

SEPTEMBER 2, 2014

A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON TUESDAY, SEPTEMBER 2, 2014 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 4:00 P.M.

**CITY COMMISSION PRESENT:**

Dianne Leubert, Commissioner  
Noel Pena, Commissioner  
Al Garcia, Commissioner  
Arturo Pecos, Commissioner

**CITY COMMISSION ABSENT:**

Sam Fugate, Mayor

**CITY STAFF PRESENT:**

Vince Capell, City Manager  
Mary Valenzuela, City Secretary  
Courtney Alvarez, City Attorney  
Emilio Garcia, Health Director  
Willie Vera, Task Force Commander  
Charlie Cardenas, Engineer/Public Works Director  
David Mason, Purchasing/IT Director  
Bill Donnell, Assistant Public Works Director  
Robert Rodriguez, Library Director  
Tony Verdin, Information Systems Technician  
Cynthia Martin, Interim Tourism Director  
Charlie Sosa, Street Supervisor  
Luke Stevens, Sanitation Supervisor  
Leo Alarcon, Tourism Director  
Frank Garcia, Wastewater Supervisor  
Jennifer Bernal, Community Appearance Supervisor  
Deborah Balli, Finance Director  
Marco Jimenez, Water Department Supervisor  
Joe Casillas, Water Production Supervisor  
Melissa Perez, Risk Manager  
Stacie Pena, Accountant Manager  
Pete Pina, Landfill Supervisor

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Pro-tem Leubert called the meeting to order in the Robert H. Alcorn Commission Chamber at 4:00 p.m. and announced quorum with four Commission members present. Mayor Fugate absent.

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

The invocation was delivered by Courtney Alvarez, City Attorney, followed by the Pledge of Allegiance and the Texas Pledge.

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

None.

**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.”

Mrs. Alvarez reminded staff that the final budget workshop is scheduled for Wednesday, September 2, 2014 at 4:00 p.m. with two public hearings scheduled at 6:00 p.m.

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

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

#### V. Consent Agenda

##### Notice to the Public

*The following items are of a routine or administrative nature. The Commission has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Commission Member or a citizen, in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.*

##### CONSENT MOTIONS, RESOLUTIONS, ORDINANCES AND ORDINANCES FROM PREVIOUS MEETINGS:

*(At this point the Commission will vote on all motions, resolutions and ordinances not removed for individual consideration)*

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 2014-2015 budget for departments of the City of Kingsville. (City Manager).

Mr. Capell reported that there is some uncertainties regarding the Parks Department. He stated that he was told today, that the County Commission considered an agreement for Parks & Golf Course and accepted the proposed agreement. Capell further commented that he is not certain version of the agreement the County has approved, but he is aware that they have added one stipulation that will charge the City a use fee for equipment used. Capell stated that he would like for the County to reconsider this, and does not recommend the City Commission to approve such agreement with this stipulation.

Commissioner Pena asked if this would include all existing inventory. Mr. Capell responded that he thinks they are talking about their large equipment items. Commissioner Pena asked if there is an inventory list. Capell responded that Susan Ivy has this list. He further stated that most of the equipment does not have a high value to it.

Mr. Capell reported that as to the Health and Library budgets, the County has asked the City to cut back on expenditures by 10%. Capell commented that the agreement is that the County and City share the expenses 50%-50%, which has never worked out exactly this way, but we come pretty close.

Commissioner Pecos asked if the city doesn't match the decrease of 10%, then the City will be responsible for that extra percentage.

Mr. Capell responded that if this is the case, it is no longer a 50%-50% sharing relationship. He further stated that one day in the future the City can add \$75,000 to the Library budget to fix their air condition issues, although there is no agreement with the County for the repairs to the air condition, since it is their building. He further stated that he would recommend for the City Commission to approve the \$75,000, but the City would not spend it until there are other discussions with the County and get these issues resolved.

