

CITY OF LAREDO  
CITY COUNCIL MEETING  
CITY COUNCIL CHAMBERS  
1110 HOUSTON STREET  
LAREDO, TEXAS 78040  
5:30 P.M.

M99-R-07

M I N U T E S

MARCH 1, 1999

**I. CALL TO ORDER**

With a quorum present Mayor Elizabeth G. Flores called the meeting to order.

**II. PLEDGE OF ALLEGIANCE**

Mayor Elizabeth G. Flores led in the Pledge of Allegiance.

**III. ROLL CALL**

IN ATTENDANCE:

Elizabeth G. Flores,	Mayor
Alfredo G. Agredano,	Councilmember, District I
Louis H. Bruni,	Councilmember, District II
John C. Galo,	Councilmember, District III
Eliseo Valdez,	Councilmember, District V
Joe A. Guerra,	Councilmember, District VI
Mario Alvarado,	Councilmember, District VII
Consuelo "Chelo" Montalvo,	Councilmember, District VIII
Gustavo Guevara, Jr.,	City Secretary
Florencio Pena, III	City Manager
Jaime L. Flores,	City Attorney

ABSENCES:

Motion to excuse Cw. Cecilia May Moreno.

Moved : Cm. Agredano

Second: Cm. Galo

For: 7

Against: 0

Abstain: 0

Motion to waive the regular order of business and move up items 24(B)(1) and #22.

Moved : Cm. Bruni

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

**IV. MINUTES**

1. City Council Meeting, January 25, 1999

Motion to approve.

Moved : Cm. Bruni

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

**V. INTRODUCTORY ORDINANCE**

2. Authorizing the City Manager to execute a lease with International Schools for approximately 102,676 square feet of land located at 4618 Maher Avenue at the Laredo International Airport.
  1. The lease term is for one year commencing on February 1, 1999 and ending on January 31, 2000.
  2. Monthly rent shall be \$1,000.00.

Ordinance Introduction: City Council

3. Closing as a public easement that section of the 1000 block of Texas Avenue between the south right-of-way line of Chihuahua Street and the north right-of-way line of the Texas-Mexican Railroad, situated in the Eastern Division, City of Laredo, Webb County, Texas and providing for an effective date.

Ordinance Introduction: Cm. Bruni

4. Amending Ordinance No. 98-O-303, of the water line reimbursement agreement for Hilltop Subdivision, Phase II, from \$12,344 to \$11,705, in order to reflect the actual construction costs incurred by Gerardo G. Salinas.

Ordinance Introduction: City Council, except Cm. Guerra

5. Amending Ordinance No. 98-O-302, of the Sanitary Sewer Line Reimbursement Agreement for Hilltop Subdivision, Phase II, from \$48,561 to \$57,469 in order to reflect the actual construction costs incurred by Gerardo G. Salinas.

Ordinance Introduction: City Council, except Cm. Guerra

**VI. FINAL READING**

Internet Available: <http://www.cityoflaredo.com>

Motion to waive the final reading of ordinances #99-O-064, #99-O-065, #99-O-066, #99-O-067, #99-O-068, #99-O-069, #99-O-070, #99-O-071, #99-O-072, #99-O-073, and #99-O-074.

Moved : Cm. Bruni  
Second: Cm. Agredano  
For: 7

Against: 0 Abstain: 0

- 6. 99-O-064 Ordinance authorizing the City Manager to execute a lease with Laredo National Bank for approximately 5,632 square feet constituting Building No. 146 located at 4401 Maher Avenue and situated on an approximate 21,217 square foot tract of land at the Laredo International Airport.
  1. The lease term is for ten (10) years commencing on July 1, 1998 and ending on June 30, 2008 and may be extended for three (3) consecutive terms of (5) years each ending on June 30, 2023.
  2. The initial monthly rent shall be \$500.00 commencing on July 1, 1998 and ending June 30, 2000 and increased to \$750.00 per month for the subsequent two years ending June 30, 2002 and increased to \$950.00 per month for the subsequent two years until June 20, 2004 and effective July 1, 2004 the monthly rent shall be \$950.00 plus annual Consumer Price Index rent adjustment. The monthly rent effective July 1, 2006 and July 2, 2016 shall be adjusted by fair market rent appraisal. The Laredo National Bank will initially make the approximate \$33,146.00 in improvements to the lease premises. (Cm. Louis H. Bruni)

Motion to approve Ordinance #99-O-064.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7

Against: 0 Abstain: 0

- 99-0-065 Ordinance authorizing the Execution of an interim loan agreement between the City of Laredo and Norwest Bank Texas, N.A., Laredo, Texas in the amount of \$8,000,000 to facilitate the award of a contract for the purchase of a Toll Bridge Collection System upgrade payable from surplus revenues of the City's International Bridge System, and other matters related to this subject. (City Council)

Motion to approve Ordinance #99-O-065.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                            Against: 0                         Abstain: 0

- 99-O-066 Ordinance rescinding Ordinance No. 99-O-006 and granting a license to Southwestern Bell Telephone Company, to erect, construct, maintain and operate a wire telecommunications system for a term of four (4) years with one (1), four (4) year renewal option period pursuant to the City of Laredo's Wire Telecommunications System registration and licensing ordinance of 1998 #98-O-353; and providing for an effective date. (City Council)

Motion to approve Ordinance #99-O-066.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                            Against: 0                         Abstain: 0

- 99-O-067 Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lots 5, 6, and 7, Block 1005, Eastern Division, located at 1800 Ligarde Street, from B-1 (Limited Business District) to B-3 (Community Business District). (Cm. Alfredo Agredano)

Motion to approve Ordinance #99-O-067.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                            Against: 0                         Abstain: 0

- 99-O-068 Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning 2.730 acres, as further described by metes and bounds located south of SH 59 within the Paul Young Auto Mall, from R-1 (Single Family Residential District) to B-4 (Highway Commercial District). (Cm. Louis H. Bruni)

Motion to approve Ordinance #99-O-068.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                            Against: 0                         Abstain: 0

99-O-069 Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning 102.319 acres, as further described by metes and bounds, located south of IH 59, also known as the Zuniga and Young Big O Ranch, from R-1 (Single Family Residential District) to AG (Agricultural District). (Cm. Louis H. Bruni)

Cm. Galo stated he was a big proponent of getting rid of Agricultural District zoning in the city and he does not think that they need to continue with the voluntary annexation. Council supported the issue that they would not have any further Agriculture Districts inside the city. He added that approximately nine months ago, they rescinded the fact that there used to be an AG exemption where they could go and build houses or structures on AG zones without getting permits and they have deleted that from the ordinance plats, so they no longer have that exemption.

The only thing that may benefit these people after rezoning to AG is to introduce animals or start farming this property in order to get any taxing incentives since they no longer have the benefit of being able to build without platting. Also, an AG district may be used as a feedlots and may have other smelly items; therefore, an AG district should not be allowed within the city limits. Cm. Galo does not see any benefit from this change. In the past, City Council supported the deletion of the AG zoning within the city by saying that they would not have any further AG's.

