

# *City of Kingsville, Texas*

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## **AGENDA CITY COMMISSION**

**TUESDAY, MAY 31, 2016  
REGULAR MEETING**

**HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS  
CITY HALL/200 EAST KLEBERG AVENUE**

**5:30 P.M. - Workshop**

**6:00 P.M.-Regular Meeting**

### **I. Preliminary Proceedings.**

#### **OPEN MEETING**

**WORKSHOP:** Fiscal Year 2016-2017 Preliminary Budget  
Workshop. (City Manager).

#### **REGULAR MEETING RESUMES**

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

#### **MINUTES OF PREVIOUS MEETING(S)**

Regular Meeting – April 18, 2016

Regular Meeting – May 9, 2016

Special Meeting – May 16, 2016

Special Meeting – May 19, 2016

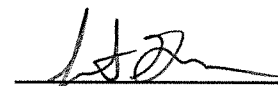
### **II. Public Hearing - (Required by Law).<sup>1</sup>**

1. 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,*

APPROVED BY:

  
\_\_\_\_\_  
Jesús A. Garza  
City Manager

*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."*

#### **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 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)*

1. Motion to approve out of state travel for Downtown Manager/Historic Preservation Officer and Historical Board member Sandra Rexroat to attend the National Alliance of Preservation Commissions conference in Mobile, Alabama July 27 – 31, 2016. (Downtown Manager).
2. Motion to approve a resolution appointing Edna S. Lopez as Mayor Pro Tempore. (City Attorney).
3. Consider out-of-state travel for City Manager to attend the International City Managers Association (ICMA) Annual Conference in Kansas City, Missouri from September 24-28, 2016. (City Manager).

##### **REGULAR AGENDA**

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

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

4. Consider appointments to the Hotel Occupancy Tax Fund Advisory Board. (Tourism Director).
5. Consider selection of a commission member to be a representative on the Kingsville Parks Master Plan Steering Committee. (City Manager).
6. Consider introduction of an ordinance amending the fiscal year 2015-2016 budget to transfer funds from the Task Force Criminal Justice Division to CO Series 2016 for backbone infrastructure costs of upgrading the current radio communications system. (Finance Director).

7. Consider a resolution authorizing the City Manager to enter into a contract for professional services between the City of Kingsville and Killis Almond Architects, PC for the old Pump House Renovation Project. (Planning & Development Services Director).
8. Consider introduction of an ordinance amending Chapter XV, Article 5, Historical Districts and Landmarks, Sections 15-5-17 through 15-5-33, providing for a revised application and permit approval process. (Planning & Development Services Director).
9. Consider authorizing repairs to roofs at Fire Station One and Parks Equipment Barn to Parsons Commercial Roofing, Inc. via TIPS Purchasing Cooperative, as per staff recommendation. (Purchasing Director).
10. Consider a building permit for renovations to 612 E. Henrietta that was approved by the Historical Development Board. (Downtown Manager).
11. Executive Session: Pursuant to Section 551.087, Texas Government Code, Deliberations Regarding Economic Development Negotiations Exception, the City Commission shall convene in executive session to deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. (City Manager).
12. Executive Session: Pursuant to Section 551.071, Texas Government Code, Consultation with Attorney Exception, the City Commission shall convene in executive session to seek legal advice from the City Attorney regarding a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. (City Attorney).

## **VII. Adjournment.**

1. No person's comments shall exceed 5 minutes. Cannot be extended by Commission.
2. No person's comments shall exceed 5 minutes without permission of majority of Commission.
3. Comments are limited to 3 minutes per person. May be extended or permitted at other times in the meeting only with 5 affirmative Commission votes. The speaker must identify himself by name and address.
4. Items being considered by the Commission for action except citizens comments to the Mayor and Commission, no comment at this point without 5 affirmative votes of the Commission.

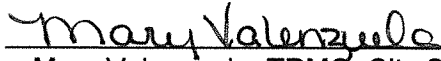
### **NOTICE**

This City of Kingsville and Commission Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 361/595-8002 or FAX 361/595-8024 or E-Mail [mvalenzuela@cityofkingsville.com](mailto:mvalenzuela@cityofkingsville.com) for further information. Braille Is Not Available. The City Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Section 551-071 (Consultation with Attorney), 551-072 (Deliberations about Real Property), 551-073 Deliberations about Gifts and Donations), 551-074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551-086 (Certain Public Power Utilities: Competitive Matters), and 551-087 (Economic Development).

I, the undersigned authority do hereby certify that the Notice of Meeting was posted on the bulletin board in the City Hall, 200 East Kleberg, of the City of Kingsville, Texas, a place

convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time:

May 27, 2016 at 2:00 P.M. and remained so posted continuously for at least 72 hours proceeding the schedule time of said meeting.

  
\_\_\_\_\_  
Mary Valenzuela, TRMC, City Secretary  
City of Kingsville, Texas

This public notice was removed from the official posting board at the Kingsville City Hall on the following date and time: \_\_\_\_\_

By: \_\_\_\_\_  
City Secretary's Office  
City of Kingsville, Texas



# **MINUTES OF PREVIOUS MEETING(S)**

**APRIL 18, 2016**

**A REGULAR MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON MONDAY, APRIL 18, 2016 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 6:00 P.M.**

**CITY COMMISSION PRESENT:**

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

**CITY STAFF PRESENT:**

Jesús Garza, City Manager  
Mary Valenzuela, City Secretary  
Courtney Alvarez, City Attorney  
Tom Ginter, Director of Planning & Development Services  
Susan Ivy, Parks Manager  
Emilio Garcia, Health Director  
Robert Rodriguez, Library Director  
David Mason, Purchasing Director  
Ricardo Torres, Police Chief  
Willie Vera, Task Force Commander  
Leo Alarcon, Tourism Director  
Bill Donnell, Assistant Public Works Director  
Diana Gonzalez, Human Resources Director  
Carol Rogers, Interim Risk Manager  
Cynthia Martin, Downtown Manager  
Charlie Cardenas, Public Works Director/Engineer  
Jim DeVisser, Interim Fire Chief

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Fugate called the meeting to order in the Robert H. Alcorn Commission Chamber at 6:00 P.M. and announced quorum with all five Commission members present.

**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)**

Regular Meeting – April 11, 2016

Mayor Fugate called for a motion to approve the minutes of April 11, 2016.

**Motion made by Commissioner Pena to approve the minutes of March 28, 2016 as presented, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Garcia, Leubert, Pecos, Pena, Fugate voting “FOR”.**

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

1. 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."*

Mr. Jesús Garza, City Manager announced that the City of Kingsville has been awarded the Outdoor Outreach Grant in the amount of \$44,000.00 with a City match of \$10,000.00.

Mrs. Susan Ivy, Parks Manager reported that this is the third time the Parks System has received this grant. This grant is to assist with the Summer Program and other programs throughout the year.

Mrs. Courtney Alvarez, City Attorney stated that agenda item 7, under the consent agenda, was approved by Commission back in November, 2015. Since the Kingsville Police Department was awarded the money for the body camera, there was also a notification given to the City of additional language that would need to be added to the resolution. Alvarez reported that the next City Commission meeting is scheduled for May 9, 2016 due to Early Voting taking place in the Commission Chambers beginning April 25<sup>th</sup> thru May 3<sup>rd</sup>.

Commissioner Leubert reported on a Spay and Neuter Clinic on April 26<sup>th</sup> at Pet Sense. The clinic is being sponsored by the Catery of Corpus Christi.

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

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

No public comments made.

### **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)*

Motion made by Commissioner Pena to approve the consent agenda as presented, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Leubert, Pecos, Pena, Garcia, Fugate voting "FOR".

