

AUGUST 18, 2020

A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON TUESDAY, AUGUST 18, 2020 IN THE HELEN KLEBERG GROVES COMMUNITY ROOM, 400 WEST KING AVENUE, KINGSVILLE, TEXAS AT 4:00 P.M.

**CITY COMMISSION PRESENT:**

Edna Lopez, Mayor Pro-tem  
Hector Hinojosa, Commissioner  
Arturo Pecos, Commissioner  
Dianne Leubert, Commissioner

**CITY COMMISSION ABSENT:**

Sam R. Fugate, Mayor

**CITY STAFF PRESENT:**

Mark McLaughlin, City Manager  
Mary Valenzuela, City Secretary  
Courtney Alvarez, City Attorney  
Kyle Benson, IT Manager  
Derek Williams, IT  
Ricardo Torres, Police Chief  
Janine Reyes, Tourism Director  
Uchechukwu Echeozo, Director of Planning & Development Services  
Deborah Balli, Finance Director  
Charlie Sosa, Purchasing Manager  
Juan Adame, Fire Chief  
Bill Donnell, Public Works Director  
David Solis, Risk Manager  
Susan Ivy, Parks Manager  
Emilio Garcia, Health Director  
Diana Gonzales, Director of Human Resources  
Rudy Mora, Engineer

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Fugate opened the meeting at 4:00 p.m. with four Commission members present. Mayor Fugate absent.

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

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

**MINUTES OF PREVIOUS MEETING(S)**

None.

**\*\*AUDIENCE AND PRESENTER SOCIAL DISTANCING AND PUBLIC TESTIMONY AND PUBLIC HEARING INPUT AT PUBLIC MEETINGS OF THE CITY COMMISSION.** To reduce the chance of COVID-19 transmission, public meetings will be held in a manner intended to separate, to the maximum practical extent, audience and presenters from personal contact with members of Community, City Staff, and City Commission. Public testimony and public hearing input for Public Comment and all items on the agenda at public meetings of the City Commission shall be provided in written format and presented to the City Secretary and/or designee prior to the start of each meeting of the City Commission. This testimony and/or public input shall be in accordance with the City Secretary's instructions, which shall be posted on the City Secretary's outdoor public bulletin board at City Hall and on the City website and allow for electronic submission. The written public testimony shall be provided to members of the City Commission prior to voting on measures for that meeting. Written testimony shall be limited in accordance with the City Secretary requirements and shall be placed into the record of each meeting. This written testimony shall serve as the required public testimony pursuant to Texas Government Code section 551.007 and shall constitute a public hearing for purposes of any public hearing requirement under law. The meeting may be held telephonically or via videoconference; and, if so conducted, the public may participate remotely by following the instructions of the City Secretary which would be posted on the City Secretary's outdoor public bulletin at City Hall and on the City website.

**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, Tourism, 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, Investment Report, Quarterly Budget Report, 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, Main Street Downtown, Chapter 59 project, Financial Advisor, Water And Wastewater Rate Study Presentation. No formal action can be taken on these items at this time."

Mrs. Alvarez stated that the next Commission meeting is scheduled for August 24, 2020 with a budget workshop to follow on August 25, 2020. She further stated that Collective Bargaining discussions with both Unions will continue this week.

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

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

No public comments made or received.

#### **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 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 2020-2021 budget for departments of the City of Kingsville. (City Manager).**

Mr. McLaughlin continued the presentation of the budget for fiscal year 20-21.

##### **Tourism Department:**

The Tourism Department will no longer have the JK Northway Coliseum. The JK will be going back to the County as of October 1, 2020. The proposed budget for this department is \$563,075. Personnel for this department increased by \$8,686 due to COLA, anniversary, longevity, and health insurance increases. Operations is up \$17,469 of which the majority of this comes from a number of things that was added and one of those is advertising for \$43,800 for this year. This fund has a museum obligation which this year \$20,000 was budgeted. As per the interlocal agreement \$40,000 is to be budgeted but due to the COVID-19 pandemic a cap of \$20,000 was placed due the museum being closed.