Cm. Bruni said that when this item previously came up Mr. Young said that what he wanted to do in that particular area is something like a green belt area and have some parks and stuff. That he did not have a plan of having any kinds of feedlots or farm animals there at any time. When he went before the Planning and Zoning Commission, there was an 8-0 vote agreeing to go back to an agricultural zoning and staff was not in agreement. He added that since it is in District II, he would ask Mr. Young that he do some vegetation clearing along the perimeter where it abuts the residences and wants staff to relate this to him.

Motion to approve Ordinance #99-O-069.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 6                                      Against: 1                              Abstain: 0  
    Cm. Galo

99-O-070 Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 3, Block 600, Eastern Division, located at 1215 Hendricks Avenue, from B-1 (Limited Business District) to R-3 (Mixed Residential District). (Cm. John C. Galo)

Motion to approve Ordinance #99-O-070.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 7                                      Against: 0                              Abstain: 0

99-O-071 Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning 60.25 acres as further described by metes and bounds, located on the north side of the Bob Bullock Loop, between Grand Central Boulevard and McPherson Road, from AG (Agricultural District) to B-4 (Highway Commercial District). (Cm. Joe A. Guerra)

Motion to approve Ordinance #99-O-071.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 7                                      Against: 0                              Abstain: 0

99-O-072 Ordinance amending the Zoning Ordinance (Map) of the City of Laredo by rezoning Lot 2 and the south 23.15 feet of Lot 4, Block 720, Western Division, located at 3401 Camp Avenue, from AG (Agricultural District) to M-1 (Light Manufacturing District). (City Council)

Motion to approve Ordinance #99-O-072.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 7                                      Against: 0                              Abstain: 0

99-O-073 Ordinance amending the City of Laredo's 1998-1999 Annual Budget in the amount of \$411,598 to fund the Financial Disruption Task Force. The National Drug

Control Policy (HIDTA) High Intensity Drug Trafficking Area is funding the operation at no cost to the City. Funds will be used to pay for personnel salaries, travel, and operational expenses beginning January 1, 1999 through December 31, 1999. (City Council)

Motion to approve Ordinance #99-O-073.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                                      Against: 0                                      Abstain: 0

99-O-074 Ordinance amending the City of Laredo's 1998-1999 annual budget in the amount of \$70,105 for the Multi-Agency Narcotic Task Force. Funding is available from the opening balance of the Narcotic Task Force Division and will be used to pay overtime for the second quarter of this fiscal year. Grant period is from June 1, 1998 through May 31, 1999. (City Council)

Motion to approve Ordinance #99-O-074.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                                      Against: 0                                      Abstain: 0

## VII. RESOLUTIONS

7. 99-R-030 Designating the Chief of Police, the Assistant Chief of Police and the Arson Investigator to be the responsible agents for applying for and obtaining regular license plates from the Texas Department of Transportation, Division of Motor Vehicle Titles and Registration pursuant to Section 502.201 of the Texas Transportation Code and to designate the Laredo Police Department and the Arson Investigation section of the City of Laredo to be exempt from inscription requirements for certain municipal-owned motor vehicles under Section 721.005 of the Texas Transportation Code.

Motion to approve Resolution #99-O-030.

Moved : Cm. Bruni  
Second: Cw. Montalvo  
For: 7                                      Against: 0                                      Abstain: 0

- 8. 99-R-031 Authorizing the City Manager to allow the Chief of Police/Community Relations Unit to accept donations from the public, business community and/or other organizations for programs or events such as, but not limited to, the Blue Santa and National Police Week for the purpose of providing relief to the poor, the distressed, and the underprivileged during times of need and to promote the building of partnerships between the Laredo Police Department and the community. These will be strictly donations and will be at no cost to the City.

Motion to approve Resolution #99-O-031.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 7                                      Against: 0                                      Abstain: 0

- 9. 99-R-032 Authorizing the City Manager to accept a grant from the Office of the National Drug Control Policy (HIDTA) High Intensity Drug Trafficking Area in the amount of \$192,319 to fund the District Attorneys Response Team (D.A.R.T.) The National Drug Control Policy (HIDTA) High Intensity Drug Trafficking Area is funding the operation at no cost to the City. Funds will be used to pay for personnel salaries, fringe benefits, travel and operational expenses beginning January 1, 1998 through December 31, 1999.

Motion to approve Resolution #99-O-032.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 7                                      Against: 0                                      Abstain: 0

- 10. 99-R-033 Urging the Texas Legislature to increase appropriations for road and bridge maintenance and expansion.

Motion to approve Resolution #99-O-033.

Moved : Cm. Bruni  
 Second: Cw. Montalvo  
 For: 7                                      Against: 0                                      Abstain: 0

- 11. 99-R-034 Consenting to the change of control of the Cable Television Franchise from Tele-communications, Inc.,



to AT&T Corporation subject to certain conditions.

Motion to table until April 5th.

Moved : Cm. Bruni

Second: Cw. Galo

For: 7    Against: 0    Abstain: 0

12. 99-R-036 Establishing policy and procedures for presentation of project plans to the City Council prior to advertising the project for bids, setting a threshold as to the project type and project amount which would require advance presentation to City Council, and providing authorization to staff to advertise for bids on typical public improvements projects.

Motion to approve Resolution #99-0-036.

Moved : Cm. Bruni

Second: Cw. Montalvo

For: 7    Against: 0    Abstain: 0

#### VIII. MOTIONS

13. Consideration of an award of contract to the Lowest Bidder, Safety Kleen, La Porte, Texas, in the amount of \$43,152.60, for coordinating two collection events in the year 1999 for the collection, processing, packing, transporting and proper disposal of household hazardous waste as part of the city's Household Hazardous Waste Collection and Proper Disposal Program. The cost of disposal was \$50,625.80 for the previous years.

Motion to approve.

Moved : Cm. Bruni

Second: Cm. Agredano

For: 7    Against: 0    Abstain: 0

14. Consideration of an award of contract 99-054 to the LOW BIDDER, CDW Government, Inc., Vermont Hills, Illinois, in the amount of \$21,702.00 for the purchase of six computer workstations for the Engineering Department. Delivery of the computers is expected within thirty days.

Cm. Galo questioned if there is a responsible party or if there is local representation in Laredo whereby if anything goes wrong or the equipment is not working, would they have to ship

it all the way back?

Francisco Meza, Purchasing Agent, said that this bid is for IBM work station computers and there is local maintenance. The maintenance is one year on site and two additional years off-site.

Motion to approve.

Moved : Cm. Galo

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

- 15. Consideration of an award of a construction contract to Pete Gallegos Paving, Inc. in the base bid amount of \$73,599.25 for the Construction of Sidewalks on Malinche Avenue between Lyon Avenue to Clark Avenue. Funding is available in the Capital Improvement Fund for Malinche Avenue Sidewalks.