1. Motion to approve final passage of an ordinance amending the zoning map in reference to Subr Gardens, Block 1, Lot E 47.5 OF 3 also known as 1110 W. King; Subr Gardens, Block 1 also known as 1108 W. King; KT&I CO, Block 9, Lot PT SE/4 7 also known as King; KT&I CO, Block 9, Lot PT SE/4 7, (98X137.1), (EXEMPT) (98X137.1), (EXEMPT) also known as King & University Corner; Brooks, Block 5, Lot 1, 2 also known as 1029 W. Kleberg from C2-Retail District to MU-Mixed Use District, amending the comprehensive plan to account for any deviations from the existing comprehensive plan. (Planning & Development Services Director).
2. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget for traffic safety vests and portable traffic control devices from Municipal Court fees collected to enhance public safety and security. (Finance Director).
3. Motion to approve final passage of an ordinance amending Chapter II-Administration, Article 3-Departments, Boards, & Commissions, by adopting Sections 3-3-100 through 3-3-110, providing for creation of a Hotel Occupancy Tax Advisory Board, terms for members, meetings, quorum and voting at meetings, removal and vacancy. (City Manager).
4. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget for an assessment and master site plan for the J.K. Northway Coliseum. (City Manager).
5. Motion to approve re-appointment of Maggie Salinas and Candace Jefferson to the Historical Development Board both for three year terms. (Downtown Manager).
6. Motion to approve a resolution authorizing the release of Chapter 59 funds of the Kingsville Specialized Crimes and Narcotics Task Force for donation to the Palmer Drug Abuse Program (PDAP) for drug abuse prevention programs. (Task Force Commander).
7. Motion to approve a revised resolution authorizing the City to submit an application to the Office of the Governor Criminal Justice Division for the purpose of requesting grant funding on behalf of the City for the 2015 Body-Worn Camera Program for law enforcement personnel for the Kingsville Police Department with an anticipated cash match. (Chief of Police).

**REGULAR AGENDA**

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

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

8. Consider a resolution authorizing the Mayor to enter into a Professional Services Agreement between Halff Associates, Inc. and the City of Kingsville for a Parks Master Plan. (City Manager).

Mr. Garza stated that this item authorizes the approval of a contract with Halff Associates for the development of a Parks Master Plan. Halff Associates was selected as the Parks Master Planner by the City Commission on March 28<sup>th</sup> after the completion of a public

RFQ Process. The City Commission allocated a total of \$2,250,000 from Certificate of Obligations 2016 Series. A portion of those dollars were specifically allocated for the development of a Parks Master Plan to serve as the guiding plan for overall improvements and enhancements to the Kingsville Park System. The development of an overall Parks Master Plan for the Kingsville Park System along with two specific park concept plans will total \$72,494.

Mr. Christian Lentz of Halff Associates stated that this is an eight month process that can be combined with four basic steps. The first step is initiation and public engagement, which involves request for information from city staff to go ahead and see if the background data that Halff will need to prepare their assessment of the Parks System. Key components of Public Engagement steps are at a new online community survey, which goes into much more detail then the online public survey. The next step would be preparing a level of services assessment. This will show what type of programs Kingsville may have compared to other communities. This is compared to a needs assessment which is taking all the public information that is received through stakeholder interviews, steering committee, and online survey to tie the level of service standards with the priorities that members of our community have identified. All this information is taken and combine it in order to prepare the City's recommendations and strategies which will include some specific priority infrastructure in a number of our parks. There is a fifth component for this particular process following adoption which is the conceptual master plan. It is being proposed that two conceptual master plans as part of this particular plan process. A Parks Master Plan also identifies infrastructure improvements and some capital improvements.

Mr. Garza stated that on the conceptual plans, staff has already predetermined one park that will for sure get the conceptual plan, that being Dick Kleberg Park. As for the second Park, that is being left open for now.

Commissioner Garcia asked that with regards to the Community Advisory, he would like for the students of the Micro Society be involved with the process.

Mr. Garza stated that individuals outside the Steering Committee will have the opportunity to voice their ideas for this process. It has been discussed with staff how to put the word out for individuals to state their input for the project.

**Motion made by Commissioner Garcia to approve this resolution, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Pecos, Pena, Garcia, Leubert, Fugate voting "FOR".**

**9. Consider authorizing renewal of the City's Windstorm Coverage for the period of May 1, 2016 through May 1, 2017. (Interim Risk Manager).**

Mrs. Carol Rogers reported that the City's windstorm insurance will be expiring at the end of the month. Victor O. Schinnerer & Company, Inc. has marketed over a dozen carriers to find the City its best option. These options have been reviewed by the Risk Manager and TML and Victor O. Schinnerer and it is their recommendation to go with Option number 1.

Mr. Steven Rincon, TML Representative commented that the original recommendation is substantial ranging to what is going to be covered from what was covered in terms of the 114 locations that were originally scheduled to increasing to 192 locations. This would meet the City's property schedule that TML has covered. By doing this, it increased the premium by \$3,457. When looking at this in terms of exposure and building value, they are covering \$7.1 million dollars, which is a good rate. While being able to get such a low

cost, is because Ametrias is divided into eight different carriers that all share the actual risk, so they are actually carrying \$43,232,823 in actual coverage.

Mayor Fugate asked if there are any municipalities that do not carry wind storm insurance. Mr. Rincon responded not in the Tier 1 or Tier 2 counties.

**Motion made by Commissioner Pena to authorize renewal of the City's Windstorm Coverage for the period of May 1, 2016 through May 1, 2017, seconded by Commissioner Pecos and Commissioner Garcia.**

Commissioner Garcia asked if this insurance included the new City Hall. Mr. Rincon responded that the new City Hall has not been included until the Certificate of Occupancy is received, then it will be added. Commissioner Garcia further asked what the annual premium. Mr. Rincon responded that as of today it will be insured at \$9.45 million with the actual addition being \$32,417.70 for the new City Hall with a \$25,000 deductible for a named storm.

**The motion was passed and approved by the following vote: Pena, Garcia, Leubert, Pecos, Fugate voting "FOR".**

**10. Consider final passage of an ordinance amending Chapter VII, Article 8, Section 3-Traffic Control Devices, providing for the authority to place all way stop signs on Armstrong Ave. at Avenue B. (City Engineer/Public Works Director).**

Mayor Fugate asked that agenda item #10 not be considered during tonight's meeting as more information is needed from staff.

Mr. Garza asked what the direction to staff for this particular item is.

Commissioner Leubert commented that when a study is being done, it should take more than one day for the study. This needs more thought process.

Mr. Charlie Cardenas commented that a non-control crosswalk and is a dangerous crosswalk. Eventually this area will need to have a traffic signal.

No action taken.

**11. Consider waiver of building permit fees for HOME Program to assist County with grant cash match. (Planning & Development Services Director).**

Mr. Tom Ginter, Planning & Development Services Director reported that Kleberg County has submitted an application to the Texas Department of Housing and Community Affairs for funding through the HOME Program. The HOME Program which is funded through the U.S. Department of Housing and Urban Development and administered through Texas Department of Housing and Community Affairs helps low income homeowners fund repairs to bring homes into compliance or replace houses when the costs of rehabilitation are more than the limits for repairs. The minimum match is dependent upon the population of the city/county. The three homes under consideration are in the city limits of Kingsville.

Mayor Fugate asked who will be administering this program. Mr. Ginter responded that the program will be administered by Donna Johnson of GrantsWorks.

**Motion made by Commissioner Pena to approve this waiver, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Leubert, Pecos, Pena, Garcia, Fugate voting "FOR".**

**12. Consider a building permit for 304 E. Alice that was presented to the Historical Board. (Downtown Manager).**

Mrs. Cynthia Martin, Downtown Manager reported that this item is an item that has been approved through the Historical Board to which they recommend approval.

Mayor Fugate commented that he Statue that the city is trying to comply with is vague as to whether or not this has to happen. Fugate commented that this is just another road block for someone that wants to get a permit issued and get their program done. Fugate stated that he doesn't understand why these items are coming before the Commission if the Historical Board has already voted unanimously to approve the item.

Mrs. Martin commented that it is a matter of the ordinance and the interpretation of the law.

