

JULY 18, 2003

A SPECIAL MEETING OF THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS WAS HELD ON FRIDAY, JULY 18, 2003 AT 10:30 A.M. IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS CITY HALL 200 EAST KLEBERG AVENUE.

CITY COMMISSION MEMBERS PRESENT:

Filemon "Phil" Esquivel, Mayor
 Horacio "Hoss" Castillo, Mayor Pro-tem
 Charles E Wilson, City Commissioner
 Al Garcia, City Commissioner

CITY STAFF PRESENT:

John Garcia, Interim City Manager
 Irene Ramirez, Interim City Secretary
 Corando C Garza, Asst. City Manager
 Caron Vela, Interim Finance Director
 Dora Byington, Purchasing Director
 Luke Womack, CPA (Auditor)
 Vilma Castillo, Director of Collections
 Daniel Almeida, WW Construction Field Supervisor
 Sammy Maldonado, Water Superintendent

I. PRELIMINARY PROCEEDINGS.

OPEN MEETING

The workshop was opened at 10:36 a.m. by Mayor Pro-tem Castillo.

INVOCATION/ PLEDGE OF ALLEGIANCE - (Mayor Esquivel)

II. PUBLIC HEARING – (Required by Law).¹

None

III. PUBLIC COMMENT ON AGENDA ITEMS.³

1. Comments on all agenda and non-agenda items.

None

IV. PETITIONS, GRIEVANCES, AND PRESENTATIONS.²

1. **Review and discuss proposed fiscal year 2003-2004 budget for the following departments:**

- a. City Commission
- b. City Manager
- c. Municipal Building
- d. Human Resources
- e. Risk Management
- f. Legal
- g. Planning
- h. Recycling
- i. Finance Administration
- j. Collections
- k. Municipal Court
- l. Computer Operations
- m. Purchasing

- n. **Engineering**
- o. **Service Center**
- p. **Garage**
- q. **Health**
- r. **Library**
- s. **Water Production**
- t. **Water Construction**
- u. **Meter Readers**
- v. **Waste Water- North Plant**
- w. **Waste Water- South Plant**
- x. **Waste Water- Sewer Collections**

Ms Caron Vela, Interim Finance Director addressed the commission and stated that Department 180.1 would make their presentation first.

Mr. Luke Womack, Auditor stated that Ms Vilma Castillo, Director of Collections, had given him additional information regarding ambulance.

Ms Vela addressed the commission and stated that most line items had remained the same. She stated that she had calculated increases in the salaries due to employees reaching different longevity levels and added a salary for a new employee. Ms Vela added that "Overtime" remained the same, but that "Professional Services" had increased due to using Mr. Womack for consulting services. Mr. Womack recommended "Professional Services" to be left at \$56,500. Ms Vela stated that it appears that the account for "Training & Travel" has an increase, but in reality it remained the same due to the vacancy of a Finance Director. She added that since there was no Finance Director, no monies were used for attending conferences and other travels. She added that a budget amendment was done, giving \$2,000 to Tina's department for maintenance.

A lengthy discussion followed regarding car allowances.

Ms Vela stated that salary adjustments would be made October 1st due to an error in the calculation of salaries the previous year. She added that car allowances were included in salaries, and because of this car allowance was also included in calculating a 3% salary increase.

Ms Vela stated that the Computer Operations Department 180.4 may have some changes in "Overtime" which will be made at a later time. She added that careful consideration needed to be given to the Lease Purchase Payment for Incode for Bank One, and for the \$21,000 in "Professional Services".

Ms Vela also stated that payment is \$200 monthly, plus approximately \$17,000 for maintenance agreements and upgrades.

Commissioner Wilson stated that these items discussed were more of a subscription and not a professional service unless the code is technically changed at our request to generate that process.

Ms Vela stated she would set up a separate .01 subset ledger number.

Mr. Womack stated that David Gibson, Computer Tech had done a good job, and had networked all departments. He added that new procedures regarding purchase orders are in the process. Mr.

Womack added that department heads should be exposed to information they had not had in a long time. He added that that the purchase procedures need to be followed. He also stated that some type of control was needed. Mr. Womack stated that there has been a lot of good exchange between departments, and there is good cooperation.

