



CITY OF CONVERSE
CITY ADMINISTRATION

Expanding Horizons

MINUTES
CITY OF CONVERSE
CITY COUNCIL MEETING
July 03, 2012 - 7:00 PM

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

Be It Known That the City Council of the City Of Converse met for a Regular Meeting at the City Council Chambers at 402 South Seguin Street on Tuesday, July 03, 2012 at 7:00 PM. A quorum of the following commissions may be present: Beautification & Environmental, Building & Standards, Charter Review, Economic Development Corporation, Park & Recreation and Planning & Zoning.

1. CALL TO ORDER

Mayor Suarez called the meeting to order at 7:00 PM

2. INVOCATION

Mr. Quintanilla gave the invocation.

3. **PLEDGE OF ALLEGIANCE:** Mayor Suarez led the pledge of allegiance to the United States Flag. Mayor Pro Tem Lopez led the pledge of allegiance 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
Ms. Jackie Gaines, City Secretary

Mayor Pro Tem, Grant Lopez
Councilman Andy Selko, Place 3
Councilwoman Laura Beehler, Place 5
Councilman Steve Brown, Place 6
Mr. Ray Ortiz, City Attorney

5. CONSENT AGENDA:

- A. Approve Minutes of City Council Meeting on April 26, 2012.
- B. Approve Minutes of City Council Meeting on May 15, 2012.
- C. Approve Minutes of City Council Meeting on June 5, 2012.
- D. Receive Minutes for the Beautification & Environmental Commission Meeting on May 07, 2012.
- E. Receive Minutes for the Economic Development Corporation Meeting on April 25, 2012.
- F. Receive Minutes for the Economic Development Corporation Meeting on May 8, 2012.
- G. Receive Minutes for the Planning & Zoning Commission Meeting on May 14, 2012.
- H. Appoint Mr. Rodger Dennes as Chairman of Beautification & Environmental Commission.
- I. Appoint Ms. Deborah James from Alternate to Member of Beautification & Environmental Commission.
- J. Appoint Ms. Nancy Droneburg as Member of Beautification & Environmental Commission.

Councilman Pannell asked to pull item 5A. Councilwoman Richel made a motion to approve item 5 B-J. Councilwoman Beehler seconded the motion. The motion passed unanimously.

Councilman Pannell stated he did not ask the Mayor to speak and called the meeting adjourned, but instead asked to make a motion to adjourn the meeting. Councilman Pannell stated the Mayor's discussion of requesting Council to contact him if they wish to have items placed on the agenda happened after Councilwoman Richel seconded the motion and therefore should not be reflected in the minutes. Councilman Pannell made a motion to approve the Minutes of April 26, 2012 Special

Minutes of City Council Meeting July 3, 2012

Called Meeting with the changes. Mayor Pro Tem Lopez seconded the motion. The motion passed with 6 in favor (Pannell Lopez, Suarez, Beehler, Selko and Richel) and one abstention from Councilman Brown due to not listening to the recording to verify the changes.

6. SPECIAL CONSIDERATION ITEMS:

A. NONE

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.

Mr. Jim Sherman, Plumas Drive, stated the 2011 Water Report does not show any water testing for 2011; the report only shows water testing for 2009-2010.

8. NEW BUSINESS:

A. Discussion and Appropriate Action on a Request to Accept Funding Through the University of North Texas (UNT) PEARL PROJECT of \$1,000.00. (Library Director) (City Manager)

Mr. Ayala stated this is a unique opportunity not only to accept the funding through the University of North Texas PEARL Project (Promoting & Enhancing the Advancement of Rural Libraries) of \$1,000, but the Library will receive assistance in writing a community outreach plan, developing a PEARL website resource center, use social networking tools to become a part of a virtual community and to take part in PEARL training workshops.

Councilman Selko asked what the parameters are considered to be established as a rural library. Mr. Ayala replied it is the population of the city.

Councilman Selko made a motion to approve the acceptance of \$1,000 through the University of North Texas PEARL Project. Councilwoman Richel seconded the motion. The motion passed unanimously.

B. Discussion and Appropriate Action on a Request to Appoint Oswaldo Camarena to the Converse Economic Development Corporation (EDC) Board of Directors. (EDC Executive Director)

Ms. Silvas stated Mr. Camarena is the owner of Rockets Feed and has expressed a desire to contribute to the community.

Councilman Pannell made a motion to approve the appointment of Mr. Oswaldo Camarena to the Converse Economic Development Corporation (EDC) Board of Directors. Councilman Brown seconded the motion. The motion passed unanimously.

C. Discussion and Appropriate Action on a Request to Appoint Sally Drew to the Converse Economic Development Corporation (EDC) Board of Directors. (EDC Executive Director)

Ms. Silvas reported Ms. Drew is owner of Home Grown Design and is eager to become a part of the economic growth of the community.