##### **Conner Museum:**

Mr. Jonathan Plant, Director of John E. Conner Museum presented the museum's budget. COVID-19 and the resulting closure of Conner Museum to the public has caused the decrease of attendance. This decrease would have been higher had attendance not increases since the installation of the new permanent En Mi Familia Exhibit. Comparing the months of September through December 2018 and 2019, the Conner Museum saw a 15% increase in the number of daily visitors. From 2019 to 2020, the museum had an increase of 36% in the number of school children coming to the museum. Were it not for COVID-19, the museum would have experienced record attendance in fiscal year 2020. In addition to its permanent exhibits, the Conner Museum presented three temporary exhibits: Sign of



the Times, Journey to Elsieland, and Celebration of Quilts 2020. Allocations from City Hotel Tax continue to pay 30% of the Museum Director's salary. This reflects the 30% of the Museum's Director's time as associated directly with events that support tourism. The Conner Museum participated in the Ranch Hand Festival Downtown in 2019. It also participated in the virtual fourth of July parade, for which the entry received the Mayor's Award. Mr. Plant further stated that the museum will continue to participate annually in community events and activities as appropriate staff and budget permitting. The museum also presented the Coastal Bend Regional History Day on February 15, 2019 where there were 31 students and their families representing school districts from Brooks, Jim Wells, and Kleberg Counties. Funding for this program came from a grant from the Coastal Bend Community Foundation. Future plans, University Administration have not yet determined when the Conner Museum will open to the public. They will continue to monitor the COVID-19 situation then make a decision at a later time. Due to Governor Abbott's moratorium on hands-on exhibits, 40% of the museum must remain off-limits to visitors, even after reopening. Mr. Plant stated that with the abeyance of the museum's public dimension, the Director of the Conner Museum has been focusing his time and energies on improving records, storage, and access for the Museum's 95-year collection of local history artifacts. He further stated that they will continue to look at ways to promote the museum and local tourism as circumstances permit. Mr. Plant went on to report on the museum's quarterly reports. Year-to-date, the Conner Museum's total revenue for the 1<sup>st</sup> quarter is \$43,646.46. Salary and benefits are at \$33,587.75 with exhibits fees, supplies, and other miscellaneous expenses at \$12,956.95. Expenses for food, receptions, events and outreach were \$5,264.83. Total operating expenses as of August 14, 2020 are at \$51,818.53. Residual funding for future events for fiscal year 2019 were \$69,242.07 with net fiscal year funding as of August 14, 2020 at \$8,172.07. Current funding available for future events is \$61,070.00. Revenues actual balance as of August 18, 2020 is \$61,070.00 Estimated HOT Revenue allocation for fiscal year 20-21 is \$20,000, for a total of \$81,070.00. Expenses are as followed: salary benefits for Museum Director administrative costs associated directly with events supporting tourism \$15,102.48; exhibit fees, supplies, miscellaneous expenses of \$15,000; promotional expense \$30,000; food, receptions, events, and outreach \$4,000. Total estimated budget for fiscal year 20-21 is \$64,102.48 with a net fiscal year balance as of August 2021 of \$16,967.52.

Commissioner Hinojosa asked if the museum has \$57,000 in the bank at this time? Mr. Plant responded that the total is about \$61,000. Hinojosa further asked that the information that has been provided to the Commission, was it generated by an accounting system? Mr. Plant responded that this is produced by the Finance Department of Texas A&M University-Kingsville. Plant further stated that he tries to leave a healthy balance and tries not to spend all the funds. He also stated that this leaves him with a very low budget within this account.

Mayor Pro-tem Lopez asked about the Camp Conner Program. Mr. Plant responded that this program may not be returning, but there are other programs that will be offered.

Mr. McLaughlin asked that on the year-to-date information provided, salaries and benefits is at \$33,587.75 year-to-date, but in next years budget it is being projected at \$15,102. Mr. Plant responded that this is because they no longer have an Educator. This individual retired back in December and at this time the department is not adding any new staff. Mr. McLaughlin further asked that as for the promotional expense of \$30,000, how will this money be used. Mr. Plant responded that he has no idea at this time. In the plan it was used to broadcast in the Corpus Christi area but that would only bring daily visitors and not overnight visitors. His plan is to target the Valley area. Mr. McLaughlin commented that this presentation only addresses the HOT funds but in the interlocal agreement it states that the entire museum budget is to be presented to the city and further asked if there is a way that Mr. Plant can provide its entire budget to the City. Mr. Plant responded that he would provide the entire budget to the City in the next week or so.

