 25 years of service to the City and presented Mr. Hoppes with a certificate and a City Coin. Mr. Hoppes thanked the City Council and both the current and former employees for their working relationships.

B. Recognition of the American Legion Riders for their Support of the Blue Santa Program. (Mayor Suarez)

Chief Jamison and Crime Prevention Officer, Kim Molder presented the American Legion Riders with a plaque of appreciation for being a large contributor to the Blue Santa Program. Due to the continuous efforts of the American Legion Riders, they helped to make the 2011 program the largest in the history of the Converse Blue Santa Program. The American Legion Riders accepted the plaque and stated it was their honor to serve in their own community.

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.

Roger Dennis of 10222 Plumas Drive, Converse, TX-complimented the City for successfully sending letters to the residents to repair fences. Mr. Dennis also spoke about the December 19, 2011 main break on Plumas Drive asking the City to assist the families with the repairs.

Celeste Morris of 9014 Arabian King, Converse, TX-supported the initiative of the Converse Citizens on Patrol and expressed her support of the lease of the Fire Truck and urged the Council to support the items. Ms. Morris also thanked the Parks and Recreation Commission members, the Beautification and Environmental Commission members and the Council Liaisons for the work produced from each Commission.

8. Public Hearing:

A. None.

9. Old Business:

A. Discussion and Appropriate Action on a Request to Approve Budget Amendment #11 Ordinance 108-12 for General and Utility fund. (Second reading) City Manager

General Fund Budget Amendment- Ms. Dowell stated this amendment reflects receipt of additional \$50,000 from Clear Channel Communications for the digital billboard. This year \$30,000 was budgeted

and we received \$80,000, which included a one-time initial bonus payment of \$40,000. The City would like to appropriate the additional \$50,000 for the City's match of the Bexar 9-1-1 P25 Interoperability Grant Project.

Utility Fund Budget Amendment- Ms. Dowell reported this amendment reflects the lease of 325 acre feet of water from the City of Live Oak in the increased expenditures \$52,178.75.

Councilman Pannell made a motion to approve the Budget Amendment. Councilwoman Richel seconded the motion. The Motion passed unanimously.

B. Discussion and Appropriate Action on a Request to Amend the City of Converse Code of Ordinances Chapter 08-Buildings & Building Regulations, Article VII, Fences, Section 08-224, Standards of Maintenance, the City of Converse Ordinance that Regulates Buildings and Building Regulations. (Second Reading) (Assistant City Manager)

Mr. Quintanilla stated staff is making the regulations uniform for the public notices and the process, should we have to assess penalties.

Councilwoman Richel asked to have the fines on Section 8-224 (d) and the Official Notice fines consistent.

Councilman Selko made a motion to approve the Item to amend the fines on Section 8-224 (d) to \$200. Councilwoman Richel seconded the motion. The motion passed unanimously.

10. New Business

A. Discussion and Appropriate Action to Approve a Contract between St. Monica's Catholic Youth Organization (CYO) and the City of Converse. (City Manager)

Mr. Quintanilla stated he was unable to make contact with Judson Youth Sports Foundation (JYSF) to discuss and review the schedules of the CYO. Mayor Suarez asked to table item until the sports organizations have discussed the schedules.

Councilman Selko made a motion to table the Item until the conflicts are resolved. Councilman Pannell seconded the motion. The motion passed unanimously.

B. Discussion and Appropriate Action to Approve the Policies & Procedures of the Converse Citizens on Patrol. (City Manager) (Police Chief)

Last year, the City Council requested to bring this item back once policies for a Converse Citizens on Patrol program had been established. Chief Jamison stated the policies have been reviewed by TML and the City Attorney. All citizen patrols will have a background check and be TCIC/NCIC certified through the Police Academy.

Mr. Ortiz stated the waiver is fine the way it is written and asked made changes on the conduct and patrol policies.

Councilwoman Richel made a motion to approve the Policies and Procedures of the Converse Citizens on Patrol with the modifications. Councilwoman Beehler seconded the motion. The motion passed unanimously.

C. Discussion and Appropriate Action to Approve the Use of a Police Vehicle by the Converse Citizens on Patrol.

Chief Jamison reported the police vehicle is a City-owned 2004 Crown Victoria. The Converse Citizen Police Academy Alumni Association has agreed to redesign the logo and cover the cost. The light bar will remain and will illuminate in amber color. The camera, radar and cage have been removed. Gas and maintenance will be provided by the City. The COP volunteers are not allowed to carry a weapon while on patrol. The City will not incur additional insurance premiums for the program.

