

**NOTICE OF REGULAR MEETING  
MISSION CITY COUNCIL  
JUNE 24, 2013 4:30 P.M.  
MISSION CITY HALL**

**PRESENT:**

Norberto Salinas, Mayor  
Maria Elena Ramirez, Councilwoman  
Ruben D. Plata, Councilman  
Norie Gonzalez Garza, Mayor Pro Tem  
David Guerra, City Attorney  
Anna Carrillo, City Secretary  
Martin Garza, Jr., Interim City Manager

**ABSENT:**

Dr. Armando O'cana, Councilman

**ALSO PRESENT:**

Kathy Olivarez, Progress Times  
Matt Ruszczak  
Jim Barnes  
Rosie de la Garza  
Martha Salinas  
Cathy Garcia  
Sandra Vecchio  
John R. Guerra

**STAFF PRESENT:**

Nelia Hernandez, Asst. City Secretary  
Aida Lerma, Deputy City Manager  
Guillermo Seguin, Deputy City Manager  
Alex Hernandez, Planning Dept.  
Bobby Salinas, Asst. Planning Director  
Roberto Salinas, Public Works Director  
Paul Schaefer, Golf Course Director  
Joanne Longoria, CDBG Director  
Rick Saldana, Fire Chief  
Eduardo Belmarez, Purchasing Director  
Robert Dominguez, Interim Chief of Police  
Janie Flores, Finance Director  
Randy Perez, Asst. Finance Director  
Julian Gonzalez, Parks & Rec. Director  
Luduvico Martinez, B & G Club Director  
Noemi Munguia, HR Director  
Robert Hinojosa, Risk Manager  
Jesse Lerma, Civil Service Director  
Roland Rodriguez, I. T. Director  
Luis Contreras, Museum Director  
Mayra Rocha, Library Director  
Elizabeth Hernandez, Executive Secretary  
Jonathan Wehrmeister, Judge

**1. Call to order**

With a quorum being present, Mayor Norberto Salinas called the meeting to order at 4:39 p.m.

**2. Pledge Allegiance and Invocation**

Mayor Salinas led the meeting with the pledge of allegiance and Interim City Manager Martin Garza, Jr. gave the invocation.

**3. Departmental Reports**

Councilwoman Maria Elena Ramirez moved to approve the departmental reports as presented. Motion was seconded by Councilman Ruben Plata and approved unanimously 4-0.

#### 4. Report from the Greater Mission Chamber of Commerce

Matt Ruszczak, CEO of the Greater Mission Chamber of Commerce reported on the chamber events that had recently taken place and future events that would be taken place in the community.

#### 5. Citizens Participation

None

##### 1.0 Public Hearing

##### 1.1 Planning & Zoning Recommendations

- A. Rezoning: A 1.0 acre tract of land out of the S. 5 Acres of the S. 10 Acres out of Lot 186, John H. Shary Subd. and a 0.30 acre tract of land being abandoned canal right-of-way between Lots 186 & 176, John H. Shary Subd., AO-I (Agricultural Open Interim) to C-3 (General Business), Martha E. Salinas  
Adoption of Ordinance # 3950 approving 1.1A**

On June 12, 2013 the Planning and Zoning Commission convened in order to consider the rezoning request mentioned above, which was located 350' W of Taylor Road on the north side of Victoria Avenue. There was no public opposition during P&Z 6/12/13 Mtg. The Board unanimously recommended approval as per staff's recommendations.

Staff and City Manager recommended approval.

Mayor Salinas asked if there were any comments for or against the request.

There were no comments.

Councilman Plata moved to approve the rezoning and to adopt Ordinance No. 3950 Rezoning: A 1.0 acre tract of land out of the S. 5 Acres of the S. 10 Acres out of Lot 186, John H. Shary Subd. and a 0.30 acre tract of land being abandoned canal right-of-way between Lots 186 & 176, John H. Shary Subd., AO-I (Agricultural Open Interim) to C-3 (General Business). Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

#### **ORDINANCE NO. 3950**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A REZONING A 1.0 ACRE TRACT OF LAND OUT OF THE S. 5 ACRES OF  
THE S. 10 ACRES OUT OF LOT 186, JOHN H. SHARY SUBDIVISION AND A 0.30 ACRE  
TRACT OF LAND BEING ABANDONED CANAL RIGHT-OF-WAY BETWEEN LOTS 186  
& 176, JOHN H. SHARY SUBDIVISION, FROM AO-I (AGRICULTURAL OPEN INTERIM)  
TO C-3 (GENERAL BUSINESS)

- B. Rezoning: Lot 1, W. Russell and Norma Barnes Birdwell Subd. from AO-I (Agricultural Open Interim) to P (Public Zone), Agape Christian School  
Adoption of Ordinance # 3951 approving 1.1B**

On June 12, 2013 the Planning and Zoning Commission convened in order to consider the rezoning request mentioned above, which was located 900' west of Stewart Road along the north side of E. 24<sup>th</sup> Street. There was no public opposition during P&Z 6/12/13 Mtg. The Board unanimously recommended approval as per staff's recommendations.