Commissioner Leubert asked if the \$75,000 is only half of the cost or is it a total cost. Mr. Capell responded that he's not sure of what the cost would be just yet, but we would request for the County to pay half of their portion as it is their building.

Commissioner Pecos stated that it is important to have the air conditioning system working properly for the sake of books and computers.

Mr. Robert Rodriguez, Library Director stated that as per County Commissioner Lomas, it would cost \$80,000 to replace the air conditioning units at that Library.

### **Health Department – Emilio Garcia**

Mr. Garcia reported that the Health Department consist of four animal control officers, two health inspectors, one kennel attendant, one customer representative and one administrative assistance. Mr. Garcia stated that the Health Department is requesting to purchase a full-stock trailer for a cost of \$4,695. This trailer would be used for transporting horses, as we have had several issues with loose horses out in the county area. Last year the commission approved \$1,000 for minor vet care, this year \$4,000 is being requested for continuous minor vet care such as shots, rabies, for adoptable dogs and cats. In the training & travel line item \$2,750 for annual conferences for Health Inspectors and Animal Control Officers. In memberships & dues \$750 is requested to pay dues for Texas Environmental Health Association and Texas Animal Control Association. Catering line item, it is requested \$350 for catering for training classes and safety week.

Mr. Garcia commented that he would like to utilize the updated city website by posting pictures of dogs and cats up for adoption.

Commissioner Garcia asked that when an individual adopts a pet, do they refund the Health Department for the cost of vaccinations. Mr. Emilio Garcia stated that is no additional cost other than the adoption fee that is assessed to the individual. If the pet is not vaccinated by the Health Department, the individual has 10 days to vaccinate their pet than bring the receipt to the Health Department and a refund of \$15.00 for rabies vaccination fee is refunded.

Mr. Garcia further stated that under the budget for capital outlay, it is being requested that two pickup trucks be purchased to replace the older vehicles in use at this time, but only one truck was approved for this budget year. Also being requested is additional truck animal stalls which consist of 6 stalls each. A triple stack stainless steel cat cages is also being requested. Garcia further stated that he is looking into increasing their animal control fees, service permits, etc. Garcia has performed a comparison of fourteen surrounding cities and stated that Kingsville has the lowest fees thus far. He stated that these fees have not been increased in several years. Mr. Garcia further reported that he would like to purchase a new 12x16 storage building which will also require a 12x16 concrete pad to place the new storage building. This building will be used to store animal food, which is being stored now in the older storage building. The old storage building will be used to store lockers. The area where the lockers are stored currently will be used for a cat adoption room. Mr. Garcia reported that the roof in the euthanasia building has been replaced. He further stated that materials were purchased by the Health Department and the labor was done by the County.

Commissioner Garcia commended Mr. Emilio Garcia for doing a great job in running the Health Department.

### **Parks Department – Susan Ivy**

Ms. Susan Ivy, Parks Director stated that her staff and herself know more than anyone the big changes that are needed in the parks. She further stated that they want the same Parks as everyone else which is to be safe, fun for families and look nice. Ms. Ivy went on and stated the Parks Departments priorities which are as followed; secure the perimeter of Dick Kleberg Park with new gates, evaluate paving of roads and parking areas, evaluate staffing assignments and prioritize duties, re-evaluate facility agreements, update fee schedules and policies for usage. Ms. Ivy further stated that she would like to discuss long term plans for the older facilities such as J.K. Northway Expo Center and horse's stalls. The recreation building and office in Dick Kleberg Park and Brookshire Pool are in need of extensive improvements. She further reported that if the L.E. Ramey Park becomes a city managed park, skeet range area needs to be assessed as well. Ivy further stated that the Parks Department will work with the Tourism Department in order to develop a marketing strategy for J.K. Northway Expo Center. Ms. Ivy continued by stating that she and her staff are eager to begin a new journey with the assistance of the City of Kingsville and greatly appreciate the commitment by the City and County to help improve the Parks and make the changes needed to move forward.