Councilman Pannell made a motion to approve the use of a patrol vehicle by the Citizens on Patrol. Councilwoman Beehler seconded the motion. The motion passed unanimously.

D. Discussion and Appropriate Action on a Request that Authorizes a Three (3) Year Lease/Purchase Contract for Approximately One Hundred Fifty Thousand Six Hundred Ninety One Dollars and Fifty Three Cents (\$150,691.53) For a Chip Spreader Purchased Through BUY BOARD, a Local Government Purchasing Cooperative. (City Manager)

Ms. Dowell stated this item was a budgeted purchase and the cost of the chip spreader is lower than budgeted but has an option payment plan for three years.

Mr. Hoppes said the proposed chip spreader allows better control of the spread of the oil. Training on the equipment is tentatively set for January 18th. Delivery of the chip spreader is scheduled March. The additional cost of the upgrade is necessary for applying the proper amount of rock to produce a quality chip seal. The equipment has a sliding power seat that enables the operator to fully view the process and diminishes waste.

Councilman Pannell made a motion to approve. Councilman Selko seconded the motion. The motion passed unanimously.

E. Discussion and Appropriate Action to Approve Resolution #646, a Resolution that Authorizes a Ten (10) Year Lease/Purchase of a Fire Truck for Approximately Four Hundred Sixty Nine Thousand Nine Hundred Ninety Five Dollars (\$469,995.00) Through OSHKOSH CAPITAL. (City Manager)

Chief Wendt gave a background on the current 1989 apparatus stating the back bench seat is not enclosed and the parts for the discontinued Ford chaise are difficult to locate. The truck is built to the Fire Department's specifications. The dealer has outstanding servicing within seven miles from Converse. The estimated delivery is eight to nine months after receiving the specific parts for the construction of the apparatus.

Mr. Ortiz made changes to the four-party agreement on the signature line and addressed a few typos.

Councilwoman Richel made a motion to approve Resolution #646. Councilwoman Beehler seconded the motion. The motion passed unanimously.

F. Discussion and Appropriate Action to Approve a Contract for Financial Management Software and Related Contractual Services. (City Manager)

Mayor Suarez asked to defer Item 10F on recommendations of the City Attorney. The item is not ready for action at this time.

11. City Council Reports: In consideration of Texas Attorney General Opinion AG-0668, information on subjects not on agenda shall be limited to statements or specific factual information; or recitation of existing policy. Any deliberation of or decision about a subject not on the addenda 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 expressed his gratitude to the City staff and the Police Department's presence for honoring the late former Mayor Bruce Friesenhahn. Mayor Suarez shared his appreciation to the Water Department for their initial response to the main break on Plumas Drive.

B. Councilmember's Report/Items of Interest

C. City Commission Liaison Reports

Councilman Selko reported the Charter Review Commission will meet January 11, 2012.
Councilwoman Richel reported the Parks and Recreation Commission will meet January 9, 2012.
Councilman Pannell reported the Building and Standards Commission will meet December 28, 2011.
Councilwoman Beehler reported the Beautification and Environmental Commission will meet January 23, 2012.

D. Economic Development Corporation Report

Ms. Silvas reported on an updated proposal to a prospective client, awaiting response from FEMA for grant to be use on the P25 compliance, requested an audit with CPS Energy to determine alternative use for the SECO funds, the San Antonio's Business Journal published the City of Converse, the sixty-day public comment period on the 1604 Commercial Corridor Study continues through February 13, 2012, next Open House is Friday, January 13th and the next business meeting is scheduled for January 10, 2012.

E. City Manager's Report & Discussion of Future Agenda Items/Items of Interest

1. Discussion of Public Funds Investment Act Workshop

Ms. Dowell, Mr. Quintanilla, Mr. Wilson and Ms. Silvas attended the TML Public Funds Investment Workshop. The attendance is a two-year certification requirement.

2. INCODE Update

Ms. Dowell stated the approved contract for services is in negotiations. The item should be brought back to Council at the January 17th City Council Meeting.

3. CVS \$10,000 Payment Status

Ms. Dowell reported the payment takes thirty days to process and the payment should arrive within a week.

4. Pay Plan

Ms. Dowell updated the Council on the second phase of the pay plan. A contractor will come into the City to review each employee's file to place them appropriately in the pay plan based on their credentials as well as their time and service to the City.

5. Two (2) Cycle Water Billing Schedule

Ms. Dowell explained the current four-cycle billing is cumbersome and the two-cycle billing schedule will streamline the efforts of managing 6,200 accounts. Starting the two-billing schedule now will put us ahead of converting into Encode. It also allows the staff ample time, in cases of holidays and other time off, to read the meters. The notice has been published in the Herald Newspapers for two weeks.

