

AUGUST 22, 2012

**A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON WEDNESDAY, AUGUST 22, 2012 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS, CITY HALL/200 EAST KLEBERG AVENUE AT 4:00 P.M.**

**CITY COMMISSION PRESENT:**

Sam R Fugate, Mayor – arrived at 4:27 P.M.  
 Al Garcia, Commissioner  
 Noel Pena, Commissioner  
 Arturo Pecos, Commissioner  
 Dianne Leubert, Commissioner

**CITY STAFF PRESENT:**

Vincent J Capell, City Manager  
 Edna S Lopez, City Secretary  
 Courtney Alvarez, City Attorney  
 Yolanda Cadena, Health Director  
 Melissa Perez, Risk Manager  
 Rose Morrow, Municipal Court Supervisor  
 David Mason, Purchasing Director  
 Tony Verdin, Information System Technician  
 Willie Vera, Task Force Commander  
 Robert Rodriguez, Library Director  
 Diana Gonzales, Human Resource Director  
 Mike Kellam, Director of Development Services  
 Mark Rushing, Finance Director  
 Arturo Moreno, Accountant II  
 Diana Medina, Collections Supervisor  
 Naim Khan, City Engineer/Public Works Director  
 Teresa Vasquez, Interim Accounting Manager  
 Roel Carrion, Interim Fire Chief

**I. Preliminary Proceedings.**

**OPEN MEETING**

**Mayor Pro-Tem Garcia called the meeting to order in the Commission Chambers at 4:00 P.M. and announced quorum as present, with Mayor Fugate absent.**

**INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)**

Mayor Pro-Tem Garcia called to forego the preliminary proceedings.

**MINUTES OF PREVIOUS MEETING(S) – Required by Law**

**II. Public Hearing - (Required by Law).<sup>1</sup>**

**NONE**

**III. Reports from Commission & Staff<sup>2</sup>**

*“At this time, the City Commission and Staff will report/update on all committee assignments which may include, but is not limited to the following: Planning & Zoning Commission, Zoning Board of Adjustments, Historical Board, Housing Authority Board, Library Board, Health Board, Convention and Visitor’s Bureau, Chamber of Commerce, Coastal Bend Council of Governments, Conner Museum, Keep Kingsville Beautiful, and Texas Municipal League. Staff reports include the following: Building & Development , Code Enforcement, Proposed Development Report; Accounting & Finance – Financial & Investment Information, Monthly Financial Reports; Police & Fire Department – Grant Update, Police & Fire Reports; Street Updates; Public Works- Building Maintenance, Construction Updates; Park Services - grant(s) update, miscellaneous park projects, Administration –Workshop Schedule, Interlocal Agreements, Public Information, Hotel Occupancy Report, Quiet Zone, Proclamations, Health Plan Update, Tax Increment Zone Presentation, Chapter 59 project. No formal action can be taken on these items at this time.”*

#### IV. Public Comment on Agenda Items<sup>3</sup>

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

Mayor Pro-Tem Garcia called for comments on all agenda and non-agenda items. There were no comments made.

#### V. Consent Agenda

NONE

#### REGULAR AGENDA

#### CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:

#### VI. Items for consideration by Commissioners.<sup>4</sup>

1. Review and discuss proposed fiscal year 2012-2013 budget for departments of the City of Kingsville. (City Manager).

City Manager Capell stated tonight we are covering City Administrator functions and salaries are involved.

#### City Manager/City Secretary – Mr. Vincent Capell/Ms Edna S Lopez

City Manager Capell addressed the Commission and stated the current budget increased due to 1.5% COLA and a 1.5% COLA and step increase for the City Secretary. The health insurance has increased because both employees added dependents during the year. He pointed out the training & travel line item which is used for maintaining certifications for the City Manager & City Secretary. He stated the Downtown Managers expenses are no longer with this department. Total expenses have gone down mostly because expenses were moved to the Tourism department.

#### Human Resource - Ms Diana Gonzales

Ms Gonzales addressed the Commission and stated her office will be looking at policy and procedures, evaluation process, and employee development. The budget allows getting qualified applicants. The budget remained the same, a decrease for supplies, and an increase for medical treatment due to new employees. She provided information on new hires and separations.

#### Risk Management – Ms Melissa Perez

Ms Perez addressed the Commission and stated the City Manager has given her seven focus areas of what her job entails: 1) Emergency Preparedness and Response; 2) Employee workplace safety and training; 3) Workers Compensation Administration; 4) Safe guarding City assets and facilities; 5) Compliant with applicable FEMA and Homeland Security related Federal & State regulations requirements; 6) maintain and monitoring substance abuse programs & policies; and 7) ADA Coordinator. She provided information on what she is presently doing regarding her focus areas.