Motion to approve.

Moved : Cm. Bruni

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

- 16. Consideration to ratify a repair contract with Holt Company, Laredo, Texas, in the amount of \$21,881.10, for all materials and labor needed to repair one Caterpillar backhoe assigned to the Utilities Department. This backhoe was involved in an automotive collision on the Mines Road on April 20, 1998. A purchase order was issued to Holt Company of Texas, based on an initial estimate, in the amount of \$14,661.87, on August 13, 1998. Upon commencing repairs, the City was advised that the engine was also damaged and needed to be replaced at an additional cost of \$7,219.23. The City anticipates to recover approximately \$16,000.00 through our insurance carrier TML.

Motion to approve.

Moved : Cm. Galo

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

- 17. Consideration to ratify the submission of a grant proposal to the National Trust for Historic Preservation, in the amount of \$9,000 to provide additional architectural services for the Benavides-Herrera home stabilization, an ISTEA Enhancement Project.

Motion to approve.

Moved : Cm. Bruni

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

#### **IX. STAFF REPORTS**

18. Status report on the Santa Isabel water point, with possible action.

Fernando Roman, Utilities Director, reported that the taps and drainage have been installed, but we are waiting for Webb County to construct the slab. Also, in order to prevent accidents, they asked TxDOT to place signs along the highway announcing vehicles crossing. The construction of the Santa Isabel water point is underway.

19. Status report regarding City Council's directive to analyze city ordinances and strengthen if possible to require the plugging of inactive oil and gas wells located within the City limits.

Ray Rodriguez, Assistant City Attorney, reported that the State Legislature has already adopted Chapter 89 of the Natural Resources code and it designates the Texas Road Commission as the exclusive authority to regulate abandoned wells or to plug abandon wells. The powers of the Texas Road Commission are exclusively held by them; therefore, we cannot legislate in that particular area of the law. Mr. Rodriguez explained that Chapter 89 has a standard procedure for the notices and hearing process; however, if there is an emergency or if damage is being done to the underground water or to the surface, the Road Commission can order without a hearing to have the well plugged.

Cm. Valdez stated that this case has an economic urgency rather than an environmental urgency because the surface owners want to start a commercial development of the area.

Mr. Rodriguez replied that the dominant state is the mineral state which controls and governs the surface state. So, the mineral owner has more powers than the surface owners.

Cm. Bruni stated that according to the above, there is nothing that we could put in our ordinance to expedite the plugging of natural gas wells within our corporate city limits. He feels

that we should have higher safety standards, within our corporate city limits for the residents that live close to these well heads. It is not a good public policy to have a well head on the parking lot of a restaurant or supermarket.

For the record, he stated that the Trautman family has retained the services of an attorney to try to expedite the plugging of these wells. The attorney, Richard Sames, sent a letter to Tex-Oil as a formal request to plug Well #7. The letter explains that the area surrounding Well #7 has been developed into a residential subdivision. It also addressed that a new UISD school, located within 200 feet from the well, will be opening on July 1999.

Cm. Bruni stated that we should send letters to our State Legislators seeking their help on this matter. Also, that we should send letters to the owners of the abandoned well heads located within our corporate city limits and ask them to do something because some of these wells are dangerous due to their proximity to recreational areas and high transited areas.

Mr. Rodriguez recommended that for a short term solution, they address the Road Commission because they have the specified powers and they even have the powers to address the cost back to the operator. He added that it is an affirmative duty of the operator, to plug an abandoned well if in fact it is abandoned.

Mayor Flores asked that Mr. Rodriguez help in preparing a letter not only from staff's prospective, but from council's prospective and that this letter be addressed to the Road Commissioner.

20. Presentation to City Council demonstrating the spreadsheet on current year Capital Improvement Programs that will be on the City of Laredo's web page.

Keith Selman, Planning Director, went over the Capital Improvement Programs changes since the last presentation of February 1, 1999.

Mr. Selman pointed several projects that have been updated since the last report such as:

- 1) The Cemetery land acquisition site study.
- 2) Chaparral Drainage Improvements whereby bids were solicited in February and they anticipate awarding the contract in

April, 1999.

- 3) Tinaja/Chacon Creek Pilot Channel whereby bids were solicited in February 1999 for this project.
- 4) Zacate Creek erosion control where the design on this project is about 90% complete.
- 5) On the library conversion, the contract was awarded on January 1, 1999.
- 6) Parks and Recreation: Construction award for the Canizalez Gym on February 1999, rehabilitation of the Community Ball Park, Deerfield-Father McNaboe Park under construction and 75% complete, engineering award on January 1999 for the East Hachar Recreational Center, pool rehabilitation with a construction contract awarded on January 1, 1999 that is 50% complete, and the Zacate Creek Linear Park notice to proceed was issued on February 15, 1999.
- 7) Negotiation of the design contract for the landfill gate paving scale for solid waste.
- 8) The city sidewalk program is 60% complete; the pavement project is 68% complete; several street improvement projects are either underway or construction is about to start.
- 9) Traffic controllers and equipment are in the bidding process.

At this time Fernando Roman, Utilities Director, gave a brief update on the status of the colonias and the Chacon Creek.

He said that on the Chacon Creek Interceptor there has been no progress with EPA since the last time this issue was addressed. They continue to call them, but calls are not returned. He added that they still have the monies, the right-of-way, but they cannot put this project to bid because the environmental document has not been reviewed. They will continue trying to contact EPA.

In reference to the colonias, he added that about two weeks ago they toured the area with the Secretary of State and they expressed three concerns.

- 1) The cost per connection limit of \$20,000 is not appropriate to use in our case because we have to travel very large distances before we can serve "any one colonia". For instance, in some cases, we are looking at 5 miles before being able to serve the first customer. Whereas the valley, having about 700 colonias in Hidalgo County, can serve its colonias just by connecting a short line, between 1,000 feet to a mile, but our situation is different.

- 2) The issue of wastewater services that has been presented to the different House and Senate Committees that have come to Laredo was also addressed. Mr. Roman told him that we do not want to create a problem in the future by not having wastewater infrastructure. The Secretary feels that it shouldn't be a problem if we do septic; however, there are arguments regarding the soil, the quality of the soil, and proliferation of more housing when the services are rendered.
- 3) Finally, the county discussed issues pertaining to the right-of-ways that they are trying to do. The interlocal agreement between the City and the County calls for the use of the modern subdivision rules which call for 50 ft. right-of-ways for proper planning of roads. Doing easements only will give the water and sewer lines a quicker access than the right-of way, but the areas subject to possible future annexation will be affected if they don't have roads.

He concluded by saying that if everything goes well, the schedule for the colonias remains the same.