Mayor Fugate commented that this is just another road block, citizens are waiting to get these projects done and the Historical Board has already approved it unanimously, and they have to wait for the City Commission to have a meeting to get the item approved. Fugate further commented that this is frustrating to him, making the citizen wait additional time. He doesn't understand why these items are brought to the Commission when they shouldn't have to.

Mrs. Alvarez commented that staff is being consistent in our current application until such time the ordinance is amended.

Mayor Fugate commented that he disagrees, it is not inconsistent and this is her opinion but he does not agree with Mrs. Alvarez. Fugate further stated that these types of items do not have to come to the City Commission for approval.

**Motion made by Commissioner Pecos to approve this item, seconded by Commissioner Leubert. The motion was passed and approved by the following vote: Pecos, Pena, Garcia, Leubert, Fugate voting "FOR".**

**13. Consider a building permit for 222 E. Alice that was presented to the Historical Board. (Downtown Manager).**

**Motion made by Commissioner Pecos to approve this item, seconded by Commissioner Leubert and Commissioner Garcia. The motion was passed and approved by the following vote: Pena, Garcia, Leubert, Pecos, Fugate voting "FOR".**

**14. Consider a resolution of the City of Kingsville authorizing the Adopt-a-Park and Adopt-a-Field programs for the Parks Department. (Parks Manager).**

Mrs. Susan Ivy, Parks Manager, commented that the groups interested in the Adopt a Park Program generally want to provide community service and are not asking for any financial gain. However, the employee time saved by the volunteer work done by these organizations is very valuable to the City.

Motion made by Commissioner Garcia to approve this resolution, seconded by Commissioner Leubert and Commissioner Pecos. The motion was passed and approved by the following vote: Garcia, Leubert, Pecos, Pena, Fugate voting "FOR".

**15. Consider a resolution of the City of Kingsville authorizing the Sports Facility Usage Agreement Program for the Parks Department. (Parks Manager).**

Mrs. Susan Ivy stated that the agreement for youth leagues would require shared field maintenance and payment of the electrical usage only for their contract period. They would be allowed to run concessions and pay the usage for the electric bill for the concession stands as well. They would be expected to assist with fundraising for improvements to the athletic facilities and coordinate work days for the facilities.

Commissioner Garcia asked if there were any other types of agreements in place in the past. Mrs. Ivy responded that there were some, but not as detailed as this one.

Mayor Fugate commented that he would have liked to see a provision about not waving any fees.

Motion made by Commissioner Pena to approve this resolution, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Leubert, Pecos, Pena, Garcia, Fugate voting: "FOR".

**16. Executive Session: Pursuant to Section 551.087, Texas Government Code, Deliberations Regarding Economic Development Negotiations Exception, the City Commission shall convene in executive session to deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. (City Manager).**

Mayor Fugate announced the Executive Sessions for both agenda item #16 and #17. He further convened the meeting into Executive Session at 6:52 P.M.

Mayor Fugate reconvened the meeting into open session at 7:38 P.M.

**17. Executive Session: Pursuant to Section 551.071, Texas Government Code, Consultation with Attorney Exception, the City Commission shall convene in executive session to seek legal advice from the City Attorney regarding a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. (City Attorney).**

**VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 7:39 P.M.

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Sam R. Fugate, Mayor

**ATTEST:**

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Mary Valenzuela, TRMC, City Secretary



**MAY 9, 2016**

**A REGULAR MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON MONDAY, MAY 9, 2016 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 6:00 P.M.**

**CITY COMMISSION PRESENT:**

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

**CITY STAFF PRESENT:**

Jesús Garza, City Manager  
Mary Valenzuela, City Secretary  
Courtney Alvarez, City Attorney  
Tom Ginter, Director of Planning & Development Services  
Deborah Balli, Finance Director  
Susan Ivy, Parks Manager  
Emilio Garcia, Health Director  
Ricardo Torres, Police Chief  
Willie Vera, Task Force Commander  
Bill Donnell, Assistant Public Works Director  
Carol Rogers, Risk Managers  
Charlie Sosa, Street Supervisor  
Diana Gonzales, Human Resources Director  
David Mason, Purchasing/IT Director  
Robert Rodriguez, Library Director  
Richard Flores, Golf Course Manager  
Stacie Pena, Accounting Manager  
Jim DeVisser, Interim Fire Chief  
Pete Pina, Landfill Supervisor  
Frank Garcia, Wastewater Supervisor  
David Bodiford, Accounting Supervisor

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Fugate called the meeting to order in the Robert H. Alcorn Commission Chamber at 6:00 P.M. and announced quorum with five Commission members present.

**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.

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

**1. Public Hearing for alcohol variance for a Wine & Beer Retailer's Off-Premise Permit for the establishment known as Murphy USA #7646, located at 1127 General**

**Cavazos Boulevard, Kingsville, Texas. (Planning & Development Services Director).**

Mayor Fugate announced and opened this public hearing at 6:02 p.m.

Mr. Ginter stated that Murphy Oil is building a walk in store at their gas station located in front of Walmart at 1127 General Cavazos. All required notices have been sent out to those within 300ft of the establishment. No complaints have been received from those who received notice.

Mayor Fugate announced that this is a public hearing and if anyone would like to speak on behalf of this item may do so with a five minute time limit. Additional time cannot be extended by City Commission.

No comments were made. Mayor Fugate closed this public hearing at 6:04 p.m.

**2. Public Hearing for ordinance amending the zoning ordinance by changing the zoning map in reference to K.T.&I. Co, Block 17, Lot out of 11, 12 (Exempt), 5.85 acres (Exempt), also known as the southeast corner of 14<sup>th</sup> and Ailsie from R1-Single Family to C2-Retail District . (Planning & Development Services Director).**

Mayor Fugate announced and opened this public hearing at 6:04 p.m.

Mr. Ginter stated that the First Christian Church is requesting a rezone on their entire property for two reasons. One being that there is a local veterinarian interested in building a vet clinic on the vacant ground to the south and Ave. B. The church officials feel that for the long term whether they stay there or not, they believe that having the property zoned as C2 would be better for them if they wanted to sell. The Planning and Zoning Commission has approved this item with a 5-0 vote.

Mayor Fugate announced that this is a public hearing and if anyone would like to speak on behalf of this item may do so with a five minute time limit. Additional time cannot be extended by City Commission.

No comments were made. Mayor Fugate closed this public hearing at 6:05 p.m.

**3. Public Hearing for preliminary and final plat for North 62 acres of Lot 25 Block 20 Kleberg Town and Improvement Company Subdivision also known as Escondido Ranch, owner S&S Kingsville Construction. (Planning & Development Services Director).**

Mayor Fugate announced and opened this public hearing at 6:05 p.m.

Mr. Ginter reported that since this development is in the Extraterritorial Jurisdiction (ETJ) the City Commission is required to have a public hearing for preliminary and final plats in the ETJ. The plats have been reviewed by the City Engineer the City Planner and Commissioner Roy Cantu. The Planning and Zoning Commission was scheduled to meet on May 4, 2016 but did not meet due to a lack of a quorum. Since letters had already been sent out, it was determined to go ahead and conduct the public hearing for the City Commission.

Mayor Fugate announced that this is a public hearing and if anyone would like to speak on behalf of this item may do so with a five minute time limit. Additional time cannot be extended by City Commission.

No comments were made. Mayor Fugate closed this public hearing at 6:07 p.m.

**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.”*

Mayor Fugate presented three proclamations; Motorcycle Safety; Kids to Park Day; and Historical Preservation Month.

Mr. Garza, City Manager, welcomed the new Commanding Officer of Naval Air Station Kingsville, Capt. Erick A. Spitzer. Capt. Spitzer will be station at NAS Kingsville for three years. Garza further introduced Mr. Richard Flores, Golf Course Manager. Garza further discussed the FY 2015-2016 Second Quarter Investment Report and the Quarterly Budget Report.

Mrs. Deborah Balli, Finance Director received on behalf of the City of Kingsville the Distinguished Budget Presentation Award.

Mrs. Courtney Alvarez, City Attorney, reported that the next Commission meeting is scheduled for May 16<sup>th</sup>, to canvass the election held on May 7<sup>th</sup>.

