

**MINUTES OF PROCEEDINGS
CITY COMMISSION
Saturday, July 16, 2016**

Be it known that the City of La Feria City Commission met in Special Meeting on **Saturday, July 16, 2016 at 2:30 PM** in the City Commission Meeting Room, 115 E. Commercial Avenue, La Feria, TX 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 Maldonado determined a quorum was present and called the meeting to order.

Attendee Name	Title	Status	Arrived
Olga H. Maldonado	Mayor	Present	2:30 PM
Julian Guevara Jr.	Commissioner	Present	2:30 PM
Esmeralda Lozano	Commissioner	Present	2:30 PM
Eric Hoff	Commissioner	Present	2:30 PM
Jesse Zuniga	Commissioner	Present	2:30 PM
Victor Gonzalez Jr.	Commissioner	Present	2:30 PM

CONSIDERATION AND APPROPRIATE ACTION TO APPOINT AN INTERIM CITY MANAGER TO OVERSEE THE FUNCTION AND DUTIES OF THIS OFFICE PENDING SELECTION OF A PERMANENT CITY MANAGER.

A motion to appoint City Secretary, Esmeralda Sanchez as the interim City Manager was made, seconded, and approved as noted.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Esmeralda Lozano, Commissioner
SECONDER:	Victor Gonzalez Jr., Commissioner
AYES:	Guevara Jr., Lozano, Hoff, Zuniga, Gonzalez Jr.

CLOSED EXECUTIVE SESSION: ATTORNEY CONSULTATION PURSUANT TO SECTION 551.071(2), TEXAS GOVERNMENT CODE TO RECEIVE LEGAL ADVICE AND COUNSEL WITH RESPECT TO THE CITY'S RIGHTS, DUTIES, PRIVILEGES, AND OBLIGATIONS IN CONNECTION WITH A CONTRACT OF EMPLOYMENT DATED APRIL 11, 1996 BETWEEN THE CITY OF LA FERIA, SIGNED BY THEN MAYOR PAUL F. BEECHNER, AND MR. SUNNY K. PHILIP.

Due to the unexpected absence of attorney Ric Navarro, a motion was made to table Executive Session: Attorney Consultation pursuant to Section 551.071(2), Texas Government Code to receive legal advice and counsel with respect to the City's rights, duties, privileges and obligations in connection with a contract of employment dated April 11, 1996 between the City

of La Feria, signed by then Mayor Paul F. Beechner, and Mr. Sunny K. Philip. The motion was then seconded and approved as noted.

This item was considered concurrently with the next Executive Session item.

RESULT:	TABLED [UNANIMOUS]	Next: 8/9/2016 6:30 PM
MOVER:	Esmeralda Lozano, Commissioner	
SECONDER:	Julian Guevara Jr., Commissioner	
AYES:	Guevara Jr., Lozano, Hoff, Zuniga, Gonzalez Jr.	

CLOSED EXECUTIVE SESSION: ATTORNEY CONSULTATION PURSUANT TO SECTION 551.071(2), TEXAS GOVERNMENT CODE TO RECEIVE LEGAL ADVICE AND COUNSEL WITH RESPECT TO THE LEGAL STATUS OF CURRENT CITY ATTORNEY RICHARD TALBERT UNDER THE CITY CHARTER IN VIEW OF THE DISMISSAL OF CITY MANAGER SUNNY K. PHILIP.

Due to the unexpected absence of attorney Ric Navarro, a motion was made to table Executive Session: Attorney Consultation pursuant to Section 551.071(2), Texas Government Code to receive legal advice and counsel with respect to the legal status of current City Attorney Richard Talbert under the City Charter in view of the dismissal of City Manager Sunny K. Philip. The motion was then seconded and approved as noted.

This item was considered concurrently with the previous Executive Session item.

RESULT:	TABLED [UNANIMOUS]	Next: 7/26/2016 6:30 PM
MOVER:	Esmeralda Lozano, Commissioner	
SECONDER:	Julian Guevara Jr., Commissioner	
AYES:	Guevara Jr., Lozano, Hoff, Zuniga, Gonzalez Jr.	

WORKSHOP TO DISCUSS RECORD KEEPING PRACTICES AND REPORTING PROCESSES UTILIZED BY THE BAILEY H. DUNLAP MEMORIAL LIBRARY TO SUPPORT "PERFORMANCE INDICATORS-LIBRARY AND ELECTIONS" AS REPORTED ON MONTHLY FINANCIAL REPORTS.

