



REGULAR CITY COUNCIL MEETING AGENDA

APRIL 11, 2017

5:00 PM

CITY HALL COUNCIL CHAMBERS

10 NORTH ROBINSON STREET

I. ROLL CALL AND CALL TO ORDER BY MAYOR

City Council:

- ✓ Scott Cain, Mayor
- ✓ Dr. Bob Kelly, Mayor Pro Tem
- ✓ Gayle White, SMD 2
- ✓ Dale Sturgeon, SMD 3
- ✓ John Warren, SMD 4

Division Directors:

- ✓ Burton Barr, Community Services
- ✓ Keith Fisher, Public Works
- ✓ Clint Ishmael, Fire Services
- ✓ Terry Leake, Finance
- ✓ Debra Powledge, Human Resources
- ✓ Rob Severance, Police Services

Administration:

- ✓ Steve Polasek, City Manager
- ✓ Chris Fuller, Deputy City Manager
- ✓ Shelly Doty, City Secretary
- ✓ Ivy Peterson, Deputy City Secretary
- ✓ Fritz Quast, City Attorney
- ✓ Denise Jones, Asst. to the City Manager

Department Heads:

- ✓ Tom Davis, Information Technology
- ✓ Grady Easdon, Economic Development
- ✓ Roy Jambor, Development Services

Media:

- ✓ Matt Smith, Times-Review

II. INVOCATION by Pastor Clyde Slimp, Westhill Church of Christ

III. PLEDGE OF ALLEGIANCE

IV. COMMUNITY INTEREST MATTERS, ANNOUNCEMENTS & PRESENTATIONS

- ☆ Proclamation – National Library Week, April 9-15, 2017
- ☆ Proclamation – Motorcycle Safety Awareness Month, May 2017
- ☆ Presentation – Cleburne Police Department's 2016 Annual Report
- ☆ Presentation – Recap of the City of Cleburne's participation in the 2017 Great Texas Warrant Roundup

V. CITY SECRETARY READS THE GUIDELINES TO SPEAK BEFORE COUNCIL

VI. CITIZENS COMMENTS

An opportunity for the public to make comments or address concerns not posted on the agenda.

CONSENT ITEMS

All of the following items on the Consent Agenda are considered to be routine and self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless a Council Member or citizen so requests. For a citizen to request removal of an item, a speaker card must be filled out and submitted to the City Secretary prior to the beginning of the meeting.

M1. APPROVAL OF MINUTES FOR THE MARCH 28, 2017 COUNCIL MEETING.

BQ1. AWARD BID FOR THE PURCHASE OF A 2017 CHEVROLET 2500 CREW CAB TRUCK OUTFITTED WITH A HEADACHE RACK AND WARNING LIGHTS FROM CALDWELL COUNTRY CHEVROLET (UTILIZING BUYBOARD CONTRACT) FOR AN AMOUNT UP TO \$32,120.

Person presenting this item: Keith Fisher, Director of Public Works

BRIEF: This unit is an addition to the fleet at a cost of \$32,120.00. The new unit will enable the Street Maintenance Department to best serve the City of Cleburne. The ¾ ton crew cab truck provides the ability to safely handle the transport of manpower, tools, and materials to and from jobsites within the City, provides adequate towing capacity to transport equipment in accordance with state law, and fills a vital need for equipment within the department. This unit will serve as the primary transport for community service crews working within the City of Cleburne to clean up trash and mow right-of-ways. This role is currently being filled by a unit that has been borrowed from the auction line but is no longer reliable for daily use. In addition to the initial purchase price to Caldwell Country Chevrolet, after delivery the unit will be equipped with a tool box and bed liner supplied by local vendors at a cost of \$1,068.99. These vendors will be paid directly. This will place the total cost of the unit at \$33,188.99. The vehicle purchase will be made through Buyboard, so all competitive purchasing requirements have been met. This purchase was discussed with Council and included in the approved Fiscal Year 2017 General Fund. See Backup for more information.

RS1. A RESOLUTION AMENDING THE AUTHORIZED REPRESENTATIVES FOR TEXAS LOCAL GOVERNMENT INVESTMENT POOL (TEXPOOL).

Person presenting this item: Terry Leake, Director of Finance

BRIEF: The purpose of this item is to add Dee Boyd, Accountant as an authorized representative to invest funds for the City of Cleburne with TexPool. The City utilizes TexPool for investment of funds, and TexPool requires formal action by City Council to make changes to authorized representatives. This change will provide the City with the authorization to ensure unimpeded access to funds, while allowing for the investment of these local funds.

RS2. A RESOLUTION SUSPENDING THE APRIL 21, 2017 EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY'S REQUESTED RATE CHANGE TO PERMIT THE CITY TIME TO STUDY THE REQUEST AND TO ESTABLISH REASONABLE RATES; APPROVING COOPERATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR TO HIRE LEGAL AND CONSULTING SERVICES AND TO NEGOTIATE WITH THE COMPANY AND DIRECT AND NECESSARY LITIGATION AND APPEALS.