Commissioner Leubert commented that is has been an honor working with city leaders and staff.

Mayor Fugate commented that he would like to thank those who worked the Election. He further thanked Leubert for her had work during the last four years.

Commissioner Garcia thanked Commissioner Leubert for her service to the community.

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

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

None.

#### **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)*

Motion made by Commissioner Pecos to accept the consent agenda as presented, seconded by Commissioner Pena. The motion was passed and approved by the following vote: Garcia, Leubert, Pecos, Pena, Fugate voting: "FOR".

1. Motion to approve the reappointments of Joni B. Harrel and Otis Myers to the City/County Health Board for another three (3) year term each. (Health Director).
2. Motion to approve a revised resolution authorizing the release of Chapter 59 Funds of the Kingsville Specialized Crimes and Narcotics Task Force for donation to the Center for Continuing Education at TAMUK for "College for Kids" Program for drug abuse prevention programs. (Task Force Commander).
3. Motion to approve out-of-state travel for the Mayor and staff to Washington, D.C. from May 15-17, 2016 on city business. (Mayor Fugate).
4. Motion to approve out-of-state travel for three Fire Department personnel to attend Crude by Rail class in Pueblo, Colorado in September or October 2016, with travel expenses paid by UPRR. (Interim Fire Chief).

**REGULAR AGENDA**

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

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

5. Consider approval of alcohol variance for a Wine & Beer Retailer's Off-Premise Permit for the establishment known as Murphy USA #7646, located at 1127 General Cavazos Boulevard, Kingsville, Texas. (Planning & Development Services Director).

Motion made by Commissioner Leubert to approve the alcohol variance, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Leubert, Pecos, Pena, Garcia, Fugate voting: "FOR".

6. Consider introduction of an ordinance amending the zoning ordinance by changing the zoning map in reference to K.T.&I. Co, Block 17, Lot out of 11, 12 (Exempt), 5.85 acres (Exempt), also known as the southeast corner of 14<sup>th</sup> and Ailsie from R1-Single Family to C2-Retail District. (Planning & Development Services Director).

Mayor Fugate asked if this would affect their tax status. Mrs. Alvarez responded that this would not affect their tax status as the Appraisal District goes by the land and not the zoning.

Introduction item.

7. Consider approval of two drive thru windows for a mixed use project at King & University Corner, also known as 1029 W. Kleberg, as per staff and P&Z recommendation. (Planning & Development Services Director).

Mr. Ginter stated that the mixed use ordinance requires that the Planning and Zoning Commission approve drive through windows in a mixed use project. The Planning and Zoning Commission recommended approval of the request with a 6-0 vote.

Motion made by Commissioner Pena to approve this request, seconded by Commissioner Garcia and Commissioner Pecos. The motion was passed and

approved by the following vote: Pecos, Pena, Garcia, Leubert, Fugate voting "FOR".

**8. Consider award for Architectural Services (RFQ 16-07) for the pump house renovation project and for contract negotiation as per staff recommendation. (Purchasing & Technology Director).**

Mr. Mason stated that staff advertised for an RFQ in the Kingsville Record on April 6<sup>th</sup> and April 13<sup>th</sup> and also posted on the City of Kingsville website. The city received three respondents which were ranked by the Evaluation Committee by the criteria listed on the RFQ. It is recommended that RFQ 16-07 Architectural Services for Historic Pumphouse be awarded to Killis Almond from San Antonio. The project will expend \$35,000 in design construction documents and administration with some additional expenses in travel and printing.

**Motion made by Commissioner Pecos to approve staff recommendation for architectural services, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Pena, Garcia, Leubert, Pecos, Fugate voting "FOR".**

**9. Consider award for bid RFP #16-08 for Wastewater Metal Precipitant, as per staff recommendation. (Purchasing & Technology Director).**

Mr. Mason stated that this item provides staff recommendation for Bid 16-08 Wastewater Metal Precipitant. Bid notice was published in the Kingsville Record on April 10<sup>th</sup> and April 17, 2016, as well as being published on the city's website. Two potential vendors submitted proposals by the deadline. It is recommended that Bid 16-08 Wastewater Metal Precipitant be awarded to Kruger/Veolia from Raleigh, NC. This project will expend approximately \$35,000.

**Motion made by Commissioner Pecos to approve this item, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Pena, Garcia, Leubert, Pecos, Fugate voting "FOR".**

**10. Consider award for bid RFP #16-09 for Hauling Services for various city departments, as per staff recommendation. (Purchasing & Technology Director).**

Mr. Mason reported that this time was advertised for bids on April 9<sup>th</sup> and April 16, 2016 in the Kingsville Record and posted on the City's website. A total of five potential vendors submitted proposals. While J.S. Trucking appears to be the lowest bidder, they do have an active DOT operating status. In order to limit risk and liability to the City, it is staff recommendation the award be made to the lowest bidder with current DOT operating status, J. Salazar and Son's Trucking, 1325 E. Huisache, Kingsville, TX.

**Motion made by Commissioner Garcia to approve this award, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Leubert, Pecos, Pena, Garcia, Fugate voting "FOR".**

**11. Consider a resolution authorizing the Mayor to enter into an Interlocal Agreement between Kleberg County and the City of Kingsville for video magistration equipment at the Kleberg County Jail. (Purchasing & Technology Director).**

Mr. Mason stated that the City would like to install equipment at the County Jail for the video magistration of incarcerated persons in order to reduce the transportation of inmates to Municipal Court.

Commissioner Pecos asked if the City was purchasing this equipment. Mr. Mason responded yes, but could be used by both County and City.

**Motion made by Commissioner Pena to approve this resolution, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Pecos, Pena, Garcia, Leubert, Fugate voting "FOR".**

**12. Consider approval of the Texas Parks & Wildlife Community Outdoor Outreach Grant contract and acceptance of donations for grant matching funds. (Parks & Recreation Manager).**

Mrs. Ivy stated that funding approved from Texas parks & Wildlife total \$44,410.00. The grants also include matching funds from the Parks budget, Kleberg County, Keep Kingsville Beautiful, and in-kind funding from King Ranch and Kenedy County Agriculture Life Extension Service.

**Motion made by Commissioner Garcia to accept this donation, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Pena, Garcia, Leubert, Pecos, Fugate voting "FOR".**

**13. Consider accepting donation for Parks Department for pool equipment. (Parks & Recreation Manager).**

Mrs. Ivy stated that a donation in the amount of \$5,499 from the Brookshire Foundation for the purchase of new commercial grade vacuum for the Brookshire Pool.

**Motion made by Commissioner Pena to accept this donation, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Garcia, Leubert, Pecos, Pena, Fugate voting "FOR".**

**14. Consider introduction of an ordinance amending the Fiscal Year 2015-2016 budget to accept and expend donations for the Parks Department for the pool. (Finance Director).**

Introduction item.

**15. Consider introduction of an ordinance amending the Fiscal Year 2015-2016 budget for Landfill expansion that includes Phase II of the landfill permit amendment and the construction and engineering of Sector 4. (Finance Director).**

Mrs. Balli stated that the funding for Sector 4 will come from landfill closure funds. This requested budget amendment reduces the Landfill Closure/Post Closure fund balance in the amount of \$2.1 million. With the final permit amendment proposed to be submitted by October 2016, the anticipated TCEQ permit approval date is around October 2017 based on a 12 month review process. Staff recommends approval to proceed with a portion of Section 4 development and the additional funding for the completion of the permit amendment up to TCEQ submittal

Commissioner Garcia asked if staff has considered inflation. Mrs. Balli responded that the \$280,000 that is brought in every year is from customer that comes in. This number was taken from information that was considered today and where we would be in 10 years.

Introduction item.

