



Expanding Horizons

CITY OF CONVERSE
CITY ADMINISTRATION

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**MINUTES
CITY OF CONVERSE
CITY COUNCIL MEETING
May 7, 2013 - 7:00 PM**

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, May 7, 2013 at 7:00 PM. A quorum of the following Commissions may be present: Beautification & Environmental, Building & Standards, Economic Development Corporation, Park & Recreation and Planning & Zoning.

1. CALL TO ORDER.

Mayor Suarez called the Regular Meeting to order at 7:00 P.M.

2. INVOCATION.

The invocation was led by Donnie West, Church on the Rise.

3. PLEDGE OF ALLEGIANCE.

Mayor Suarez led the Pledge of Allegiance to the United States and the Texas Flag.

4. ROLL CALL, ESTABLISHMENT OF QUORUM & RECOGNITION OF VISITORS.

Mayor Al Suarez	Councilwoman Kathy Richel, Place 1
Councilwoman Renee Paschall, Place 2	Councilman Andy Selko, Place 3
Mayor Pro Tem Randy Pannell, Place 4	Councilman Joe Guastella, Place 5
Councilman Steve Brown, Place 6	Ms. Shawna D. Burkhart, City Manager
Mr. John Quintanilla, Assistant City Manager	Mr. Ray Ortiz, City Attorney
Ms. Jackie Gaines, City Secretary	

Mayor Suarez recognized Mr. Arnold Salinas of the Judson ISD.

5. CONSENT AGENDA.

- A. Approve Minutes of City Council Meeting on April 16, 2013.**
- B. Accept Economic Development Corporation Minutes for March 1, 2013 meeting.**
- C. Accept Planning and Zoning Commission Minutes for March 18, 2013 meeting.**
- D. Receive Economic Development Corporation Financials through January 31, 2013.**
- E. Approve October 2012- March 2013 Financial Reports.**
- F. Approve October 2012 - March 2013 Investment Reports.**
- G. Action to appoint Ms. Elizabeth Kuhlmann, as a Member of the Board of Directors for the Economic Development Corporation for a Two Year Term Ending May 31, 2015. (EDC Director)**
- H. Action to appoint Mr. Roy Schaufele, as a Member of the Board of Directors for the Economic Development Corporation for a Two Year Term Ending May 31, 2015. (EDC Director)**

Councilman Brown asked for a correction to item 5A (Minutes of the April 16, 2013 City Council Meeting item 6E) to reflect that the Resolution was not ready for action.

City Council Minutes of Meeting May 7, 2013

Mayor Pro Tem Pannell made a motion to approve the consent agenda items A-H as amended. Councilman Selko seconded the motion. The motion passed unanimously.

6. SPECIAL CONSIDERATION ITEMS.

A. State of the City Address (Mayor Suarez)

Mayor Suarez addressed the citizens with the State of the City Address. Mayor Suarez's outline included the accomplishments, challenges and projects of the City. Mayor Suarez thanked the public officials and city staff for contributing to the success of the infrastructure, growth of the city, employee compensation and quality of services provided to the residents and business owners.

B. Action to Swear in Councilman Joe Guastella, City Council Place 5. (Mayor Suarez)

Mr. Joe Guastella was sworn into the City Council Place 5 position to fulfill the duties for the unexpired term by Mayor Suarez. Councilman Guastella thanked the City Council for the appointment and said he is ready to get to work to serve the citizens of Converse. Family and friends were present to congratulate Councilman Guastella.

C. Recognition of Cristopher Brennan, Utility Crew Leader, Utility Department, for his Ten Years (10) of Service to the City of Converse. (Mayor Suarez)

Mr. Cristopher Brennan was recognized by Mayor Suarez and the City Council for ten years of service to the utility department. Mr. Brennan thanked the Council for the recognition and stated that he enjoys working for the City of Converse.

D. Recognition of Police Officer Alejandro Reyes for his Five Years (5) of Service to the City of Converse. (Mayor Suarez)

Mayor Suarez deferred the item due to Officer Reyes not able to attend the City Council meeting.

Mayor Suarez called for a recess at 7:38 PM.

Mayor Suarez reconvened the regular meeting at 7:48 PM.

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.

Celeste Morris of Arabian King discussed transportation.
Grant Lopez discussed paved parking requirements.

8. PUBLIC HEARINGS.

NONE

9. OLD BUSINESS.

NONE

10. NEW BUSINESS.

A. Discussion and Appropriate Action on a Request to Appoint Shawna D. Burkhart Executive Director of the Converse Housing Finance Corporation. (City Manager)

Mayor Suarez deferred the item due to action taken in the Converse Housing Finance Corporation meeting.