Councilman Pannell made a motion to approve the appointment of Ms. Sally Drew to the Converse Economic Development Corporation (EDC) Board of Directors. Mayor Pro Tem Lopez seconded the motion. The motion passed unanimously.

D. Discussion and Appropriate Action on a Request to Adopt the Major Thoroughfare Plan for the City of Converse as presented by the City's Engineering Consultants, VICKREY & ASSOCIATES at the June 19, 2012 City Council meeting Public Hearing. (City Manager)

Minutes of City Council Meeting July 3, 2012

Ms. Dowell asked the Council to vote on the major arterial and minor arterial thoroughfare as we move to a water impact study. New additions to the plan include a proposed roadway from the City of Schertz; these are not to be considered final documents.

Councilman Brown asked why this major thoroughfare plan did not go before the P&Z Commission. Ms. Dowell and Mr. Quintanilla stated a draft of the major thoroughfare was brought to the P&Z Commission in November.

Ms. Dowell notated the second addition to the plan is on Loop 1604 for a minor arterial road.

Mayor Pro Tem Lopez made a motion to approve a request to adopt the major thoroughfare plan for the City. Councilwoman Beehler seconded the motion. The motion passed unanimously.

E. Discussion and Appropriate Action on a Request to Approve the Land Use Plan for the City of Converse as presented by the City's Engineering Consultants, VICKREY & ASSOCIATES at the June 19, 2012 City Council meeting Public Hearing. (City Manager)

Ms. Dowell stated this land use plan designates the commercial institutional single family residential and multi-family residential areas notated by the City Engineer as he is planning the Capital Improvement Plan, which is a ten year plan for water and sewer improvements.

Mayor Pro Tem Lopez made a motion to approve the Land Use Plan for the City. Councilwoman Beehler seconded the motion. The motion passed unanimously.

F. Discussion and Appropriate Action on a Request to Approve the Amended Capital Improvement Plan for the City of Converse as presented by the City's Engineering Consultants, VICKREY & ASSOCIATES at the June 19, 2012 City Council meeting Public Hearing. (City Manager)

Ms. Dowell said the Capital Improvement Plan (CIP) lists the cost of all of the projects listed in our CIP and also lists the items specifically related to water production for current customers and breaks out the cost for future customers. (Ms. Dowell passed out an update to page ii, CIP Summary Costs; the Total CIP Cost to Expand System for Future Growth updated amount is \$29, 868.759.) The CVLGC cost is different due to the partnership of one less entity participating and sharing the cost. Staff will report to Council as soon as possible with the actual cost that is now going to be divided between four entities instead of five entities.

Councilman Brown made a motion to approve the amended Capital Improvement Plan. Councilman Selko seconded the motion. The motion passed unanimously.

G. Discussion and Appropriate Action on a Request to Approve a Contract Between the LIONS CLUB and the City of Converse to Operate Night In Ole Converse (NIOC) for 2012. (City Manager)

Ms. Dowell stated the contract is to allow the Lions Club to operate NIOC for one year on behalf of the City. Staff met with Mr. Weed and discussed staffing cost. The revenues received by the Lions Club will cover police personnel and two employees from the parks department. The cost of the electricity at the park will be funded by the City. Mr. Ortiz added, the City will require Lions Club International to provide liability insurance certificate to cover \$1,000,000 per occurrence and \$3,000,000 in aggregate. Turning over \$3,000 in donations the City has received for NIOC to the Lions Club has not been addressed with the vendors. If the vendors agree, then the contract would need to be amended to reflect the donations would go towards the cost of the entertainment.

Councilwoman Beehler shared her concerns with the cost to the City for electricity and the additional workload on the employees that already are short staffed.

Mr. Ortiz asked for a Hold Harmless Clause to be added to the contract.

Minutes of City Council Meeting July 3, 2012

Mr. Quintanilla stated item 7 and 8, date of October 8th to pay the City, falls on Columbus Day and the Lions Club has asked to extend the payment date to October 11, 2012.

Councilman Brown made a motion to approve the contract with amendments to item 7 and item 8 to reflect the payment due date changed to October 11, 2012 and to add the hold harmless clause. Councilman Pannell seconded the motion. The motion passed unanimously.

H. Discussion and Appropriate Action to Approve Budget Amendment Ordinance #108F. (First Reading) (City Manager)

Ms. Dowell reported the mid-year budget amendment reflects the cost associated with the water emergency for the weekend of May 17-19, 2012 where an electrical storm burned up the motor at North Cimarron well site. The increased revenues fund balance is \$58,662.82. Increased expenditures of \$19,189.23 for account # 56000-600-0 Maintenance & Repair and Increased Expenditures of \$39,473.59; a new account number will be established and labeled Capital Outlay due to this item being unbudgeted.