Staff and City Manager recommended approval.

Mayor Salinas asked if there were any comments for or against the request.

There were no comments.

Councilman Plata moved to approve the rezoning and to adopt Ordinance No. 3951 Rezoning: Lot 1, W. Russell and Norma Barnes Birdwell Subd. from AO-I (Agricultural Open Interim) to P (Public Zone). Motion was seconded by Mayor Pro Tem Norie Gonzalez Garza and approved unanimously 4-0.

**ORDINANCE NO. 3951**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
GRANTING A REZONING LOT 1, W. RUSSELL AND NORMA BARNES BIRDWELL  
SUBDIVISION, AO-I (AGRICULTURAL OPEN INTERIM) TO P (PUBLIC ZONE)

**2.0 Disposition of Minutes**

**2.1 City Council Meeting – June 10, 2013**

Mayor Pro Tem Garza moved to approve the minutes as presented. Motion was seconded by Councilman Plata and approved unanimously 4-0.

**3.0 Acknowledge Receipt of Minutes**

**3.1 Citizen's Advisory Committee Special Meeting - May 7, 2013**

**Mission Economic Development Authority – May 14, 2013**

**Mission Economic Development Corporation Special Meeting – May 14, 2013**

**Parks & Recreation Board Meeting – May 15, 2013**

Councilman Plata moved to acknowledge the receipt of minutes as presented. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

**4.0 Approvals and Authorizations**

**4.1 Authorization to execute Final Second One Year Renewal Option for rental of employee uniforms**

In 2009, the City of Mission entered into contractual agreement with Admiral Linen and Uniform Service for the rental of employee uniforms. The contract terms were for three years with two one-year renewal options based on zero percent increase in price. The price would remain the same as per attached renewal letter from Admiral Linen and Uniform Service. Staff was seeking authorization to extend contract for final second-one year renewal option. This agreement would extend contract from June 1, 2013 to May 31, 2014.

Staff Recommendation: Authorization to extend contract for final second-one year renewal option with Admiral Linen and Uniform Service

City Manager recommended approval.

Mayor Pro Tem Garza moved to authorize to execute Final Second One Year Renewal Option for rental of employee uniforms. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

#### **4.2 Authorization to execute First –One Year Renewal Option for Corrosion Inhibitor for North and South Water Plants**

In 2012, the City of Mission entered into agreement with General Chemical Performance Products, LLC for the purchase of Corrosion Inhibitor. The contract terms were for one year with two one-year renewal options based on 5% increase in price. The price would remain the same. Staff was seeking authorization to extend contract for first-one year renewal option with General Chemical Products, LLC. This agreement would extend Bid No 12-171-05-08 from June 5, 2013 through June 4, 2014. There was a letter from General Chemical Performance Products, LLC agreeing to the terms.

Staff Recommendation: Authorization to extend contract for first-one year renewal option to General Chemical Performance Products, LLC

City Manager recommended approval.

Councilwoman Ramirez moved to authorize to execute First – One Year Renewal Option for Corrosion Inhibitor for North and South Water Plants. Motion was seconded by Councilman Plata and approved unanimously 4-0.

#### **4.3 Authorization to execute First-One Year Renewal Option for Liquid Ammonium Sulfate for North and South Water Plants**

In 2012, the City of Mission entered into agreement with General Chemical Performance Products, LLC for the purchase of Liquid Ammonium Sulfate. The contract terms were for one year with two one-year renewal options based on 5% increase in price. The price would remain the same. Staff was seeking authorization to extend contract for first-one year renewal option with General Chemical Products, LLC. This agreement would extend Bid No 12-171-05-08 from June 5, 2013 through June 4, 2014. There was letter from General Chemical Performance Products, LLC agreeing to the terms.

Staff Recommendation: Authorization to extend contract for first-one year renewal option to General Chemical Performance Products, LLC

City Manager recommended approval.

Mayor Pro Tem Garza moved to authorize to execute First-One Year Renewal Option for Liquid Ammonium Sulfate for North and South Water Plants. Motion was seconded by Councilman Plata and approved unanimously 4-0.