Person presenting this item: Terry Leake, Director of Finance

BRIEF: Oncor Electric Delivery Company (Oncor) filed an application on or about March 17, 2017 seeking to increase system-wide transmission and distribution rates by \$317 million or approximately 7.5% over present revenues. As Cleburne has retained original jurisdiction over rates, Oncor asked the City to approve an 11.8% increase in residential rates and a 0.5% increase in street lighting rates. If approved, a residential customer using 1000 kWh per month would see a bill increase of about \$6.68 per month. Although Oncor has increased rates many times over the past few years, this is the first comprehensive base rate case for Oncor since January, 2011. The law provides that a rate request made by an electric utility cannot become effective until at least 35 days following the filing of the application to change rates. The law permits the City to suspend the rate change for 90 days after the date the rate change would otherwise be effective. If the City fails to take some action regarding the filing before the effective date, Oncor's rate request is deemed administratively approved. The proposed resolution suspends the April 21, 2017 effective date of Oncor's rate increase for the maximum period permitted by law to allow the City, working through our membership in the Steering Committee of Cities Served by Oncor, to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue. The Steering Committee, which is comprised of 156 Texas cities, has been in existence since the late 1980s and has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

OC1. AUTHORIZE EXPENDITURE OF FUNDS TO EXTEND THE WARRANTY PERIOD FOR ALL WATCHGUARD VISTA PRODUCTS (I.E. BODY WORN CAMERAS IN THE POLICE DEPARTMENT) FOR A PERIOD OF 2 YEARS IN THE AMOUNT OF \$30,740.

Person presenting this item: Rob Severance, Chief of Police

BRIEF: This was approved as a budget item for in the Fiscal Year 2017 General Fund Police Department budget in the amount of \$ 30,740.00. Watchguard Products include the Vista body worn cameras and Evidence Library Software maintenance. WatchGuard Products is a sole source vendor for the warranty as is indicated in the attached exhibit (Sole Source letter for warranty).

BIDS & QUOTES

BQ2. AWARD BID FOR THE PURCHASE OF THREE LICENSE PLATE RECOGNITION (LPR) CAMERAS FROM TRINITY INNOVATIVE SOLUTIONS FOR AN AMOUNT UP TO \$57,580 TO BE USED IN THE POLICE DEPARTMENT.

Person presenting this item: Rob Severance, Chief of Police

BRIEF: The City of Cleburne Police Department will utilize license plate readers as another tool to improve efficiency, locate stolen vehicles and clear open criminal warrants. Quotes were requested from all known available LPR vendors that have been awarded cooperative government contracts and four (4) quote responses were received. The purchase contract will include three (3) LPR cameras, installation, service and training. The best option for the City has been determined to be the "vigilant" system cameras rather than the "ELSAG" system. Since

more local agencies use this type of system, choosing the “vigilant” system will allow the City to have more complete data from other public and private agencies within the Dallas-Fort Worth Metroplex. Therefore, the best value quote was received from Trinity Innovative Solutions. Their quote consisted of the initial purchase and setup cost of \$52,855.00 and a one-year maintenance cost of \$4,725.00 for a total cost of \$57,580.00. Trinity Innovative Solutions is a member of HGAC cooperative, so all purchasing requirements have been met. This purchase was discussed with Council and included in the Fiscal Year 2017 budget to be funded by the Criminal Justice Division Grant for an amount not to exceed \$60,300.

BQ3. AWARD BID FOR THE PURCHASE OF THREE 2017 FORD TRANSIT E-350 VANS AND 1 2017 GLAVAL TYPE III CUTAWAY BUS FROM CREATIVE BUS SALES, INC (UTILIZING TEXAS COMPTROLLER SMART BUY CONTRACT) FOR A TOTAL AMOUNT OF \$233,808 TO BE USED BY CITY/COUNTY TRANSPORTATION.

Person presenting this item: Grady Easdon, Economic Development Manager

BRIEF: City/County Transportation was awarded grant funds through the USDOT TIGER VII grant program in 2016 for the purchase of four (4) new replacement transit vehicles in the amount of \$260,000. Three are Ford Transit E-350 vans and are priced at \$54,563.00 each. One is a Glaval Type III cutaway bus and is priced at \$70,119.00 for a total of \$233,808.00. These vehicles are being purchased from Creative Bus Sales in Irving through the Texas Comptroller Smart Buy contract, which ensures that all competitive bid requirements have been met. If this purchase is approved, delivery is anticipated to be late August or early September 2017. These vehicles will replace older buses that have exceeded their useful life, and the buses being replaced will be sold with the proceeds above \$5,000 per bus returned to TxDOT. Transportation Development Credits available through this grant will cover the 20% local match requirement, so these vehicles will be 100% funded and there is no fiscal impact on the budget.

RESOLUTIONS

RS3. A RESOLUTION APPOINTING THE MAYOR AND CITY COUNCILMEMBERS TO SERVE AS LEGISLATIVE LIAISONS AS IT RELATES TO THE CITY'S KEY FOCUS AREAS.