Councilwoman Beehler made a motion to approve Ordinance # 108F budget amendment. Mayor Pro Tem Lopez seconded the motion. The motion passed unanimously.

I. Discussion and Appropriate Action to Approve the April 2012 Financials. (City Manager) (Interim Finance Director)

Ms. Dowell reported the April 2012 financials are actual comparisons of revenues and expenditures for the general and utility funds. The revised annual budget column reflects the original adopted budget and adopted amendments per current year ordinances 108A through 108D. General Fund collected revenues are 82.34 % of budget; the majority are collected property taxes that were due by January 31. Property taxes show 96.23% collected. Sales tax collections through April are 60.81%, personnel expenditures are 57.67 %, which are slightly below the 58.33 % benchmark. 2004 CO's interest is \$57,040 and the 2011 Tax Note interest is \$4,967. The total operating expenses are 56.66% of the budget.

The Utility Fund total revenue is 50.58% collected, personnel expenses are 55.75% of the budget, 2011 CO's interest \$36,225, 2011 Tax Note interest \$3,356.25.

A budget preparation kick-off meeting for city staff was held Thursday, June 21st. The departments are preparing their current estimates and next year's proposed budgets on a program based in the new chart of accounts.

Mayor Pro Tem Lopez made a motion to approve the April 2012 financials. Councilman Pannell seconded the motion. The motion passed unanimously.

J. Discussion and Appropriate Action to Approve the April 2012 Investment Report. (City Manager) (Interim Finance Director)

Ms. Dowell stated the report reflects all the funds with the TexPool, MBIA and TexStar accounts. The general fund total balance as of 4/30/ 2012 is \$2,975,801.43 and the utility fund total balance is \$3,506,351.10. The total investments are \$2,894,213.98. Committed investment funds, tax note projects balance, is \$1,109,311.23, total investments are \$3,159,234.09 and the committed investment funds are \$1,669,409.77.

Councilwoman Richel made a motion to approve the April 2012 Investment Report. Mayor Pro Tem Lopez seconded the motion. The motion passed unanimously.

K. Discussion and Appropriate Action Adopting Resolution 673, A Resolution By The City Council of the City of Converse that Authorizes the Application of a Grant to the FEMA-Assistance to Firefighters to Fund Costs Associated with Regional Interoperable Radio Equipment. (City Manager)

Ms. Dowell stated that since this is a regional application and is presented by several cities, the actual match will be 20%.

Fire Chief Wendt stated the funding of the regional interoperable radio equipment will bring the City into compliance with the P25 issue. The City of Schertz has taken on the lead for the grant. The City of Converse portion will be \$35,648, which is 20% of \$178,240.

Councilwoman Richel made a motion to adopt Resolution 673 with the change to 20% of each participating agency required grant match. Councilman Pannell seconded the motion. The motion passed unanimously.

L. Discussion and Appropriate Action Adopting Resolution 674, A Resolution By The City Council of the City of Converse that Authorizes the City Manager to Execute Governmental Lease/Purchase Agreement M12-01A With Capital City Leasing, INC., for the Purchase of a Chip Spreader. (City Manager)

Ms. Dowell stated Resolution 674 authorizes the lease/purchase agreement with Capital Leasing, Inc. Staff neglected to submit the Resolution to City Council when the Council approved the lease purchase of the Chip Spreader. This is a requirement from Capital City Leasing, Inc.

Councilman Brown made a motion to approve Resolution 674 with the typo corrections. Councilwoman Richel seconded the motion. The motion passed unanimously.

M. Discussion and Appropriate Action on a Request to Approve the BEXAR 911 District Budget. (City Manager)

Ms. Dowell stated the Bexar 911 District is asking each entity for approval of their budget and gave the following report: The total O&M expense is \$7,757,284 and the total Capital expense is \$4,803,716, bringing the total available funds for Bexar 911 District budget to \$12,561,000.

Ms. Dowell added the Bexar 911 District is the entity that provided the P25 grant for the three dispatching console units.

Councilman Pannell made a motion to approve the 2013 Bexar 911 District budget. Councilman Brown seconded the motion. The motion passed unanimously.

9. CITY COUNCIL AND STAFF 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 asked Ms. Dowell to give an updated report of the City Engineer. Ms. Dowell stated Jeff Tondre with Vickery and Associates has left the firm and the City and Vickery and Associates have not assigned a designee. Mr. Ty Turner with Vickery and Associates has been assisting the City as well as other consultants with Vickery and Associates.

Mayor Suarez announced Schertz Jubilee is July 1-4.