Mr. McLaughlin continued with the Tourism Department budget. He mentioned that one thing that will be changing this upcoming year is the venue tax. This tax will be collected in October 2020. Existing hotel occupancy tax is at 13% which is split 6% for State and 7% for City. Venue tax of 2% was voted and approved by the voters of the City. Total for new HOT tax will be 15%, which is consistent with total HOT of Corpus Christi market. Mr. McLaughlin further stated that staff is working with the County for Commission approval of the Venue Tax project at the JK Northway. Engineering performing cost analysis on five project areas: livestock barn attached to JK Northway; parking lot(s); bleachers; restrooms remodeled; and JK Air Conditioner.

Commissioner Leubert asked of the five projects mentioned it was her understanding that at the last meeting where County Judge Madrid presented to the Commission, she understood that the County was including the parking lots, bleachers, air conditioner and restrooms.



Mr. McLaughlin responded that he doesn't believe it includes those items. The EDA Grant is for building an Emergency Operation Center, which is a building that will be attached to the side of JK Northway which will add additional square footage to the existing building.

Commissioner Leubert commented that she would like to see that presentation again as she understood they would do the parking lots, bleachers, air conditioner and restrooms.

Commissioner Hinojosa commented that it would be a good idea to revisit the plan for the JK Northway.

Parks & Recreation Department:

Mr. McLaughlin reported that this department is fully staffed. Park related funds are general fund, park maintenance fund, TX Parks & Wildlife Grant, and Golf Course Capital Maintenance Fund. Parks revenue is \$584,900, which is slightly down due to pools and recreation hall being closed.

Commissioner Hinojosa asked if the County had reduced their contribution by \$85,000.

Mr. McLaughlin responded yes which was part of the JK split. He further stated that there is an increase in personnel of \$15,314 which include COLA, anniversary, longevity, health insurance and overtime increases. In the operations side expenditures were reduced by \$1,300. Two supplementals were approved, storage & key cabinet for \$300 and National Park & Rec Association for \$450.

Park Maintenance, supplementals approved: dirt for ball fields for \$1,500; Supplies for the new Dog Park for \$500; new surface for playgrounds and pool for \$10,000; posts and cables for Dick Kleberg Park for \$14,574; iron tubing and supplies for \$1,000; and part-time maintenance worker increased from 19 hours to 29 hours per week.

Park recreational/seasonal: Commissioner Leubert asked if the fees from the softball leagues will be paying for itself. Mrs. Susan Ivy, Parks Director responded that the Youth League has a division which is strictly the Youth League that was started this past year. The fees collected will help pay for the league itself.

Park Softball League: Revenues were high at the beginning but due to COVID-19 some funds were needed to be refunded. Some have received refunds and others have opted to leave the funds there for the upcoming year. This fund will only pay for its own expenses through the fees collected.

Mr. McLaughlin reported that for the park maintenance revenues \$25,000 is a transfer from general fund. This fund was setup to set aside funding for projects related to the Park System. The proposed budget includes the annual transfer from general fund. Park maintenance expenditures, \$13,304 for a John Deere Mower; \$10,000 for playground installation at Corral Park; and \$25,000 for Dick Kleberg Park Trail Development.

Golf Course: Proposed budget for fiscal year 20-21 is \$314,750. During the closure of three weeks that came from COVID-19, fairway maintenance was done. Maintenance continues to be done at the Golf Course. In this budget there was one supplemental for a John Deere Backhoe for \$34,000 which will be funded through Capital Lease through a transfer from fund 026.

Commissioner Hinojosa commented that he would like for staff to look into increasing the golf cart fees. A comparison of other golf courses would need to be done in order to see what other are charging.

Commissioner Leubert commented that she would like for the play fees to also be looked into as well.

Commissioner Leubert asked how much funding is needed to shore up this account. Mr. McLaughlin commented that staff has study from the USGA that was given to the City 10 years ago which talks about how much funding is needed for a golf course and the amount that was recommended, the city is \$11,000 higher than the recommended amount. The city is following the USGA Guidance as to where the money needs to be placed and in what efforts. McLaughlin what needs to be done to get this project completed is to work on the greens.

Commissioner Leubert further asked how much revenue has the golf course brought in and how much money has the city put into the golf course this year. Mr. McLaughlin responded that he would need to work on that in order to get those numbers for her.