F. City Staff Reports

1. Report and Discussion of Significant Police Events

Chief Jamison reported 56 out of the 59 letters sent have fences in compliance and thanked Officer Licea for working on getting the home-owners to comply. A second Animal Control Officer started today, giving the City seven-day coverage with the hours of 7:00 AM to 6:00 PM. The second Animal Control Officer worked in the Streets Department and has assisted the Animal Control Officer for several years. The employee will remain on the Streets Department budget through this fiscal year. We will address funding another Streets Department position at the next budget years' planning. The end-of-the-year stats will be presented to Council in February. January 5, 2012 starts the 23rd Annual Police Academy. Chief Jamison thanked the City Council and Police Alumni for their support.

2. Report and Discussion of Significant Fire and EMS Events

Chief Wendt thanked the Council for their support on the new apparatus that will make their mission a lot easier and keep the department safer. Reported on traffic accidents and incidents from the New Year holidays. Gave an updated report on a possible impending issue with the air bottles for the breathing apparatus; OSHA and the Texas Commission on Fire Protection ruled the cylinders are not in compliance. The approximate cost to replace all cylinders is \$25,000. The Fire Department has money budgeted in the Self Contained Breathing Apparatus (SCBA) account and may have to reallocate the money to fund this

requirement. The department finished the year with 3,183 runs for the year. The City Council will be briefed on and receive the end-of-the-year reports soon.

3. Report and Discussion of Significant Public Works Events

Mr. Hoppes' report on the Streets Department consisted of pouring sidewalks and driveways and cutting a curb to make a handicap ramp. Also assisted various departments by transferring a gas line to supply heat to the Fire Department, emergency traffic control during the water main break, leveling dirt from the water interconnect site at the lake and is assisting the EDC with the removal process of the home at 204 Hilltop. Received training from the Texas Forestry Services. Steve Nowlin of the Parks Department received Employee of the Year. The Grounds Department continues to maintain trash and mud removal from the streets, picked up two brush collections that were out of cycle and delivered three loads of mulch to the park. The weedy-lot mower position has been filled. The Fleet Maintenance is working on numerous repairs to City vehicles. The Gibbs Sprawl restriping project will begin once the weather gets warmer.

4. Report and Discussion of Significant Public Utility Events

Mr. Smith reported eight water main breaks for the month of December; two of the eight were on an 18" water line which had significant water loss. Received four sewer calls and had 125 water turnoffs for non-payment. The construction for the interconnect water site started on December 19, 2011. As of today, the City is in Stage 1 water restrictions and cautioned not to over use water or we could be back in stage 2 water restrictions within 30 days if we do not have rain.

Ms. Dowell added the City is having problems with a third-party contractor relating to the water interconnect site. The third-party contractor hired a sub-contractor that hauled in several loads of dirt that was not what we sought. Ms. Dowell made contact with the company and they have until this Friday to remove the base.

Ms. Dowell applauded the efforts of Larry Moxley for giving up his Christmas and New Year's holidays to maintain the work to spread dirt from the water interconnect site to the lakes for erosion control per TCEQ requirements.

12. Executive Session:

A. Executive Session in Accordance with the Texas Open Meetings Act § 551.071. CONSULTATION WITH CITY ATTORNEY; CLOSED MEETING. Consultation with the City Attorney and discuss potential litigation against D. M. C. and associates related to the design and construction of Toepperwein Road. (City Attorney)

13. Reconvene To Open Session:

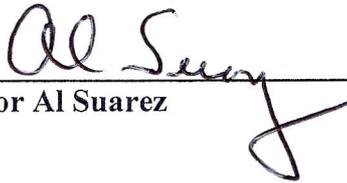
A. Discussion and Appropriate Action in Accordance with Deliberations regarding the potential litigation against D. M. C. and associates related to the design and construction of Toepperwein Road. (City Attorney)

Mayor Suarez deferred Item 12A and 12B on recommendation of City Attorney due to no new information to present.

14. Adjournment:

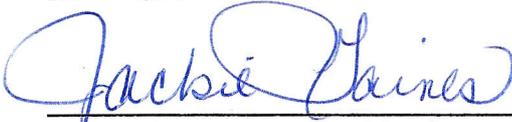
Mayor Suarez adjourned the meeting at 8:37 PM.

Passed and Approved this 26th Day of January, 2012



Mayor Al Suarez

ATTEST:



Jackie Gaines, Acting City Secretary