Person presenting this item: Steve Polasek, City Manager

BRIEF: The City Council conducted a workshop on February 18, 2017, during which a strategic planning session took place. The City Council participated in an exercise in which they identified some of the strengths, weaknesses, opportunities and threats to the City of Cleburne. Staff categorized this information into five key focus areas:

- 1) Economic Development Initiatives
- 2) Public Infrastructure Enhancements
- 3) Planning and Growth Management
- 4) Aesthetic Enhancements and Quality of Life Programs
- 5) Information Sharing / Community Involvement

The next step, working with the appointed legislative liaisons, will be to further refine the city's strategic plan by outlining specific projects and programs within each of the key focus areas. The

ultimate purpose of the strategic plan is to ensure the appropriate identification, prioritization, resource allocation and implementation of specific projects and programs. The Mayor and each member of City Council would be appointed to a single focus area.

RS4. A RESOLUTION ADOPTING THE AUDIT COMMITTEE POLICY AND APPOINTING MEMBERS TO THE AUDIT COMMITTEE.

Person presenting this item: Terry Leake, Director of Finance

BRIEF: In 2011, the City Council created an Audit Committee and on April 28, 2015 revised the membership of the Audit Committee to include the Mayor, a City Council Member, and the City Manager for a two-year term. There is an Audit Committee Policy that was adopted administratively by staff that contained the following: responsibilities, membership composition, term of membership, and selection process of the Committee:

- Serve as a communications link between the City's external auditors and the City Council.
- Meet as needed with the external auditors to establish the scope of the annual audit, complete the annual audit and plan for subsequent annual audits.
- Ensure the external auditors are provided an independent reporting structure
- Ensure that the City utilizes the services of auditors that are both independent and competent.
- Review management letter and ensure staff is taking corrective measures
- Members to be selected by the City Council and serve for a period of two years.
- The Mayor, City Manager and a Council member make up the membership of the Committee.
- The Mayor will be appointed as Chairperson of the Audit Committee.

Staff is seeking that City Council formally adopt the Audit Committee Policy attached as an exhibit, and appoint the following members of the Audit Committee as provided for in the Audit Committee Policy for a term of two years: Mayor (Chairperson), City Council Member and City Manager.

OTHER COUNCIL MATTERS

OC2. APPROVE FINAL PLAT OF LOT 1, BLOCK 1, HENSLEY HIGH ROAD ADDITION, BEING 4.449 ACRES IN THE CITY'S ETJ LOCATED IN THE JASPER C. DAVIS SURVEY, ABSTRACT NO. 219, AS REQUESTED BY COREY & ALLISON HENSLEY.

Person presenting this item: Roy Jambor, Planning and Development Manager

BRIEF: The purpose for this final plat of Hensley High Road Addition is to create one lot in the extra territorial jurisdiction for residential purposes. The Comprehensive Land Use Plan shows this area and surrounding area to be Future TND District.

OC3. APPROVE FINAL PLAT OF LOT 1-2, BLOCK 1, NOVATION ADDITION, BEING 2.933 ACRES IN THE CITY'S ETJ LOCATED IN THE HENRY R. CRAIG SURVEY, ABSTRACT NO. 171, AS REQUESTED BY NOVATION INVESTMENTS, REPRESENTED BY JEREMY DEAL.

Person presenting this item: Roy Jambor, Planning and Development Manager

BRIEF: The purpose for this final plat of Novation Addition is to create two lots in the extra territorial jurisdiction for residential purposes. The Comprehensive Land Use Plan shows this area and surrounding area to be Village District.

OC4. APPROVE FINAL PLAT OF LOT 1, BLOCK 1, SMITH TRUST ADDITION, BEING 1.2 ACRES IN THE CITY'S ETJ LOCATED IN THE CHARLES GILMORE SURVEY, ABSTRACT NO. 309, AS REQUESTED BY BURL SMITH SPECIAL TRUST, REPRESENTED BY WILLIAM WHITE.

Person presenting this item: Roy Jambor, Planning and Development Manager

BRIEF: The purpose for this final plat of Smith Trust Addition is to create one lot in the extra territorial jurisdiction for residential purposes. The Comprehensive Land Use Plan shows this area and surrounding area to be Sustainable Community District.

OC5. APPOINTMENT TO THE TAX INCREMENT FINANCE #1 BOARD OF DIRECTORS.

Person presenting this item: Terry Leake, Director of Finance

BRIEF: Councilmember John Warren was appointed to TIF Zone #1 for a two-year term that expired in March 2017.

OC6. APPOINTMENT TO THE PLANNING AND ZONING COMMISSION.

Person presenting this item: Roy Jambor, Planning and Development Manager

BRIEF: Ms. Lilly Ewing has moved and Mr. Kirklin Cross, Sr. has submitted an application for the Planning & Zoning Commission and staff recommends his appointment.

EXECUTIVE SESSION

Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec. 551.076, Sec. 551.087 and Sec. 418.0183(f) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated herein. **Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council Meeting.**

Reconvene into open session for possible action resulting from any items posted and legally discussed in Executive Session.

ADJOURNMENT

ADJOURNED AT:



City Hall is wheelchair accessible. Access to the building and special parking are available at the southeast entrance facing Chambers Street. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817/645-0908 or by FAX 817/556-8848 at

least two (2) working days prior to the meeting so that appropriate arrangements can be made.