Commissioner Hinojosa commented that the expected annual revenues is \$281,000 with maintenance at \$421,000.



Mr. McLaughlin continued with the presentation. He stated that for the expense side on the Golf Course Maintenance fund personnel cost increased due to all increases for other departments. There is a saving in the overall supply's category of \$10,417. There is a savings in services category of \$28,189.

Golf Pro Shop received a new part-time employee. Personnel increases due to COLA, anniversary, longevity and health insurance increases.

Golf Course Maintenance: The agreement with the County requires 3% of golf revenues to be set aside annually. The propose budget sets aside \$9,839. The proposed budget includes a transfer of \$5,411 for the capital lease payment of a backhoe. The estimated fiscal year 20-21 ending fund balance is \$7,708.67.

Police Department:

Total budget is \$6.4 million dollars which is divided up by various divisions in this department.

Police Administration Division:

Revenues for this division is \$15,200 mainly in arrest fees. The expenses for personnel increased \$53,200 which include anniversary, longevity and health insurance increases. The one item that is not included is the COLA increase due to collective bargaining meetings taking place. Supplementals approved are Administrative Assistant change in title and pay to Administrative Coordinator, and part-time Audio Video Technician to full-time Help Desk Technician. This division's budget ends up at \$459,861.

Patrol Division:

Purchase of four vehicles which will cost around \$60,000 for each outfitted vehicle. The total cost for these four vehicles is \$240,000. This will be funded by a 7-year capital lease at a total cost of \$240,000. Not all \$240,000 will need to be paid upfront as it will be under a lease purchase. The payment will be around \$55,000 per year to pay this off. Personnel cost increased by \$160,000 which is pre-collective bargaining agreement final numbers. This will change a bit once the final numbers are received. In this division there was a \$54,000 for a retirement payout for all extra leave the retiree had accrued. The net in operations has a decrease of \$1,200 and Capital Outlay is less than what it was in 2019.

Chief Torres that just in manpower alone he would like to thank HR Director, as it has been a challenging year due to the turnover, there are eight employees short; four of them are at Del Mar; one in Harlingen; two in training and one that is fixing to retire. This has severely impacted operations. Things need to be evaluated on what is necessary that need to be continued and some of the things that are expected from a small city can not be done at this time due to COVID-19.

Commissioner Hinojosa asked that those that are in training, is the city paying for their training? Chief Torres responded yes as they are civil service. Hinojosa further asked if there were any vacancies in the department. Chief Torres responded that all vacancies are filled.

Mr. McLaughlin commented although all vacancies are filled, they do anticipate the need for three more academy spots for next year.

Mayor Pro-Tem Lopez recessed the meeting for a dinner break at 5:22 p.m.

Mayor Pro-Tem Lopez reconvened the meeting at 5:48 p.m.

Communications Division:

Increase in personnel for increases for COLA, anniversary, longevity, health insurance increases. In order to offset some of these costs, operations were decreased by \$14,225. One of the largest decreases was in professional services which has to do with psych evaluations and E-force renewals.

Mayor Pro-tem Lopez asked if all positions were filled in this division. Mr. McLaughlin responded that there is one opening within this division.

Investigation Division:

Approved supplementals are as followed: new part-time Evidence Clerk; alcohol blood test kit; additional supplies; additional uniforms, vest carriers & alterations; miscellaneous tools and equipment; and Office Jet 200 Portable Printer x 2 & DVD Player. Increase in personnel of \$87,000 for the new part-time Evidence clerk and COLA, anniversary, longevity, health insurance increases. Total operational savings for this division is \$20,144. The total changes for the criminal investigation is a net increase of \$66,000 over last years budget.



Community Service:

No revenues from this division. Personnel changes is in the health care. Decrease in operations of \$4,000 comes in utilities. Net change for this division is \$797 from last years budget.

Commissioner Hinojosa asked if this position is filled. Chief Torres responded that he has a training officer in this position but due to all other shortages that his department has had, he will eventually begin assigning others to that position.

Warrants Enforcement:

Increase in personnel due to COLA, anniversary, longevity, health insurance increases. There was savings in supplies. Vehicle maintenance was lowered based on the vehicle age and how much maintenance has already been done. The net increase over current year budget is \$37,097. During COVID-19, the Warrant Officer was placed at the testing site as warrants were not being served.

