

AUGUST 27, 2013

A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON TUESDAY, AUGUST 27, 2013 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 4:00 P.M.

**CITY COMMISSION PRESENT:**

Sam Fugate, Mayor  
Noel Pena, Commissioner  
Arturo Pecos, Commissioner  
Al Garcia, Commissioner  
Dianne Leubert, Commissioner

**CITY STAFF PRESENT:**

Vince Capell, City Manager  
Mary Valenzuela, City Secretary  
James Bryson, Accounting Manager  
Charlie Cardenas, Public Works Director/Engineer  
Bill Donnell, Asst. Public Works Director  
Mark Rushing, Finance Director  
Emilio Garcia, Health Director  
Ruthie Valdez, Interim Library Director  
Diana Gonzales, Human Resources Director  
Joey Reed, Fire Chief  
Courtney Alvarez, City Attorney  
Willie Vera, Task Force Commander  
Ken Starrs, Assistant Task Force Commander  
Tony Verdin, Information Systems Technician  
Robert Isassi, Planning & Development Services Director  
Avelino Valadez, Street Supervisor  
Marco Jimenez, Water Supervisor  
Rick Salinas, Volunteer Fire  
Linda Gerd, Volunteer Fire  
Luke Stevens, Sanitation Supervisor  
Frank Garcia, Wastewater Supervisor  
Joe Casillas, Water Production Supervisor  
Arturo Perez, Garage Supervisor  
Pete Pina, Interim Landfill Supervisor  
Jessica Storck, Administrative Assistant II

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Fugate called the meeting to order in the Robert H. Alcorn Commission Chamber at 4:00 P.M. and announced quorum as all being present.

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

**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.”*

**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 2013-2014 budget for departments of the City of Kingsville. (City Manager).**

**Fire Department – Joey Reed, Fire Chief**

Chief Reed discussed capital items requested for fiscal year 2014. A commercial extractor washing machine for \$14,850, this includes installation and plumbing that is needed to install the washing machine. A commercial extractor washing machine is needed to clean firefighters PPE uniforms after each fire and twice a year. Chief Reed discussed the following needs/improvements to Fire Station No. 1., downstairs restroom need to be renovated, this will cost \$9,280. Restrooms are at least 20 or more years old and have deteriorated and are not ADA compliant. Upstairs restrooms need some renovation at a cost of \$50,000. He stated that these restrooms are also 20 or more years old and have deteriorated. Currently have only 1 shower with no door to room with two toilets in open. The new restroom will be converted into three individual restrooms each having its own sink, toilet, and shower. Chief Reed discussed the needs/improvements for Fire Station 2, the exterior of the building need some improvements at a cost of \$17,430. He stated that he would like to build a sidewalk along the south side of station to rear parking lot with handicap access. Over to the east side of building along Armstrong, he would like a handicap ramp. He further stated that a parking lot on the north side of station to allow additional parking and allow for cleaning of fire engine without blocking neighborhood streets. He would like to complete the remodeling of the interior of the building costing \$33,500. He further stated that he would like to complete interior remodel of station 2 so that it is habitable and enclose office area, install new kitchen area, work out area, and rear entry. Chief Reed would also like to install cabinets, flooring and paint. Chief Reed further discussed the electrical work needed for Fire Station 1 costing \$14,000. He further stated that the fire dispatch center needs equipment to allow radio dispatching of both fire stations from central dispatch at station 1. This will allow dispatchers to immediately alert the appropriate station of an emergency call without having to use the telephone or intercom and provide improved microphone systems as well as battery backup systems for radios. The cost for these improvements is \$36,235.

Commissioner Pena stated that he appreciated all the hard work he has done for the Fire Department. Chief Reed stated that the firefighters have been doing an outstanding job considering the conditions they have had to work in.

Mayor Fugate asked about the cost of the interior repairs costing \$43,000. Chief Reed stated that this is for Fire Station 1 which had some remodeling done in the past but was not completed or done correctly. The floors in the kitchen were essentially concrete, and painted over. Stairwells need lighting to prevent any accidents and the apparatus bay has plaster that is cracked that need to be removed and replaced.