#### Legal – Ms Courtney Alvarez

Ms Alvarez addressed the Commission and stated the budget is the same as prior year. Only increase is 1.5% COLA for two employees which is barely \$1,400. She stated her department is working on a lot of ordinances and resolutions and numerous items. She stated there's an item that she would respectfully like to bring to their attention with regard to salaries. The City Manager and his staff have looked at internal and external equities for positions that he oversees and the positions that the Commission oversees are obviously the City Attorney, City Manager and Municipal Court Judge. It was brought to the Commissions' attention, last year, that there appeared to be some kind of internal equities arising between the EO2 Position – the City Attorney's position and some MO1 positions. Apparently, one of the MO1 Position has eclipsed the EO2 salary for over a year, and that's obviously going to continue until it's addressed. Historically, the City had about a \$15,000 pay separation between the EO1 and EO2, when the new City Manager came aboard that increased \$29,000 and there historically had been about \$11,000 difference between the EO2 – City Attorney and the ML1. One position is making about \$2,000 more and the others just barely \$1,000 under. The additional bumps, 1 ½ % and annual step increases other positions will be encroaching up in on that. With regard to internal equity, she is requesting the Commission look at that, externally as well. She added she received information from Waters Consulting Group for City Attorneys throughout the State and there are seven other cities aside from Kingsville that have compatible population and the lowest is \$91,665 and the highest is \$110,879. The

average salary for the seven cities is \$100,954. Her \$87,000 is well below that amount. She asked they look at that when considering adopting a final budget.

**Planning/Permitting/Community Appearance – Mr. Mike Kellam**

Mr. Kellam addressed the Commission and provided information on current year activity on the housing problems, community appearance, and economic vitality. He discussed revenues and stated they have proposed significant increase for revenues for permits and licenses. They have made significant changes to the proposed budget for Planning Administration, for computers and associated equipment, professional services, printing & publishing, training & travel, and memberships & dues. In Planning/Development Services 160.2 department, there are increases to line item for supplies, communications, professional services, and printing & publishing. In the Community Appearance 160.3 department, significant changes are due to an increase of personnel, two employees that are currently in the Health department. He provided information on the increase for each line item.

**Purchasing/Technology – Mr. David Mason**

Mr. Mason addressed the Commission and stated the budget has very little changes. All 200 accounts were decreased, in the 300's the training & travel was increased to allow for certifications. He stated that his department has implemented an email able form for requisition. In the Purchasing/IT budget, there's an increase in the account for Professional Services with Incode. City Manager Capell stated one goal of the City Commission is to improve technology and as more software is bought and upgraded our annual maintenance cost will increase.

**Finance/Municipal Court/Utility Billing – Mr. Mark Rushing**

Mr. Rushing addressed the Commission, provided information on the Ad valorem taxes and the Non-property Taxes. The current Taxes – real property proposed is \$4,467,366, delinquent taxes – real property \$127,232, penalty & Interest \$84,941, and late rendition penalty \$4,747. City Manager Capell addressed the Municipal Court budget and stated that court fees are being collected so there's a lot of positive in this department.

In Finance Administration, Mr. Rushing stated that 180.1 core budget remained the same, in Municipal Court there was \$3,600 above the core budget. He stated that there's an increase for training & travel for certifications. The operating expenditures for the warrant officer have been moved to the Municipal court budget from the Police Department budget.

Ms Rose Morrow, Municipal Court Supervisor addressed the Commission. Ms Morrow provided information on programmatic changes regarding administrative fees and other fees relating to ordinance violations. There's has been about 50% increase of people coming in to the court to try to solve their problem. The warrant officer has the capability to take credit cards out in the field. The docket and pictures of people owing monies to the court are posted on the City website.

Mr. Rushing touched on line item increases for Collections and Meter Readers for an increase of \$1,343 overall.

Ms Diana Medina, Collections Supervisor addressed the Commission. Ms Medina thanked the Commission on approving the AR product to be used for all types of liens. She stated an additional person will work half-time to work at the third window and help with the AR packet. Her department is training as per webinar for the AR packet. As for the storm water study, if approved, this will be added to the AR packet. She provided information on working with other departments by helping send out information with the water billing. She stated she will do research on smart meters and streamlining the routes for reading the water meters using the GPS system. They are developing EMS billing system study.

**City Special – Mr. Mark Rushing**

Mr. Rushing addressed the Commission and stated there are no monies for elections, and the TMRS settlement decrease because it was paid this year. There's an increase for OPEB Commitment for a total of \$216,775. There's an increase for supplies and postage & freight. There was a reduction in the golf course line item, air show contribution, and training in Human Resource. The proposed money for the Appraisal District is \$156,640.

**City Commission - Mayor Fugate/City Secretary Edna Lopez**

Ms Lopez stated this budget had very minor changes. Health Insurance increased due to new Commission members. Overall increase to budget is \$12,393.

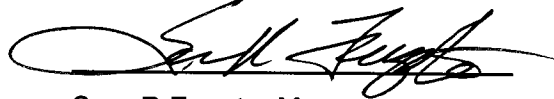
City Manager Capell stated there's an article in the newspaper regarding salaries and the amount is incorrect. Mayor Fugate stated that no one reads the newspaper anyway.

There was discussion about BRAC funding. Mayor Fugate provided information on today's visit to Austin regarding the wind farm issues.

There was discussion on the Park's department budget.

**VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 6:28 P.M.



Sam R Fugate, Mayor

ATTEST:



Edna S Lopez, TRMC, CMC

City Secretary