A lengthy discussion followed regarding purchasing procedures and non-compliance problems.

Mr. Womack stated that a report regarding credit cards, who has possession of cards and limits, would be generated for the commission.

Ms Vilma Castillo, Director of Collections representing Department 180.2 addressed the commission, and stated that line item – “Salaries” had an increase due to the reclassification from previous year – Account Clerk to Billing Specialist. She stated that line item “Overtime” \$3,000 is being requested due to her requesting employees to arrive at work ten minutes early to make sure registers and computers are ready.

Upon a question from Commissioner Garcia, Ms Castillo stated that only the billing specialist works overtime after 5:00 P.M.

Mr. Womack suggested the department open at 8:15 A.M.

Commissioner Wilson suggested the department open at 8:30 A.M. He stated that it should be made understood that that is only a measure to save the City money and we know it is an inconvenience and we may have to go back to 8:00 A.M. He also stated that it is a financial necessity.

Discussion followed on what time the department should be opened for business and how this will affect other departments.

Ms Castillo stated that the next line item “Personnel Services” – Car Allowance is being requested for herself because sometimes the meter readers get busy and can't meet the 11:00 A.M. deadline for the daily bank run and the tax deposit at the Courthouse. She added that she also has to attend meetings at different departments; travel to Recycling Center to supervise shredding of confidential documents, and meet with customers in reference to complaints. Ms Castillo stated that account #200 “Supplies” she is requesting \$6,000 and has looked at the current year and she can bring down to same amount of \$5,500. She added that this line item covers the entire department's paper, even service orders. She also added that the department's paper cost has increased in the last two years due to the new software. Ms Castillo stated that in account #217 she has budgeted \$150 to cover six workstations in case any equipment happens to break down. She added that she is requesting \$1,200 for that line item. She stated that in account #226 “Computers and Associated Equipment” she is requesting \$1,000, and that this account has been used to purchase privacy screens for several computers. Ms Castillo stated that in line item “Services, postage and freight” \$44,000 is being requested which includes all mailing cost for 7600 water bills and 2400 second notices that are mailed out on a monthly basis. Ms Castillo stated that “Professional Services” is remaining the same and that this account is used for Alexander Billing for EMS collections.

Mr. Womack stated that ambulance billing cash collection for one month was \$33,000. He added that the rate for ambulance billing collections was at 42%. He added that the company had hired a group to held the 90 day and over and they will be more aggressive in their collections.

Upon a question from Mayor Esquivel, Ms Castillo stated the Alexander Billing categorizes the ambulance runs.

Mr. Womack stated that right now on the books there is \$2.5 million in accounts receivable for ambulance, and \$2.4 million of that must be written of.

He stated that this must be done through commission action.

Ms Castillo stated that in account #315 "Printing & Publishing" \$9,000 is for order actual forms. She stated that "Training & Travel" will be used to educate newly hired employees. She also stated that account #414 "Minor Equipment" will be used to replace fuser kit in a printer.

Ms Castillo also made a presentation for department 600.3 – Meter Readers. She stated that in the "Salaries" account shows an increase because she is asking for reclassifications. She stated that in "Overtime" she is requesting \$17, 050 based on current year.

Upon a question from Mayor Esquivel, Ms Castillo stated that in this department she has four employees.

Ms Castillo stated that in account #211, she is asking for \$900 for various supplies. She stated that in account "Uniform and Personal Wear" is to replace rain gear and boots. She also stated that "Gas & Oil" she is estimating \$5,000 to be used, and in account #217 "Minor Equipment" she had gone down from \$1,700 to \$1,200. Ms Castillo stated that in "Computers" she was requesting \$500 for miscellaneous items needed for computer that has meter reading software. She stated that in "Communications" she was requesting \$1,000 for a cell phone. After some discussion on cost for purchasing cell phone, Ms Castillo stated that her request could be cut down to \$700.

Mayor Esquivel suggested a handheld radio be purchased instead of a cell phone.

Ms Vela stated that the cost of the radio would be added to account #217 and would zero out the \$1,000.

Ms Castillo stated that in "Professional Services" she is requesting \$4,000 for monthly maintenance for software and handheld reading devices. She stated that the "Laundry" account has changed so she is requesting \$2,000 based on actual.

