

MINUTES OF A REGULAR MEETING OF THE CITY OF SAN JUAN COMMISSION

DATE: Tuesday, February 27, 2018

TIME: 6:00 p.m.

PLACE: San Juan Memorial Library
Multipurpose Meeting Room
1010 S. Standard
San Juan, Texas 78589

MEMBERS PRESENT: Mario Garza, Mayor
Pete Garcia, Mayor Pro-Tempore
Jesse Ramirez, Commissioner
Ernesto Guajardo, Commissioner
Lenny Sanchez, Commissioner
Rick Palacios, City Attorney

STAFF PRESENT: Benjamin Arjona, City Manager
Diana Cavazos, Interim City Secretary
Tirso Garza, Chief of Fire
Juan Gonzalez, Chief of Police
Leroy Gonzales, Finance Director
Adelaida Cordero, Director of Human Resources
Armandina Sesin, Library Director
Patrick Willingham, Director of Parks and Recreation
Xavier Cervantes, Director of Planning
Carmen Gonzalez, Director of Sanitation
David Salinas, Director of Utilities
Rene Jaime, Purchasing/Risk Management
Mary Enriquez, Court Administrator
Robert Rangel, Director of Information Technology

ORDER OF BUSINESS

I. CALL MEETING TO ORDER

Mayor Mario Garza called meeting to order at 6:00 p.m.

II. INVOCATION

Nuno Rodriguez led the Invocation.

III. PLEDGE OF ALLEGIANCE

Mayor Mario Garza led the Pledge of Allegiance.

IV. PUBLIC COMMENTS

V. PRESENTATIONS

- a. Presentation on Departmental Reports: Finance Department, Fire Department, Department of Utilities, Police Department, Municipal Court. (Benjamin Arjona, City Manager)
 - 1. Finance Department Monthly Report
 - 2. Fire Department Monthly Report
 - 3. Department of Utilities Monthly Report
 - 4. Police Department Monthly Report
 - 5. Municipal Court Monthly Report

DISCUSSION: Benjamin Arjona, City Manager stated that all Department Directors were present to answer any questions the Commission might have. Mayor Garza asked Carmen Gonzalez, Sanitation Director how she was doing with the brush schedule. Ms. Gonzalez responded that they are up to date but had made some changes within her department so it would be more efficient. Mayor Garza asked on what were the changes that were done and she replied that her crews were changed to six men crews, allowing them to finish the jobs quicker and they would also be doing the runways and alleys. Regarding the brush pickup, she mentioned they were up to date. Mayor Garza asked if the position for the driver that drives the sweeper had been filled and Ms. Gonzalez replied that they were having a hard time since the position had been open for a while and there were only two applicants. Mayor Garza asked if a CDL license was required and Ms. Gonzalez replied that it was and she would just give it one more week and if she didn't receive any more applicants she would interview the two applicants and make a decision. Commissioner

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, FEBRUARY 27, 2018**

Ramirez asked if there was a pay difference and Ms. Gonzalez replied that in her opinion the pay rate was too low.

Commissioner Sanchez commended the San Juan Police Department on a job well done regarding the school threat earlier this week. Commissioner Sanchez also stated that he knows public safety is a key with the fire and police on board at all times to make sure the community is safe. Commissioner Ramirez wanted to follow up with Chief Gonzalez in regards to the school district reaching out to having a police officer in every campus. Chief Gonzalez stated they were working with the school district since at the moment they have a roving patrol in different schools. Chief Gonzalez also mentioned that he was working with Dr. King and the City Manager to see what else they could provide. At the moment the schools are being monitored by the Police Department. Commissioner Ramirez asked if only by patrolling and Chief Gonzalez responded that they were only doing spot checks in different areas. Mr. Arjona, City Manager also added that this was in addition to the police officer that was in place at the high school. Mayor Garza commented that he had suggested to a couple of school board members for the District to look into having their own police department. Chief Gonzalez stated that the School Board Committee had already reached out to him since they were planning on having a security committee.

- b. Parks and Recreation Advisory Board update on Naming the Baseball/Softball Complex located at 1419 San Antonio Avenue, San Juan, Texas 78589 (Patrick Willingham, Director of Parks and Recreation)

DISCUSSION: Patrick Willingham, Parks and Recreation Director stated that he wanted to thank the Police and Fire Department for assisting with their Friendly City 5K event. Mr. Willingham also mentioned that earlier the Parks and Recreation Advisory Board had brought to the Commission the possibility of naming the Baseball/Softball Complex with granted approval to find a way for the community to give feedback on the naming. Mark Alaniz clarified that the present names; Mayfield and Lalo Arcaute will stay as is. He added, they have been working with Mayra from the IT Department who has done an excellent job on their webpage. The citizens would go on and give their name suggestions and also after speaking with the Board and Commission we are leaning on naming it after someone from the City that has made an impact, and according to the Bylaws the person named must be deceased. Mayer Garza asked if the Complex needed to be named after a person and Mr. Alaniz responded that it didn't. Commissioner Ramirez asked how this would be promoted and Mr. Alaniz replied that there would be a live scroll on the top of our City of San Juan webpage. Commissioner Sanchez asked if there would be any other kind of social media to promote this and Mr. Alaniz stated they would also promote it on Facebook.

