

**MINUTES OF PROCEEDINGS
SPECIAL CITY COMMISSION
Tuesday, December 27, 2016**

Be it known that the City of La Feria City Commission met in Regular Session on **Tuesday, December 27, 2016, at 6:30 P.M.** in the City Commission Meeting Room, 115 E. Commercial Avenue, La Feria, Texas 78559. The purpose of said meeting was to consider and take action on those items of City Business as was duly posted by agenda in accordance with State Open Meetings Law. The following City Commission members were present at said meeting.

DETERMINE QUORUM PRESENT AND CALL MEETING TO ORDER – MAYOR

Mayor Olga H. Maldonado declared a quorum present and called the meeting to order.

Attendee Name	Title	Status	Arrived
Olga H. Maldonado	Mayor	Present	
Jesse Zuniga	Commissioner	Present	
Eric Hoff	Commissioner	Present	
Julian Guevara, Jr.	Commissioner	Present	
Esmeralda Lozano	Mayor Pro-Tem/Commissioner	Present	
Victor Gonzalez, Jr.	Commissioner	Absent	

The following staff members were present at said meeting:

Mr. Jaime S. Sandoval, City Manager
 Ms. Rebekah Hayward, Attorney DNRBHZ
 Ms. Paula Rodriguez, Interim City Secretary/Planning Director
 Mr. Frank Rios, Finance Director
 Mr. Armando Gonzalez, Jr., Captain LFPD
 Ms. Tabitha M. Outlaw, Administrative Assistant

PUBLIC COMMENTS

There were no public comments.

REVIEW AND TAKE ACTION TO APPROVE MINUTES OF PROCEEDINGS OF THE SPECIAL MEETING OF THE CITY COMMISSION MEETING HELD ON TUESDAY, DECEMBER 13, 2016.

Mr. Sandoval recommended approval of the Minutes of the Special Meeting of the City Commission held on Tuesday, December 13, 2016. A motion to approve the minutes was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julian Guevara, Jr., Commissioner
SECONDER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

CONSIDERATION AND POSSIBLE ACTION TO ADOPT BODY WORN CAMERA POLICY FOR THE LA FERIA POLICE DEPARTMENT.

Captain Gonzalez showed a sample of the camera to the Commission and explained how it works, the amount of storage available on it and the length of time the police department would save the images. After a brief discussion, Mr. Sandoval recommended the Commission adopt the policy for the Body Worn Camera. A motion to approve the Body Worn Camera Policy was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Eric Hoff, Commissioner
SECONDER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

CONSIDERATION AND APPROPRIATE ACTION, IF ANY, ON AUTHORIZING AN ADMINISTRATIVE SERVICE PROVIDER FOR THE 2017-2018 TEXAS CDBG COMMUNITY DEVELOPMENT FUND APPLICATION SERVICES; AND ANY OTHER MATTERS INCIDENT THERETO.

Mr. Sandoval stated that 2 bids were received. A scoring system was used in evaluating the bids from the two firms. Based on the results, Mr. Sandoval recommended Grant Works to the Commission. After a brief discussion, a motion to award the services to Grant Works was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
SECONDER:	Julian Guevara, Jr., Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

CONSIDERATION AND APPROPRIATE ACTION, IF ANY, ON ADOPTING A RESOLUTION OF THE CITY OF LA FERIA, CAMERON COUNTY, TEXAS, TO SELECT AN ADMINISTRATIVE SERVICE PROVIDER FOR THE 2017-2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT COMMUNITY DEVELOPMENT FUND PROJECT; AND ANY OTHER MATTERS INCIDENT THERETO.

A motion to read Resolution 2016-25 was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julian Guevara, Jr., Commissioner
SECONDER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

A motion to approve Resolution 2016-25 was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
SECONDER:	Julian Guevara, Jr., Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

CONSIDERATION AND APPROPRIATE ACTION, IF ANY, ON AUTHORIZING AN ENGINEERING SERVICE PROVIDER FOR THE 2017-2018 TEXAS CDGB COMMUNITY DEVELOPMENT FUND APPLICATION SERVICES; AND ANY OTHER MATTERS INCIDENT THERETO.

Mr. Sandoval stated that 4 bids were received. A scoring system was used in evaluating the bids from the four Engineering firms. Based on the results, Mr. Sandoval recommended Fulcrum Consulting Services to the Commission. After a brief discussion, a motion to award the services to Fulcrum Consulting Services was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
SECONDER:	Jesse Zuniga, Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

CONSIDERATION AND APPROPRIATE ACTION, IF ANY, ON ADOPTING A RESOLUTION OF THE CITY OF LA FERIA, CAMERON COUNTY, TEXAS, TO SELECT AN ENGINEERING SERVICE PROVIDER FOR THE 2017-2018 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FUND PROJECT; AND ANY OTHER MATTERS INCIDENT THERETO.

