

**MINUTES
MEETING OF THE CITY COUNCIL
OF THE CITY OF SAN SABA
November 10, 2014**

Members in attendance were: Ken Jordan – Mayor
Martha Leigh Whitten – Mayor Pro Tem
Mark Amthor – Alderman
Oleta Behrens – Alderman
Shawn Oliver - Alderman
Stan Weik – City Manager

Charlie Peeler, Alderman, was absent.

Others present were: Sabrina Maulsby – City Secretary
Charlene Lindsay – Finance Director
Al Hamrick – City Employee
Denver Daniel – City Employee
Scott Glaze – City Employee
Norman Pierce – City Employee
Dwayne Shaw – City Police
Misty Maldonado – City Police
Tony Guidroz – City Employee
Alice Smith – San Saba News & Star
Marsha Smart – Citizen

At 6:00 p.m. Mayor Jordan called the meeting to order, announced a quorum present, and led the invocation and pledges.

Mayor Jordan called the Public Hearing meeting to order and the first item was to hear comments from the public on granting a zoning variance for property located at 108 E. Commerce Street for David and Marsha Smart in order to Open an eating establishment to accommodate 20-30 people from the hours of 11:00 a.m. to 2:00 p.m.; Lodging for 2-6 people; Future plans, a Farmer’s Market and; Architectural Salvage garage. This property is currently zoned R-1. The Planning & Zoning Commission met in Open Session on November 6, 2014 to consider this Variance. The Planning and Zoning Commission made no motion to approve or disapprove therefore no vote was necessary. Marsha Smart signed up to speak.

The second item was to hear comments from the public in regard to the submission of an application to the Texas Department of Agriculture for a Texas Department of Agriculture for a Texas Community Development Block Grant Program (TxCDBG) grant. The purpose of this meeting is to allow citizens an opportunity to discuss the citizens; participation plan, the development of local housing and community development needs, the amount of the TxCDBG funds.

The Public hearing was closed at 6:02 p.m.

Under public comments, Marsha Smart signed up to speak, but opted to speak during the Discussion/Action Item.

PRESENTATIONS:

Misty Maldonado, Sergeant for the City of San Saba Police Department, was selected as the Employee of the Month for November. Chief Dwayne Shaw and Mayor Ken Jordan presented Misty with a plaque with her name on it and a gift certificate to a local restaurant.

Norman Pierce, city employee working as Fleet Maintenance Supervisor, was selected as the Supervisor of the Quarter. Scott Glaze and Mayor Jordan presented Norman with a plaque with his name on it and a gift certificate to a local restaurant.

CONSENT AGENDA:

On a motion by Alderman Oliver, seconded by Alderman Whitten, Council unanimously approved the following: minutes from the October 14, 2014 council meeting; payment of bills; and approved Resolution No. 2014-41 a resolution to purchase a "Vehicle" for the Police Department.

RESOLUTION NO. 2014-41

**A RESOLUTION REGARDING A FINANCE CONTRACT
FOR THE PURPOSE OF FINANCING A POLICE DEPARTMENT "VEHICLE".**

WHEREAS, contingent upon the approval of the City of San Saba, the Issuer desires to enter into that certain Finance Contract by and between the City and Government Capital Corporation ("GCC") for the purpose of financing a Police Department "Vehicle". The City desires to designate this Finance Contract as a "qualified tax exempt obligation" of the City for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN SABA:

Section 1. That the City will enter into a Finance Contract with GCC for the purpose of financing a "Vehicle".

Section 2. That the Finance Contract by and between the City of San Saba and GCC is designated by the District as a "qualified tax exempt obligation" for the purposes of Section 265 (b) (3) of the Internal Revenue Code of 1986, as amended.

Section 3. That the City will designate Stan Weik, City Manager, as an authorized signer of the Finance Contract by and between the City of San Saba and GCC.

PASSED AND APPROVED by the Council of the City of San Saba in a meeting held on the 10th day of November, 2014.