- c. Presentation of the Current Board Members for Keep San Juan Beautiful and possible projects (Eric Munoz, Recycling Coordinator)

DISCUSSION: Eric Munoz, Program Coordinator for Keep San Juan Beautiful stated that in October 2015 the Keep San Juan Beautiful program was created by the appointment of members of the City Commission and at the present time he would like to present the current board members which are Rhodora Elizondo, Jennifer Villarreal, Eric Guajardo and Dr. Nuno Rodriguez. With the recognition of the board members, Dr. Rodriguez stated that the purpose of the Keep San Juan Beautiful Board was to make recommendations to the Commission and to the Departments of our City Government in every area that affects the healthy appearance of the City. Dr. Rodriguez also stated that with the support from the Commission, Sponsors and Volunteers they were planning on conducting graffiti cleanups and one is already scheduled for March 24th. They will also continue working on tire roundups, landscaping and continue with community education. Mayor Garza asked about the graffiti cleanup and Mr. Munoz replied that the meeting point is at the recycling collection center at 8:00am with a departure of 8:30am and returning by 11:50am. Ms. Gonzalez also mentioned that they would be placing the event on the City's webpage.

VI. DISCUSSION AND POSSIBLE ACTION ON ALL THE FOLLOWING MATTERS:

- a. Discussion and Possible Action to authorize staff to solicit for request for qualifications for Geotechnical Services following Disadvantaged Business Enterprise (DBE) Program Rules.

DISCUSSION: Mr. Arjona stated that this has to do with the geotechnical testing that has to be done and only because it's a Texas Development Board and federal guidelines need to be followed. Apparently in the past, it was done because it was under an umbrella but now that they're doing additional work that has to do with the Texas Water Development Board we need to solicit a request for qualifications under the DBS standards. Commissioner Ramirez asked for what exact project was this for and Mr. Arjona replied

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, FEBRUARY 27, 2018

Commissioner Ramirez motioned to approve and seconded by Commissioner Sanchez. Motion passed unanimously. (5-0)

- b. Discussion and Possible Action to authorize staff to solicit for request for Qualification from Energy Service Companies (ESCO) to provide Turnkey Utility Conservation Program that will provide infrastructure improvements, sustained costs savings and Revenue Enhancements and meet the requirements of the Texas Energy Performance contracting requirements per Local Government Code 302.

DISCUSSION: Mr. Arjona, City Manager stated that a couple of months ago he had a presentation from Siemens Construction to have them do an assessment city wide for anything regarding water conservation, energy management systems, energy efficiency, lighting upgrades, HVAC, system modifications, building envelope improvements, domestically in cold water system, high efficiency motors water, waste water infrastructure and automated meter reader system. Mr. Arjona also mentioned that after doing these assessments they will present it to the Commission and then they can choose what they want to venture into. Commissioner Sanchez asked if there would be a cost for this service and Mr. Arjona replied that there would be no cost to the City. Mayor Garza asked if there was a motion to approve.

Commissioner Guajardo motioned to approve, seconded by Commissioner Sanchez. Motion passed unanimously. (5-0)

VII. APPOINTMENTS

- a. Consider Removal and Appointment of Board Members related to the San Juan Memorial Library Board.

DISCUSSION: Diana Cavazos, City Secretary mentioned she had the Library Board list which consisted of seven members serving two years staggered terms as per the Library Board Bylaws. If a member is absent more than three consecutive times they shall be automatically dropped from the membership. Ms. Cavazos presented a list of the current members as well as the applications received. Commissioner Ramirez asked Ms. Sesin, Library Director if attendance was all in good standing and if they had submitted for reappointment. Ms. Sesin responded yes to both questions. Mayor Garza asked if an attendance record was provided and Ms. Cavazos responded no, there were no records provided. Mayor Garza asked if there was a motion to approve.

Commissioner Ramirez made motion to re-appoint Maria Estela Ayala, Iris Lara, Leticia Leija and Maria Navarro. Seconded by Mayor Garza. Motion passed unanimously. (5-0)

- b. Consider Removal and Appointment of Board Members related to the Planning and Zoning Board.

DISCUSSION: Diana Cavazos, City Secretary stated that the Planning and Zoning Board consisted of seven members serving two years staggered terms as per their Board Bylaws. If a member is absent more than three consecutive times they shall be automatically dropped from the membership. Ms. Cavazos presented a list of the current members as well as one application that had been submitted. Mayor Garza asked Mr. Cervantes about the attendance records and Mr. Cervantes replied that members, Mary Gonzalez and Agapito Vargas missed meetings the most, they attend 60 to 70% of the time.

