Minutes of Regular Meeting held May 14, 2018

Regular meeting held with the following present: Mayor Mark Bowen; Aldermen Jerry Stone, Ruben Gonzalez, Sam Cortez, Jamie Dahler; City Secretary Josie Campa; Director of Public Works James McGrath; Animal Control Director Betty Kroeger; Code Compliance Officer Scott Traeger; Police Chief Richard Priest; Fire Marshal Matt Dear; City Attorney Tom Cate; Library Director Cassandra Cortez. Alderman Ruble Farmer was absent.


CALL TO ORDER AND PLEDGE OF ALLEGIANCE
Mayor Bowen opened the regular meeting at 6:34 p.m. and led everyone in the Pledge of Allegiance.

VISITORS’/CITIZENS’ COMMENTS
Mayor Bowen introduced Atascosa County, Pct. 2 Commissioner Candidate for Republican Party Stewart Knowlton.

The Mayor also introduced the new owner of the Days Inn, Sunny Singh, who presented Council with treats. Mr. Singh also introduced his wife and two sons to everyone. Mr. Singh told Council they will have a grand opening once some renovations are completed.

APPROVAL OF MINUTES AND APPROVAL OF PAYMENT OF BILLS
Alderman Cortez made the motion that Council approve the minutes of the regular meeting held April 9th and the special meetings held April 16th and 30th and payment of the bills, be approved as presented. Seconded by Alderwoman Dahler. Passed unanimously.

ADMINISTER OATH OF OFFICE TO NEWLY ELECTED OFFICIALS AND PRESENT CERTIFICATES OF ELECTION
City Attorney and Notary Public Tom Cate administered the Oath of Office to Alderman Jerry Stone and Mayor Mark Bowen. Mr. Cate also presented certificates of election to the newly elected officials.

CONSIDER AND ACT UPON REQUEST FOR A CHANGE ORDER FOR HAND TUNNELING ON WATER LINE GRANT PROJECT DUE TO PROBLEMS WITH ROCK IN THIS AREA
City Secretary Josie Campa and Mayor Mark Bowen explained to Council the problem the contractor is having with rock on the water line grant project. They told Council a change order was needed for the contractor to hand tunnel the water line in two areas of the city. The total cost for the change order would be $45,385.00 and there is only $22,062.35 remaining in grant funds, so the city would be responsible for paying $23,322.65, if Council approves the change order. The City Secretary told Council this money can be taken from the “Infrastructure Fund”. After discussion, Alderman Gonzalez made the motion that Council approve the proposed change order and the budget be amended accordingly. Seconded by Alderman Stone. Passed unanimously.
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CONSIDER AND ACT UPON REQUEST FROM BEXAR COUNTY FOR LYITLE’S POPULATION TO BE INCLUDED AS A PORTION OF BEXAR COUNTY’S POPULATION FOR URBAN COUNTY APPLICATIONS TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM
City Secretary Josie Campa told Council that this item has been on the agenda before and Council has rejected the request, so that the city can go after its own grants. Alderman Stone made the motion that Council deny the request from Bexar County for Lytle to participate in the Bexar County Urban Designation program. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON APPOINTMENT TO IMPACT FEE ADVISORY COMMITTEE
City Secretary Josie Campa told Council that bank president Randy Garcia had declined the appointment to the Impact Advisory Committee. She told Council she and the Mayor had discussed the appointment of another member. The City Secretary said she and the Mayor had agreed that Franklin Wanjura, Jr. would be a good candidate for this appointment. She said she had called Mr. Wanjura to see if he is willing to serve on this committee, but learned he is out of the country at this time. Alderman Cortez made the motion that Council appoint Franklin Wanjura, Jr. to the said committee contingent upon Mr. Wanjura’s agreeing to serve. Seconded by Alderman Gonzalez. Passed unanimously.

CONSIDER AND ACT UPON INCREASING BANDWIDTH FOR POLICE STATION ON NEW AT & T PLAN
Alderman Gonzalez told Council that the Police Station’s internet speed is now slower than they had before fiber optic and said their bandwidth needs to be doubled from 10 to 20 in order for internet speed to be faster. Alderman Gonzalez told Council that AT & T has said the added bandwidth for the police station would cost between $150.00 and $200.00 more per month. After discussion, Alderman Cortez made the motion that Council approve the request to double the bandwidth for the police station. Seconded by Alderwoman Dahler. Passed unanimously.

Council took a short break at 7:05 p.m. and reconvened at 7:22 p.m.