#### **4.4 The Mission Police Department is requesting authorization to re-enter into a Inter-local Agreement for the Educational Resource Officer Program between the City of Mission and the Mission Consolidated Independent School District for the 2013-2014 school year**

The Mission Police Department was requesting authorization to re-enter into a Inter-local Agreement for the Educational Resource Officer Program between the City of Mission and the Mission Consolidated Independent School District for the 2013-2014 school year. The contract was for the delivery of services by the Mission Police Department to Mission CISD through the Educational Resource Officer Program. A total of ten (10) police officers would be assigned to the school district during the school year to provide police services through the Educational Resource Officer Program. The total amount of the Inter-local agreement was \$490,252.00. Staff was

recommending a favorable recommendation for the purpose of continuing the Education Resource Officer Program at Mission CISD.

Staff Recommendation: A favorable recommendation authorizing the Mission Police Department to engage in a Inter-local Agreement for the Educational Resource Officer Program between the City of Mission and Mission Consolidated Independent School District for the 2013-2014 school year.

City Manager recommended approval.

Councilwoman Ramirez moved to authorize to re-enter into a Inter-local Agreement for the Educational Resource Office Program between the City of Mission and the Mission Consolidated Independent School District for the 2013-2014 school year. Motion was seconded by Councilman Plata and approved unanimously 4-0.

**4.5 The Mission Police Department is requesting authorization to re-enter into a Inter-local Agreement for the Educational Resource Office Program between the City of Mission and the Sharyland Independent School District for the 2013-2014 school year**

The Mission Police Department was requesting authorization to re-enter into a Inter-local Agreement for the Educational Resource Officer Program between the City of Mission and the Sharyland Independent School District for the 2013-2014 school year. The Inter-local agreement was for the delivery of services by the Mission Police Department to Sharyland ISD through the Education Resource Officer Program. A total of six (6) police officers would be assigned to the school district during the school year. The total amount of the Inter-local agreement was \$286,117.00. Staff was recommending a favorable recommendation for the purpose of continuing the Education Resource Officer Program at Sharyland ISD.

Staff Recommendation: A favorable recommendation authorizing the Mission Police Department to engage in a Inter-local Agreement for the Educational Resource Officer Program between the City of Mission and Sharyland Independent School District for the 2013-2014 school year.

City Manager recommended approval.

Councilman Plata moved to authorize to re-enter into a Inter-local Agreement for the Educational Resource Office Program between the City of Mission and the Sharyland Independent School District for the 2013-2014 school year. Motion was seconded by Mayor Pro Tem Garza and approved unanimously 4-0.

**4.6 Award bid for “Housing Assistance Program Phase 12-IA”**

On May 13, 2013 City Council authorized staff to solicit bids for three (3) reconstruction projects. The City of Mission had accepted and opened one (1) bid response for these projects. Staff recommended awarding to G&G Contractors for the reconstruction of three (3) homes. G&G Contractors had met all the Terms & Conditions and Specifications and came within budget. CAC met on June 11, 2013 and approved staff’s recommendation as indicated below and approve as follows:

G&G Contractors - \$146,690  
419 Nicholson - \$51,430  
801 Laredo - \$47,430  
1007 Sonora St - \$47,830

The city had been utilizing 75% of the annual CDBG allocation for several years for reconstruction projects. Since 1999, a total of 345 families to date had been provided some form of housing assistance. Out of the 345 families, 220 families were provided with reconstruction assistance while 125 families were provided with rehabilitation assistance (including CDBG-R, CDBG-DR and SSBG funds).

Staff Recommendation: Award to G&G Contractors.

City Manager recommended approval.

Mayor Pro Tem Garza moved to approve to award bid for “Housing Assistance Program Phase 12-IA”. Motion was seconded by Councilman Plata and approved unanimously 4-0.

#### **4.7 Authorization to declare items as surplus and sell same by GovDeals online auction via BUYBOARD contract**

Staff was seeking approval to declare a list of items as surplus. Items had been acquired by the City over the years through purchase, contribution, donation assignment and confiscation. All items had been determined by Department Directors and their staff to be of no use to the City. Surplus items were to be sold by way of GovDeals online auction via BUYBOARD Contract #383-11.

Staff Recommendation: Approval to declare list of items as surplus

City Manager recommended approval.

Mayor Pro Tem Garza moved to authorize to declare items as surplus and sell same by GovDeals online auction via BUYBOARD contract. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

#### **4.8 May 2013 Financial Statements**

Randy Perez, Assistant Finance Director presented the May 2013 Financial Statements for approval.

Staff and City Manager recommended approval.