Mayor Garza made a motion to remove Mary Gonzalez and appoint Nuno Guajardo. Seconded by Commissioner Guajardo. Motion passed unanimously (5-0)

Commissioner Ramirez asked for the attendance for Mr. Magallan and Mr. Alaniz, Mr. Cervantes replied that it was about 80-90% attendance.

Commissioner Guajardo made a motion to re-appoint Adan Magallan and Eduardo Alaniz for the Planning and Zoning Board. Seconded by Commissioner Ramirez. Motion passed unanimously. (5-0)

Commissioner Ramirez made a motion to remove Agapito Vargas and appoint Valerie Vargas Cardenas. Seconded by Commissioner Sanchez. Motion passed unanimously. (5-0)

- c. Consider Removal and Appointment of Board Members to the Keep San Juan Beautiful Board.

**CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, FEBRUARY 27, 2018**

DISCUSSION: Diana Cavazos, City Secretary stated that the Keep San Juan Beautiful Board consisted of seven members serving two years staggered terms as per their Board Bylaws. If a member is absent more than three consecutive times they shall be automatically dropped from the membership. Ms. Cavazos presented a list of the current members as well as one application that had been submitted. Commissioner Ramirez questioned the minutes for September 12, 2017 since it stated that Eric Guajardo and Jennifer Villarreal had just gotten appointed, yet on the list provided it showed her term as expired. Rick Palacios then explained that she might have been appointed to an unexpired term. Eric Munoz, Eric Guajardo and Jennifer Villarreal's term will expire by the end of 2018. Mr. Munoz stated that Eddie Garcia's term had expired and he had not submitted an application. Commissioner Guajardo mentioned that the list of board members needed to be updated showing Commissioner Ramirez as one of the members since Mayor Pro-Tem Pete Garcia had given up his seat.

Commissioner Ramirez motioned to appoint Abraham Diaz Alonso for the expired term of Eddie Garcia. Seconded by Mayor Garza. Motion passed unanimously. (5-0)

- d. Consider Removal and Appointment of Board Members related to the Housing Authority Board.

Mayor Garza motioned to table this item for the next meeting. Seconded by Commissioner Ramirez. Motion passed unanimously. (5-0)

VIII. CONTRACTUALS/RESOLUTIONS

- a. Consider authorizing the City Manager to execute the contract with Bagley Associates LLC for the Comprehensive Plan and Update of the Parks Master Plan Project.

DISCUSSION: Benjamin Arjona, City Manager stated that this item was brought before the Commission a couple of meetings ago in reference to the Comprehensive City Plan and Parks Plan. The contract is already available and it will be sent to Legal for approval and then we can execute it, we just need approval to proceed.

Commissioner Ramirez motioned to approve. Seconded by Commissioner Sanchez. Motion passed unanimously. (5-0)

- b. Consider authorizing the City Manager to request statements of Qualifications from Architecture Firms for the Transit Terminal Project.

DISCUSSION: Benjamin Arjona, City Manager stated that the clinic is already levelled to the ground and now they are seeking to request statements of qualifications from architecture firms. Mayor Garza asked if there were any questions for Mr. Arjona and if there were not any, was there a motion to approve.

Commissioner Guajardo motioned to approve and seconded by Commissioner Ramirez. Motion passed unanimously. (5-0)

- c. Consider authorizing the City Manager to request statements of qualifications from firms to conduct an Environmental Report at the Transit Terminal Property.

Mr. Benjamin Arjona, City Manager stated no action taken.

IX. CONSENT AGENDA

- a. Consider an Ordinance in Second Reading for a conditional use permit for the sale of Alcoholic Beverages for on-premise consumption at the "Pizza Hut" restaurant located at 651 Virgen de San Juan Boulevard, legally described as Lot 1, Pizza Hut #40 subdivision, as requested by Muy Pizza-Tejas, LLC.
- b. Monthly Collection Report – January 2018
- c. Budget Expenditure Report – December 2017

- d. Meeting Minutes

- 1. January 10, 2017
- 2. September 12, 2017
- 3. October 13, 2017

CITY OF SAN JUAN
CITY COMMISSION MEETING
TUESDAY, FEBRUARY 27, 2018

4. November 1, 2017
5. November 14, 2017
6. November 20, 2017
7. January 9, 2018
8. January 18, 2018
9. January 29, 2018

DISCUSSION: Benjamin Arjona, City Manager stated that the Mayor and Commissioners could pull out any item for discussion. Mayor Garza asked if there were any changes or amendments in reference to the Consent Agenda and if not, was there a motion to approve.

Commissioner Ramirez motioned to approve Consent Agenda. Seconded by Commissioner Guajardo. Motion passed unanimously. (5-0)

X. ADJOURNMENT 6:43 PM

Commissioner Jesse Ramirez motioned to adjourn meeting and seconded by Commissioner Lenny Sanchez. Motion passed. (5-0)

CITY OF SAN JUAN, TEXAS

Mario Garza, Mayor

ATTEST:


Diana H. Cavazos, City Secretary