**16. Consider a resolution of the City of Kingsville, Texas finding that AEP Texas Central Company's application for approval of a distribution cost recovery factor to increase distribution rates within the City should be denied; finding that the City's reasonable rate case expenses shall be reimbursed by the company; finding that the meeting at which the resolution is passed is open to the public as required by law; requiring notice of this resolution to the company and legal counsel. (City Attorney).**

Mrs. Alvarez commented that the City has participated with the Cities Served by AEP TCC in prior rate case and cost recovery filings. AEP TCC pays for the cost of the review

of their request, so there is no out of pocket cost to the City. As there is no individual or agency that reviews the rate cases and recovery requests on behalf of the affected parties/citizens, the legislature has given the cities authority to do so with the utility company paying for the expenses involved in the review.

**Motion made by Commissioner Garcia to approve this resolution, seconded by Commissioner Pecos. The motion was passed and approved by the following vote: Leubert, Pecos, Pena, Garcia, Fugate voting "FOR".**

**17. Consider introduction of an ordinance amending the Fiscal Year 2015-2016 budget for the Texas Parks & Wildlife Community Outdoor Outreach Grant and to accept and expend donations for the Parks Department. (Finance Director).**

Introduction item.

**18. Executive Session: Pursuant to Section 551.087, Texas Government Code, Deliberations Regarding Economic Development Negotiations Exception, the City Commission shall convene in executive session to deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations. (City Manager).**

**19. Executive Session: Pursuant to Section 551.071, Texas Government Code, Consultation with Attorney Exception, the City Commission shall convene in executive session to seek legal advice from the City Attorney regarding a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter. (City Attorney).**

Mayor Fugate announced the Executive Sessions for both agenda item #18 and #19. He further convened the meeting into Executive Session at 7:08 P.M.

Mayor Fugate reconvened the meeting into open session at 7:48 P.M.

## **VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 7:48 p.m.

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Sam R. Fugate, Mayor

**ATTEST:**

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Mary Valenzuela, TRMC, City Secretary

**MAY 16, 2016**

**A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON MONDAY, MAY 16, 2016 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 6:00 P.M.**

**CITY COMMISSION PRESENT:**

Dianne Leubert, Mayor Pro-tem  
Al Garcia, Commissioner  
Arturo Pecos, Commissioner

**CITY COMMISSION ABSENT:**

Sam Fugate, Mayor  
Noel Pena, Commissioner

**CITY STAFF PRESENT:**

Jesús Garza, City Manager  
Mary Valenzuela, City Secretary  
Courtney Alvarez, City Attorney  
Tom Ginter, Director of Planning & Development Services  
Charlie Cardenas, Public Works Director/Engineer  
Leo Alarcon, Tourism Director  
Cynthia Martin, Downtown Manager  
Deborah Balli, Finance Director  
Susan Ivy, Parks Manager  
Jim DeVisser, Interim Fire Chief  
Dan Pickard, Firefighter  
Mando Sandoval, Firefighter  
Pete Pina, Landfill Supervisor  
Bill Donnell, Assistant Public Works Director  
David Mason, Purchasing Director  
Sharam Santanilla, Capital Improvement Manager

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Pro-tem Leubert opened the meeting at 6:01 P.M. with three Commission members present. Mayor Fugate and Commissioner Pena, 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.

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

1. 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.”*

Mr. Jesús Garza, City Manager, presented Mr. Dan Pickard, with a certificate for Employee of the Month for the month of April, 2016. Mr. Pickard is a Firefighter with the City of Kingsville Fire Department.

Mrs. Courtney Alvarez, City Attorney, reported that this week is National Police Week. Alvarez further reported that the regular City Commission meeting scheduled for Monday, May 23<sup>rd</sup> has been moved to Tuesday, May 31<sup>st</sup>.

Mayor Pro-tem Leubert thanked staff for their hard work and their support during her term as City Commissioner.

#### **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 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)*

**Motion made by Commissioner Pecos to approve the consent agenda as presented, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Garcia, Pecos, Leubert voting “FOR”.**

1. **Motion to approve final passage of an ordinance amending the zoning ordinance by changing the zoning map in reference to K.T.& I. Co, Block 17, Lot out of 11, 12 (Exempt), 5.85 acres (Exempt), also known as the southeast corner of 14<sup>th</sup> and Ailsie from R1-Single Family to C2-Retail District. (Planning & Development Services Director).**

2. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget to accept and expend donations for the Parks Department for the pool. (Finance Director).

3. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget for Landfill expansion that includes Phase II of the landfill permit amendment and the construction and engineering of Sector 4. (Finance Director).

4. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget for the Texas Parks & Wildlife Community Outdoor Outreach Grant and to accept and expend donations for the Parks Department. (Finance Director).

## REGULAR AGENDA

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

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

5. Consider a resolution and order canvassing the election returns and declare the results of the City of Kingsville's General Election conducted on May 7, 2016. (City Secretary).

(CONSIDERE UNA RESOLUCIÓN Y ORDEN DE ESCRUTINIO DE LOS VOTOS DE LAS ELECCIONES, EN QUE SE DECLARAN LOS RESULTADOS DE LAS ELECCIONES GENERALES DE LA CIUDAD DE KINGSVILLE, LLEVADAS A CABO EL 7 DE MAYO DE 2016.) (SECRETARIA MUNICIPAL).

Motion made by Commissioner Pecos to approve the resolution and order canvassing the election returns and declare the results of the City of Kingsville's General Election conducted on May 7, 2016, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Pecos, Garcia, Leubert voting "FOR".

#### VI. Adjournment.

There being no further business to come before the City Commission, the meeting was adjourned at 6:10 P.M.

\_\_\_\_\_  
Sam R. Fugate, Mayor

#### ATTEST:

\_\_\_\_\_  
Mary Valenzuela, TRMC, City Secretary

**MAY 19, 2016**

**A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON THURSDAY, MAY 19, 2016 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 7:30 P.M.**

**CITY COMMISSION PRESENT:**

Sam Fugate, Mayor  
Arturo Pecos, Commissioner  
Noel Pena, Commissioner  
Edna Lopez, Commissioner  
Al Garcia, Commissioner

**CITY STAFF PRESENT:**

Jesús Garza, City Manager  
Mary Valenzuela, City Secretary  
Courtney Alvarez, City Attorney  
Tom Ginter, Director of Planning & Development Services  
Charlie Cardenas, Public Works Director/Engineer  
Leo Alarcon, Tourism Director  
Cynthia Martin, Downtown Manager  
Bill Donnell, Assistant Public Works Director  
Pete Pina, Landfill Supervisor  
Diana Gonzales, Human Resources Supervisor  
Tony Verdin, Systems Specialist  
Kyle Benson, Help Desk Coordinator  
Jessica Storck, Legal Assistant  
Sharam Santanilla, Capital Improvement Manager

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Fugate called the meeting to order in the Robert H. Alcorn Commission Chamber at 7:30 P.M. and announced quorum with five Commission members present.

**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) – 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. **Swearing-in and official oath of newly elected Mayor. (City Commission).**
2. **Swearing-in and official oath of newly elected City Commissioners. (City Commission).**

The Honorable Judge Pete De La Garza performed the swearing-in ceremony for the newly elected Mayor & Commissioners.

#### **VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 7:43 P.M.

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Sam R. Fugate, Mayor

##### **ATTEST:**

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Mary Valenzuela, TRMC, City Secretary

# **CONSENT AGENDA**

# **AGENDA ITEM #1**

**City of Kingsville  
Planning Department**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Cynthia Martin, Historic Preservation Officer

DATE: May 13, 2016

SUBJECT: Preservation Commission Training in Alabama

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**Summary:** Cynthia Martin, Historic Preservation Officer, and Sandra Rexroat, Historical Development Board member, would like to attend the National Alliance of Preservation Commissions conference in Mobile, Alabama July 27 – 31, 2016.

**Background:** This a budgeted item. In the certification agreement the City of Kingsville signed with the Texas Historical Commission for participation in the Certified Local Government (CLG) program, the City agreed to “provide appropriate training for historic preservation officer, related city staff and members of the historic preservation commission.” Established in 1983, the NAPC is a national network of historic preservation commissions, boards of architectural review, municipal staff, local and state preservation nonprofits, and everyday residents of historic districts who value their historic resources. The NAPC is a one of a kind organization with no local equivalent hence the request for out of state travel.

