

October 15, 2019

A G E N D A

1. Call Meeting To Order
2. Prayer
3. Pledge To The Flags
4. Welcome Guest
5. Citizen Presentations: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. Please limit to two minutes each.
6. Approval Of Minutes Of Previous Meeting(s)
7. Update On Police Department Activity
8. Judge Loretta Biggers – Update On Municipal Court Activity
9. Tracy Cox - Update On Main Street Program
10. Update From City Manager John Camp
11. Discussion and Action If Any To Purchase The Community Development Package For Code Enforcement And Permits From iWorQ For \$2,000 Annually And \$1,500 Setup Fee
12. Discussion And Action If Any To Award The Contract To The Selected Bidder For The Hurricane Harvey FEMA Culvert Repairs To The Successful Bidder
13. Discussion And Action If Any To Increase The Base Billing Fee Amount By Five Dollars (\$5) Proportionately Between Water (65%) And Sewer (35%) With Further Increases To Be Discussed In February 2020. This Item Was Tabled In The August 2019 Meeting
14. Adjourn

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations About Security Devices) and 551.087 (Economic Development).

The City of San Augustine held its regular meeting on Tuesday, October 15, 2019 at 5:00 p.m. Alderman Stacy Watts was absent.

Members present were:

Mayor	Leroy Hughes
Alderman	Marcus Hafford
Alderwoman	Pamela Teel
Alderman	Mark Liepman
Alderman	Dan Fussell
Attorney	Tyler Bryan
City Manager	John Camp
City Secretary	Cinda Garner

Mayor Hughes called the meeting to order at 5:00 p.m.

Mayor Hughes offered prayer.

The pledge to the flags was recited in unison.

Mayor Hughes welcomed guest.

Guest present were:

Tracy Cox	Loretta Hughes	Bob Thurber
Stephen Hays	Romonia Barnes	

5. **Citizens Presentations**

There were no citizens presentations.

6. **Approval Of Minutes Of Previous Meeting(s)**

Alderwoman Pamela Teel offered the motion to approve the minutes of the previous meeting(s). Alderman Mark Liepman seconded the motion. Voting in favor of the motion were Alderman Marcus Hafford, Alderwoman Teel, Alderman Liepman, and Alderman Dan Fussell. Motion carried.

7. **Update on Police Department Activity**

Mayor Leroy Hughes gave the update on the police department's activity for the month of September. Activity included: cases filed 5; 6 felony arrests; 11 misdemeanor arrests; 6 assist other agencies; 68 responses on calls for service; 1 juvenile case; 3 auto accident response/report; 22 citations; 17 warnings; and 2 completed mental health warrants.

8. **Judge Loretta Biggers – Update On Municipal Court Activity**

Mayor Hughes reported 25 citations and collections of \$5,122.82 for the month of September.

9. **Tracy Cox – Update On Main Street Program**

Tracy Cox gave an update on the Main Street program. Upcoming events includes – Texas Main Street Roundtable Event, October 17 at 3p.m. to 5 p.m. in the Augus Theater; Sassafras Festival, October 26;

October 29 visitors t downtown at 3:45 – 4:45 p.m.; Christmas Parade December 6; and Christmas Jubilee Days December 5 – 7.

#### 10. Update From City Manager John Camp

City Manager John Camp gave an update of city activity to the council. Activity included:

- **Budget Update** –We are in good shape with the current budget. The summary sheet will be out again next month. Finance has been working with the auditor.
- **FEMA Road Repairs** – The bid award will be discussed in another item.
- **Main Street Capital Fund Sidewalk Grant** – There is no remaining action by the City. Plans are being finalized and THC holds approval until plans are complete.
- **Texas CDBG Grant** – There is no change. Ray Vann advised Mr. Camp that we are number 14 in ranking. There will be 20 funded, 10 this year and 10 next year. We will probably be funded next year.
- **USDA Preliminary Engineering Report** – We have the report which has also been provided to the USDA. The full report can be seen on the City Website under the Resources tab and Key Documents.
- New cell tower on Harrison now has power. The tower is believed to be in Kilgore in sections, but assembly is delayed. As a reminder this is a T-Mobile tower, and City Management is working on putting the Volunteer Fire Department and Sherriff Office radio repeaters on it.
- **Street Department & ROW Items** – Both the boom mower and now the John Deere are out of service again, and in the shop. Both pieces of equipment are perfectly good, but just have specific issues, so we don't need to replace them at the present time.
- **Parks** – Texas A&M University Forest Service Fuel Reduction just completed mulching Friday at Lewis Hotel area. The next step is to coordinate the FS to push out the large tree debris and burn it on site. We will be down there in the next week to cut down remaining trash trees which can be burned as well. After that we level the property with remaining fill from the Water Plant Tank project recently completed. The hotel itself is now completely dried in from the weather and recovered from Hurricane Harvey. We have parts on order to repair the playground equipment at the Ball Park and we are soliciting prices to install new equipment at the Sante Fe Park area adjacent to the caboose which is much more centrally located than either the ball field or the park above the Sheriff's Office on Park Street.
- Bluestem Energy is between Deep East Texas Electric Cooperate and Bluestem right now.
- **Legal Update from City Attorney** – No update from attorney.

#### 11. Discussion and Action If Any To Purchase The Community Development Package For Code Enforcement And Permits From iWorQ For \$2,000.00 Annually And \$1,500.00 Setup Fee

City Manager Camp discussed this item with the council. Now that we have published local Ordinances to our website via Franklin Legal, we are ready to begin addressing numerous local violations. This is the tool of choice. iWorQ is a powerful, and robust software suite for municipalities and other organizations. This is SAS (Software as a Service), and we have negotiated a very favorable rate for the yearly subscription. Including the initial development fee, we will pay \$3500 in year one, and \$2000 thereafter. Over the last six months we worked out a \$750/year savings off the initial price which now includes premium data services since we anticipate we will have high usage for photos of violations.

Training, support and data integration from the Appraisal District is included as are updates. The data is stored at iWorQ, with full security encryption, and all the data belongs to the City of San Augustine (not iWorQ). The County has been using the Public Works Module successfully for about a year with good results, and the City staff has shown an aptitude for using technology.

This is a budgeted item, and will produce revenue via fines.

**Implementation Schedule: (Approximate)**

1. Initial purchase and setup Oct through November 2019
2. Training and Public Announcements December 2019
3. Initial issuance of Citations as warnings January 2020
4. First Actual Citations February 2020

We can train on, and implement the Permit application before the end of Calendar Year 2019. Alderman Hafford offered the motion to approve purchase of the Community Development Package for Code Enforcement and Permits from iWorQ for \$2,000.00 annually and \$1,500.00 setup fee. Alderwoman Teel seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Liepman, and Alderman Fussell. Motion carried.

**12. Discussion and Action If Any To Award The Contract To The Selected Bidder For The Hurricane Harvey FEMA Culvert Repairs To The Successful Bidder**

Bids for the above item were opened on October 11, 2019 at 2:00 p.m. at City Hall. There were two bids received – Leland Bradlee Construction \$198,601.00 and AR Brothers Construction Services, Inc. \$195,015.00. Alderman Hafford offered the motion to award the contract for the Hurricane Harvey FEMA Culvert Repairs to AR Brothers Construction contingent on concurrence from FEMA. Alderman Liepman seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, Alderman Liepman, and Alderman Fussell. Motion carried.

**13. Discussion And Action If Any To Increase The Base Billing Fee Amount By Five Dollars (\$5) Proportionately Between Water (65%) And Sewer (35%) With Further Increases To Be Discussed In February 2020. This Item Was Tabled In The August 2019 Meeting**

Alderman Fussell offered the motion to increase the base billing fee amount by five dollars (\$5) proportionately between water (65%) and sewer (35%) with further increases to be discussed in February 2020. Alderman Hafford seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, and Alderman Fussell. Voting against the motion was Alderman Liepman. Motion carried.

The meeting was adjourned at 5:52 p.m.