21. Overview of the transition plan for the management of El Metro from Ryder/ATE to the City of Laredo.

Keith Selman, Planning Director, presented the report to City Council as follows:

Amended Extension & Agreement Between City of Laredo & Ryder/ATE

On January 18, 1999 City Council approved the extension of the Ryder/ATE Contract and the creation of El Metro Incorporated (E.M.I.) Afterwards, Resolution #99-R-013 approved on January 25, 1999 authorized the creation of EMI. Staff is finalizing the amended extension agreement with Ryder/ATE, and the final agreement will be submitted to Council for review and approval on March 15, 1999.

Proposed E.M.I. Management Transition Plan

- a) Ryder/ATE Management will expire on June 30, 1999.
- b) Create new TMCL Positions (one general manager and one operations manager).
- c) Fill operations manager position on an interim basis by March 1, 1999.
- d) Fill general manager position with proposed start date of June 1, 1999.
- e) General manager to recruit and select permanent operations manager.

- f) TMCL general manager and operations manager become EMI employees effective July 1, 1999.

Collective Bargaining TMCL & Union #1670

The labor agreement between TMCL and Union #1670 expires on March 20, 1999. The City of Laredo has already advised the Labor Union's attorney of the proposed EMI. The following steps are pending:

- a) Collective bargaining between TMCL and Union #1670 initiated on March 2, 1999.
- b) New labor agreement drafted and executed by TMCL and Union #1670.
- c) El Metro Inc. Board adopts the labor agreement with effective date of July 1, 1999.

Development of El Metro Incorporated (E.M.I.)

- a) Creation of El Metro Inc. entity:
  - Draft by-laws and articles of incorporation.
  - Identify board members and officers.
  - File approved articles of incorporation with the Secretary of State.
  - State of Texas non-profit status.
  - Internal Revenue Service 501 non-profit status.
  - Draft contract between city and EMI for transit management
  - Proposed contract presented for Council approval.
  - Advise the Department of Labor regarding 13C compliance.
  - Executed EMI Management Contract.
  - Notification by letter of re-organization to Department of Labor, Federal Transit Association and TxDOT.

Human Resource Transition

- Letter to TMCL employees notifying of employment transfer to E.M.I.
- Personnel records transferred from TMCL to E.M.I. per agreement.
- E.M.I. to file Texas Work Force Commission (TWC) application.
- TWC review of EMI's application and request to maintain .67 rate which comes into effect because with the creation of a new corporation there is a 2.7 (unemployment rate), the 2.7 is a requirement and what they feel confident that since it is the same corporation and same business they are fairly confident that we will get the .67 that is currently enjoyed.
- Appeal of TWC assignment of rate request of .67.
- EMI accepts rate
- Review and amend administrative guide which will include our Drug and Alcohol Policy which will be incorporated into the proposed administrative guide.

- proposed E.M.I guide
  - E.M.I. Board adoption of Administrative guide.
  - 401 Trustee transfer
  - Amendment to TMCL Retirement Plan naming E.M.I. as the new sponsor.
  - File amendment with trustee.
  - Application for I.R.S. determination letter
  - Employee Health Insurance (Per Collective Bargaining)
    1. Notify all benefit providers-change from TMCL to EMI
    2. E.M.I. Adoption of new Section 125.
    3. E.M.I. Employee Enrollment Section 125
    4. Employee Insurance Transferred & Amended
  - Property Casualty Insurance
  - Notify all benefit providers-change from TMCL to EMI
- Benefit providers: Workers Comp., Liability Ins., and Bonding.

#### Financial & Administrative Transition

- Bank account name change with depository bank
- New checks will be issued July 1, 1999
- Destroy checks, signature plates for TMCL July 1, 1999 or until all outstanding liabilities have been liquidated.
- Obtain employer identification number
- Franchise tax and income tax reports
- File as non-profit
  1. 941's updated
  2. W-2's updated
  3. Other reports
- Application and administration of FY99-2000 Grants in November 1999.

22. Request for Executive Session pursuant to Texas Government Code 551.074(a)(1) to evaluate the performance and pay of City Manager, Florencio Pena, III, and return to open session.

Motion to go into Executive Session pursuant to Texas Government Code 551.074(a)(1) to evaluate the performance and pay of City Manager, Florencio Pena, III.

Moved : Cm. Guerra

Second: Cm. Alvarado

For: 7

Against: 0

Abstain: 0

After executive session Mayor Flores announced that no formal action was taken.

Motion to amend the City Manager's employment contract with the City by addendum #2 to such contract providing for a 7.5



percent (7.5%) increase in the salary of the City Manager over his current salary of \$104,500.00, thereby increasing the City Manager's salary to \$112,337.50, effective immediately. All other terms and conditions of the City Manager's employment contract with the City shall remain as stated therein.

Moved : Cm. Alvarado

Second: Cm. Bruni

For: 7

Against: 0

Abstain: 0

Motion that council meet with the City Manager every six (6) months to review performance and issues.

Moved : Cm. Alvarado

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

Cm. Bruni said that since he is an at will employee, that they have the option of evaluating him any time prior to the six months.

- 23. Presentation on the adoption of a Customer Service Plan and Performance Measurements Program for the City of Laredo.

Horacio De Leon, Administrative Assistant to the City Manager, made the presentation before the City Council on the Customer Service Plan. He said that City Council initiated the Customer Service request to provide excellence in customer service and they also requested that the City Manager work on a plan, in particular at the strategic planning sessions.

The Customer Service Plan was outlined as follows:

**STATEMENT OF PURPOSE:** To provide excellence in customer service through a positive and friendly attitude to all citizens, visitors, and employees through this comprehensive plan.

**MISSION STATEMENT:** To improve the quality and efficiency of the City of Laredo's community services through excellent customer service and the anticipation of services needed by citizens, visitors and employees of our organization.

**CUSTOMER DEFINITION:** All persons to whom the City of Laredo provides a service or information.

**KINDS OF CUSTOMERS:**

- I. External - Citizens requesting a service, information, visitors and vendors soliciting City business.
- II. Internal - Employees requesting services, staff support and information.

## PROCEDURE

### I. CUSTOMER INTERACTION

#### A. Policy

1. Greet customer pleasantly
2. Introduce yourself by giving your name
3. Call people by their name and show interest in what they are saying
4. Ask questions politely
5. Use words, actions and tone that demonstrate readiness to help
6. Demonstrate a positive attitude
7. Show knowledge about the service
8. If you don't know the answer, you should know where to research the answer or direct the customer to someone that can help
9. Satisfy Customer Service needs within the limitations of policy, programs and code of ordinances
10. Never say "It's not my job" say let me contact the \_\_\_\_ department to better serve you
11. Assist customer in finding the proper source of help

B. All employees must understand that the customer expects:

- RELIABILITY** - The ability to provide what was promised.
- ASSURANCE** - The knowledge and courtesy you show to customers, and your ability to convey trust, competence, and confidence.
- TANGIBLE** - The physical facilities and equipment, and your own (and others') appearance.
- EMPATHY** - The degree of caring and individual attention you show customers
- RESPONSIVENESS** - The willingness to help customers promptly