B. Discussion and Appropriate Action on a Request to Appoint Shawna D. Burkhart Executive Director of the Converse Public Facilities Corporation. (City Manager)

Mayor Suarez deferred the item due to action taken in the Converse Public Facilities Corporation meeting.

C. Discussion and Appropriate Action on a Request to Approve Budget Amendment #108-D-2013. (City Manager) (First Reading).

Ms. Burkhart stated this budget amendment reflects the increase of revenues and expenditures related to the Lions Club donation to the Library. Increase revenues for Library donation \$2,700, increased expenditures for support materials \$1,000, increased expenditures for summer reading supplies \$1,200 and increased expenditures for office supplies \$500.

Councilwoman Paschall made a motion to approve Budget Amendment #108-D-2013. Mayor Pro Tem Pannell seconded the motion. The vote was unanimous. The motion carried.

D. Discussion and Appropriate Action on a Request to Approve A Vehicle Policy that Allows Police Officers and Investigators to Take Marked Vehicles Home. (City Manager) (Police Chief)

Chief Jamison stated the current Vehicle Policy allows the Criminal Investigation Division to take home a vehicle and requested extending the policy to allow patrol officers to use a vehicle for transportation to and from work and to work related events. The benefits would be an increased presence and heightened visibility in the neighborhoods to deter crime. Chief Jamison added that this policy will be an incentive to the officers by allowing the employees to save on gas mileage to and from work.

Councilman Guastella made a motion to approve the Vehicle Policy that allows the Police Department to take home a marked unit. Councilwoman Paschall seconded the motion. The vote was unanimous. The motion carried.

E. Discussion and Appropriate Action on a Request to Approve the AMBER FALLS Development Water Line Installation Project. (City Manager) (Utilities Director)

Ms. Burkhart stated this request is to install a 12" water main line for the development of the Amber Falls Apartment Complex. The City would share the cost for installing 950 linear feet of water main extension with the developer. The approximate cost is \$50,000 for the shared water main extension. The utility department has the equipment and manpower to complete the job. The project is not budgeted and even though the project will not take place until the next budget year, the developer has asked for a commitment from the City.

Councilman Selko made a motion to approve the Amber Falls Development Water Line Installation Project for the installation of 950 linear feet and in advance of the developer receiving his financing. Councilman Guastella seconded the motion. The vote was six in favor (Selko, Guastella, Brown, Pannell, Suarez, Paschall and one opposition from Richel. The motion carried.

F. Discussion and Appropriate Action on a Request to Amend City of Converse Ordinance #330 dated September 4, 2012. The Sections of Chapter 30-Parks & Recreation, Article II, City of Converse Code of Ordinance to be Amended are as follows: Section 30-65-Hours of Operation,

30-67-Facility Charges and Use Regulations, 30-68-Agreement for Usage & 30-71-Penalties. This City of Converse Ordinance Regulates Hours of Parks Operation. (First Reading) (City Manager)

Ms. Burkhart reported that when the City Council approved the changes to the hours of operation to the parks, the changes were not made to the Ordinance. Ms. Burkhart added that section III.1.A. allows the city manager to authorize to use discretion for city facilities and for equipment to be used by individuals or community groups.

Ms. Russell asked Council to approve "Shopping in the Park", which will be for-profit vendors to set up in the park on a rotating basis with other cities in the surrounding area.

Mayor Pro Tem Pannell asked to have this ordinance and Ms. Russell's request to be reviewed by the Parks and Recreation Commission first and then bring the item back for consideration by the Council.

Councilwoman Paschall made a motion to table the item until reviewed by the Parks and Recreation Commission. Councilman Guastella seconded the motion. The vote was unanimous. The motion carried.

11. 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 congratulated Councilman Guastella on the appointment of City Council Place 5 and thanked Ms. Silvas for the success of the Build Converse Green Event.

B. Councilmember's Reports/Items of Interest.

Councilman Brown thanked Mayor Pro Tem Pannell and Mr. West along with the total of 17 volunteers that cleaned up and secured the vacant home on Avenue D. Councilman Brown asked to set up a meeting with the City Manager, Assistant City Manager, City Attorney and Mayor Suarez regarding Municode.

Councilwoman Paschall asked to display the untreated mulch on the marquee.

C. City Commission Liaison Reports.

- Councilman Guastella-Parks and Recreation Commission will meet May 13, 2013
- Mayor Pro Tem Pannell-Planning and Zoning Commission will meet May 20, 2013
- Councilman Brown-Building and Standards Commission will meet May 29, 2013
- Ms. Burkhart-CVLGC invitation to City Council to give an update May 23, 2013

D. Economic Development Corporation Executive Director's Report.

Ms. Silvas gave the following report:

-Converse Green Day event was a success with over 100 attendees.

