

**NEIGHBORHOODS AND LIVABILITY COUNCIL COMMITTEE
MEETING MINUTES
MONDAY, JUNE 20, 2016
4:00 P.M.
MEDIA BRIEFING ROOM, CITY HALL**

| | |
|-------------------------|--|
| Members Present: | Councilmember Roberto Treviño, <i>Chair, District 1</i> Councilmember Rey Saldaña, <i>District 4</i> Councilmember Ray Lopez, <i>District 6</i> |
| Members Absent: | Councilmember Alan Warrick, <i>District 2</i> Councilmember Cris Medina, <i>District 7</i> |
| Staff Present: | Maria Villagomez, <i>Assistant City Manager</i> ; Erik Walsh, <i>Deputy City Manager</i> ; Leticia Vacek, <i>City Clerk</i> , Sam Adams; <i>Assistant City Attorney</i> , Michael Shannon, <i>Assistant Director, Development Services Department</i> ; Melissa Ramirez; <i>Interim Assistant Director, Development Services Department</i> , Catherine Hernandez; <i>Development Services Department</i> , Alma Martinez-Jimenez, <i>Development Services Department</i> ; Jenny Ramirez, <i>Development Services Department</i> ; Mikel Brightman, <i>Department of Human Services</i> ; Pete Alanis; <i>Center City Development Office</i> , Joseph Cortez, <i>District 6 Staff</i> ; Rosalinda Diaz, <i>Office of the City Clerk</i> |
| Others Present: | Jay Gragg, <i>Board Applicant</i> ; Paul Klein, <i>Board Applicant</i> ; Richard Acosta, <i>Board Applicant</i> ; Edward Magallanes, <i>Board Applicant</i> ; Seth Teel, <i>Board Applicant</i> |

Call to Order

Chairman Treviño called the meeting to order.

1. Approval of Minutes for the May 16, 2016 Neighborhoods and Livability Committee Meeting

Councilmember Lopez moved to approve the Minutes of the May 16, 2016 Neighborhoods and Livability Council Committee Meeting. Councilmember Saldaña seconded the motion. Motion carried unanimously by those present.

Briefing and Possible Action on:

2. Consideration of applicants to the Zoning Board of Adjustment At-Large Alternate Category (6 Slots)

Mrs. Vacek notified the Committee that the Applicants would have two minutes to make a statement and would respond to questions from the Committee thereafter. She noted that Mr.

Jeffrey Finley was unable to attend today's meeting but had submitted a statement that was provided in the packet. She added that Mr. Harold O. Atkinson, Jeffrey M. Finley, Henry Rodriguez, Matthew J. McDonough, and Robert A. Ramirez could not be present.

The Committee interviewed the following applicants:

- Paul E. Klein
- Richard Acosta
- Jay C. Gragg
- Edward Magallanes
- Seth Teel

Melissa Ramirez stated that Mr. Jeffrey M. Finley and Mr. Henry Rodriguez were not present since they were attending the Zoning Board of Adjustment Meeting at this time.

Chairman Treviño recessed the Meeting at 4:17 pm to convene in Executive Session, pursuant to Texas Government Code Section 551.071 (consultation with attorney).

Chairman Treviño reconvened the meeting at 4:24 pm and announced that no action was taken in Executive Session.

Councilmember Saldaña moved to recommend the appointment of the following applicants to the Zoning Board of Adjustment as At-Large Alternates to the full City Council scheduled for June 30, 2016:

- Jeffrey M. Finley
- Paul E. Klein
- Richard Acosta
- Jay Gragg
- Edward P. Magallanes
- Seth Teel

Councilmember Lopez seconded the motion. The motion carried unanimously by those present.

3. Briefing and possible action on the sale of the Reus-Sterling Properties located at 1434 East Commerce Street and 323 Idaho

Item 3 was pulled from the agenda by Staff and was not addressed.

4. Briefing and possible action on the Absentee Property Owner Registration Program

Michael Shannon provided a briefing on the updates to the Absentee Property Owner Registration Ordinance which must be presented to City Council before September 15, 2016. He stated that the ordinance would only apply to duplexes and single family homes. He noted that

only 38% of the properties had been identified to register under the new ordinance, leaving 62% of property owners unidentified. He explained that Property Owners would pay a \$50 Registration Fee and were required to provide their current contact information. He added that property owners who reside out of town would have to designate a local manager and provide the manager's contact information. He spoke of the meeting with the Bexar County Appraisal District (BCAD) where they addressed the process of how information was updated in their system and if a City Link could be added to the BCAD's Website. He added that City Staff would meet with BCAD on a regular basis to improve the process of updating property owners' information.

Mr. Shannon addressed the following questions from the previous meeting:

- Are there more code violations for vacant buildings?

He stated that out of the 1,010 registered properties; one-third were identified as vacant structures. He added that the database was updated to identify vacant structures more accurately.

- How are property owners identified?

He stated that the department utilized Bexar County, Utility Companies, Tax Assessor and Title Records to locate property owners. He added that Staff physically visit the property and meet with real estate contacts and neighborhood associations to attempt to locate the property owner.

- Are there any other code calls for service that could be included in this ordinance?

He presented a graph which displayed the number of Codes, ACS, Fire, and SAPD calls for service for 2014 and 2015. He noted that the other calls for service are difficult to tie into the Registration Ordinance.

- What is the property owner's responsibility?

He explained that regardless of who caused the violation; per State and Local Law, ultimately the property owner was responsible to resolve the violation. He added that criminal violations fall on the person who committed the act.

- What are other Cities doing?