C. To satisfy Customers expectations:

1. Establish clear expectations of what can or cannot be accomplished.
  2. Explain why their expectation can't be met
  3. Listen to customers' questions
  4. Offer options whenever possible
  5. Answer questions fully and clearly and when in doubt; find someone who does know
  6. Show courtesy always
  7. Always put yourself in your customer's shoes
- D. Telephone Etiquette:
1. Answer promptly
  2. Greet in a friendly tone of voice.
  3. Identify yourself and department
  4. Take clear messages
  5. Try not to transfer customers or put them on hold
  6. Handle transfers courteously and efficiently  
Explain that you can't help and ask permission to transfer
  7. Provide the person you are transferring to with the name of the person you are transferring and their request.  
(Note: Customers appreciate being greeted by name and not having to start from the beginning with a new person.)
  8. Place customers on hold only as a last resort. If a persons asks for someone who is not available, offer to help or take a message.
  9. Let the Customer know they haven't been forgotten by checking back every 30 seconds.
- II. CUSTOMER REQUESTS AND COMPLAINTS:
- A. The City Manger will have on staff a customer service representative.
1. The customer service representative will be responsible for a centralized customer request/complain data base.
  2. The customer service representative will provide reports on status of request/complaints on a weekly basis.
  3. The city departments will use the computer software recommended by the MIS department to log and track request/complaints.
  4. The city departments not accessible to the request/complaint tracking software will use a request/complaint form to write information

and description identifying request/complaint. This form is then forwarded to the city manager's office to the customer service representative's attention.

5. Follow-up of request/complaints needs to take place on a daily basis, and it is the responsibility of each department where the request/complaint originated. Progress on the status of the request/complaint is to be reported and updated on the software if the expected time of response will not be met. Completion of resolution of requests and complaints needs to be reported either by the available tracking software or in writing to the city manager's office to the customer service representative's attention.

### III. CUSTOMER SERVICE EVALUATION OF PROGRAM

#### A. All city department shall:

1. Create surveys tailored to the particular service/program they administer.
2. Surveys must be available in English and Spanish-Anonymously administered.
3. Review of client responses for identification of problems and assessment of services on a quarterly basis.
4. Result of client surveys should be reported to the City Manager's Office.

#### B. Customer Focus Groups:

##### All city departments shall:

1. On annual basis organize a one-hour meeting with 10 customers who were provided with services and receive feedback of their evaluation and suggestions for improving the departments' customer service program. Findings and recommendations should be reported back to the City Manager's Office for evaluation of the Steering Committee.

#### C. Mystery Shopper

1. The City will contract with the private sector or designate a person to secure services at a city department and then grade the level of customer service demonstrated by the city employee which attended the citizen. The "Mystery Shopper" will have a pre-established appraisal form which will be used to grade the

employee. The results of the appraisal will be provided to the employee and the department director.

D. Employee Evaluation and Performance

1. Every employee will be responsible for implementing the customer service plan. Also, this will be a category on every employee's evaluation of performance.

IV. IMPLEMENTATION COMMITTEE

- A. Implementation committee will be organized by the customer service representative comprised of one of each division/department.
- B. A member of the Implementation Committee will be responsible for:
  1. His/her own department's implementation of the customer service plan.
  2. The customers service plan's policies and procedures, assurance of all monthly reporting required.
  3. Identifying needs to improve customer service and reporting to department director.

V. TRAINING

- A. Training sessions shall be the responsibility of the Administrative Services Department
  1. New and existing employees shall receive training at least once a year.
  2. Introduce employees to ways of providing excellent customer service.
  3. Address customer service during orientation of new employees.
  4. Stress need for cooperation and mutual support within the department and the City.
  5. Training materials (videos, literature, etc.) for members of the review committee to use in their monthly meetings with staff.

VI. CUSTOMER SERVICE STEERING COMMITTEE

- A. The steering committee will be made up of five (5) members appointed by the City Manager with the Administrative Services Director representing (1) member.
- B. The steering committee will be responsible for the overall direction, budgeting recommendation and evaluation of the customer service plan with

an annual report to the City Manager.

VII. ORGANIZATIONAL STRUCTURE

The proposed organizational structure is as follows:

1. The Customer Service Representative will report to Assistant to the City Manager who in turn reports directly to the City Manager with the City Manager reporting to the Mayor and City Council.
2. The Administrative Services Department will be responsible for resources (budgeting, training, etc.) and will report to the City Manager.
3. Each City Department will report to the Implementation Committee who will provide feedback to both the Customer Service Representative and to the Steering Committee. The Steering Committee will report to the Administrative Services Department.

Mr. De Leon stated that in addition to the Customer Service Representative position an additional person, to be under the supervision of the City Secretary, is being requested for the City Council and Mayor to keep up with the increasing business demand that the Customer Service Plan requires.

Florencio Pena, City Manager, expressed that he would like to have this program implemented, if possible, by this quarter. This plans calls for three additional positions: Customer Service Coordinator, the additional staff person for the Mayor and City Council, and the third position would be a Budget Analyst who will develop performance measurements, audits, etc. But, for the time being, the Customer Service Plan can be launched with the first two positions.

Heberto Ramirez, Budget Officer, made the presentation on Performance Measurements. He said there will be a budget amendment necessary for adding these employees, there will be no need for a budget amendment for the dollars because the dollars are there and they would get the monies from reserve. He added that if Council adopts this plan they will prepare an ordinance and will come back to Council.

He explained that currently they are in the process of implementing the performance measures program. They have set up a six-month pilot program to do that. At this time they have asked the departments to select at least one division to

turn over the performance measures. Currently they have workload measures and these workload measures are strictly just figures such as total number of employees, total number of budget documents presented, etc. Currently they have about 706 workload measures in the entire budget and basically that is not telling them anything only that we are producing volumes and volumes of work in all the things that we do.

What they plan to do is incorporate our performance measure program that has inputs and outputs, efficiency, and effectiveness measures. These measures will give us better decision making policies, better performance appraisal, more accountability, better service delivery, and public participation.

Mayor Flores wanted to know how are we going to award excellence performance measures.

Mr. Ramirez replied that we are not going to award anything, what we are going to do is better utilize the current performance measures and be in a better situation to look for efficiencies within each department and each division and make improvements.

Mayor Flores said that one thing that council has mentioned from time to time, and that has been mentioned to Mr. Pena is that they would like to start working on some kind of incentive program for departments or divisions of departments that come up with cost-savings procedures.

Mr. Ramirez answered that with the performance measures they will be able to do exactly that. They will be able to tell where the efficiencies are within the departments.

He also explained that they did create a Steering Committee made up of five individuals. What they are doing is reviewing all these performance measurements so that they can have a consistent performance measure in place rather than have everyone put them out differently. He said it all starts out with a mission, every department will be asked for a mission, from those missions they will derive what the objectives are, from the objectives they will then come up with the workload measures, from the workload measures which are comprised of input/outputs they will be able to determine the efficiency and the effectiveness measures. With all those things in place it's going to do for performance auditing and they will also be able to develop benchmark program within each of the departments.