DISCUSSION/ACTION ITEMS:

The first item for discussion was to discuss and consider approving zoning variance for property located at 108 E. Commerce Street from R-1 to C-2 for David and Marsha Smart. Marsha Smart addressed the Council regarding the zoning variance. She explained her plans for the property and answered questions from the Council. After discussion and questions, Alderman Mark Amthor made a motion to approve the zoning variance as Marsha Smart had stated for the property located at 108 E. Commerce Street from R-1 to C-2. Mayor Jordan explained that for lack of a second motion, the motion dies.

The next discussion item was to discuss and consider approval of a Citizen Participation Plan, a requirement necessary to be eligible to apply for Texas Community Development Block Grant Program Funds. On a motion by Alderman Amthor, seconded by Alderman Behrens, Council unanimously approved the Citizen Participation Plan.

**CITY/COUNTY OF SAN SABA
CITIZEN PARTICIPATION PLAN**

City of SAN SABA, Texas, shall comply with the following citizen participation plan requirements:

1. Provide for and encourage citizen participation, emphasizing participation by persons of low and moderate income residing in slum and blight areas and in areas in which TxCDBG funds are proposed to be used;
2. Provide citizens with reasonable and timely access to local meetings, information, and records concerning the proposed and actual use of TxCDBG funds;
3. Provide for technical assistance to groups representative of persons of low to moderate income that request such assistance in developing TxCDBG proposals with the level and type of assistance to be determined by the City;
4. Provide for public hearings to obtain citizen views and to respond to questions and proposals at all stages of the community development program, including at least the development of needs, the review of proposed activities, and a review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for disabled persons;
5. Provide for a timely written response to written complaints and grievances, within 15 working days where practicable; and
6. Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

Public Hearing Provisions

For each public hearing scheduled and conducted by the City of San Saba, Texas, the following public hearings shall be observed:

Public notice of all hearings must be published at least three (3) calendar days prior to the scheduled hearing. The public notice must be published in a non-legal section of a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements.

Each public hearing shall be held at a time (generally after 5:00 PM on weekdays or on Saturdays) and location convenient to potential or actual beneficiaries and will include accommodations for persons with special needs.

When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter will be present to accommodate the needs of the non-English speaking residents.

Complaint Procedures

The City of San Saba, Texas, has in place written citizen complaint procedures that provide a timely written response to complaints and grievances. The complaint procedures comply with the requirements of the Texas Department of Agriculture's Complaint System. Citizens will be made aware of the location and hours at which times they may obtain a copy of these written procedures.

Technical Assistance

When requested, the City of San Saba, Texas, will provide technical assistance to groups representative of persons of low and moderate income in developing proposals for the use of TxCDBG funds. The level and type of assistance shall be determined by the City based upon the specific needs of the community's residents.

The City will comply with the following citizen participation requirements for the preparation and Submission of an application to the Texas Community Development Block Grant Program:

1. At a minimum, the City will hold at least one public hearing prior to developing the application and post a notice in the local newspaper regarding the community's desire to submit an application.
2. The public notices will be published at least 7 days apart.
3. The public hearing will be held in the applicant's jurisdiction.
4. The City will retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for a period of one year or until the project, if funded, is closed out. Such records will be made available to the public in accordance with Texas Civil Statutes, Article 6252-17a.
5. The public hearing will include a discussion with citizens on the development of housing and community development needs, the amount of funding available. All eligible activities under the Texas Community Development Block Grant Program, and the use of past TxCDBG funds, if applicable. Citizens, with particular emphasis on persons of low and moderate income who are residents of slum and blight areas, will be encouraged to submit their views and proposals regarding community development and housing needs. Citizens will be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
6. A second public notice will announce the applicant's intent to submit the proposed project, the amount of funds being requested, the estimated amount of funds proposed for activities that will benefit low/moderate income persons, and the plans of the locality to minimize displacement of persons and to assist persons actual displaced as a result of activities assisted with TxCDBG funds, if applicable. The notice will include the location and hours when the application is available for review.
7. While more than one application can be discussed at a single public hearing e.g., if the applicant is considering both a Community Development Fund and a Texas Capital Fund application – a hearing held for the previous program year's submittal of the same application (under either fund) is not acceptable for meeting the requirements for any subsequent competition.