B. Councilmember's Reports/Items of Interest.

Mayor Pro Tem Lopez thanked Mr. Quintanilla for assisting in the cleanup of a location that was brought up before the last Council meeting. Ms. Quintanilla acknowledged Mr. Hoppes for setting the cleanup in motion with TXDOT.

Councilman Brown thanked Ms. Hoppes for his departments efforts on the cleanup of the water main break on Toepperwein Road. Asked Ms. Dowell to express his gratitude to Mr. Peacock for his work in the Finance Department. Ms. Dowell replied that she plans to extend Mr. Peacock's services through August to transition the new Finance Director into the position and for the further development of Incode. Should have a commitment for filling the Finance Director's position.

Councilman Pannell thanked Ms. Silvas for the Ribbon Cutting Ceremony for Scoop-a-licious.

C. City Commission Liaison Reports.

-Councilman Brown-P&Z Special Called meeting July 9, 2012.
-Councilwoman Beehler-B&E has two alternate member positions available.
-Councilman Pannell-B&S has two applications to go before the Commission at the next scheduled meeting.
-Councilwoman Richel-P&R movie in the park is July 21st. Will not be able to attend the July 9, 2012 meeting and asked for a representative. Mayor Pro Tem Lopez said he would attend in her absence.
Ms. Dowell -CVLGC-had two advisory meetings. Until acknowledgement of a fifth partner is established, the committee cannot move forward on a budget.

D. Economic Development Corporation Report & Discussion of Items of Interest.

Ms. Silvas reported on the following: the FEMA grant request for fire fighters breathing apparatus, SECO grant, 210 Hilltop awaiting abatement, Northeast Partnership ED objectives, budget, future meetings and conferences. The City Council applauded Ms. Silvas for her competition of the twelve-week Dale Carnegie Course.

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

Ms. Dowell reported on the CPS Energy seed funds and the Incode implementations. The City offices will be closed in observance of the July 4th holiday.

F. City Staff Reports:

1. Report and Discussion of Significant Public Utilities Events.

Mr. Perez June report consisted of the following: 248 turn-offs for non-payment, 22 customer leaks reported, set 12 new meters, replaced 4 meters, 124 new customer deposits, 38 irrigation meters installed, 19 combined water leaks, main breaks and sewer leaks repaired. Installed a purple pipe line on Norris Drive West. Converse is currently in stage II water restrictions. Addressed the citizens' concern on the water quality report and stated TCEQ dictates what reports are in the Consumer Confidence Reports (CCR/Water Quality Report).

2. Report and Discussion of Significant Public Works Events.

Mr. Hoppes reported the following: The Streets Department assisted the Fire Department with installing a tower, cut and replaced asphalt, replaced sidewalk striping, street improvement in the Miramar Subdivision and asphalt patching. The Grounds Department mowed, trimmed and picked up brush, picked up 16 out-of-cycle requests; generating \$800.00. The Chip Spreader has arrived and is in use. The Parks Department replaced lighting in city buildings, repaired swimming pool lighting and the North Park restrooms now have electricity. The Fleet Maintenance Department provided routine maintenance on equipment and vehicles for 80 service requests.

3. Report and Discussion of Significant Fire and EMS Events.

Chief Wendt gave a report on the construction of the cab for the pumper truck which has started, gave a report on the Fire and EMS calls. Classes for S130/S190 Wildland Urban Interface is scheduled for August.

Councilman Pannell thanked Chief Wendt for the evacuation training at Esplanade Gardens.

4. Report and Discussion of Significant Police Events.

Chief Jamison reported the Police Department will have ample coverage for the July 4th holiday. The department is training on and implementing Incode.

Minutes of City Council Meeting July 3, 2012

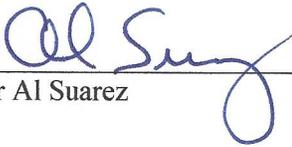
Councilman Selko asked to go back to agenda item 8L and stated the item was approved as written and should have been approved as amended. Councilman Selko made a motion to approve Resolution 674 with the two typo corrections. Councilman Brown seconded the motion. The motion passed unanimously.

10. ADJOURNMENT

Mayor Suarez adjourned the meeting at 9:12 P.M.

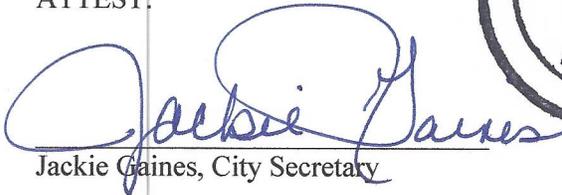
PASSED AND APPROVED THIS 17TH DAY OF JULY, 2012





Mayor Al Suarez

ATTEST:



Jackie Gaines, City Secretary