Every department is going to use the same performance measures, these measure are measured by productivity, effectiveness, quantity, quality, efficiency, and timeliness. It provides management with the information to perform their management control functions, provides for performance appraisal, links both the individual and the organization performance to aspects of personnel management and public employees, accountability, service delivery, improvements in the public service performance, and public participation aspects. He also went over the outcome accomplishments and effective indicators on examining how well a department is meeting its public purpose for its fulfillment.

They are asking for a position of a budget analyst to help implement this program. He pointed that they are going to implement it themselves with the help of all the departments and for now and will centralize this effort. The goal is to fully implement this program in one year.

Mr. Pena stated this is a long term commitment and it is not something that will be seen overnight, they will start with a few departments with the performance measurements, the process itself should result in some improvements in our operations. He asked council if they can proceed with this plan and hopefully by the next meeting they can bring the necessary budget amendment which is about a \$50,000 cost for this year.

Cm. Alvarado instructed staff to continue working on this item and bring back these positions for formal council action with a budget plan.

#### **X. COMMUNICATIONS**

- a. Mayor Flores read a letter from TxDOT dated February 23, 1999 as follows:

"Dear Mayor Flores:

The Laredo District anticipates funding under the Transportation Equity Act of the 21st Century (TEA-21). The federal funds are to be used for the integration of multi-modal Intelligent Transportations System (ITS) components in a variety of settings, including large regional areas.

ITS integration projects should improve transportation efficiency, promote safety; enhance transit integration; improve paratransit/demand-responsive transit operations,



including, operations of health and human service providers; improve traffic flow, including the flow of intermodal freight at ports of entry; reduce emissions of air pollutants; improve traveler information, promote tourism; enhance alternative transportation modes; or support improved transportation systems operations, management and maintenance. It is for these reasons, we cordially invite you or your representative to attend a presentation at the Texas Department of Transportation-Laredo District Office on March 9, at 2:30 p.m. regarding our proposed ITS deployment plan for Laredo.

We anticipate that our proposed ITS deployment plan will be of great benefit to all. Should you have any questions call me at (956) 712-7443 or Roberto Rodriguez at (956) 712-7485."

- b. Cm. Alvarado read a letter sent to him from J.R. Hurd in reference to El Portal Industrial Park dated February 22, 1999. The letter reads as follows:

"Dear Councilman Alvarado:

As you probably know, the recently completed Sara Drive provides a direct connection between El Portal Industrial Park and Killam Industrial Park. In addition, the Sara Drive and Killman Industrial Boulevard combination provides an alternate route on Mines Road which enables I-36 bound traffic to avoid the Mines Road/Milo Road intersection.

Not surprisingly, this situation has resulted in very heavy high speed through traffic on Sara Drive. While we can do nothing about the traffic, the speeding is something else. Accordingly, I am writing to ask your help in getting the police to increase their patrols on Sara Drive and Killam Industrial to control the speeding. I am certain that there will be some very bad accidents on these road if we do not take some strong action to control speed."

He asked that the City Manager respond to this letter and follow-up on it. He said he does not know if we have speed limit signalization out there, but in order for police to be able to enforce any type of traffic violation something needs to be posted.

- c. Cm. Alvarado spoke of another letter sent by Queiva Richardson to all Councilmembers from Phoenix Hotshot Express Inc. of West Texas who are asking City Council intervention. He said the City Attorney is already looking into this matter, but since this letter was sent to the City Council he feels they need to

acknowledge it at the council level and asked that staff take the any appropriate action as needed. The letter reads as follows:

"Dear Sir:

Phoenix Hotshot Express, Inc. dba Phoenix Brokerage Connection is a licensed authority company operating legally within the United States. On or before November 25, 1998 Phoenix and its employees have been under attack from on individual hereby recognized as Elizar Ramos at which time Mr. Ramos was an employee of Phoenix. However the evidence that Phoenix has provided to all government agencies, local officials has resulted in absolutely no action being taken. Local authorities state that it is not in their jurisdiction and refers Phoenix to Customs and then Customs, refers Phoenix back to Local, then Local refers Phoenix to Federal FBI, etc. etc.

Phoenix at this time request that you provide Phoenix with a complete investigation and we are also asking that you please provide Phoenix with a written statement of why or why not this is not in your jurisdiction and if it is what you plan to do about it and the length of time expected for your investigation.

It is very difficult for me to understand how this terrible situation has been such an oversight to our local officials in Laredo and to the bureau of Federal investigations and to United States Customs. I feel that my company, its employees, and myself have the right as United States citizens to be protected and have a safe environment to live and work in. Mr. Ramos has threatened to cause harm to Phoenix, recognized as a company, and also to its employees. I feel that he is carrying out his threats one by one and the authorities have allowed him to continue his abuse on this company and its employees.

Thank you for any and all time and attention given to this crime."

- d. Mayor Flores publicly congratulated the Garcia Family on their new Miracle Candle Company facility who will employ 220 people and maybe by the end of the year will employ 400 people.
- e. In another issue Mayor Flores spoke of a letter she has from the Office of the Governor on people with disabilities. She said that BEST (Bringing Everyone Special Together) has a program (facts about disability parking in Laredo) and they

produced a brochure that emphasizes the importance of parking for people with disabilities. The judges that were involved in the Barbara-Jordan Media Award Winners selected Tammy Bush for the quality of work that she did to award her with the Barbara-Jordan Award Medallion for the work she did in this brochure. She knows that Tammy is moving out-of-town and expressed that it is unfortunate because BEST is going to be left with a large gap and wants that a letter of recognition be sent to her.

- f. Mayor Flores read a letter sent to Mr. Javier Gonzalez of the Utilities Department and asked Cm. Guerra if he was aware of this letter. She quoted the letter as follows:

"My name is Mary White and I live in Highland Park. On Saturday, February 13th I took it upon myself to pick up papers and debris that was accumulated against the fence of the water treatment plant on Shiloh. I gathered trash that filled about 10-13 black trash bags and piled cardboard boxes next to the trash bags. I telephoned your department and spoke to a Mr. Ortiz who assured me that the trash would be picked up.

As of this morning, the trash is still there. My last conversation with Mr. Ortiz was yesterday. He was surprised to hear that the garbage I collected was still there and could not understand why since he had turned my request for pick up when I initially spoke to him two weeks ago.

Mr. Gonzalez I am very disappointed. I feel that if a citizen of Laredo takes the time to pick-up trash that is gathered three streets from where she lives because she is fed up with the trash on the empty lots around her neighborhood. The city needs to pick up the trash before it gets blown on the street.

I also spoke to Osvaldo Guzman at the Code Department in reference to that particular lot on the corner of Shiloh and Orange Blossom towards the southside or on the side of the water treatment plant to see who that lot belongs to and the gentleman told me that a letter had been sent to the owner of the lot and we should wait to see what he decided to do.