Mayor Fugate stated that in the future, he would like to make sure that when a new firefighter comes into the department he/she receives the proper gear needed.

Commissioner Garcia stated that in the years since he has been a City Commissioner, he has never received this type of information presented to the Commission with regards to all the needs for the Fire Department.

**Volunteer Fire Department – Rick Salinas, Fire Chief for Volunteer Fire Department and Linda Gerd, Treasurer**

Chief Rick Salinas presented the budget for the Volunteer Fire Department. Chief Salinas stated that the purpose of the department is to assist the Kingsville Fire Department providing fire preventions, suppression, rescue, emergency medical services, hazmat response, and applicable mutual aid response as pursuant to written agreement. He further stated that the goals of this department are to promote, unify, represent, and educate in accordance with the Fire Service of Texas. Their main objective is to train, educate and certify all volunteers for a rapid response to all emergencies. Mr. Salinas reported the following items performed by the Volunteer Fire Department in FY 2012-2013. 1) Number of general alarms responded to, 72; 2) hours of general alarms 388.5, 3) number of drills and training 65; 4) hours of drills and training 2,250.66; 5) number of business & safety meetings, 13; 6) hours of business & safety meetings, 520; 7) hours of administrative and maintenance, 2,965; 8) hours of community service and special events, 476; 9) number of members, down to 18 from 26. This is due to volunteers moving to other areas; 10) number of injuries, 0; 11) number of EMT Paramedics Certified, 6. He further stated that the number of volunteer hours total to 6,600.41.

Mayor Fugate commented that Chief Salinas has been with the Volunteer Fire Department for 27 years. He further stated that he would like to make sure the department has everything they need to continue assisting our Fire Department.

**Task Force – Willie Vera, Task Force Commander**

Commander Vera reported that there has been a slight change in salaries due to two retirees and one transfer. Those higher salaries indicate higher benefit payments for those individuals. He further stated that there is a change in the overtime line item, due to assisting the Kingsville Police Department, Border Star, Stonegarden, and the Kleberg County Sheriff's Office. Commander Vera reported that the Task Force takes advantage of grants that are available to them, this helps with their budget. He further stated that the reason for the enlarged figure in the capital outlay is that the converted assets are included into the figure. He further stated that this year the Task Force had \$1.6 million in assets cash ceased as well as interest rates and converted assets. The total pending and awarded for the current budget year is \$2,268,835.

Mayor Fugate thanked Commander Vera and the Task Force for all they do for the City of Kingsville.

**Public Works Department – Charlie Cardenas, Engineer/Public Works Director**

Mr. Cardenas presented the budget for the following departments:

**Recycling Center**

Mr. Cardenas stated that he is requesting \$20,000 to assist with improvements at the Recycling Center. One improvement would be the driveway which would allow citizens to drop off recyclables during the rainy and cold season. This will improve the traffic circulation around the Recycling Center as well. He further stated that this money will also be used for fencing and some beautification around the fencing area.

**Sanitation Department**

Mr. Cardenas stated that currently there are 18 employees in this department. Residential waste pickups are done twice a week. He reported that the City has over 600 commercial customers. The department also assists with beautification efforts throughout the City.

Commissioner Leubert asked if the City has looked into purchasing larger size dumpster for customers that have a lot of waste. Mr. Cardenas stated that staff has discussed this and is looking into what is more efficient for the City. Mr. Capell stated that there are a total of 600 to 700 total dumpsters. He further stated that dumpsters only last around 5 years to which the City is trying to purchase 50 this year.

Commissioner Pena asked if dumpster come with warranty. Mr. Cardenas stated that they don't come with a warranty but the City has a welder who has spent numerous hours welding dumpsters together and plating them. He further stated that in this budget there is a request for 50 4cu.yd dumpsters and 50 3cu.yd dumpsters.

Commissioner Garcia asked a question to Mr. Cardenas with regards to the dumpsters being replaced, does the city sell these dumpsters as recyclable metal. Mr. Cardenas responded that there are some dumpsters that are salvageable and some that just have to be disposed of. Commissioner Garcia asked if these dumpster have some type of monitoring device to detect weight or volume. Mr. Cardenas responded no.