Councilman Plata moved to approve the May 2013 Financial Statements as recommended. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

#### **4.9 Tax Collections Report – May, 2013**

Mr. Perez presented the Tax Collections Report for May, 2013 for approval.

Staff and City Manager recommended approval.

Mayor Pro Tem Garza moved to approve the Tax Collections Report for May, 2013 as recommended. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

#### **4.10 Authorization to solicit bids for Stop Loss Insurance**

In 2012, the City of Mission entered into a contractual agreement with ING Employee Benefits for Stop Loss Insurance. Due to industry standards the contract term was for a one year rate guarantee.

Insurance was needed for the 2013-2014 fiscal year to cap any excess cost exceeding our specific deductible for medical and prescription costs. Staff was seeking authorization to solicit for bids and authorize the City's agent, FNB Wealth Management, to conduct solicitation.

Staff Recommendation: Authorization to solicit bids for Stop Loss Insurance.

City Manager recommended approval.

Councilman Plata moved to authorize to solicit bids for Stop Loss Insurance. Motion was seconded by Mayor Pro Tem Garza and approved unanimously 4-0.

#### **4.11 Authorization to execute Second One-Year Renewal Option with Blue Cross BlueShield of Texas**

In 2011, the City of Mission entered into a contractual agreement with BlueCross BlueShield of Texas for Third Party Administrator, PPO Network, and Pharmacy Benefit Management (PBM). The terms for this multi-year contractual agreement were for one year with two one-year renewal options with a yearly fixed price increase. Per renewal letter from BCBSTX, there would be a 8.6% increase as per original proposal. Staff was seeking authorization to extend contract for second one-year renewal option with BlueCross BlueShield of Texas. This agreement would extend contract from October 1, 2013 through September 30, 2014.

Staff Recommendation: Authorization to extend contract for second one-year renewal option with Blue Cross BlueShield of Texas.

City Manager recommended approval.

Councilman Plata moved to authorize to execute Second One-Year Renewal Option with Blue Cross BlueShield of Texas. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

#### **4.12 Authorization to execute renewal with Lincoln Financial Group**

In 2011, the City of Mission entered into contractual agreement with Lincoln Financial Group for Basic Life, Accidental Death & Dismemberment (AD&D) and Long Term Disability (LTD). The contract terms were for one year with a one-year renewal option and no increase in rates which was renewed in 2012. Per renewal letter from Lincoln Financial Group, they agreed to extend the current contract one additional year with no increase in rates for a second renewal. Staff was seeking authorization to extend contract for the second one year renewal with Lincoln Financial Group. This agreement would extend contract from October 1, 2013 through September 30, 2014.

Staff Recommendation: Authorization to execute renewal with Lincoln Financial Group.

City Manager recommended approval.

Mayor Pro Tem Garza moved to authorize to execute renewal with Lincoln Financial Group. Motion was seconded by Councilman Plata and approved unanimously 4-0.

#### **4.13 Authorization to Execute First One-Year Renewal Option for Pre-Employment Screenings**

On July 29, 2011, the City of Mission entered into a contractual agreement with Preventive Care Institute for Pre-Employment Screenings services. Pre-Employment Screenings included urine drug screening, medical physical, and pre-placement screening for potential hires. The contract terms were for one-year with two one-year renewal options based on a two percent increase rates. Per renewal letter from PCI, there would be no increase rates for this second one-year renewal. Staff was seeking authorization to extend contract for second one-year renewal option with Preventive Care Institute. This agreement would extend Bid No 11-294-07-15 from July 29, 2013 through July 29, 2014.

Staff recommendation: Authorization to extend contract for second one-year renewal option with Preventive Care Institute.

City Manager recommended approval.

Councilwoman Ramirez moved to authorize to Execute First One-Year Renewal Option for Pre-Employment Screenings. Motion was seconded by Councilman Plata and approved unanimously 4-0.

#### **4.14 Adjustment of Shary Golf Course Rates for the funding of a Golf Course Improvement Fund and authorize staff to lease 10 new golf carts via Buy Board Contract Number 373-11**

Staff was requesting authorization to adjust various Shary Municipal Golf Course Rates for the funding of a Golf Course Improvement Fund. The proposed adjustments included modifying the annual membership fees for certain categories as well as adjusting the green fees charged for both 9 and 18 holes. The proposed changes could be found on the Shary Municipal Golf Course Rates sheet. Even after these adjustments, the rates charged by the Shary Municipal Golf Course would be as low, and in most cases even lower, than the comparable fees charged by competing golf courses in the area.

In conjunction with adjustment of these rates, staff was also requesting authorization to lease ten additional golf carts via Buy Board Contract Number 373-11, with the initial payment not due until after October 1, 2013.