I moved here almost four years ago, I am originally from here and upon my arrival I noticed that Laredo is dirty. I don't know if people of Laredo are not too concerned about our city, it seems everywhere you look there is trash.

Today sir, I would like to hear from you or your office guiding me as to where to go to see how some of these lots or streets can be cleaned up. I want to know how much of these cleaning

is the responsibility of the city and how much belongs to the landowners."

Mayor Flores expressed that we have a big problem with landowners and with people that throw debris. She further stated that she goes on to say how she has followed trucks down Loop 20 and on Highway 359 on the way to the landfill whereby they drop things off their vehicles along the streets and/or highways that are not picked up and where she further expresses concern. She asked staff to call her and write her a letter.

Cm. Valdez spoke in reference to this issue and said the Police Department has done something to address these problems (the hauling of trash to the landfill), but thinks that another step should be taken at the landfill. He suggested that maybe for all these people hauling trash without a top or cover, that staff look into charging additional fees or whatever the cost will be to pick up the trash that is littered along the highway and suggested that maybe these fees can be charged at the gate. He said this is a serious problem and asked that staff look into it.

## **XI. CITY COUNCIL PRESENTATION AND DISCUSSION**

### **24. Requests by Mayor and City Council members for presentation and discussion.**

#### **A. Request by Council member John C. Galo**

1. Discussion and possible action on the relocation of a water utility service account by transferring the deposit from the existing account to the new account.

Cm. Galo spoke of the process taken on the utility service accounts. He said that it is his understanding that many of the Del Mar accounts don't have a deposit and for someone relocating from Del Mar into another section of town, even though they have been good customers for over 20 years they still have to "physically" go in and make the deposit. His suggestion is that if they have been a good customers, why not just added the deposit amount to their first bill.

Fernando Roman, Utilities Director, replied that they don't have any problem accepting or billing the deposit. He said that when Cm. Galo brought the issue to his department there had been a misunderstanding, but the Del Mar situation is unique in a sense that they have many

residences that don't have a deposit because they were there when Del Mar was a Municipal Utility District. They don't have any problem collecting that or putting them on the bills as a matter of fact, when an account is opened at the Utilities Department, the deposit is \$100.00, the customer can pay \$50.00 up-front and then they can bill the customer the rest of the amount on the first bill. He added that if this is a matter of introducing the practice to the specific accounts, they don't have a problem with that.

Mayor Flores questioned such situation whereby somebody gets their water turned off because they haven't been living in that house and then they ask for the water service to be turned back on. Do they have to come to the office personally or can they do that over the phone?

Mr. Roman replied that his department does a lot of the services and transactions over the phone, some by fax and others by mail. If there have been customers who have been required to come in, then he needs to hear about those cases because obviously if these things happen, then they do need to standardize a policy.

Cm. Guerra questioned the credit history accounts, if they have an established account for years with the utility service why are we charging a deposit? He does not see a point in charging a deposit.

Mr. Roman said they have reduced the deposit from \$100.00 to \$30.00 upon having a year of good performance and they credit \$70.00 to their account. The \$30.00 remain in our possession (city's) for as long as the account is alive.

He further stated that in reference to Cm. Guerra's comments on the good credit history accounts, they can look at the issue and establish some parameters for accounts that have a specific good performance such as years of good credit history.

Cm. Galo asked what is the status when a person wants to have multiple accounts, does he have to come in each time per say someone who owns apartments and wants to open a new water meter, does he have to physically come in and make a new deposit and a new contract, or can he do that over the phone?

Mr. Roman replied that they do have to come because TNRCC

prohibits from opening services without having a signed contract, but those things can be done by mail, they don't necessarily have to physically come. It can be done through fax or by mail so that they can have a signature on record.

The issue of a single name with multiple accounts has come before them several times not only from residential accounts, but mostly for commercial accounts such as apartments and/or companies which may have more than one location. They have asked his department the same question, "If I have seven companies, do I have to have a deposit even though I am the same entity?" He said this is one of the issues that they want to discuss before City Council during the course of the workshops.

Also, mentioned were multiple accounts under one name, institutional accounts, and a number of issues which they have been asked at one point in time, and that they would like to address those at that time also.

Cm. Galo asked if they can insert in the contract, that the signature is good for that such contract and any other future contracts such as a bank does, as long as it is the same company or the same entity?

Jaime Flores, City Attorney, said it might be possible to do this, but as Mr. Roman mentioned there are TNRCC requirements. He said they will check and see how it can be worked out.

#### **B. Request by Council member Joe A. Guerra**

1. Request by Judge Raul Vasquez and Ms. Carol Sherwood concerning the Children's Coalition, with possible action.

Mrs. Carol Sherwood, representing the Children's Coalition, said that the coalition was founded in 1996 for one purpose and that was to bring all the entities that deal with children and families, and specifically those that deal with the prevention of child abuse and the treatment of children and families. She said many entities came together in a unified effort to promote and make the public aware of what was available in our community for families and children. There were over 100 different groups that came together during the first year and they won statewide recognition. This year they have

been notified that they are out for a national award for their efforts in Webb County. They have over 150 different entities that have signed up to work with them towards that effort this year. She was present to request that Council and the City of Laredo participate as a member of the Children's Coalition.

They are starting their campaign on March 31st and asked the Mayor to attend a joint proclamation with the Webb County at the County Court House at 11:30 to begin initiation of their month activities. Councilmembers were invited to come and join with them during that month. They will start with a proclamation on March 31st, at 11:45 whereby the faith community will lead them in prayer. She was asking that at 12:00 noon the City and County come to a halt for one minute, that the Fire Department ring their sirens and that churches ring their bells throughout the county. She added they know this is going to take place because they have had indication of it. Something new that they will be doing this year is a luncheon for all the advocates, the children, and families which will be held at Norwest Bank. They will host "free of charge for 300 people". She added that April 1st is the official beginning of the Blue Ribbon Month. There will be much information in the Laredo Morning Times and in other local media plus a blue ribbon will be on the newspapers and she asked that these ribbons be worn by everyone. There will be a children and family parade on April 10th which starts at 9:00 a.m. in Memorial Middle and which will end at the Health Department where the Laredo Immunization Coalition along with the Laredo Health Department are planning a huge health fair.

She further explained other events and activities that will be held during the month of April.

**C. Request by Council member Eliseo Valdez Jr.**

1. Status report on the maintenance of the creek north of Gale Street and the channelization of the creek south of Gale Street and on the west side of McPherson Road, with possible action.

Rogelio Rivera, City Engineer, reported that these channels are in the 1999 CIP (Phase I) and include about 3,000 linear feet of creek. They have been doing preliminary engineer work, but because of their workload

(they have discussed the workload among the other engineers) they think they need to hire a consultant to maybe phase the first phase and break it into four other phases so that they can fast track some of the work and concrete line the channels or install concrete boxes or pipes.