A motion to read Resolution 2016-26 was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
SECONDER:	Julian Guevara, Jr., Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

A motion to approve Resolution 2016-26 was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
SECONDER:	Julian Guevara, Jr., Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

REVIEW AND APPROVAL OF THE FINANCIAL REPORTS FOR THE MONTH OF NOVEMBER, 2016.

A copy of the Financial Report for November, 2016 was provided to the Commission. Mr. Rios reviewed the report with the Commission. Mr. Rios stated that he had revised the layout of the report for a better understanding of the financial statements on each item. In the discussion he pointed out that the City has more liabilities than revenue at this time. It was discussed that the grants we have obtained for projects have a stipulation of matching funds from the City. A clarification was made that the financials were not being reconciled at the end of each month. Mayor Pro-Tem Lozano about providing a workshop to go over all of the financials. Mr. Sandoval stated he would arrange a workshop for the Commission. Mr. Rios continued, discussing the financials in each department. He mentioned that department heads were unaware of their departments' budget. Mayor Pro-Tem Lozano asked if it would help the department heads to have a workshop discussing how the budget works and their individual departments. Mayor Pro-Tem Lozano asked about the budget that was approved and the possibility of making any amendments that might be necessary. Ms. Hayward, Attorney, stated that amendments could be made if needed. Mr. Rios discussed that some grant money may need to be let go and the City possibly be put on probation. The possibility of some of the Commission traveling to meet with the State concerning this grant and the issues surrounding the need to let it go was discussed. After further discussion, Mr. Sandoval stated that he would schedule the two workshops and inform the Commission of the dates and times.

EXECUTIVE SESSION – THE COMMISSION WILL ENTER INTO CLOSED, EXECUTIVE SESSIONS TO DISCUSS THE FOLLOWING:

- A) REAL ESTATE MATTERS PURSUANT TO TEXAS GOVERNMENT CODE § 551.072 TO DISCUSS PROPOSED PURCHASE/LEASE/SALE/DONATION OF REAL ESTATE BY THE LA FERIA INDUSTRIAL DEVELOPMENT CORPORATION/THE LA FERIA ECONOMIC DEVELOPMENT CORPORATION/CITY OF LA FERIA;
- B) BUSINESS PROSPECTS PURSUANT TO SECTION 551.087 TO DISCUSS ECONOMIC DEVELOPMENT NEGOTIATIONS;
- C) PERSONNEL MATTERS PURSUANT TO SECTION 551.074 TO DISCUSS THE DUTIES AND RESPONSIBILITIES OF THE CITY MANAGER.
- D) PERSONNEL MATTERS PURSUANT TO SECTION 551.074, TEXAS GOVERNMENT CODE TO DELIBERATE THE APPOINTMENT OF THE LA FERIA MUNICIPAL COURT PROSECUTOR.
- E) ATTORNEY CONSULTATION PURSUANT TO 551071 TO DISCUSS POSSIBLE LEGAL REQUIREMENTS IN THE EVENT OF A VACANCY ON THE CITY COMMISSION.
- F) ATTORNEYCONSULTATION PURSUANT TO 551.071 TO PROVIDE LEGAL ADVICE IN CONNECTION WITH CERTAIN PROPOSED TERMS AND CONDITIONS TO BE CONTAINED IN THE UPDATED PERSONNEL POLICY MANUAL.

Mayor Maldonado declared the meeting in Executive Session at 7:08 PM.
Mayor Maldonado declared the meeting back in Open Session at 7:59 PM.

CONSIDER AND TAKE ACTION DEEMED NECESSARY AS THE RESULT OF EXECUTIVE (CLOSED) SESSION DELIBERATIONS.

No action needed.

CONSIDER AND TAKE ACTION TO APPOINT A LA FERIA MUNICIPAL COURT PROSECUTOR PENDING PERMANENT APPOINTMENT OF A CITY ATTORNEY.

A motion to appoint Denton, Navarro, Rocha, Bernal, Hyde & Zech as the La FERIA Municipal Court Prosecutor was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Julian Guevara, Jr., Commissioner
SECONDER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
AYES:	Guevara, Jr., Hoff, Lozano, Zuniga

CONSIDER AND TAKE ACTION ON ATTENDANCE STATUS OF MAYOR AND / OR COMMISSIONERS.

A motion to excuse Commissioner Gonzalez, Jr. was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Eric Hoff, Commissioner
SECONDER:	Julian Guevara, Jr., Commissioner
AYES:	Guevara Jr., Hoff, Lozano, Zuniga

ACTION FOR ADJOURNMENT

A motion to adjourn the meeting was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Mayor Pro-Tem/Commissioner
SECONDER:	Julian Guevara, Jr., Commissioner
AYES:	Guevara Jr., Hoff, Lozano, Zuniga

ADJOURNMENT

Mayor Olga H. Maldonado declared the meeting adjourned at 8:00 P.M.

APPROVED:



 Olga H. Maldonado, Mayor

ATTEST:



 Paula Rodriguez, Interim City Secretary

These minutes were prepared and filed with the City of La Feria at 3:45 P.M. on January 6, 2017 as official record.



 Tabitha M. Outlaw, Administrative Assistant