



"City of Choice"

## City Council/Executive Staff Workshop Retreat

GVEC Facility  
927 N. Highway 46  
Seguin, Texas 78155

January 13, 2017  
9:00 a.m.

### MINUTES

1. Call to Order – Mayor Dunn called the meeting to order at 9:10 a.m.
2. Roll Call – Mayor Dunn (out at 10 a.m. arrived back at 12:40 p.m.), Councilwoman Schultes, Councilman Garrett, Councilwoman Gebhardt (left at noon), Councilman Gibbs, Councilman Russell, Councilman Hogue and Councilman Weber; Staff Present: City Manager Mr. Herrera, City Attorney Mr. Erkan, City Secretary Ms. Cimics, Finance Director Ms. Miranda, Executive Assistant Ms. Roger and Public Works Director Fousse attend all day; following staff attended in the afternoon: Police Chief Cox, Fire Chief Niemietz, Planning & Engineering Director Mr. Klein, IT Mr. McDaniel, and ED Ms. McVey. David Klein Special Legal Counsel attend the morning session.
3. Update on Green Valley Special Utility District's unpaid franchise fees and application for the Texas Pollutant Discharge Elimination System (TPDES) Permit in Cibolo, Texas.

Finance Director Ms. Miranda provided a report on delinquent franchise fees due to the City. Currently 4700 accounts in GVSUD CCN area.

4. Executive Session: Closed Session

In accordance with Texas Government Code Section 551.071 Consultation with Attorney the City Council shall convene in closed session to consult with City Attorney in regards to the following matters:

- A. Green Valley Special Utility District v. City of Cibolo, United States District Court for the Western District of Texas Cause No. 1:16-cv00627-SS.
- B. Consult with Special Council in regards to the matter: Application of City of Cibolo for Single Certification...and to Decertify Portion of Green Valley Special Utility District's Sewer Certificate of Convenience and Necessity ... TPUC Docket No. 45702.
- C. Recovery of unpaid Franchise Fees.
- D. Contest of GVSUD application for Texas Pollutant Discharge Elimination System Permit.

Mayor Dunn stated that council will convened into Executive Session at 9:32 a.m.

5. Open Session. City Council will reconvene into open session and continue the Workshop Retreat.

Council reconvened into regular workshop at 11:16 a.m. Council took a short break until 11:29 a.m.

6. Discuss, consider, and receive succession plans from appointed City Officials.

City Secretary Ms. Cimics gave her full report on the succession plan for the Office of the City Secretary. City Manager Mr. Herrera followed with a short report as many of the items were similar to what the City Secretary reported. Mr. Herrera agreed to send his recommendation for an interim ACM in a letter to council in the ten days. This would be in place until a permanent ACM position is created.

7. Discuss future municipal organizational trends anticipated by Executive Staff.

City Manager Mr. Herrera briefly discussed some of the trends which were discussed in a staff retreat the previous month. Mr. Herrera also mentioned the personality profile exercise the Executive Staff members recently participated in.

8. Receive and discuss preliminary departmental reports from staff concerning anticipated future manpower needs over the next three, five, and seven year periods.

City Manager Mr. Herrera opened the discussion with population estimates and projected additional manpower estimates. Chief Niemietz and Chief Cox provided staffing plan presentations for the City's public safety departments.

9. Discuss, consider, and receive a report from staff identifying and outlining the timing of major capital improvement projects which are scheduled to start in 2017 and be complete in 2018 or sooner.

Mr. Fousse provided his presentation on various ongoing projects. He also reported on a future tank raising event anticipated to occur around January 19<sup>th</sup>.

10. Receive, discuss, and consider a report from the Cibolo Economic Development Director concerning CEDC efforts to address City Council expectations as outlined in a letter from Mayor Dunn and the Cibolo City Council to the Cibolo Economic Development Board of Directors dated June 16, 2016.

Mr. McVey introduced the EDC Board members that were present which included Brian Byrd, Stosh Boyle and Paul Buell. Mr. Byrd presented on the EDC's strategy, mission, vision and scorecard as requested by the Mayor Dunn several months ago. Council requested to have the presentation sent to them.

11. Discuss and consider establishing a City Council workshop in February 2017 to develop a set of common goals for the City organization to pursue in 2017 and 2018.

Council set a date of March 4<sup>th</sup> for a Council Workshop.

12. Adjournment.

Councilman Weber made the motion to adjourn the workshop at 4:29 p.m. Motion was seconded by Councilman Garrett. For: All; Against: None. Motion carried 7 to 0.

PASSED AND APPROVED THIS 24<sup>TH</sup> DAY OF JANUARY 2017.



Allen Dunn  
Mayor

ATTEST



Peggy Cimics  
City Secretary