### **Golf Course Department – Bill Donnell**

Mr. Donnell reported that the golf course is nearly 50 years old and not much has happened with it. There are a lot of improvements that need to be done to which the City has the equipment and staff to help improve the golf course. Donnell stated that it will take an aggressive maintenance program for the fairways, greens, irrigation and drainage improvements. This can be done only through our staff but also through the Engineering Department at Texas A&M University-Kingsville. Mr. Donnell stated that he is working with Dr. Nix on a graduate program through projects that will assist with the golf course.

Commissioner Leubert asked about effluent water going through the Golf Course. Mr. Donnell reported that there are two water wells onsite and have the piping for effluent water. The situation that has come up with the effluent water is the sodium content. It's

his understanding that the water well sodium content is high as well but through a fertilizer program and a maintenance program of the fairways and greens, you ask the employees there now if they buy fertilizer and their response is no. You ask them if they have a pole saw, and their response is no. The maintenance that is happening at the Golf Course is at a minimum. Mr. Donnell further reported that the golf course website is need of updating as well. New fees and policies need to be drafted and submitted to City Commission for approval. Donnell further stated that staff will learn more after October 1, 2014, once the City takes over.

#### **Library Department – Robert Rodriguez**

Mr. Rodriguez reported that the Library has been serving the residence of Kleberg County as a learning center since founded back in February 1909. Its mission is to provide quality services, materials, and reading resources to meet the personal, educational and professional needs of its community. The Library staff consists of nine full-time employees and one part-time employee. The Library currently houses over 55,000 items as part of its collection with a circulation of 35,000 items on a yearly basis. The programs and services provided are meant to encourage a love of reading and learning. The Library's 2014-2015 proposed budget totals to \$283,805, which is basically the same as last fiscal year. Only vital necessities for daily operations have been increased. The Library Board is requesting that the City Commission approve the City's Library budget as proposed.

Commissioner Garcia asked what the radius of operations for the Bookmobile is. Mr. Rodriguez responded by stating that the Bookmobile will service as far as Sarita in Kenedy County. Sarita currently pays the Library \$2,000 in a yearly basis to provide Library services to their community. Commissioner Garcia asked if Riviera and Ricardo will be serviced as well. Mr. Rodriguez responded that they are hoping to use the Bookmobile as an outreach vehicle as going out to local schools in Kingsville, Ricardo, Riviera, and King-Ranch School. It will be used to promote the Library services currently offered and some of the technologies that is offered by the Library. The Bookmobile will offer some of the technologies that the Library already has in-house and bring to the schools. Commissioner Garcia further asked if fuel has been budgeted. Mr. Rodriguez stated that fuel is being budgeted. Commissioner Garcia asked who will be operating the Bookmobile. Mr. Rodriguez stated that it will be operated by Mr. Joey Garcia, IT Librarian.

#### **Tourism Department – Leo Alarcon**

Mr. Alarcon reported that he plans to have the Xeriscape Garden and Pavilion renamed. Since the City has always been a big part of this location that the City name be used in naming the location. He further stated that he would like remove the fence near this area and paint the water tower with a mural if possible. The Tourism is requesting a cargo van to transport items for events. He is also requesting for some software to be used for marketing. Mr. Alarcon also would like to have a technician/maintenance person to assist him with all his ideas.

Mr. Capell commented that there was one marketing position but Mr. Alarcon suggested two part-time positions instead of the one full-time. Mr. Alarcon would like to have a part-timer for marketing and a part-timer for maintenance.

Commissioner Garcia asked about a calendar of events for the new fiscal year. Mr. Alarcon responded that the calendar of events is in conjunction with the Kingsville Chamber of Commerce.

Mr. Alarcon stated that he has some ideas that he would like to see come to the J.K. Northway such as big bands to hold concerts. He recalls back in the day when big country singers would come into Kingsville to hold concerts. He would like to see these types of events return to our community.

