

## **City Council Governance Committee Meeting Minutes**

A meeting of the City Council Governance Committee was held on Wednesday, February 16, 2005 at 3:30 pm in the Media Briefing Room with the following present:

**Members Present:** Mayor Edward Garza  
Councilmember Richard Perez, District 4  
Council Member Art A. Hall, District 8  
Council Member Carroll W. Schubert, District 9

**Absent:** Council Member Julian Castro, District 7

**Staff Present:** Rolando Bono, Interim City Manager; Leticia Vacek, City Clerk; Christopher J. Brady, Assistant City Manager; Jelynn LeBlanc Burley, Assistant City Manager; Francis A. Gonzalez, Assistant City Manager; Andrew Martin, City Attorney; Erik Walsh, Assistant to the City Manager; Walter Ague, Assistant to the Mayor; Drew Cameron, Director Housing & Community Development; Leticia Callanen, City Manager's Office; Peter Zanoni, Director Management & Budget; Gary Moeller, Director ITSD; Milo Nitschke, Director Finance; Troy Elliott, Director ERM; Denise Monday, City Attorney's Office; Ron Smudy, Parks & Rec.; Raymond Castro, Parks & Rec.; Dean Fickenscher, Parks & rec.; Steven Baum, Parks & Rec.; Lisa Todd, Finance; John Bull, Municipal Court; Catherine Torres-Stahl, Municipal Court; Kaye Milburn, Auditor's Office; Denis Cano, Auditor's Office; Magda Santos, ITSD/ERM; Stephen Whitworth, City Attorneys Office; Aubrey George, Library; Lena Ellis, Finance; Krystal Strong, City Manager's Office

**Other's Present:** Amy Dorsett, Express News; Mark Lippard, Deloitte Consulting; Bob Wicke, Deloitte Consulting

### **CALL TO ORDER**

Mayor Edward D. Garza called the meeting to order.

#### **I. Approval of minutes from meeting held February 4, 5, 12, 2004; March 1, 4, 18, 2004.**

Councilmember Hall moved to table said item until the next Meeting. Councilmember Perez seconded the motion. The motion carried unanimously.

## **II. Briefing by staff on the status of ERM project; presented by Troy Elliott, ERM Project Director.**

Mr. Elliott reported on the ERM Project Post Go-Live Status. He reported on the following:

- Payroll Background & Overview
  - October 4, 2004 the SAP payroll system went "live"
  - Policy established to correct in one business day and pay issues
  - Five separate payrolls are processed utilizing SAP software 1) Civilian 2) Uniformed 3) School Crossing Guards 4) Temporary 5) Fire and Police Pension. School Crossing Guards, Temporary Employees, and Fire and Police Pension payroll all reported as stable.
  - Ten pay periods for Civilian and Uniformed employees have been processed to date
  - W-2s and 1099Rs were printed and issued to employees on January 28, 2005.
- Payroll Status; emphasized as of February 11, 2005, twenty five (25) issues were reported, down from October's number of six hundred twenty five (625) plus issues reported. The examples that were given are time entered incorrectly by City employees.
- Police Department; twenty seven (27) issues were originally identified of which ten (10) issues remain.
- Fire Department; sixteen (16) issues were originally identified of which seven (7) issues remain.
- Civilian & General Payroll Issues; reported incorrect display of gross pay on check stubs for current and year to date amounts since the January 14, 2005 paycheck, this issue has since been corrected. Accurate billing of benefits reported as in progress. Process for refunding benefits for deductions taken in error reported as in progress.
- Addressing the Issues;
  - Corrective Action includes weekly meetings with both Fire and Police Department to prioritize resolution and communication status.
  - Meetings with Fire and Police Unions to communicate status and address concerns.
  - Notice to Deloitte to emphasize that the City will not accept the system until all system issues are resolved.
- Stabilizing the Payroll System; the goal was to have a majority of the payroll issues resolved by January 31, 2005 to be effective for the February 11, 2005 payday.

- Finance reported as; the project work plan targets April/May 2005 for completion of Finance activities. Review and validation of year to date expenditures and revenues should be completed in March 2005.
- Budget Preparation; User acceptance testing (UAT) is complete for the Budget Preparation System. Fifty (50) people needed to enter data from various departments.
- ERM Project Budget Status reported \$749,141 balance available for appropriation.
- SBEDA Participation by Firm as of January 15, 2005; Total Phase III allocated SBEDA fees (%) \$16,297,930. Total Phase III SBEDA participation to date is \$14,672,731. Total Phase III SBEDA goal achieved to date is 90%.
- Project Staffing Update; two positions and three development positions remain to be filled. A total of eighteen (18) new hires have joined the ERM project team since September 1, 2004.