CONSIDER AND ACT UPON PROPOSAL FOR INSTALLING ADDITIONAL CABLE AT LIBRARY FOR SWITCHING PHONES TO FIBER AND CONNECTING ADDITIONAL COMPUTERS TO INTERNET
City Secretary Josie Campa told Council that she had not received a proposal from Frontera Concepts for this item. After discussion, no action was taken on this item.
CONSIDER AND ACT UPON ESTABLISHING IMPLEMENTATION DATE FOR DIRECT DEPOSIT FOR ALL CITY EMPLOYEES

Alderman Gonzalez told Council he feels a date for implementing direct deposit for all city employees is needed. City Secretary Josie Campa told Council that due to having to work with three (3) other parties to get this set up has been the biggest problem. She told Council that with all her other duties she cannot work on payroll eight (8) hours a day and five (5) days a week. She said she had a plan to get this project done, but other things have occurred this week to prevent this. After discussion, Alderman Stone made the motion that Council try to have this done over the next ninety (90) days and at the end of these ninety (90) days review this, if not completed, and that Council authorize the City Secretary to talk to a consultant to help with the implementation of direct deposit. Seconded by Alderman Cortez. Passed unanimously.

CONSIDER AND ACT UPON AMENDMENTS TO 2017-2018 BUDGET

City Secretary Josie Campa proposed the following amendments to the 2017-2018 budget:

**SEWER FUND**

**Revenue**
Transfer from Sewer  
+$156,500.00

**SEWER FUND**

**Disbursements**
Salaries & Wages  
-$ 19,100.00
Social Security  
-$ 1,485.00
Group Health & Life Ins.  
-$ 3,860.00
Retirement  
-$ 1,900.00
Consulting Engineer  
+$ 4,300.00
Postage  
-$ 1,000.00
Mise Equipment  
-$ 9,500.00
Capital Improvements to Sewer System  
+$193,400.00
Repairs & Maint-System & Eqpt.  
-$ 4,000.00

Total Added Revenues  
+$156,500.00
Total Added Expenditures  
+$156,855.00

**GAS FUND**

**Revenue**
Gas Service Fees  
+$ 10,000.00

**GAS FUND**

**Disbursements**
Gas Purchased for System  
+$ 9,000.00

Total Added Revenues  
+$ 10,000.00
Total Added Expenditures  
+$ 9,000.00
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WATER FUND
Revenue
Transfer From Savings + $ 790,000.00

WATER FUND
Disbursements
Consulting Engineer + $ 163,100.00
Reserve For Water Rights - $ 60,000.00
Capital Improvements On Water System + $ 687,000.00

Total Added Revenues + $ 790,000.00
Total Added Expenditures + $ 790,100.00

GENERAL FUND
Revenues
Discounts - $ 500.00
Rendition Late Penalty + $ 420.00
Hotel/Motel Tax + $ 10,000.00
City Sales Tax + $ 40,000.00
Garbage Collection Fee + $ 5,000.00

GENERAL FUND
Disbursements
Professional Fees + $ 10,000.00
Attorney & Legal Fees + $ 10,000.00
Election Expense - $ 5,450.00
Consulting Engineer + $ 17,000.00
Garbage Collection + $ 14,000.00
Misc Equipment - $ 10,000.00
Capital Improvements On City Park + $ 9,000.00
Tourism Promotion + $ 10,000.00

Total Added Revenues $ 54,920.00
Total Added Expenditures $ 54,550.00

Alderman Gonzalez made the motion that Council approve the proposed budget amendments. Seconded by Alderwoman Dahler. Passed unanimously.

ANIMAL CONTROL DIRECTOR’S REPORT
Animal Control Director Betty Kroeger gave her monthly report with a power point presentation.

LIBRARY DIRECTOR’S REPORT
Cassandra Cortez gave her Library Director’s report with a power point presentation.
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CODE COMPLIANCE OFFICER’S REPORT
Code Compliance Officer Scott Traeger reported that he is working on getting lots mowed and a few yards will be mowed once the wild flowers are gone.

Mr. Traeger thanked Alderman Cortez and Cassandra Cortez for their help with locating a vacant land owner.

The Code Compliance Officer reported a problem with a damaged sewer line on Adams Street and said he has talked to the property owner about correcting this problem.

PUBLIC WORKS DIRECTOR’S REPORT
James McGrath gave a power point presentation as his monthly Public Works’ Director’s report.

POLICE CHIEF’S REPORT
Police Chief Richard Priest gave his report with a power point presentation.

CITY SECRETARY’S REPORT
The City Secretary gave her monthly report to Council with a power point presentation.

MAYOR’S REPORT
Mayor Bowen told Council he had attended an Economic Development meeting at Devine.

The Mayor reported to Council that the underground fuel tanks at the old Pico’s station were being taken out and that he heard the owner has a prospective buyer.

Mayor Bowen told Council that the new owner of the Days Inn has plans to renovate the motel.

The Mayor told Council that he would be attending an Emergency Management conference along with Mayor Pro-tem Jerry Stone, Chief Priest and Matt Dear.

Meeting adjourned at 9:10 p.m.