A workshop to discuss record keeping practices, reporting process and documentation was conducted. Explanation was provided regarding the manual processes currently utilized by the library staff. This item was placed on the agenda at the request of the Mayor Pro-Tem Esmeralda Lozano and Commissioner Victor Gonzalez. The Library is currently undergoing a transition to a new software system to facilitate book management and maintain inventory. The transition is expected to be complete by December 2016. The presentation included information of several manual processes currently in place which support the performance measures reported monthly. Copies of the October 2015 to November 2016. These reports are documented manually and submitted to the state indicating the number of adult, juvenile, and video/dvd items checked out monthly. Another set of reports maintained manually documents the number of books per classification, number of video/dvd items, the gate count, and the number of reference questions answered, as well as the number of tours offered per month. Copies of these reports were provided to the Commission in the workshop packet. A handout was reviewed which

included record keeping practices and the source of such reporting. Manual records are maintained on a legal notepad to track the number of persons walking in the door and the number of questions answered. A sign-in sheet is also maintained for patrons utilizing the computers available in the computer lab or in the reference section of the library. A list of library card holder information is maintained in bound notebooks as well as on library request cards kept in a small metal filing cabinet. The current software system documents books checked out by patrons and provides the information from which specific reports can be generated. Additional documents provided for review included performance measure reports from which the performance measure charts in the financial reports are generated and copies of the annual reports submitted to the Texas State Library and Archive Commission from 2013 to 2015. Additional information will be provided to the Commission at a later meeting upon further discussion with library staff.

RESULT: NO ACTION REQUIRED

WORKSHOP TO DISCUSS PROCESSES, COSTS, TIMEFRAMES, AND CUSTOMER FINES FOR NEW BUILDING CONSTRUCTION AND EXPANSIONS (COMMERCIAL AND RESIDENTIAL) AND THE ROLES, RESPONSIBILITIES, AND CUSTOMER SERVICE EXPECTATIONS OF CITY STAFF CHARGED WITH GRANTING PERMITS, INSPECTIONS, AND CODE ENFORCEMENT THROUGHOUT THE PROCESS.

A workshop to discuss building permitting and code enforcement processes was conducted. This item was placed on the agenda at the request of the Mayor Pro-Tem Esmeralda Lozano and Commissioner Victor Gonzalez. A binder of information including handouts, description of processes and examples of recent occurrences was provided to the Commission. A copy of the City of La Feria Code of Ordinances Chapter 3 Building Regulations was included in the packet. The information is also available online through Franklin Legal Publications and the City website. This building regulations and other applicable statutes are used to answer questions and clarify issues presented by the community. Planning Director, Paula Rodriguez informed the Commission of the 2006 International Codes currently followed by the City. Armando Prado is the City's Building Inspector and works with Ms. Rodriguez and other staff to ensure building compliance. Copies of the building code reference books were available for review to identify the volume of information applicable to the many types of permitting issues that arise with new construction and rehabilitation/occupancy of existing buildings. Article VII of the Home Rule Charter and Code of Ordinances Chapter 14, Zoning were also included in the binder as reference documents. The reference material provided indicates the various types of zoning categories, allowable uses, permitting requirements and definitions that impact decisions made by the Planning Department in working with the Community for residential or commercial needs.

The information regarding the building permit process was then discussed. The process includes submission of a permit application which includes information related to the specific permit. Permits are issued for items such as building a shed, storage building, or carport; constructing a new driveway, patio, fence, residential or commercial building; as well as building expansion or remodeling; and zoning variances. Each application may include information related to the

requirements and costs of the specific need. Most applications also require a sketch of the intended construction effort for review by the Planning Department and Building Inspector.

The workflow for residential and commercial new building and building expansion includes the application, permit, inspection, utility connections, occupancy, and performance indicators. Copies of job descriptions for the planning director, utility clerk, and building inspector were also included in the workshop documents.

A brief overview of the various logs utilized throughout the process were discussed, including a work log maintained by the planning director, a log of all building permits issued to date in 2016 generated from the tracking system, and Inspection logs maintained by Ms. Gonzalez with information about the building inspector's efforts.

The workshop also included presentation of the building permit fee schedule and copies of a sample permit with additional construction site requirements provided to the recipient of the permit.

Business related permit processes include such for new business licenses, new building of commercial establishments, existing building to be occupied by a new business or resident, Fire Marshall inspections, and certificates of occupancy. Each type of permit application includes an information sheet. The information sheets and applications are under review and will be updated in the coming months. Samples of the permits and reports were included as reference documents.

A discussion regarding code enforcement followed. Code enforcement officer, Ben Guerrero was present at the meeting to answer questions from the Commission. A sample of the weedy lot logs and Mr. Guerrero's job description were included. Questions were raised about the process of notifying property owners about code enforcement issues and possible changes to the current process.

The workshop documents included information about recent questions related to permits. Recent issues raised included the following property or business owners: Thomas Britten, La Esperanza Adult Day Care, Village Bottle Shop, Dot Traylor, City Market, Los Amigos Restaurant, and Carlos Salinas. After updating the Commission on the first two properties, the Commission indicated that there was no need to continue reviewing the remaining concerns. The issues had been resolved, thus the workshop was concluded.

RESULT:	NO ACTION REQUIRED
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ACTION FOR ADJOURNMENT

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

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

ADJOURNMENT

Mayor Maldonado adjourned the meeting at 4:30 PM.

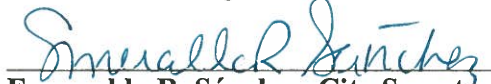
APPROVED:


Olga H. Maldonado, Mayor

ATTEST:


Esmeralda R. Sánchez, City Secretary

These minutes were prepared and filed with the City of La FERIA at 4:00 PM on August 9, 2016, as official record.


Esmeralda R. Sánchez, City Secretary