The following Certificates of Obligations Series was presented by Deborah Balli, Finance Director.

#### **036-CO Series 2000**

Mrs. Balli stated that a lot of these funds are older series that should have been closed out. This year staff is going to make an effort to get all of these cleaned up that are no longer needed. Fund 036, CO Series 2000 is estimated \$27,000 left in this fund at the end of fiscal year 2014. This is a fund that we anticipate to close at the end 2015, so staff has taken the \$27,000 and transferred it to other various funds to offset the cost of proposed projects for fiscal year 2015.

#### **039-CO Series 2002-2002A**

In fund 039 CO Series 2000 it is estimated to have \$78,710 left at the end of fiscal year 2014. It is being proposed that monies be used for the following projects; \$4,033 for labor on the fence project, \$66,214 for four unmarked fleet vehicles, and \$9,000 for chairs to be

used in the CIB Division and CIB Conference room. Balli stated that the difference between the fiscal year 2014 estimates and the proposed projects is about \$537 which will be transferred out of fund 037.

#### **063-CO Series 2007-General**

It's estimated that \$1,173 left in this fund at the end of fiscal year 2014. This money will be transferred to the general fund in effort to close out this fund which is part of the residual cleanup staff is trying to accomplish.

#### **064-CO Series 2009**

It's estimated that \$74,396 left at the end of fiscal year 2014. Staff has proposed projects for fiscal year 2015 for \$76,633. These projects include \$57,500 for 100 dumpsters with \$19,133 for landfill expansion which is related to permitting. The difference between fiscal year 2014 estimates and the proposed projects is about \$2,236.40 which will be part of the funds we will be bringing in from fund 036.

#### **011-510 Debt Service GO**

This fund is used to pay the debt service for general fund related to debt obligations. Fund 087 will transfer in revenues from additional garbage fee revenues and pay a portion of the 2009 CO Series debt service for amount of \$352,250. The total debt service for the 2009 CO Series is about \$381,900 and the difference is coming in from the amount we already have in the fund balance of the debt service fund. The expenditures are estimated to be \$1,812,492 which covers general debt service of principles, interest, and paying agent fees.

#### **012-510 Debt Service UF**

The total utility fund debt service for fiscal year 2015 is \$1,544,110. Fund 055 transfers in \$290,450 which covers CO Series 2013 which includes the paying agent fees. The remainder of the debt service will be covered by the transfer in for utility fund to pay this debt service.

#### **062-CO Series 2009**

It is estimated that there will be \$55,058 at the end of fiscal year 2014. Proposed projects for fiscal year 2015 are one carry over project from fiscal year 2014 for \$55,000 for sliplining work. The reason it is being carried over is due to the fact that staff is still waiting on quotes. This is a very small project and we are having some difficulties finding some contractors to bid on this project. The difference between the two amounts is \$58.00 which is going to be transferred to fund 066.

#### **065-CO Series 2011**

It is estimated that there will be \$199,428 at the end of fiscal year 2014. It has projected a little bit of interest which is about \$5,800 and staffs proposed projects for fiscal year 2015 which are all for Asphalt Street repair projects. Once those projects are completed, we will close this fund in fiscal year 2015.

#### **066-CO Series 2011**

It is estimated that there will be \$2,100,201 at the end of fiscal year 2014. The proposed projects for fiscal year 2015 which consist of \$10,000 for waterline pipe construction, \$68,100 for the a generator for Water Well #25, \$798,853 for the construction of Water Well #25. Staff plans to award this project sometime this month. Staff is transferring the residual amount from fund 062 and 035 to close out those funds. Staff estimates that there will be a fund balance at the end of fiscal year 2015 of \$1,237,971, which will be a fund that staff continues to use.

