

JULY 19, 2011

A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON TUESDAY, JULY 19, 2011 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
Al Garcia, Commissioner
Charles Wilson, Commissioner
Stanley Laskowski, Commissioner
Arturo Pecos, Commissioner

CITY STAFF PRESENT:

Vincent J Capell, City Manager
Edna S Lopez, City Secretary
Courtney Alvarez, City Attorney
Frank Garcia, Wastewater Supervisor
Joe Casillas, Water Production Supervisor
Arturo Perez, Garage Supervisor
Mark Rushing, Finance Director
Naim Khan, Public Works Director/City Engineer
Bill Donnell, Asst Public Works Director
Marco Jimenez, Water Supervisor
Gary Fuselier, Landfill Supervisor
Terry Vasquez, Asst Accountant II
Caron Vela, Accounts Manager
Diana Gonzales, Human Resource Director
Diana Medina, Collections Supervisor
Joel Ramirez, Temp Customer Representative
Chris Newton, Temp Accountant I

I. Preliminary Proceedings.

OPEN MEETING

Mayor Fugate called the meeting to order in the City Commission Chambers at 4:00 P.M. and announced quorum as present.

INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)

Mayor Fugate called to forego all formalities.

MINUTES OF PREVIOUS MEETING(S) – Required by Law

There were no minutes.

II. Public Hearing - (Required by Law).¹

NONE

III. Reports from Commission & Staff²

“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.”

There were no reports.

IV. Public Comment on Agenda Items³

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

Mayor Fugate called for comments on all agenda and non-agenda items. There were no comments.

V. Consent Agenda

NONE

REGULAR AGENDA**CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:****VI. Items for consideration by Commissioners.**⁴

1. **Review and discuss proposed fiscal year 2011-2012 budget for departments of the City of Kingsville, including but not limited to the following: (City Manager).**

- 170 Solid Waste Mgmt (Public Works Director/City Engineer)

Mr. Khan addressed the Commission and stated when they prepared the budgets they two main objectives to increase revenues and to provide the best possible services to the citizens in a very efficient and effective way. There are increases in several line items due to changes within each division/department. He stated they are requesting a GPS system. The line item for computer and associates has increased in order to provide the best and latest software. The line item for training & travel in each division has increased in order to get more employees certified. At the same time, there is a decrease in equipment maintenance because the City's vehicles and equipment are better now than they have been in the past. Mr. Khan stated he is sure the goals of these divisions can be achieved with the Commissions' and Staff's help.

In Recycling, Mr. Khan stated the goal is to increase revenue so they changed company who is now paying the City for plastic, metal, and cardboard. Only two line items have changed. Mayor Fugate called for questions or comments. Commissioner Laskowski stated the line item on Keep Kingsville Beautiful has to be increased due to a requirement from Keep Texas Beautiful. He stated in order for KKB to maintain its affiliate with Keep Texas Beautiful they have to send one person to the annual conference at a cost of \$1,400. Mayor Fugate and Commissioner Laskowski suggested giving up a total of \$5,000 from the Commissions' travel budget toward the Keep Kingsville Beautiful account.

Mayor Fugate called for further questions or comments.

In Solid Waste, Mr. Khan stated the main objective is to have better communication; they are working on sending out information to citizens to give them more information on trash pickup and brush services. This department needs monies to update software. There was discussion on the bad debt line item. Upon a question from Commissioner Garcia, Mr. Khan replied that the amount allocated is sufficient for the employees in that department. There was discussion about the training and travel line item and the possible conferences or training sessions that employees could attend. City Manager Capell suggested the Director look at this to see if this was money well spent and to make a recommendation as to who should attend.

Commissioner Laskowski asked if there are monies for a Solid Waste Supervisor in the budget. City Manager Capell explained the Equipment Operator II position salary is in this year's budget is going to help pay for the Supervisor position this is being hired this year. Next year the Equipment Operator II position will be eliminated and the salary savings from that position will be used to hire the Community Appearance Supervisor. This is in the general fund. City Manager Capell stated the Equipment Operator II position salary that is being eliminated is not equal to the Community Appearance Supervisor position but it does help off-set the salary.

Commissioner Pecos asked Mr. Khan to elaborate on line item – Professional Services. Mr. Khan stated a GPS would help monitor the locations, mapping and with equipment maintenance.

In the Landfill, the main objective was to generate more revenue. The Commission approved an ordinance to increase the amount of tonnage for haulers and they would receive a 10% discount. He added this is really working. Mr. Khan stated they are asking for a front-end loader with a clamp which would be more efficient. Mr. Khan stated they are recycling metal in order to increase revenue. He stated the increase in the line item for training & travel is to have another person certified with an "A" license. Commissioner Garcia asked if they have recalculated the life of the landfill. Mr. Khan replied the landfill has about 50 years. Commissioner Laskowski stated with the permit modification will have a lot to do with the life expectancy of the landfill and once they go deeper and higher it will be extended by about 25 more years.

- 300/801 Public Works Admin (Public Works Director/City Engineer)

Mr. Khan stated this department is the center for coordination for all the Public Works departments, and extra money was budgeted for training & travel. The line item for catering was moved to this department. This department's budget stayed pretty much the same. Mr. Rushing stated this mirrors the department 801 and the catering line item needs to be added.

