



Expanding Horizons

CITY OF CONVERSE
CITY ADMINISTRATION

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MINUTES
CITY OF CONVERSE
CITY COUNCIL MEETING
June 04, 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, June 04, 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 PM.

2. INVOCATION.

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

3. PLEDGE OF ALLEGIANCE.

Mayor Suarez led the pledge of allegiance to the U.S. Flag and the Texas Flag.

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

Mayor Al Suarez
Councilwoman Renee Paschall, Place 2
Mayor Pro Tem Randy Pannell, Place 4
Councilman Steve Brown, Place 6
Mr. John Quintanilla, Assistant City Manager
Ms. Jackie Gaines, City Secretary

Councilwoman Kathy Richel, Place 1
Councilman Andy Selko, Place 3
Councilman Joe Guastella, Place 5
Ms. Shawna D. Burkhart, City Manager
Mr. Ray Ortiz, City Attorney

5. CONSENT AGENDA.

A. Approve Minutes of City Council Meeting on May 21, 2013.

B. Accept Planning & Zoning Commission Minutes for April 15, 2013 meeting.

Mayor Pro Tem Pannell asked to pull item 5A from the Consent Agenda.

Councilman Brown made a motion to approve item 5B. Mayor Pro Tem Pannell seconded the motion. The vote was unanimous. The motion carried.

Mayor Pro Tem Pannell referred to item 10 B and of the May 21, 2013 City Council Minutes asking to have the statement stricken that states Mr. Ortiz *approved the contract*; to state that Mr. Ortiz reviewed the contract. Mayor Pro Tem Pannell asked for a correction to his name on the Action of Item 10 E of the May 21, 2013 City Council Minutes, as to who made the motion.

Councilman Guastella made a motion to approve the Minutes as amended. Councilman Brown seconded the motion. The vote was unanimous. The motion carried.

6. SPECIAL CONSIDERATION ITEMS.

A. Recognition of Michael Andrade, Mechanic, for his Ten Years (10) of Service to the City of Converse. (Mayor Suarez)

Mr. Andrade received special recognition from Mayor Suarez and the City Council for his ten years of service to the City of Converse and was given a certificate of appreciation and a city coin.

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.

Ms. Joan Lindgren of Liberty View-agrees the employees deserve the bonus but have to oppose the employee bonus due to not having the funds in this current budget. Ms. Lindgren asked the Council to give an employee increase at the next budgeted year.

8. PUBLIC HEARINGS

A. None.

9. OLD BUSINESS.

A. Discussion and Appropriate Action on a Request to Approve Budget Amendment #108-E-2013. (City Manager) (Second Reading).

Ms. Burkhart stated this budget amendment reflects the increase of revenues to the SARA sewer processing refund for CY 2012 of \$48,225.00. These funds will be used to upgrade Judson Valley lift station. An additional budget amendment is the increase of revenues of \$41,939.04 to the Edwards Acquire Rebate Program.

Mayor Pro Tem Pannell made a motion to approve the Budget Amendment #108-E-2013. Councilman Guastella seconded the motion. The vote was unanimous. The motion carried.

10. NEW BUSINESS.

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

Mayor Suarez asked for the item to be placed on the agenda as a follow up from the 2012-2013 budget workshop requests. The Council asked for a review of the budget of any un-incumbent funds to be given to the employees as a mid-year salary increase.

Ms. Burkhart reported at the last Council meeting that the audit had a savings of \$538,000 of which \$213,000 was CIED funds. The CIED funds were appropriated for the P25 radios. Ms. Burkhart read the CIED fund activity that has the total revenue of \$881,258.30. The total expenses for the CIED funds are \$731,609.30, which includes \$49,649.00 for Daktronics (digital marquee) and the pending expense of \$100,000.00 for the P25 radio compliance. During the budget meetings, the Council requested the CIED funds to be set aside for capital projects. The city currently has approximately \$300,000 of savings that is not attributable to CIED funds. Ms. Burkhart added that a one-time bonus would be a cost of \$50,000.

Councilwoman Paschall stated the employees are deserving of a raise and commended the idea of giving a bonus to the employees but would not support a menial bonus. Councilwoman Paschall asked the City Manager to devise a plan that gives a time when a significant raise or bonus can be given to the employees.

Councilman Selko stated the auditors advised the Council to have a minimum of four months of operational costs and asked the City Manager if we have the reserves. Ms. Burkhart replied that the city does not have the four months of reserves. Councilman Selko stated he would not want to give a menial bonus and would like to wait to see if revenue from sales taxes goes up and reassess a permanent pay increase at next year's budget.

Councilman Brown said the city does not have the recommended reserves and the bonuses would be coming out of the capital projects fund, which means the capital projects would not be completed.