Mrs. Alvarez stated that for a commercial account, the customer pays for a number of service runs per week. Whether it's a quarter of the way empty or full, so long as they pay for 3 pickups per week, they will receive 3 pickups per week, unless the ordinance and payment structure get modified.

Commissioner Pena asked about changing the residential pickup from two pickups per week to one pickup per week. Would the City see some type of benefit from that change. Mr. Cardenas stated that he is unable to answer this question without doing some

research. Mr. Cardenas further stated that he feels that the city is doing an outstanding job with the pickups they currently have. Commissioner Leubert stated that our City is one of the few in the State of Texas that still pickups twice a week. Leubert stated that she recently had a discussion with the Solid Waste Director of Corpus Christi, who stated that they are were very pleased with their recycling program. She stated that it took them about a year to get their citizens into the practice of recycling, but it got done. Mr. Cardenas stated that it would take some research before deciding to change the residential pickup from twice a week to once a week.

Mr. Cardenas touched on the capital outlay request of a brush tractor for the Sanitation Department. The brush crews have been assisting with demolition and are in need of a brush tractor. He further stated that the sanitation department has done an outstanding job and has it to the exact science as far as how close they can get to an adjacent property when demolishing a structure. He further stated that the brush tractor being used has recently gone in for repairs which cause some down time in which causes delays on the demolitions. Mr. Cardenas stated that the new tractor can be used in multiple departments and for demolitions on a weekly basis.

Mr. Cardenas further touched on the commercial vehicles. Commissioner Garcia asked how many commercial trucks the city has now. Mr. Cardenas responded that there are four commercial trucks.

#### **Landfill Department**

Mr. Cardenas reported on closure, post closure of the landfill. He stated that staff is asking for a dozer with 6-way blade at the cost of \$135,000. He stated that the importance of this is for erosion control when the fill or covers are being done at the landfill. This particular dozer has a tidier radius than any other used before.

Commissioner Garcia stated that according to information submitted to Commission, the previous dozer has a blown engine. Mr. Cardenas stated that the dozer has not been repaired and other equipment has been used from other departments to do the covers at the landfill. Mr. Cardenas stated that there are two dozers, one which is down and the other is working and being used. Commissioner Garcia asked if for the one being replaced, had a trade value. Mr. Cardenas stated yes, the manufacturer has offered a trade of \$25,000. He further stated that as of May 2013, the landfill hours on Saturdays have changed to 8:00 a.m. to 12:00 p.m. which is more efficient for the City. He further reported that the tire cutter has been very productive in which 50 tons of tires have been shredded and diverted from the landfill tonnage. Commissioner Garcia asked if the landfill takes tires with rims attached. Mr. Cardenas stated that tires with attached rims are accepted, although the rim is removed and disposed of while the tire gets shredded. Mr. Cardenas reported that the City has set aside funds for closure/post closure of the landfill. Mr. Rushing stated that there aren't many cities that set aside money for this purpose. Mr. Rushing stated that the city is collecting from the citizens, per household, \$3.00 per month which is set in fund 092 for this purpose. This is money that is set aside for expenditure that is anticipated to occur after the closure of the landfill.

#### **Public Works Administration and Service Center**

Mr. Cardenas stated that there are no changes made within these departments. Mr. Cardenas then presented the Engineering Departments proposed budget.

#### **Engineering Department**

Mr. Cardenas stated that they are requesting the purchase of an Electronic Reflectorless Total Station 56-CST302R which cost less than \$4,400. This equipment is used for helping in the re-grade of ditches and roads. The old station is 15 years old and outdated and is not compatible to the software being used now. Mr. Capell stated to Mr. Cardenas that the budget shows \$10,000 and the equipment cost is \$4,400, why the difference. Mr. Cardenas stated that there is some other software included to get this machine fully operated. Mr. Cardenas spoke about a second project with Texas A&M University-Kingsville. They did an outstanding job on Kleberg Street and would like to continue the relationship between the City of Kingsville and the University, and now the City is looking at Richard Street and 7<sup>th</sup> Street to be redone with some utility and street upgrades.

Mayor Fugate called for a break at 5:40 p.m.

Mayor Pro-tem Garcia reconvened the meeting at 6:00 p.m. and continues the budget workshop. Mayor Fugate absent for the second part of the workshop.