- 301/800 Engineering (Public Works Director/City Engineer)

Mr. Khan stated the difference in this department now is that they are doing more in-house design. He has two part-time survey Engineering techs and GIS techs. The line item for supplies has increased. The GIS Techs are helping NAS, the Police Department and Public Works Departments.

- 302 Service Center (Public Works Director/City Engineer)

Mr. Khan stated this department provides the center for the laundry, wheel distribution and recordkeeping. He stated the line item for building maintenance has increased to be able to change the appearance of the service center including the area of the gas pumps. Commissioner Garcia asked about the accounting for fuel. Mr. Rushing replied the new system should enhance the ability to break out allocation costs properly. This system will provide information to have accurate financials. Commissioner Garcia voiced his concern of the misuse of gasoline. City Manager Capell stated the Commission might want to consider a camera system. Mr. Khan stated the GPS system will provide some help with monitoring who uses the gas pumps. City Manager Capell stated the GPS expenditure is being considered because fuel is very expensive.

- 303 Garage (Public Works Director/City Engineer)

Mr. Khan stated this department has improved because now they are doing the entire tire services for the City. He would like to buy some software for diagnostic equipment. Commissioner Laskowski asked if the City has any software that tracks the cost per mile per vehicle so that the City knows what a vehicle is costing the City to keep in its fleet. Mr. Rushing replied the City does not have that type of software. Mr. Donnell stated they have an inventory control system. City Manager Capell stated he has asked Staff to provide a complete inventory of their equipment but he has not seen the information. Mr. Arturo Perez stated the GPS sensor will help alert them of any problems. The software being requested will also provide information. Mr. Donnell stated the GPS system can be programmed to whatever criteria you need.

- 305 Street (Public Works Director/City Engineer)

Mr. Khan stated he would like to put an ad in the newspaper every week to educate citizens entitled "Do You Know". The line item for training & travel is to train employees on the sweeper and on paving jobs. There's no money in this department for materials because monies will come from the CO's. City Manager Capell stated since the City has the projected surplus for the current year, the Commission might want to consider putting more money into Streets. Mayor Fugate asked if the Street Department could spend \$496,000 within a year. Mr. Khan replied they could. Mayor Fugate stated the need is out there, but does the City have the ability. City Manager Capell stated the City could contract some of the services. City Manager Capell stated he would follow up with the Commission in the wrap up session. He would like to recommend specific streets to help them decide if they want to put in more money. Commissioner Laskowski stated they could amend the budget. Commissioner Garcia asked about the line item for utilities. Mr. Khan replied this line item is for street lights and sirens.

- 600 Water (Public Works Director/City Engineer)

Mr. Khan stated the main objective is to replace all pipes with PVC pipe, which has a life expectancy of 100 yrs.

There was discussion on doing a better job of cleaning the area after a water leak is fixed.

Commissioner Laskowski asked if the \$200,000 budgeted for water lines was coming from revenue or unrestricted undesignated fund. Mr. Rushing replied if the City has a balanced utility fund then in turn it would be coming from revenues current year financed if there is more expenditures than revenues then it would be pulling from the City's fund balance.

Mayor Fugate asked year to date how many miles/feet of water lines have been replaced this year. Mr. Marco Jimenez replied about 9000 feet.

In the Water Production Department, Mr. Khan stated the main objective is to be self sufficient. There are seven (7) water wells but still very dependent on South Texas Water Authority. He stated he would like to put water well and they are looking for a location, north or south of in the City. The water quality is good in the areas of the City in the north and south. In order to meet TCEQ criteria one more elevated tank is needed. Commissioner Laskowski asked if the recommendation is to continue with the \$350,000 water purchase from STWA. Mr. Khan stated if the City doesn't have the 500,000 elevated storage tank which is a requirement from TCEQ, then the City needs some alternate source of water.

Ms Alvarez stated today she received a draft extension from Mr. Willett, STWA Attorney that still has to go before the STWA Board once they get the handling charge set.

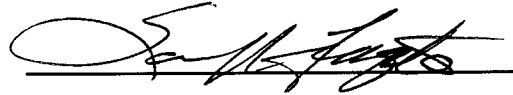
- 700 Wastewater (Public Works Director/City Engineer)

In the North Plant, Mr. Khan stated the 3,000,000 gallon plant has enough capacity. There are a couple items that were added to the budget for instance the bar screens. Commissioner Laskowski voiced his concern that some time ago the City spent money on purchasing energy efficiency blowers that was supposed to reduce the City's electricity because of their efficiency, but the City is budgeting \$6,000 more than the previous year and \$57,000 has already been spent and are anticipating spending \$85,000. Mr. Rushing stated this has been reviewed and there was a year in which the savings was realized which was prior to 2008-09.

In the Sewer Construction department, Mr. Khan stated the City has a lot of I & I problems. The City has a lot of clay pipes that needs to be replaced with PVC.

VI. Adjournment.

There being no further business to come before the City Commission, the meeting was adjourned at 5:30 P.M.



Sam R Fugate, Mayor

ATTEST:



Edna S Lopez, TRMC, GMC

City Secretary