The overall net change in the Police Department, total budget comes to \$6.275 million dollars.

Chapter 59 Fund:

This fund gives \$25,000 in charitable donations to Boys & Girls Club; Boys Scouts of America; Communities in Schools; Palmer Drug Abuse Program (PDAP); and Kingsville Boxing Club.

Chief Torres commented that there is an additional \$145,000 for maintenance contracts and other technology that the police department has funded over the years and continue to fund.

Fire Department:

Current year revenues the original budget was \$617,000 which has been amended to \$630,000 and for next year it is being programmed \$750,000 in revenues. The biggest change is going to be ambulance service.

Commissioner Hinojosa asked if the Fire Department is fully staffed? Mr. McLaughlin responded that the Fire Department is down one position, which is being advertised at this time.

Mayor Pro-tem Lopez commented that a few years ago there was discussion about adding an additional firefighter per year and asked if this was taken into consideration at this time.

Mr. McLaughlin responded that he was not made aware of this discussion. This was prior to him being appointed City Manager. He further stated that he will look into this with the Fire Chief as it most likely plays into the analysis. He further stated that he has asked the Fire Chief that for the next year staff will need to start identifying the long lead items for our response times as there will be growth to the southside of Kingsville. Response times to the south end of town are getting longer and longer with more traffic on the roads. He further state that he would like for the Fire Chief to look into the four to five-year plan if we should have to add the third fire station and where it will be located and how will it be funded.

Mayor Pro-tem Lopez commented that this is in the Master Plan. She also commented that as Kingsville is growing to the south end the city needs to start looking into building a fire station.

Supplementals approved for the Fire Department include Command 1010 Vehicle funded through 7-year capital lease \$77,515 and Paramedic Course \$1,958. Personnel increase includes COLA, anniversary, longevity, health insurance increases. Professional services numbers came down from the original budget.

Mrs. Balli commented that the ambulance supplemental program that revenues is received on the city has to pay 13% fees for any money received on the supplemental program. Because the city hasn't applied or received an award for next year the city wouldn't have those fee because it is based on much was received from the program. Once the city is notified that the city will be receiving an award then staff would need to put some money in for the 13% that the city is obligated to pay for those funds.

Commissioner Hinojosa asked if these would be paid out of ambulance billing. Mrs. Balli commented that it would be paid out of the revenues received from the program.

Commissioner Leubert asked for the command vehicle that is \$77,000, what kind of command vehicle is it. Mr. McLaughlin responded that they are typically like a three-quarter



ton pickup truck but the Fire Chief is going with a Chevy Suburban that will have a tremendous communication system installed plus all other gadgets required. Leubert asked what size engine is this vehicle. Mr. Sosa responded he believes it is a 6.2 engine.

#### Volunteer Fire:

No revenues from this department. Expenses, the biggest change is retirement decrease of \$2,900. Supplies was reduced \$3,500 and motor gas and oil reduced \$330. Services category there is a reduction of \$6,559 which breakdown to postage and freight reduced by \$100; training & travel reduced \$1,500; memberships & dues reduced \$231; and utilities reduced \$898.

#### Vehicle Replacement Fire – Fund 097:

Mr. McLaughlin stated that there is a fund balance for the vehicle replacement. There are enough funds to cover the command vehicle out of fund 097. Because this is a great fund, a fund similar to this was started for Public Works and the Police Department.

#### Compensation & Benefits:

Mrs. Diana Gonzales, Human Resources Director displayed slides of the compensation & benefits plan. The first slide is starting with a five-year plan beginning with 2016-2017. This was originally a three to four-year plan and was expanded to a five-year plan. Year four and five have no changes, but this is just a history of what the city has been able to do in trying to bring some of the positions up which is based on the paper study that was done in 2016. The next slide shows changes which include year five. Year five is already programmed in the proposed budget for FY 20-21. Non-exempt and exempt COLA for year five proposed review at 1.5% for \$108,313 cost. Non-exempt and exempt longevity, currently it is \$2 per month per year service, it is projected to go to \$3 per month per year service for \$16,000 cost. Additional health insurance premiums, \$200,000 is added to the plan. Class changes including those that were done for classes 1, 2, & 3. In year five there are some class changes that are totaling about \$21,000. Compensation plan anniversary increases total to \$54,589. Non-civil service certification pay to be added for year five, CDL certification pay. There are about 48 individuals that currently have CDL's it is being proposed \$13.85 per pay period which comes out to \$360 per year. Collective bargaining commitments for both Fire and Police for this fiscal year is still pending.