Thanked the City Council for the reappointment of the EDC Board members.

-briefing on three projects that are in various stages.

-A meeting is set for May 15, 2013 for a Steering Committee to undertake the Loop 1604 Commercial Corridor Study.

- Ms. Silvas and Ms. Burns will attend the ICSC RECon convention in Las Vegas, Nevada May 19-22, 2013.
- Received close to 20 applications for the Business Retention and Marketing Manager position and will conduct interviews next week.

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

a. HOG WILD Elected Officials Event Sponsored by Denton, Navarro & Bernal

- Ms. Burkhart invited the Council to attend the elected official's event and to reply to Ms. Martinez or Ms. Gaines
- Ms. Burkhart added that the 6 months of financials the City Council approved tonight has incorrect postings. The financials did not post correctly due to the conversion and the finance department is making corrections daily.
- Ms. Burkhart and Ms. Piatt will meet with the Bond Counsel, Mr. Jim Plummer, regarding the Housing Finance Corporation and the Public Facility Corporation.
- The employees have concluded the health benefits process.

F. City Staff Reports.

1. Report and Discussion of Significant Police Events.

Chief Jamison thanked the Council for the support on the vehicle take-home policy. The crime prevention unit is making a good impression on the community; we are seeing fewer burglaries and thefts compared to last year.

2. Report and Discussion of Significant Public Utilities Events.

Mr. Perez reported the following:

- 15 water leaks, 10 sewer backups, 466 work orders and 294 turn-offs for non-payment.
- Met with LCR construction, they have rehabbed 8 manholes and have 8 more to complete in Astoria Place.
- Had an electrical surge at the Bob Grubb well site, the repair was less than two weeks.

3. Report and Discussion of Significant Public Works Events.

Mr. Hoppes reported that the streets department continued construction on the North Park Trail, installed stop signs and installed pavement markings on Shawnee Bluff and removed and replaced sidewalks on Meadow Branch. Mr. Hoppes stated the department installed concrete base for antenna at Library to support Incode, street sweeping areas with standing water and installed asphalt around the marquee sign at City Hall. The water truck has been placed back into service.

The grounds department mowed, trimmed and cleaned several areas of the City. Completed brush pickup in zone four, picked up nine out-of-cycle requests. Equipment repairs for preventative maintenance were performed.

Mr. Hoppes said the swimming pool repair cost has risen, the concrete deck is to be poured on or around May 10, 2013 and the slip lining is staged for May 15th or sooner. The parks department has worked on getting the volleyball courts ready for the 2013 summer season. Mr. Hoppes' department is working with Mr. Quintanilla on park planning. The fleet department is conducting routine maintenance on vehicles and equipment.

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

Chief Wendt reported on three fires in and near the city limits.

12. EXECUTIVE SESSION.

Mayor Suarez called for a recess to convene into Executive Session at 9:12 PM.

- A. **Executive Session in Accordance with Texas Open Meetings Act Section 551.071. CONSULTATION WITH CITY ATTORNEY; CLOSED MEETING. Consultation with City Attorney regarding potential litigation related to Toepperwein Road Reconstruction Project. (Mayor Suarez) (City Attorney)**
- B. **Executive Session in Accordance with Texas Open Meetings Act Section 551.074, LEGAL MATTERS; CLOSED MEETING. Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee (Fire Chief). (City Attorney) (City Manager)**

13. RECONVENE TO OPEN SESSION.

Mayor Suarez reconvened into Open Session at 9:55 PM.

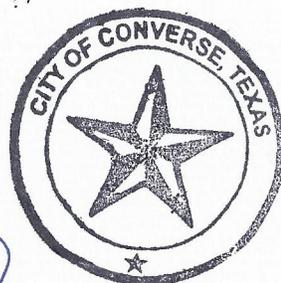
- A. **Discussion and Appropriate Action in Accordance with Texas Open Meetings Act Section 551.071 regarding potential litigation related to Toepperwein Road Reconstruction Project. (Mayor Suarez)**

Mayor Suarez stated no action required on item 13A.

14. ADJOURNMENT.

Mayor Suarez adjourned the meeting at 9:56 PM.

PASSED AND APPROVED THIS 21ST DAY OF MAY, 2013.



Al Suarez

Al Suarez, Mayor

ATTEST:

Jackie Gaines

Jackie Gaines, City Secretary