Sammy Maldonado, Water Superintendent addressed the commission and stated that they were working on the Supplemental Environmental Project for about 1 ½ year and had received letter that it is going up to Austin for review on the 23rd of July to approve the SEP. He stated that once it is approved the total was \$87,050 which would be paid in four installments, one payment would be made out of this year's budget, and the rest will be paid from next year's budget. He also stated that he had asked Caron to put a direct line item for this project.

Daniel Almeida, Wastewater Construction Field Supervisor addressed the commission, he stated that next was Department 703 – Construction. He stated that “Overtime” has been recalculated at the new salaries. He stated this division did not have significant changes.

Commissioner Garcia stated that salaries were being reduced. Ms Vela stated that they may have a vacancy that wasn't included.

Mr. Almeida stated that on line item “Chemicals” he expects less chemicals being used because they are using the Vactor truck more. He stated that they are not charging for grease trap inspections because it's part of their pretreatment program for collections system.

Discussion followed regarding illegal dumping into grease traps.

Mr. Womack stated that the City should be charging for grease trap inspections because it is a service.

Mr. Almeida stated that the inspection of the traps is a requirement by TCEQ.

He stated that it is a monitoring requirement.

Mr. Almeida stated that account #411 had a small change, he reduced \$5,000.

He stated account #551 has an increase for check valve and manhole rehab. He stated that emergency jobs are very costly.

Joe Casillas, Water Production Field Supervisor representing Department 600.2 addressed the commission, and stated that in account #211 “Office Supplies” has an increase of \$1,100, for two departments. He stated that “Chemicals” has an increase of \$2,000; “Motor Gas & Oil” has an increase from \$2,800 to \$6,000, adding a new vehicle to fleet; “Minor Equipment” from \$2,000 to \$3,500 for tools; “Communications” from \$900 to \$2,600 for mobile phones and pagers; “Postage & Freight” \$2,000; “Professional Services” remained the same. Mr. Casillas also stated that accounts “Printing & Publishing”, “Training & Travel”, and “State Fees” have remained the same.

Upon a question from Commissioner Garcia, Ms Vela stated that the car allowance for this department is for Mr. Maldonado.

Discussion followed regarding billing by First Choice.

John Garcia, Interim City Manager representing the Garage Department 303 addressed the commission, and stated that the “Overtime” account had been increased. He stated that he had requested car allowance for himself, which was omitted. He also that he is retracting his request for another employee in order to create two crews due to budget restraints.

Ms Vela stated that all the changes discussed will be keyed into system and would be inserted into their books.

IV. ITEMS FOR CONSIDERATION BY COMMISSIONERS.⁴

1. Consider final passage of an amendment to §11-3-5 of the Code of Ordinances providing for variances for on-premise and off-premise consumption to allow the sale of alcoholic beverages within 1000 feet of a church, public or private school, daycare or child care facility or public hospital. (City Attorney).

Ms Alvarez addressed the commission, and stated that her memo noted that there was currently not a distinction in our variance allowed under the City Ordinance for on-premise and off-premise licenses. She stated that under our current ordinances if someone has a convenient store and be in one of the locations within the prohibited distance they would not be able to get a variance, even though their might have been a convenient store located within a 1000 ft. of one of the prohibited places for several years in the past without there ever being a problem.

Ms Alvarez stated that she consulted with Frances Morrow from TABC licensing section. She stated that Ms Morrow had reviewed our ordinance and that she had additional suggestions. She also stated that she has incorporated her suggestions. She stated that she has received no comment from any commission members regarding changes to the ordinance that was seen in Monday's packets.

Upon a question from Commissioner Garcia, Ms Alvarez stated the wording is same as it was introduced in Monday's packet.

A motion was made by Commissioner Garcia to approve final passage, seconded by Commissioner Wilson. The motion passed 3/0.

VI. ADJOURNEMENT.

Upon a motion by Commissioner Wilson, seconded by Commissioner Garcia the meeting was adjourned.

Filemon "Phil" Esquivel, Jr., Mayor

ATTEST:

Irene Ramirez, City Secretary

PRESENTED and ADOPTED by the Kingsville City Commission on this 12th day of April, 2004.

Charles E Wilson, Presiding Officer

ATTEST:



Edna S Lopez, Interim City Secretary