Mayor Suarez asked the City Manager if the city could afford a bonus. Ms. Burkhart replied no; the city has more capital projects than we have budgeted. It is the preference of Council to appropriate the funds, and the one-time bonus is affordable if Council chooses to use the funds for bonuses instead of capital projects.

Mayor Pro Tem Pannell respectfully disagreed and stated Council needs to award the bonuses to the employees. Mayor Suarez stated he was going to support the one-time bonus for the employees.

Councilman Brown made a motion to table the item until the budget is completed to ensure that funds cannot be more appropriately used elsewhere, for an overall pay increase. Councilman Guastella seconded the motion. The vote was five in favor (Brown, Guastella, Paschall, Richel and Selko) and two oppositions (Mayor and Mayor Pro Tem). The motion carried.

B. Discussion and Appropriate Action on a Request to Approve a Contract between the South Texas Regional Advisory Council (STRAC) and the City of Converse. (City Manager).

Chief Wendt reported that access to South Texas Regional Advisory Council (STRAC) Information Systems of this agreement is in conformance with the Health Information Portability and Accountability Act (HIPPA). The City Attorney has reviewed the contract.

Councilwoman Paschall made a motion to approve the contract between the South Texas Regional Advisory Council and the City of Converse. Councilwoman Richel seconded the motion. The vote was unanimous. The motion carried.

C. Discussion and Appropriate Action to Approve the Preliminary Infrastructure Acceptance of ROLLING CREEK UNIT #4. (City Engineer) (Assistant City Manager).

Mr. Quintanilla stated this item was brought before the Council on May 21, 2013 with a letter from the engineer that stated final acceptance instead of preliminary acceptance.

Mr. Horvath stated the letter for preliminary acceptance date should be dated May 22, 2013 and he will make the change.

Councilman Brown made a motion to approve the preliminary infrastructure acceptance of Rolling Creek Unit 4. Mayor Pro Tem Pannell seconded the motion. The vote was unanimous. The motion carried.

D. 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 the Parks and Recreation Commission reviewed the ordinance and made several changes. The ordinance authorizes the use of the parks and recreation areas owned and controlled by the city.

Mr. Ortiz asked to combine the rates for a total cost to make it easier for the customer to understand.

Councilman Brown made a motion to approve Ordinance 330 as amended with the totaling the fees. Councilman Guastella seconded the motion. The vote was unanimous. The motion carried.

E. Discussion and Appropriate Action on a Request to Approve Contract Amendment #44 to the Sewage Transportation Treatment and Disposal Contract with the San Antonio River Authority. (City Manager)

Mr. John Gomez, Utilities Manager for SARA addressed Council regarding the growth of the city and the lower winter average, which helped lower the rates.

Councilman Brown made a motion to approve the San Antonio River Authority amendment #44 to the sewage transportation treatment and disposal contract. Councilman Selko seconded the motion. The vote was six in favor; Mayor Pro Tem Pannell was not in attendance for the vote. The motion carried.

F. Discussion and Appropriate Action on a Request to Approve Actuarial Study of Retiree's Health Benefits Valuation According to GASB Statements 43 & 45, Actuarial Valuation of Other Pension Eligible Benefits (OPEB). (City Manager)

Ms. Burkhart said the auditors advised the city to perform an actuarial study of the retiree health benefits and how this may affect our bond rating in the future and the impact on the audit of carrying retiree health insurance and the liability of retiree healthcare.

Councilman Guastella asked for a synopsis of the audit. Ms. Burkhart replied that she will prepare a Power Point presentation for the Council.

Ms. Hieronymus, retiree from the city, asked the Council to consider not taking away the benefit to the retirees of the City.

Ms. Burkhart stated that there is no action required unless the Council wishes to withdraw this benefit.

There was no action taken on item 10 F.

G. Discussion and Appropriate Action on a Request to Amend City of Converse Ordinance #305-2013 dated March 19, 2013. The Section of the City of Converse Codification Chapter 46-Utilities, Article VI-Water, Division II-Regulations, Section 46-108-Standard Procedures. This City of Converse Ordinance Regulates Service Fees. (First Reading) (City Manager)

Ms. Burkhart reported that this ordinance is a combination of two previous ordinances the Council approved.

Councilman Brown made a motion to approve Ordinance 3052013. Mayor Pro Tem Pannell seconded the motion. The vote was unanimous. The motion carried.

H. Discussion and Appropriate Action on a Request to Amend City of Converse Ordinance #313A dated April 16, 2013. The Section of the City of Converse Codification Chapter 46-Utilities, Article II-Sewage Disposal, Section 46-26-Billing Practice Rates. This City of Converse Ordinance Regulates Sewer Fees. (First Reading) (City Manager)

Ms. Burkhart asked to pull Ordinance 313. The item is not ready for consideration.

Mayor Suarez pulled Ordinance 313A due to the item not ready for consideration.