**Financial Impact:** A budget of \$1,124 has been set aside in this fiscal year for training per the certification agreement. Both Mrs. Martin and Ms. Rexroat received travel stipends for travel and lodging from the CLG program in the combined total amount of \$2,375. Given this, the current budget would cover the remaining cost of registration and meals for both attendees without additional expense.

**Recommendation:** The City Commission approves sending both individuals to the above listed conference.



TEXAS HISTORICAL COMMISSION

*real places telling real stories*

May 2, 2016

Cynthia Martin  
Historic Preservation Officer  
200 E. Kleberg Ave.  
Kingsville, TX 78363

*Re: FY2016 Certified Local Government Travel Stipend to the National Alliance of Preservation Commission's (NAPC) FORUM 2016 Conference*

Dear Ms. Martin:

The Texas Historical Commission appreciates your interest and application to the Certified Local Government (CLG) Grant Program. We are pleased to inform you that the travel stipend requests from the City of Kingsville of \$1,119.00 for Cynthia Martin, Historic Preservation Officer, and \$1,256.00 for Sandra Rexroat, Historical Development Board Member, to attend the NAPC FORUM 2016 Conference in Mobile, Alabama July 27-31, 2016 was selected for funding by the Commission at their April 29<sup>th</sup> meeting. This travel stipend is available to CLGs in order to help them meet the educational requirements outlined in their CLG Certification Agreement with THC.

We will be sending the contract to the CLG; please obtain the appropriate signatures and return it as soon as possible. Also, please note that travel stipends can only be paid to CLGs. Attendees will pay their expenses up front and request reimbursement from their CLG, before the CLG can then request reimbursement from the THC. Please review the original travel stipend application for information on eligible and ineligible expenses. Registration to the conference is not an eligible expense, and it will be the responsibility of the CLG or individual to register for the conference before May 27, 2016.

Thank you for your participation in the CLG program and interest to learn more about local preservation at a national conference. We look forward to seeing you at FORUM 2016. Should you have any questions or if we can be of further assistance, please contact me at 512-463-9063.

Sincerely,



Madeline Clites  
Local Government Specialist

Encl.: FORUM 2016 Travel Stipend Application

CC: The Honorable Sam Fugate, Mayor of Kingsville





## **AGENDA ITEM #2**

**RESOLUTION 2016-\_\_\_\_\_**

**A RESOLUTION APPOINTING EDNA S. LOPEZ AS MAYOR PRO TEMPORE;  
REPEALING ALL CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**NOW, THEREFORE BE IT RESOLVED** by the City Commission of the City of  
Kingsville, Texas:

**I.**

**THAT** in accordance with Article V, Section 11, of the City Charter, Edna S. Lopez is  
chosen as Mayor Protempore based on the results of the May 7, 2016 City Election.

**II.**

**THAT** all resolutions or parts of resolutions in conflict with this Resolution are  
repealed to the extent of such conflict only.

**III.**

**THAT** this resolution shall be and become effective on and after adoption.

**PASSED AND APPROVED** by a majority vote of the City Commission on the 31<sup>st</sup>  
day of May, 2016.

\_\_\_\_\_  
Sam Fugate, Mayor

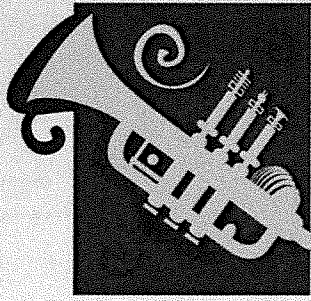
**ATTEST:**

\_\_\_\_\_  
Mary Valenzuela, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Courtney Alvarez, City Attorney

# **AGENDA ITEM #3**



**ICMA 2016 | SEPT 25-28**

**KANSAS CITY**

102nd ANNUAL CONFERENCE

# **AT THE CROSSROADS**

**Celebrating Legacy, Defining the Future**



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**Registration opens June 2**

at [icma.org/conference](http://icma.org/conference)

**SAVE THE MOST — Register by July 14**

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# Program Overview

During the first 100 years of ICMA's history, Annual Conference attendees have picked up thousands of innovative ideas and practical strategies for managing local governments in challenging environments while enjoying opportunities for professional and personal renewal and networking. With an overall theme of **"At the Crossroads: Celebrating Legacy, Defining the Future,"** this year's event looks ahead to ICMA's second century by featuring a program developed by the 2016 Conference Planning Committee that supports the abundance of educational, information-sharing, and networking offerings you have come to expect.

To help you fulfill your commitment to career-long learning and lead your community in today's complex environment, this year's conference again offers a variety of opportunities, including stimulating daily keynote presentations, informative concurrent educational and Solutions Track sessions, interactive roundtable discussions, films related to local government issues, skill-building ICMA University workshops and forums, and assorted field demonstrations. Engaging session formats, room sets, and presentation styles, combined with the use of social media and other technologies, will maximize your opportunities to network and exchange ideas with your colleagues.

## Concurrent Educational Sessions



In addition to sessions offered by ICMA's projects, affiliates, and partners, this year's conference will feature educational sessions addressing the challenges facing local government managers in five **theme tracks** developed by the 2016 Conference Planning Committee:

- Building Stronger Communities during Disruptive Change
- Civic Trust in an Uncivil Society
- Creating a Culture of Innovation to Improve Core Services
- Don't Take It Personally: The Manager-Individual Dichotomy
- Local Government Management 2025

The conference program also includes **career tracks** of educational sessions designed specifically for

- Assistant and Deputy Managers
- County Managers
- Small-Community Managers
- Senior Managers/ICMA Credentialed Managers

## ARE YOU UNABLE TO ATTEND THE CONFERENCE IN PERSON?

If you cannot attend the conference in person, this is your opportunity to continue your learning on your own time.

The 2016 Virtual ICMA Annual Conference will take place during the on-site event, September 25–28. ICMA will broadcast over the Internet live, streaming video of 18 educational sessions, including video and synced PowerPoint presentations, plus all four keynote sessions.

**VIRTUAL**  
ANNUAL  
CONFERENCE 

Although the Virtual Conference is not a substitute for the "on-the-ground" skill-building, networking, and social opportunities that ICMA's Annual Conference offers, it will enable you to access the same quality content and experience the conference highlights. Look for the **V** icon throughout this program to identify sessions that will be part of the Virtual Conference.

To get the most out of this benefit, for just one fee you can use the 2016 Virtual Conference to share professional development with your staff. This cost-effective method of providing ongoing education to your staff is a win-win for everybody! Register online at [icma.org/conference](http://icma.org/conference).



### Learning Lounge



colleagues on a variety of topics.

Stop by the conference's Learning Lounge and join a small audience at your choice of short, interactive presentations on focused topics (listed on page 12) that will stir your curiosity. The lounge will also host an **Experts Bar**, where you can get one-on-one advice from in-the-know

### Afternoon Featured Speakers



After lunch on Monday and Tuesday, enjoy an inspirational presentation from the afternoon's featured speakers, experts in their fields who are noted for their presentation skills and will speak on topics related directly to the conference's themes. See page 9 for the list of this year's featured speakers.

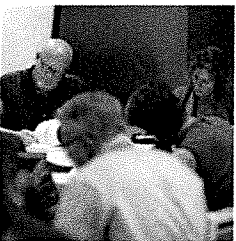
### Roundtable Discussions



other expert with a strong interest or expertise in these nuts-and-bolts issues.

The conference's popular series of roundtable discussions offers attendees an opportunity to meet face-to-face and share ideas, opinions, and solutions on a variety of issues important to professional managers. Each discussion will be facilitated by an ICMA member or

### ICMA University Forums

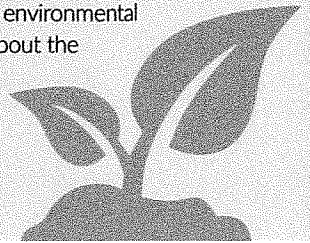


Sunday afternoon and three on Wednesday morning. Enrollment in each forum is limited to 250 participants and requires preregistration, although the cost is included in the main conference registration fee. (See pages 13–14 for detailed descriptions of the forums.)