Staff and City Manager recommended approval as presented.

Mayor Pro Tem Garza moved to approve adjustment of Shary Golf Course Rates for the funding of a Golf Course Improvement Fund and authorize staff to lease 10 new golf carts via Buy Board Contract Number 373-11. Motion was seconded by Councilman Plata and approved unanimously 4-0.

#### **4.15 Approval of Ordinance # 3952 of the City Council of the City of Mission, Texas Creating and establishing a Golf Course Improvement Fund for the enhancement of the Shary Municipal Golf Course and setting and effective date**

Staff was requesting authorization for the creation of a Golf Course Improvement Fund to make capital purchases and improvements for the enhancement of the Shary Municipal Golf Course.

Staff and City Manager recommended approval of Ordinance



Councilman Plata moved to approve Ordinance No.3952 of the City Council of the City of Mission, Texas Creating and establishing a Golf Course Improvement Fund for the enhancement of the Shary Municipal Golf Course and setting and effective date. Motion was seconded by Mayor Pro Tem Garza and approved unanimously 4-0.

**ORDINANCE NO. 3952**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MISSION, TEXAS  
CREATING AND ESTABLISHING A GOLF COURSE IMPROVEMENT FUND  
FOR THE ENHANCEMENT OF THE SHARY MUNICIPAL GOLF COURSE AND SETTING  
AN EFFECTIVE DATE.

Mayor Pro Tem Garza moved to approve to remove from table item 5.1 of the agenda. Motion was seconded by Councilman Plata and approved unanimously 4-0.

**5.0 Unfinished Business**

**5.1 Authorize Staff to Engage with selected qualified proposer for Auditing Services and Authorize City Manager to execute contract incident thereto**

On March 11, 2013, City Council authorized staff to solicit request for Qualifications (RFQ's) for Auditing Services in accordance with the Texas Professional Services Procurement Act (V.T.C.A., Government Code Section 2254.001). Proposals received were reviewed and evaluated on the basis of demonstrated competence and qualifications to perform the services by an evaluation committee comprised of the Finance Director, Assistant Finance Director and Accountant

On May 2, 2013 staff received five (5) proposals which the committee evaluated using the criteria outlined in the RFP.

There was a tabulation summary for all five firms. Staff was requesting authorization to enter into negotiations, for fair and reasonable firm fixed rates, with the firm selected by the City Council to perform the City's annual audit for a three year period, FY 2013, 2014 & 2015, with the City's option to renew for two additional three year periods. As specified in the City's RFQ and as per Government Code Sec. 2254.003, "Selection of Provider."

Staff Recommendation: Staff requests that the City Council select the firm they determine to be able to provide the best service to the City and authorize staff to begin negotiations for fair and reasonable firm fi rates.

City Manager recommended approval.

Councilman Plata moved to adopt the committee rankings and award to Long Chilton. Motion was seconded by Mayor Pro Tem Garza and approved unanimously 4-0.

**6.0 Routine Matters**

**6.1 City Manager's Comments**

Interim City Manager Garza advised the council of the Street Scape presentation to be held on Tuesday, June 25, 2013 at 5:30 p.m. at El Rodeo Restaurant.

## 6.2 Mayor's Comments

None

At 5:08 p.m., Mayor Pro Tem Garza moved to convene into executive session. Motion was seconded by Councilman Plata and approved unanimously 4-0.

### 7.0 Executive Session pursuant to V.T.C.A. Gov. Code Sec. 551.001

#### 7.1 Consultation with Attorney Sec. 551.071

##### A. City funding of Chamber of Commerce

#### 7.2 The City Council will reconvene in open session to take any actions necessary

At 5:46 p.m., Councilman Plata moved to reconvene in open session. Motion was seconded by Councilwoman Ramirez and approved unanimously 4-0.

On item 7.1-A Mayor Pro Tem Garza moved to direct City Manager to include in FY 2013-2014 budget to the Chamber of Commerce Tourism budget in an amount of \$370,000.00. Motion was seconded by Councilman Plata and approved unanimously 4-0.

Sandra Vecchio, Chairman of the Board for the Chamber of Commerce thanked the Mayor and Council for their support of the Chamber of Commerce. Mayor Salinas recommended to the Board that they not hire a CEO until the official resignation of Matt Ruszczak took effect.

## 8.0 Adjournment

At 5:51 p.m., Mayor Pro Tem Garza moved for adjournment. Motion was seconded by Councilman Plata and approved unanimously 4-0.

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Norberto Salinas, Mayor

ATTEST:

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Anna Carrillo, City Secretary