I. Discussion and Appropriate Action on a Request to Amend City of Converse Ordinance #612-2013 dated February 5, 2013. The Section of the City of Converse Codification Chapter 40-Subdivisions, Article IV-Standards and Regulations, Division III-Streets, Alleys, Sidewalks & Crosswalk Ways, Section 40-2848-Plan Requirements. This City of Converse Ordinance Regulates Subdivision Development Standards & Regulations. (First Reading) (City Manager)

The Ordinance presented was not a complete document.

Councilman Brown tabled Ordinance 612-2013. Mayor Pro Tem Pannell seconded the motion. The vote was unanimous. The motion carried.

J. Discussion of Structural and Plumbing Issues at Fire Station #2. (City Manager).

Ms. Burkhart reported the main sewer line is severed in the woman's restroom at Fire Station #2, which makes only one restroom functional. The City just received a plumbing quote of \$7,000 to tunnel under the structure to repair the line. Additional recent issues are ceiling tiles falling due to the exterior walls leaning outward. Vickrey and Associates will locate a specialist to tour the facility and come back with an estimate to repair the issues.

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 asked for an update on the compensation and pay study.

Ms. Burkhart replied that in 2011, the city was in the process of a compensation plan. The plan was adopted, but not utilized due to the lack of funding. To bring the employees up to minimum pay grade would cost the city approximately \$400,000. The study only surveyed what our sister cities in the area were paying and established high and mid points for each pay grade. The study did not assess our current positions with the employees in those positions and how it would get them step-in-grade. The city then contracted with the consultant to perform the second step of the study. Each employee's file was reviewed to assess their education, certification, etc. No document has come out of that and the city has pursued getting the results. Ms. Burkhart reiterated that the current study shows starting pay but does not show us how to do a step-in grade plan. The document has only been used for the Finance and the Human Resource Director positions.

B. Councilmember's Reports/Items of Interest.

Councilwoman Paschall asked if the Human Resource Director can attend the City Council meetings to give his reports.

Ms. Burkhart replied that the Human Resource Director and the Building Director will attend the City Council meetings monthly.

C. City Commission Liaison Reports.

-Mayor Pro Tem Pannell said the Planning and Zoning Commission will meet in a couple of weeks.

-Councilman Guastella reported the Parks and Recreation Commission meets Monday and thanked the Commission for the hard work they put into the events.

-Councilwoman Paschall reported the Economic Development Corporation had a successful strategic planning meeting regarding the Loop 1604 Corridor Study.

D. Economic Development Corporation Executive Director's Report.

Ms. Silvas was not able to attend the meeting to give a report.

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

1. Grand Opening of City Pool Scheduled for noon on 06.08.13

Ms. Burkhart reported the pool will open Saturday, June 8, 2013. Southwest Securities will be on the next agenda regarding the bonds for refinancing at a lower rate.

F. City Staff Reports.

1. Report and Discussion of Significant Police Events.

Chief Jamison reported officers will work security for Project Graduation. Officers are continuing to work security at Walmart. Chief Jamison thanked the Council for allowing officers to take home the marked units.

2. Report and Discussion of Significant Public Utilities Events.

Mr. Perez gave a report for the month of May that included five main breaks, repaired eleven service leaks, had five sewer backups and had 239 customer turn-offs for non-payment. Lightening struck the Bob Grubb well. The repair cost is within the budget.

3. Report and Discussion of Significant Public Works Events.

Mr. Hoppes reported the walking trail at North Park is complete with the exception of adding the railing. Mr. Hoppes is waiting for more estimates to repair the brush chipper. One estimate to repair the chipper came in at \$9,800.

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

Chief Wendt reported on several lightening strikes that caused electrical damage in to a home in Placid Park. The department worked on a fire in MacArthur Park. The EMS department is busy working on the new billing system. Chief Wendt and Assistant Chief Christian will go to Houston to attend a memorial service.

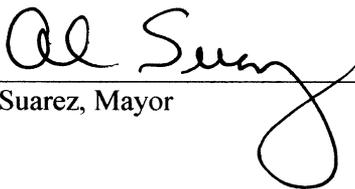
12. EXECUTIVE SESSION.

A. NONE.

13. ADJOURNMENT.

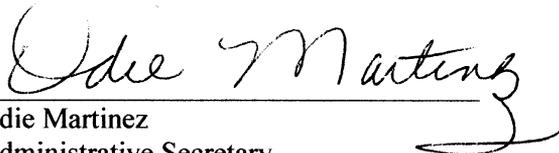
Mayor Suarez adjourned the meeting at 9:17 PM.

PASSED AND APPROVED THIS 2ND DAY OF JULY, 2013.



Al Suarez, Mayor

ATTEST:



Odie Martinez
Administrative Secretary