ICMA University forums are a hybrid of the traditional concurrent educational sessions and the ICMA University workshops. Similar to a workshop, each forum is designed to be highly interactive and skill building in nature. This year, seven forums will be offered—four on

## Greening the ICMA Annual Conference

In support of ICMA's commitment to environmental sustainability, abridged information about the conference is included in this issue of *PM*. Complete details are posted at [icma.org/conference](http://icma.org/conference), where online registration and the housing bureau open June 2.



### ICMA University Workshops



Attendees seeking an in-depth, skill-building experience can preregister for one or more of the half-day ICMA University workshops that will be offered in conjunction with the conference (see pages 24–25). The workshops are limited in enrollment to ensure a highly interactive experience related directly to the ICMA University practice groups considered essential to effective local government management. Payment of a separate workshop registration fee at the time of preregistration covers materials and instructor expenses.

Attendees seeking an in-depth, skill-building experience can preregister for one or more of the half-day ICMA University workshops that will be offered in conjunction with the conference (see pages 24–25). The workshops are limited in enrollment to ensure a highly

### Field Demonstrations



The opportunities for professional growth and networking will extend beyond the meeting rooms of the Kansas City Convention Center to include a series of educational field demonstrations and site visits highlighting the most innovative projects in area local governments (see pages 22–23).

### Exhibit Hall



present case studies of local governments that have overcome challenges through innovative public-private partnerships. Read more about this year's exhibit hall on pages 15–17.

At the exhibits in the ICMA Exhibit Hall—many directly related to the educational sessions—you can examine products and services that will help you deliver public services more effectively and cost-efficiently. The exhibit hall hosts the popular **Solutions Track** sessions, which



### AICP CM Credits

ICMA has registered with the American Planning Association's professional institute, the American Institute of Certified Planners (AICP), to provide Certification Maintenance (CM) credits for approved programs at ICMA's 2016 Annual Conference.

**Certification  
Maintenance**

Visit [icma.org/conference](http://icma.org/conference) to learn which specific workshops, sessions, and other activities have been approved through AICP's review process.

# LOCAL Government 201

## Take Your Career TO THE NEXT LEVEL

Gain the competitive advantage for yourself and your community with **Local Government 201**, a four-part seminar series at the conference. Designed to help experienced professionals stay current and emerging leaders get up to speed, this engaging series will share innovative ideas and insights that you can put into action in your communities.

Enter these sessions into your ICMA Conference planner and get ready to sharpen your skills and propel your career to the next level. See session descriptions on page 11.

- › **Session One: Building an XYZ Culture in Local Government**  
Monday, Sept. 26, 9:45–11 a.m.
- › **Session Two: Budget Engagement That Works**  
Monday, Sept. 26, 2:30–3:40 p.m.
- › **Session Three: Best Practices in Building a Culturally Diverse and Inclusive Workforce**  
Tuesday, Sept. 27, 11 a.m.–12:15 p.m.
- › **Session Four: Social Media: Telling the Story of Local Government**  
Tuesday, Sept. 27, 2–3:10 p.m.

**ICMA** UNIVERSITY

### PRESENTERS:



Felicia L. Logan  
Director, Leadership Development, ICMA

#### **Session One: Building an XYZ Culture in Local Government**



Greg Stopka  
Alliance for Innovation



Doug Mathews  
Chief Communications Director,  
Austin, Texas



Joshua A. Smith  
City Manager, Hamilton, Ohio

#### **Session Two: Budget Engagement That Works**



Gary Kent  
Commissioner of Corporate Services and  
CFO, Mississauga, Ontario, Canada

#### **Session Three: Best Practices in Building a Culturally Diverse and Inclusive Workforce**



ICMA President Pat Martel  
City Manager, Daly City, California

#### **Session Four: Social Media: Telling the Story of Local Government**



Kevin Knutson  
Regional Vice President,  
Management Partners



Chris Hernandez  
Director of City Communications,  
Kansas City, Missouri

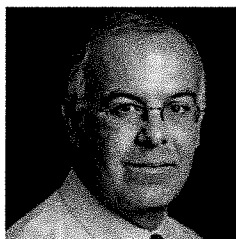
# Keynote Speakers



## Soledad O'Brien

Sunday, September 25, 3–5 p.m. **V**

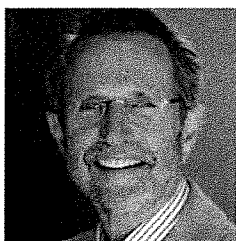
The Opening General Session of ICMA's 102nd Annual Conference will feature a presentation by award-winning journalist, documentarian, news anchor, producer, and philanthropist **Soledad O'Brien**. One of the most recognized names in broadcasting, Soledad has reported breaking news from around the globe and has produced highly regarded documentaries on the most important stories facing the world today, including her critically acclaimed series "Black in America" and "Latino in America." She is also chairman of Starfish Media Group, a multiplatform media production and distribution company dedicated to uncovering and producing empowering personal stories that take a look at the challenging and often divisive issues of race, class, wealth, poverty, and opportunity.



## David Brooks

Monday, September 26, 8:30–9:30 a.m. **V**

A keen observer of the American way of life and a savvy analyst of present-day politics and foreign affairs, *New York Times* columnist and PBS commentator **David Brooks** has a gift for bringing audiences face-to-face with the spirit of our times with humor, insight, and quiet passion. In his newest book, *The Road to Character*, David explains why selflessness leads to greater success. He tells the story of ten great lives that illustrate how character is developed and how we can all strive to build rich inner lives marked by humility and moral depth, even in a society that emphasizes success and external achievement.



## Bob Chapman

Tuesday, September 27, 8:30–9:30 a.m. **V**

**Bob Chapman** imagines a world full of caring work environments in which people can discover and share their gifts and feel a genuine sense of satisfaction for their contributions. In such a world, people leave work each day fulfilled and thus are better spouses, fathers, mothers, sons, daughters, neighbors, and citizens of the world. Bob knows such a world is possible because his commitment to people-centric leadership made it a reality at global capital equipment firm Barry-Wehmiller, where he is chairman and CEO. As detailed in his new book *Everybody Matters: The Extraordinary Power of Caring for Your People Like Family*, Bob shares the story of Barry-Wehmiller's transformation into a thriving people-first organization and provides insight into transforming your own workplace into someplace extraordinary.



## Vernice Armour

Wednesday, September 28, 8:30–10:30 a.m. **V**

ICMA's Celebration of Service to the Profession culminates with an inspiring presentation by "FlyGirl" **Vernice Armour**. A model of passion, focus, and commitment, Vernice propelled herself from beat cop to combat pilot in a record-breaking three years, becoming the U.S. Marine Corps'—and America's—first African-American female pilot. Describing her warp-speed success as "zero to breakthrough," Vernice shares her philosophy and process to help leaders harness the power of a "breakthrough mentality" to propel their organizations to success through mentoring, leveraging functional and individual diversity for strategic advantage, and creating breakthroughs for teams.



# Educational Sessions

Concurrent educational sessions do not require preregistration.

Concurrent educational sessions that are being developed from ideas generated by the 2016 Conference Planning Committee are listed below, along with sessions being planned in conjunction with ICMA projects and affiliates. Session descriptions are subject to change as speakers are being engaged over the summer. ICMA University Practice Group numbers (noted in *italics* after the description) are attributed to many sessions.

## Theme Tracks

### Building Stronger Communities during Disruptive Change

#### Surprise! How to Engage and Partner with Others When the Unexpected Happens

Monday, Sept. 26, 9:45–11 a.m.