Mr. Capell asked the City Commission to take a look at some of the operating budgets for Recycling, Solid Waste Management, Sanitation Collection, Landfill and asked for any questions they may have for staff.

Commissioner Pecos asked about fuel increase. Mr. Rushing stated that motor oil & gas increased by 7%. Commissioner Pecos stated that the proposed budget for FY 2014 is comparable to the current budget. Mr. Capell stated that the majority of the increases were in capital outlay, to replace equipment. Commissioner Pecos asked what is

projected in the growth of sales tax overall. Mr. Capell responded that sales tax growth is about \$5,000. He further stated that sales tax continues to grow although he does not have much confidence that it will continue to grow. Mr. Capell further discussed property tax growth.

Mr. Capell continued to discuss general fund with regards to Public Works, Engineering, Service Center, Garage, and Streets Department. He stated that the streets fund includes labor and miscellaneous operating cost fees. Money for material and concrete are paid from bond funds which will be discussed at a later date. The streets that will be paved are listed on the attachments to the City Manager's Budget Message under Capital Outlay.

Commissioner Garcia asked if there was a shortage of mechanics in the Garage Department. Mr. Cardenas stated that there is some turn around in this department due to some employees retiring. He further stated that the Garage Department is short one mechanic at this time.

Mr. Cardenas stated that in the Garage Department there is a maintenance item for tank cleaning and repair on the gas pumps with a cost of \$3,375. He further stated that the oil distributor and the laydown machine will be used on an aggressive street reconstruction program that is being designed and constructed in-house. Mr. Cardenas stated that with this being done, there is other methods and equipment they would like to use to better facilitate some of that work. Mr. Cardenas further explained the two types of oil used which require another oil distributor truck. He further touched on the need for a new laydown machine.

Mr. Capell stated that because this equipment was so expensive, he has proposed in this year's budget is to enter into a seven year operating lease for \$85,000 per year. Commissioner Leubert stating that leasing is a good idea on some equipment. Mr. Capell stated that by leasing it does not consume all your funds.

Commissioner Pecos asked how much this equipment would cost. Mr. Capell responded that the Hotmix Laydown machine is \$350,000 and the \$190,000 for the oil distributor machine. He further stated that this equipment is more effective and safer for employees to use.

Commissioner Garcia asked what type of lease this was. Mr. Capell stated that it is a Capital Lease.

Commissioner Pecos asked if the company selling the machine will provide any training on this machine. Mr. Cardenas stated that the company will train on this type of equipment.

Mr. Cardenas and Mr. Capell further discussed the Utility Fund section of the budget. This includes water, sewer, ground water, storm water, water construction which have not changed from the current budget year.

Commissioner Garcia asked if there were projects already lined up to spend this amount and does it include expected projection as well. Mr. Cardenas stated that this is for targeting older lines that are around the city, which are cast iron lines. Garcia asked how many linear feet it will cover. Mr. Marco Jimenez, Water Supervisor, stated that you can replace 5,000 linear feet per year. He further stated that there are 130 miles of waterline that the City maintains. Mr. Cardenas stated that a portion of this money will be used for street repairs when they bust out a section of the street to replace a line.

Mr. Cardenas touched on the Water Production budget which is the same as current year.

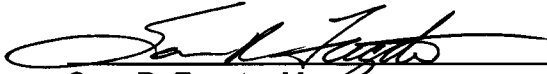
Mr. Rushing touched on the budget for collections and meter readers which has cut the core budget by \$4,000.

Mr. Cardenas discussed the budget for Wastewater which has some projected increases in the amount of \$110,000 which is a split between the South Plant and North Plant. Mr. Cardenas continued to discuss budgets regarding Utility Funds.

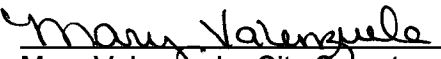
Commissioner Leubert stated that she would like to thank everyone for their understanding in her situation in the past couple of days.

## VII. Adjournment.

There being no further business to come before the City Commission, the meeting was adjourned at 7:50 P.M.

  
Sam R. Fugate, Mayor

ATTEST:

  
Mary Valenzuela, City Secretary