He added that there are some areas that have easements that were dedicated, that are narrow, and public works employees have to do alot of hand work which is very labor intense. They plan on hiring a consultant to fast track the first phase which is about 3,000 linear feet. They are trying to do channelization and reduce the maintenance. He concluded by saying that if they fast track this and get a consultant they may be seeing plans in the next 45 days.

2. Status report on the Flood Management Study of the Upper Zacate Creek affecting the north part of District V, with possible action.

Rogelio Rivera, City Engineer, reported that the city has a contract with Brown & Root. They forwarded a brief status report which was provided to council. Brown and Root reported that they are currently hiring some consultants to do the various phases of the work such as aerial mapping. Also, they are working with FEMA, the Corp of Engineers, and locally, with Mejia Engineering. They should have some of the work done by mid March, and probably they will have something in the preliminary stage until June.

Cm. Valdez wanted to know what efforts will the City make in order to provide information to the people that will be affected by these changes.

Mr. Rivera replied that the City will not advocate anybody to make changes to his or her flooding insurance until we get proper approval by FEMA.

#### **D. Request by Council member Mario G. Alvarado**

1. Discussion and possible action on the discontinuance of the Engineering Review Committee.

Cm. Alvarado requested that this committee stay in place, but instead of reviewing all the engineering projects, only certain projects meeting parameters set by



staff members would come back for review. Staff's recommendation was that projects involving buildings, bridges, runways, parks and landscape, any federal/state grant project, any project in excess of \$750,000, and any special interest or major project need to come back to this committee. That all other typical public improvement projects such as street paving, drainage, sidewalks, channels, rehabilitation, re-roofing of buildings, would be items that the staff members would work on their own. Staff will bring the general description of the project along with budget information and their recommendations before Council.

Motion to discontinue the Engineering Review Committee review of typical public improvement projects such as street paving, drainage, sidewalks, channels, rehabilitation, re-roofing of buildings, and only to review projects involving buildings, bridges, runways, parks and landscape, any federal/state grant project, any project in excess of \$750,000, and any special interest or major projects.

Moved : Cm. Alvarado

Second: Cm. Galo

For: 7

Against: 0

Abstain: 0

**E. Request by Council member Consuelo "Chelo" Montalvo**

1. Presentation by Jesus Hernandez, on the status of veteran's meals from The Laredo Regional Food Bank, with possible action.

Conrado Hein, Finance Director, stated that the above item should read "The Laredo Webb County Regional Food Bank." He reported that Ms. Olga Lozano, from the Volunteer Center, has talked to the appropriate parties in order to amend this contract to include the contributions to the veterans. Such contract will be funded from the reserve and the general fund.

Motion to table indefinitely.

Moved : Cw. Montalvo

Second: Cm. Galo

For: 7

Against: 0

Abstain: 0

2. Motion to Reconsider and possible reconsideration of the City Council action of January 25, 1999 concerning an

appeal by Linda Leyendecker from the Historic District Landmark Board's decision to deny the replacement of two front windows at 1812 Matamoros Street due to additional information concerning this matter.

Motion to table indefinitely.

Moved : Cw. Montalvo

Second: Cm. Galo

For: 7

Against: 0

Abstain: 0

**XIII. PUBLIC HEARINGS**

- 25. Public hearing concerning application by Laredo Distribution Center, Inc. and Jorge Vasquez, President, amending the Zoning Ordinance (Map) of the City of Laredo by rezoning '139,6458 acres as further described by metes and bounds located at the northwest corner of FM 3464 and FM 1472, from R-1 (Single Family Residential District) to M-1 (Light Manufacturing District). The Planning and Zoning Commission recommends approval of this item.

**INTRODUCTION OF AN ORDINANCE**

Amending the Zoning Ordinance (Map) of the City of Laredo by rezoning 139.6458 acres as further described by metes and bounds located at the northwest corner of FM 3464 and FM 1472, from R-1 (Single Family Residential District) to M-1 (Light Manufacturing District).

Motion to open the public hearing.

Moved : Cw. Montalvo

Second: Cm. Alvarado

For: 7

Against: 0

Abstain: 0

Keith Selman, City Planner, made the presentation before the City Council.

Carlos Mejia, Mejia Engineering, appeared before the council to answer any questions.

Motion to close the public hearing and introduce.

Moved : Cm. Alvarado

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

Ordinance Introduction: Cm. Alvarado

- 26. Public hearing amending the City of Laredo's 1998-1999 annual budget by transferring \$220,010 from the Police Trust Fund balance and \$382,010 from current revenues collected as of January 31, 1999, for the purchase of (25) portable radios, (12) patrol motorcycles, (18) unmarked cars, (2) patrol cars and (6) K-9 utility vehicles.

**INTRODUCTION OF AN ORDINANCE**

Amending the City of Laredo's 1998-1999 annual budget by transferring \$220,010 from the Police Trust Fund balance and \$382,010 from current revenues collected as of January 31, 1999, for the purchase of (25) portable radios, (12) patrol motorcycles, (18) unmarked cars, (2) patrol cars and (6) K-9 utility vehicles.

Motion to open the public hearing.

Moved : Cm. Alvarado

Second: Cw. Montalvo

For: 7

Against: 0

Abstain: 0

There was no public input.

Motion to close the public hearing and introduce.

Moved : Cm. Galo

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

Ordinance Introduction: City Council

- 27. Public hearing amending the City of Laredo's 1998-1999 annual budget in the amount of \$192,319 to fund the District Attorneys Response Team (D.A.R.T.). The National Drug Control Policy (HIDTA) High Intensity Drug Trafficking Area is funding the operation at no cost to the City. Funds will be used to pay for personnel salaries, fringe benefits, travel and operational expenses beginning January 1, 1998 through December 31, 1999.

**INTRODUCTION OF AN ORDINANCE**

Amending the City of Laredo's 1998-1999 annual budget in the amount of \$192,319 to fund the District Attorneys Response Team (D.A.R.T.). The National Drug Control Policy (HIDTA) High Intensity Drug Trafficking Area is funding the operation at no cost to the City. Funds will be used to pay for personnel

salaries, fringe benefits, travel and operational expenses beginning January 1, 1998 through December 31, 1999.

Motion to open the public hearing.

Moved : Cm. Galo

Second: Cm. Agredano

For: 7

Against: 0

Abstain: 0

There was no public input.

Motion to close the public hearing and introduce.

Moved : Cm. Agredano

Second: Cm. Alvarado

For: 7

Against: 0

Abstain: 0

Ordinance Introduction: City Council

**XIII. ADJOURNMENT**

Motion to adjourn.

Adjournment time: 9:25 p.m.

Moved : Cm. Galo


Second: Cm. Alvarado

For: 7

Against: 0

Abstain: 0

I hereby certify that above minutes contained in pages 01 to 36 are true, complete, and correct proceedings of the City Council Meeting held on the 1st day of March, 1999. A certified copy is on file at the City Secretary's Office.

  
Gustavo Guevara, Jr.  
City Secretary

Minutes approved on: April 5, 1999