The City will comply with the following citizen participation requirements in the event that it receives funding from the Texas Community Development Block Grant Program:

1. The City will hold a public hearing concerning any substantial change, as determined by the Texas Department of Agriculture – Texas Capital Fund Program, proposed to be made in the use of TxCDBG funds from one eligible activity to another.
2. Upon completion of the community development program activities, the City will hold a public hearing and review its performance including the actual use of TxCDBG funds.
3. The City will retain documentation of hearing notice(s), listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three years after project is closeout. Such records will be made available to the public in accordance with Chapter 552 of the Texas Government Code.

CITIZEN PARTICIPATION PLAN COMPLAINT SYSTEM

1. A person who has a comment or complaint about the services funded or to be funded by a CDBG Program administered by the City; may submit such comment or complain in writing to the City Judge.
2. The City Judge shall, within five work days of receiving the comments or complaints, conduct an investigation and determine an appropriate response. The City Judge will advise the person who made said comments or complaints, in writing. If, for any reason this cannot be done, the City Judge will, within five working days of receiving the comment or complaint, advise the person making the comment or complaint , in writing, why the response cannot be provided with five working day of receiving the comment or complaint and when a response can be expected.

- 3. The City Judge shall notify the person who made the comment or complaint, in writing, of the final results of any investigation. Unless unusual circumstances interfere, all investigative action and reports documenting the findings should be accomplished prior to the 15th working day after the comment or complaint was originally received. Should this final response be delayed, the person making the comment or complaint, shall be advised in writing, to include the problems being encountered and a new date for final resolution of the comment or complaint.
- 4. A copy of the above outlined comment and/or complaint procedures can be obtained at the City Hall between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday (except holidays).

Passed and approved by City of San Saba, Texas governing body on November 10, 2014.

The last discussion item was to discuss and consider approval of Resolution No. 2014-42 approving the budget amendments for FY 2013-2014. On a motion by Alderman Oliver, seconded by Alderman Anthor, Council unanimously approved Resolution No. 2014-42 approving the budget amendments for FY 2013-2014

RESOLUTION 2014-42

STATE OF TEXAS	X
	X
COUNTY OF SAN SABA	X

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS, APPROVING BUDGET AMENDMENTS FOR THE 2013-2014 FISCAL YEAR.

WHEREAS, in order to provide for the necessary functions and operations of all City departments, line item amendments were needed;

WHEREAS, Texas law provides for expenditure amendments to amend the budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN SABA, TEXAS:

That the City Council approves the budget amendments for the 2013-2014 fiscal year.

Passed and approved this 10th day of November, 2014.

CITY MANAGER’S REPORT

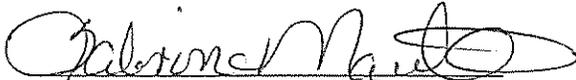
City Manager Stan Weik gave a brief report on the following activities in the City of San Saba: another great month with a lot of people in town; Mill Pond Christmas lights will light up the day after Thanksgiving; Garbage trucks have been having problems and the guys have been running early mornings picking up the Commercial routes. We hope to have a new truck by the end of the week; Experiencing multiple water leaks.

OTHER REPORTS

Denver Daniel stated they were having a great month, putting up the lights and wrapping the poles in town, helped with the wooden shed in the park that holds the computer for the lights; Chief Dwayne Shaw said they would be getting furnishings for the new P.D. due to an agency in Midland closing and should furnish 95% of the building, will take the 18 wheeler to Midland about the 1st of December to pick all of it up; Al Hamrick said the new P.D. is moving right along as scheduled and got the plans for the new Nursing Home and will be meeting with the Architect and Engineers; Scott Glaze said a large part of the guys are participating in the No shave November for Men's Cancer awareness and all of the guys are pretty scraggly looking; Tony said he will be meeting with Jason Caraway and Mr. Mayfield in Marble Falls, welcomes Oliver and Company to San Saba, Old Embellishments building, the new Hill Country Gift Shop has perfumes and gifts, Hunters welcome weekend did well; Shayna Grant addressed the Council inviting them to the Colorado River Tour Dinner.

The meeting adjourned at 7:02 p.m.

ATTEST:


Sabrina Maultsby, City Secretary


Kenneth G. Jordan, Mayor