### **III. Agenda planning related items.**

#### **A. Discussion regarding the establishment of a Blue Ribbon Citizen's Commission in connection with the Edwards Aquifer Protection and Linear Creekways Voter Propositions, as requested by Mayor Edward D. Garza and Council Member Joel Williams, District 2; presented by Christopher J. Brady, Assistant to the City Manager.**

Mr. Brady reported that once the Blue Ribbon Citizens Commission is in place, additional information will be provided.

Mayor Garza stated that he has submitted Howard Peak's name as his appointment to lead the Linear Creekways Blue Ribbon Committee.

Mr. Ague added that a previous commission of six has put together a series of projects that could be considered.

Mayor Garza stated that he would like to have this committee establish a date of completion.

Councilmember Perez noted that he did not know specifically what this committee was going to do. He added that staff knows where the creeks are and was not clear how the committee will help to do a better job than what has already been done.

Mayor Garza stated that the creeks have been identified but would like the focus narrowed.

Councilmember Hall asked for clarification on the difference between the Blue Ribbon Commission and what the CABB is doing versus what the Bond Oversight Committee is doing.

Mayor Garza noted that the Bond Oversight Commission would like to use their expertise for the next round of bonds and develop the framework for the City Council to take to the public.

Mr. Brady stated that staff would draft an informative brochure as the May 7, 2005 election nears.

Councilmember Schubert stated that the City does not have enough money for all acquisitions, flood, and drainage. Councilmember Hall moved to bring said item back to the Governance Committee in 2-3 weeks. Councilmember Schubert seconded the motion. The motion carried unanimously.

**B. Discussion regarding proposed amendments of Section 21.06 to increase fines related to graffiti violators, as requested by Councilmember Ron H. Segovia, District 3; presented by Andrew Martin, City Attorney.**

Ms. Sepeda, reported on Graffiti Regulations and emphasized current regulations were last amended in the year 2000. A graffiti task force is in place adding 140-160 felony referrals for approximately 220-250 misdemeanor referrals annually. Councilmember Schubert asked if juveniles with an adult are in a car, can police issue a citation. Ms. Sepeda stated that police can take them to the police department and wait with the juvenile until a guardian picks them up.

Councilmember Perez moved to forward said item to A Session. Councilmember Hall seconded the motion. The motion carried unanimously.

**C. Discussion of proposal to lease the Hertzberg Library, as requested by Mayor Edward D. Garza; presented by Francis Gonzalez, Assistant City manager.**

Ms. Gonzalez reported that a memorandum of understanding has been submitted between the City and the National Western Art Foundation (NWAF). The memorandum outlines the details of the lease, arrangements and designation of space for the history center concept.

Mayor Garza stated that he had not seen the memorandum of understanding and requested that the Quality of Life Committee review the memorandum of Understanding.

Councilmember Perez moved that said item be sent to the Quality of Life Committee. Councilmember Schubert seconded the motion. The motion carried unanimously.

**D. Discussion regarding issuance of San Antonio Housing Finance Corporation Tax Exempt Multi-Family Housing Revenue Bonds to provide financing for the construction of the Willow Bend Apartments project, located at 8330 Potranco Road, as requested by Councilmember Enrique Barrera, District 6; presented by Andrew Cameron, Director Housing and Community Development; Jelynn LeBlanc Burley, Assistant City Manager.**

Mr. Cameron stated that the San Antonio Housing Finance Corporation will issue tax exempt multi-family housing revenue bonds to provide financing for the construction of the Willow Bend Apartments. Councilmember Perez moved to forward said item to A Session. Councilmember Hall seconded the motion. The motion carried unanimously.

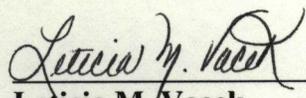
**IV. Consideration of scheduling of items for future meetings.**

No further items were considered.

**There being no further discussion, the meeting was adjourned at 5:30 pm.**

*Copies of these presentations are made part of the file and are available upon request.*

**ATTEST:**

  
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**Leticia M. Vacek**  
City Clerk

  
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**Edward D. Garza, Mayor**

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