Commissioner Hinojosa asked if the \$293,000 being proposed already included in the proposed budget. Mrs. Gonzales responded yes.

Mrs. Gonzales further stated that the total funds for compensation and benefits total \$418,000. Anniversary increase for this upcoming fiscal year affects 78 individuals for a cost of \$54,587. Proposed positions summary, full-time employees going from 282 to 275 full-time employees. Part-time going from 29 to 24 and temporary/seasonal employees 23 to 32. Total employees for the upcoming fiscal year 331 compared to 334 for FY 19-20. Some of the changes comes from the Library Department staff.

Commissioner Hinojosa asked if the Engineer's Assistant position will be open. Mrs. Gonzales responded no, there are already two Engineer's Assistant within that department and also have the Capital Improvements Manager within the department.

#### Compensation Plan:

Proposed changes/additions are as followed: 1.5 % COLA for Non-Exempt Non-Civil Service positions; Longevity increase from \$ 2 per month per year of service to \$3 per month capped at 25 years; Additional Certification for Commercial Driver's Licenses for non-exempt, non-civil service positions of \$ 13.85 per pay period (\$360 annually); Additional Health Plan Funding \$ 200,706; Police and Fire Collective Bargaining Agreements, Kingsville Law Enforcement Association is pending as well as the Kingsville Professional FF Association also pending.

Mrs. Gonzales commented that the compensation plan will be approved by ordinance at a future meeting. The compensation plan in made up of 17 classes. Class 1, Equipment Operator 1 and Equipment Service Worker moving from Class 1 to Class 3. Class 2, new Evidence Clerk. Class 3, creation of Customer Service Representative II and Equipment Operator 1 and Equipment Service Worker that was moved from Class 1 to Class 3. Class 10, Administrative Coordinator which was discussed in the Police Department budget, the Administrative II will be reclassified as Administrative Coordinator. Class 11, renaming Community Appearance Inspectors to Code Compliance Inspectors, which has no monetary impact. Classes 12 through 17 have no proposed changes.

Mr. McLaughlin commented that the way the total employees are broken down through each class are as followed: Class 1 has 42 employees; Class 2 has 3 employees; Class 3 has 11 employees; Class 4 has 0 employees; Class 5 has 5 employees; Class 6 has 37 employees; Class 7 has 5 employees; Class 8 has 10 employees; Class 9 has 36 employees; Class 10 has 5 employees; Class 11 has 10 employees; Class 12 has 0 employees; Class 13 has 7 employees; Class 14 has 2 employees; Class 15 has 2 employees; Class 16 has 2 employees; and Class 17 has 1 employee. He stated that the



city was having challenges when trying to hire those qualified Equipment Operators and in Class 1 they weren't coming with the right qualifications so it was making it challenging to fill those positions. He further stated that we raised our expectations and moved them to a different Class and included the CDL incentive of the certification pay.

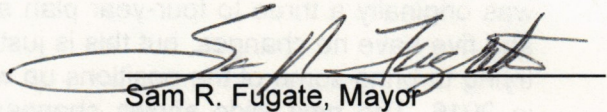
Mrs. Gonzales stated that for the exempt schedule it includes the 1.5% COLA increase. In the title section of the schedule the Information Technology Manager was moved from Class 6 to Class 5. The move was made due to reaching its limit, but the move did not create any monetary change to that position. In Class 6 it adds Facilities to the Purchasing Manager as the Purchasing Manager is already conducting those duties.

**Supplemental Renewal:**

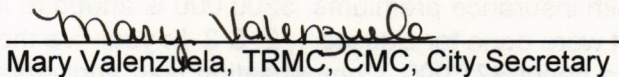
City provided Basic Life & AD&D insurance for full-time employees, no change for FY 21. Ameritas Dental no rate increases. Ameritas Vision no rate increase. National Group Benefits recommends continuation of existing employee products with Dearborn National, AFLAC and Cincinnati Life

**VII. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 6:25 P.M.

  
Sam R. Fugate, Mayor

**ATTEST:**

  
Mary Valenzuela, TRMC, CMC, City Secretary