He spoke of the different programs of Austin, Dallas, and Fort Worth. He stated that the ordinance presented to City Council would work best for San Antonio.

Mr. Shannon mentioned that there were some possible changes that could be added to the Ordinance before it is presented to City Council. He stated that there were concerns regarding the \$50 Registration Fee from the public. He suggested an Early Bird Registration Fee of \$25 to relieve some of the cost to owners and stated that it would encourage others to register voluntarily for the savings. He proposed to add a "No notice provision" to help expedite fines and/or the court process for repeat offenders and ultimately increase compliance.

Chairman Treviño asked how the data was requested from BCAD. Mr. Shannon replied that the City's Code Enforcement System is tied into the BCAD's System to assist in locating the property owner. Chairman Treviño asked what the process was to locate a property owner. Mr. Shannon explained that a notice is sent to the owner listed in the database; if notice is returned undeliverable, they perform manual research; review utility records; and reach out to BCAD to verify that all updates to the address have been completed. Chairman Treviño stated that 62% of unidentified property owners was too high and that improvements to the current process were needed.

Councilmember Saldaña expressed concerns regarding the high percentage of unidentified property owners. He asked Mr. Shannon if he expected the numbers to go down with the new ordinance. Mr. Shannon replied that the number would be reduced since the ordinance was developed with input from groups and neighborhoods. He noted that once the property was registered; the Code Violations were reduced.

Councilmember Saldaña moved to present the Absentee Property Owner Registration Ordinance to the full City Council. Councilmember Lopez seconded the motion. The motion carried unanimously by those present.

5. Consideration and possible action on Amendments to Chapter 35 of the City Code of San Antonio, Texas, the Unified Development Code, to modify regulations and fees for notice requirements for rezoning cases

Melissa Ramirez presented the proposed amendments to Chapter 35 of the City Code as recommended by the Housing Commission. She stated that the Development Services Department had briefed the Housing Commission regarding the following notification procedures:

- Posting on Department Website
- Newspaper Publication
- Notice to Property Owners and Registered Neighborhood Associations within 200 feet
- Posting of signs on property

Ms. Ramirez stated that the Housing Commission recommended that the size of the sign be increased to 24' X 36" in order to add a General Purpose Information Field and include the Spanish Translation. She added that Staff supported the recommended changes from the Housing Commission. She noted that the Zoning Application Fee would increase by \$10 and would require that the Unified Development Code be amended. She stated that the Zoning and Planning Commissions recommended approval of the changes and with the Committee's Approval; would present to the full City Council on June 30, 2016.

Chairman Treviño asked if the color of the sign had changed. Ms. Ramirez stated that the color was changed to a florescent yellow for visibility.

Councilmember Lopez moved to forward the recommendations to the full City Council. Councilmember Saldaña seconded the motion. The motion carried unanimously by those present.

6. Briefing on a Council Consideration Request by Councilman Treviño, Council District 1, for Translation Services

Maria Villagomez updated the Committee on the Council Consideration Request (CCR) submitted by Councilmember Treviño requesting that a Translator be added to the Development Services Department. She stated that the CCR was heard by the Governance Committee where they requested that it be forwarded to the Neighborhoods and Livability Committee for discussion. She noted that a comprehensive strategy was being developed for the City to translate information on the City's Website to Spanish. She stated that currently a Translator was made available at meetings only if one was requested. She added that a cost analysis would be conducted to establish the cost of having a Translator available at City Council A and B Sessions. She requested that the Committee place the Item back on the next Neighborhoods and Livability Committee Agenda scheduled for August 15, 2016 to present her findings. Mrs. Vacek added that State Law required information related to the Election be translated into Spanish.

Councilmember Lopez asked of the current process to have a Translator attend a meeting. Ms. Villagomez responded that currently, a Translator must to be requested in advance to attend a meeting. She added that if a Translator was hired; that person would attend all meetings and provide translation services if needed. Mrs. Vacek added that when a Citizen signs up to speak in person or online, they would indicate if they require translation services.

No action was required for Item 6.

7. Briefing on Head Start Program Fiscal Update.

Mikel Brightman stated that staff had closed out the 2015–2016 Head Start Program and carried forward the remaining funds to the next school year. She noted that staff had applied for Federal Grant Funds through the Cost of Living Allowance (COLA) for the Head Start and Early Head Start Programs on June 15, 2016. She added that the grant funds could only be used to raise salaries for Head Start Employees and address unexpected facility improvements.

Ms. Brightman reported that the COLA Grant Funds received for Head Start would be used to increase teacher salaries and for facility improvements. She noted that program improvements for Head Start could not be funded through the COLA Grant; however, staff would request funds for the Technology Program during the annual update refunding application process. She stated that grant funds for Early Head Start would be used to increase salaries in the childcare centers and facility improvements. She noted that the funds carried forward would be used to purchase a Cargo Van and Minivan.

Ms. Brightman outlined the Monthly Program and Fiscal Report for May 2016 as follows:

- Early Head Start Program: Enrollment 146; Waitlist 308; Attendance 82%; and FY 15-16 Budget \$6.3 Million
- Head Start Program: Enrollment 2,856; Waitlist 83; Attendance 93%; FY 15-16 Budget \$27.6 Million; and FY 16-17 Budget \$27.6 Million
- Combined measures for both programs: Physical Exams 99%; First Home Visit 100%; and Family Needs Assessment 99%

No action was required for Item 7.

Adjourn

There being no further discussion, the meeting was adjourned at 5:03 p.m.

Respectfully Submitted,

Roberto Treviño, Chair

*Rosalinda G. Diaz,
Office of the City Clerk*