

**City of Alton City Commission  
Regular Meeting 7:30 pm  
November 13, 2018 Minutes**

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**Members Present**

Mayor Salvador Vela  
Mayor Pro Tem Arturo Galvan Jr  
Commissioner Ricardo Garza  
Commissioner Richard Arevalo  
Commissioner Emilio Cantu Jr

**City Staff Present**

Jorge Arcaute  
Jeff Underwood  
Ricardo Gonzalez  
Baudelia Rojas  
Samm Mercado  
Steve Pena  
Rosie Tello  
Janie Gaytan  
Janie Flores  
Jesse Pena

- I. **CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT:**  
With a quorum of the Alton City Commission present, Mayor Salvador Vela called the meeting to order at 7:30 pm.
- II. **PUBLIC COMMENT:** None
- III. **CONSENT AGENDA:**  
**Approve the minutes of the City Commission meeting of September 25, 2018.**  
Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.
- IV. **NEW BUSINESS**
  1. **Presentation of the Annual Tax Collection Report from the office of Pablo "Paul" Villarreal Jr, Tax Assessor & Collector for Fiscal Year 2017-2018.**  
Presentation from Julio Espinoza from the Tax Office.
  2. **Discuss and approve the 2018 Tax Rolls for the City of Alton.**  
Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.

3. **Discuss and approve submitted Request for Qualifications for Wrecker Services.**  
Jorge Arcaute, City Manager stated three wrecker companies submitted proposals to the City to provide wrecker services via sealed bidding on October 19, 2018. The following wreckers Papo's Wrecker Service, N/A Towing and 956 Towing have been found to be in compliance with the City's requirements. Rotation will begin December 1, 2018. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Ricardo Garza. Motion carried 5-0.
4. **Consider and approve the new policy and procedure manual for the Alton Police Department.**  
Jorge Arcaute, City Manager stated that the policies had a substantial revision. The new policy and procedures should become effective immediately upon approval. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.
5. **Approve the removal of \$4,671.40 receivable of sewer fees in arrears from the accounting records.**  
Jorge Arcaute, City Manager stated that as of September 30, 2018 the current balance of sewer fees in arrears was \$3,357.02. It is considered non collectible 20% of it and needs to be removed from the accounting records. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.
6. **Approve the Investment Reports of the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2018 according to the Public Funds Investment Act.**  
Jorge Arcaute, City Manager stated investment reports were for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters of 2018. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.
7. **Consider and approve Waterline Access Agreement with Sharyland Water Supply Corporation for Shary Estates Subdivision.**  
Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Ricardo Garza. Motion carried 5-0.
8. **Consider and approve Waterline Access Agreement with Sharyland Water Supply Corporation for Ivy Acres Subdivision.**  
Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Ricardo Garza. Motion carried 5-0.

9. **Consider and approve Waterline Access Agreement with Sharyland Water Supply Corporation for Alton Coves Subdivision.**  
Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Ricardo Garza. Motion carried 5-0.
10. **Discuss and consider authorizing the solicitation of Statement of Qualifications for land surveying services.**  
Jeff Underwood, Assistant City Manager stated staff is seeking authorization to advertise for a Request for Statement of Qualifications (SOQ) from Land Surveying firms. The City procured land surveying firms approximately 3 years ago for a maximum term of 3 years. The process of developing a rotation list enables the City to contact firms and authorize work through a work or job authorization, thereby speeding up the time to have work performed. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Emilio Cantu Jr. Motion carried 5-0.
11. **Discuss and consider authorizing the solicitation of Statement of Qualifications for civil engineering services.**  
Jeff Underwood, Assistant City Manager stated staff is seeking authorization to advertise for a Request for Statement of Qualifications (SOQ) from Civil Engineering firms. The City procured land surveying firms approximately 3 years ago for a maximum term of 3 years. The process of developing a rotation list enables the City to contact firms and authorize work through a work or job authorization, thereby speeding up the time to have work performed. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.
12. **Consider and approve Resolution 2018-20, authorizing publication of the city's Notice of Intent to Issue Certificates of Obligation in an amount not to exceed \$4,200,000 as authorized under state law for purposes of paying contractual obligations of the city to be incurred for certain projects and to pay for the cost of issuance of the certificates of obligations and making other provisions regarding matters incident thereto.**  
Jorge Arcaute, City Manager stated resolution allows the city to move forward with issuance of Certificates of Obligation for infrastructure projects including road, drainage, park, sewer and fire protection. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Ricardo Garza. Motion carried 5-0.
13. **Consider and approve Resolution 2018-21, a resolution declaring the intent to reimburse certain expenditures with borrowing proceeds.**  
Jorge Arcaute, City Manager stated that the reimbursement resolution allows staff to commence work on projects that are to be funded with the proceeds from the

Certificates of Obligation prior to funds being borrowed, with the intent to reimburse the City funds once the Certificates of Obligation are received. Staff recommends approval. Motion to approve was moved Mayor Pro Tem Arturo Galvan Jr and seconded by Commissioner Richard Arevalo. Motion carried 5-0.

**V. EXECUTIVE SESSION: Pursuant to Government Code Section 551.071 & 551.072**

**VI. RETURN TO OPEN SESSION FOR POSSIBLE ACTION:**

**VII. CITY MANAGER’S REPORT:**

Samm Mercado, Recreation Director stated a “Lighting of the Christmas Tree” is scheduled for November 27<sup>th</sup> at 8:00 pm. The Christmas Parade is scheduled for December 8 at 11 am and Festival at 5:00 pm

Jorge Arcaute, City Manager stated an employee breakfast is scheduled for November 21<sup>st</sup> at 7:00 am at the Alton Recreation Department.


**VIII. ADJOURNMENT:**

Motion to adjourn the meeting at 7:53 pm was moved by Mayor Pro Tem Arturo Galvan Jr and second by Commissioner Richard Arevalo. Motion carried 5-0.

CITY OF ALTON

  
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Salvador Vela, Mayor

ATTEST:

  
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Baudelia Rojas CPM, TRMC|CMC  
City Secretary



Approved by City Commission 11/27/18