#### **055-CO Series 2013**

It is estimated that there will be \$304,644 at the end of fiscal year 2014. This fund is used to collect stormwater revenues to pay for the associated debt service towards the capital projects. This fund will transfer out \$290,450 to cover the debt service payment. It will leave an estimated fund balance of \$249,094 at the end of fiscal year 2015.

#### **067-CO Series 2013**

It is estimated that there will be \$644,569 in the fund balance at the end of fiscal year 2014. The proposed projects for fiscal year 2015 are all for the asphalt street repairs projects. With a little bit of interest coming in, staff is anticipating that this fund will close at the end of fiscal year 2015.

#### **068-CO Series 2013**

This is a drainage fund in utility fund. It is estimated that there will be \$3,213,166 for fund balance at the end of fiscal year 2014. The proposed projects for fiscal year 2015 consist of the remaining 5 year drainage project, concrete street replacement project, and curb

and gutter replacement project. With some accrued interest, the projected ending funding balance for fiscal year 2015 of \$837,938.

Mrs. Balli stated that these are the CO Series funds, which staff is anticipating closing as many as possible.

Commissioner Garcia asked that if on Series 055 is there a recurring balance or transferred balance. Mrs. Balli responded that in Series 055, those are bond revenues received every year and the only monies that will be transferred out of this fund is to pay for this debt service.

### **Summary of Transfers**

Mrs. Balli reported that for fiscal year 2014-2015 were estimated that our total transfers in will be \$8,161,239 and our transfers out are same amount as transfers in.

### **091 General Fund-Projects from Prior Year Surplus**

Mrs. Balli reported that this setup to transferring money for the projects that were proposed. The end of the year, we should not carry forward a balance to this fund. We will have transfers in of \$2,224,945 for the New City Hall which includes \$500,000 for the audio visual, communications, and furniture. The expenditures going out are \$3,763,960. For the City Hall building we have a total of \$3,200,000, \$88,500 for the 6<sup>th</sup> Street corridor tree planting, \$35,540 for the concrete and fence work at the Recycling Center. There is \$15,000 for the computer at the Fire Department and \$93,000 for vehicles, and \$187,920 for machinery and equipment and \$59,500 for Fire Station #1 remodeling. There is \$35,000 for Computer Aided Dispatch and \$24,500 for engineering services from Texas A&M University-Kingsville and \$25,000 for street soil testing. This total up to \$3,763,960 of expenditures which will leave \$109,091 in this fund which staff plans to transfers back to 001 so there will not be a remaining balance in this fund.

Commissioner Garcia commented that the fire radio system that is being requested by the Fire Department should not be done now. He further stated that he feels that it is not compatible with any of the radio systems already being used. Commissioner Garcia feels that this needs to be looked into a little more. Garcia stated that through the Council of Governments Homeland Security, all operating agencies in the area to have the same communication capability and if the Fire Department goes and into this new system, it will not have the capability to communicate with any other communication systems or other agencies.

Mr. Capell responded that before the Commission makes any decisions, he would like for the Fire Chief to respond to these questions at a later meeting since he is not in attendance at this meeting today.

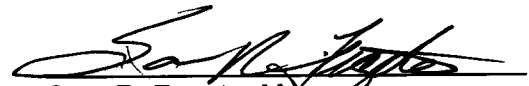
Commissioner Leubert commented that she is in agreement with Commissioner Garcia.

Commissioner Garcia stated that he would like to see the actual calls that have taken place in the Fire Department for the last three years and average them out to see what that does to a daily call or hourly call situation. This would justify separating those functions. Garcia stated that what we have been trying to do here in this community is to consolidate as much as we can, and it seems as if we are going in the opposite direction.

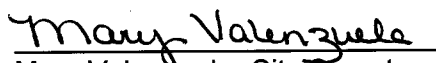
Mr. Capell commented that he would like for Chief Reed to address some of these questions that the Commission has at a later meeting.

### **VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 5:52 P.M.

  
Sam R. Fugate, Mayor

ATTEST:

  
Mary Valenzuela, City Secretary