Local government professionals are sometimes faced with unforeseen disruptions in the form of a natural disaster, a public safety crisis, or some other calamity. Often in such cases, purposeful civic engagement is needed to help communities recover and move on. Come to this session to hear tips from your colleagues on whom to partner with and how to engage. 4, 8, 13

#### Increasing the Odds of City/County Manager Success: Lessons from the Cal-ICMA Survival Skills Project

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

In an effort that ultimately involved over 250 city and county managers, Cal-ICMA sought to identify the most significant professional challenges that managers face and to recommend strategies to address them. This session will explore the identified challenges while highlighting how both individual

managers and our professional associations can effectively respond to those issues. 13

#### How to Prepare for and Recover from Community Crisis **V**

Tuesday, Sept. 27, 3:30–4:40 p.m.

Headlines are filled with towns dealing with crisis. Crises, man-made or natural, can strike at any time, and we are generally unprepared when they do, lacking comprehensive crisis plans to deal with them. Learn about advanced planning and keys to survival. 3, 4, 13

#### Civic Trust in an Uncivil Society

##### Promoting Civic Trust by Addressing Misinformation and Disinformation **V**

Monday, Sept. 26, 12:45–2 p.m.

This session will show managers several approaches to correcting and overcoming misinformation or disinformation. 8

##### Maintaining Trust through Civil Customer Service

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

How can we stay calm and on message when others are being uncivil? How can we use each interaction with people to build a foundation of trust? This session will focus on best practices in customer service strategies—such as when and how to respond to social media incivil-

ity—as a way to demonstrate that local government is responsive and accessible. 8, 14

#### Creating a Culture of Innovation to Improve Core Services

##### Introducing Innovations to the Organization

Monday, Sept. 26, 2:30–3:40 p.m.

Innovations require buy-in and acceptance from employees in order to be successfully implemented. We'll break down the strategic planning process for introducing a new innovation and discuss how to create a sense of investment in a new project as it is implemented. 6

##### Creating a Culture of Innovation **V**

Tuesday, Sept. 27, 2–3:10 p.m.

As times change, so too must the way we do business. This session will explore how managers can foster a culture of innovation and develop processes that get the work done. We'll show how LEAN and Six Sigma can help you achieve your goals. 6

##### Success and Failure in Implementing Strategic Plans

Tuesday, Sept. 27, 3:30–4:40 p.m.

Panelists will introduce a scholarly overview of what works (and what doesn't) in the implementation of strategic plans. Two practitioners then share their experiences with implementation, discussing

**V** Virtual Conference Sessions

successful practices as well as past missteps and the lessons learned. 13

### **Don't Take It Personally: The Manager-Individual Dichotomy**

#### **Prioritizing Professional and Personal Priorities**

Monday, Sept. 26, 9:45–11 a.m.

This session will offer universal strategies and techniques for managing your highest priorities given limits on your organization, community, and time. 18

#### **Mindfulness and Meditation Techniques**

Monday, Sept. 26, 2:30–3:40 p.m.

Mindfulness and meditation techniques enable people to combat the effects that stress has on the body and mind. Attendees will learn how to "live in the moment," which will help them improve their effectiveness and decision-making skills. 18

#### **Local Government Management 2025**

##### **The Path to the C Suite: Preparing and Engaging Women for Top Management Roles**

Monday, Sept. 26, 9:45–11 a.m.

Women make up over 50% of the general population, but the percentage of women in top management roles is well below that mark. While the number of women in the pipeline is far more encouraging, the challenge is to ensure that this emerging contingent of professionals moves up. Come to discuss this

issue and hear from managers who are effectively preparing and engaging women in top local government management positions. 1, 9

##### **Can't Buy My Love**

Tuesday, Sept. 27, 3:30–4:40 p.m.

What are people looking for in a public sector career now that stability, pension, benefits, and pay aren't the same motivators that they used to be? Brand your organization to attract the talent you need. Learn a new pitch, and sell your organization to top candidates without using money. 12, 13

### **Career Tracks**

#### **Assistant and Deputy Managers**

##### **The Assistant's Dilemma: Stepping Stone or Career Path**

Monday, Sept. 26, 12:45–2 p.m.

The advantages of serving as assistant manager have been touted in recent years. Not surprisingly, many professionals have chosen to remain in these positions. This session will explore this trend, along with decision making that a long-tenured assistant often confronts involving career next steps.

##### **Going from #1 to #2**

Tuesday, Sept. 27, 2–3:10 p.m.

Many managers go from being the city manager in a small town to being the assistant in a larger town. This session will examine what that transition entails

and what you can expect if you're thinking of making the move to assume a subordinate role in local government.

#### **County Managers**

##### **How Counties Promote Regional Economic Development**

Monday, Sept. 26, 12:45–2 p.m.

Highlighting new ways of thinking about economic development, this session will show how a regional approach can result in new infrastructure to support broadband deployment or improved transportation. It will also present steps for initiating and facilitating processes to create economic development for all. 3

#### **Small-Community Managers**

##### **Balancing the Hat Rack**

Monday, Sept. 26, 12:45–2 p.m.

Local government staff in small communities often wear multiple hats. Does this have an impact on how they perform their various responsibilities? Is the possibility of burnout something to be concerned about? This session will offer tips on keeping employees well-rounded, cross-trained, and "fresh." 1, 12, 18

##### **Rethinking How Small Communities Deliver Services**

Tuesday, Sept. 27, 2–3:10 p.m.

Local governments are coping with dwindling resources, including reduced state

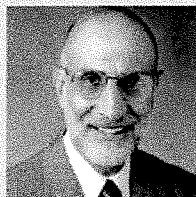
## **AFTERNOON FEATURED SPEAKERS**



### **The Zone of Possibility**

Monday, September 26, 12:45–2 p.m.

Known for her authenticity, charismatic leadership, and tireless commitment to women's advocacy and leadership development, **Patti Phillips** is CEO of the National Association of Collegiate Women Athletics Administrators (NACWAA) based in Kansas City. Also an acclaimed speaker, Patti believes there are no limits on what individuals can achieve, and personally lives it. Don't miss her passionate presentation on coaching people to be confident, purposeful, and successful "Possibilitarians."



### **Leadership Team or Management Team? Is There a Difference?**

Tuesday, September 27, 2–3:10 p.m.

Professor emeritus of the University of Kansas School of Public Affairs and Administration, **John Nalbandian** is a former city council member and mayor; the recipient of numerous awards for his teaching, research, and service; and a beloved contributor to the professional development of many ICMA members. Join John for a stimulating presentation on the contemporary trends in local government and leadership challenges for city/county managers and department heads.

# Educational Sessions, *cont.*

and federal support. What potential revenue sources are as yet untapped? This session will focus on how small communities create partnerships and collaborate to deliver core services. 3, 4

## **Senior Managers/ICMA Credentialed Managers**

### **The Cookingham Legacy and the Future of the Profession**

Monday, Sept. 26, 12:45–2 p.m.

L. P. Cookingham is an iconic figure in local government management. His reforms of the Kansas City government beginning in the 1940s helped shape the expectations of our profession. Join ICMA executive director Bob O'Neill and a distinguished panel to discuss the legacy of the reform era and the relevant characteristics of the profession in a new century.

### **All about Council-Manager Relations**

Monday, Sept. 26, 2:30–3:40 p.m.

Get solid advice about how to establish mutual respect and clarify roles, effectively develop interpersonal and communication competencies, and conduct productive new councilmember orientations and retreats. Even get advice for those times when things don't work out so well. This session will draw from a forthcoming e-publication by the presenters. 14

### **Leadership in Times of Crisis: President Truman and Dropping the A-Bomb**

Tuesday, Sept. 27, 2–3:10 p.m.

Using a historical event as the basis for conversations on what went right, what went wrong, and why, this session will engage attendees in a discussion of the events and decisions that led to the bombing of Hiroshima in 1945, particularly Truman's role as decision maker. In so doing, it will help them examine their own approaches and effectiveness should they be confronted with a "step-up moment." 6, 18

## **Annual, Program, and Affiliate Sessions**

### **Alliance for Innovation**

#### **Accelerating Innovation**

Tuesday, Sept. 27, 3:30–4:40 p.m.

Everyone is giddy about innovation. It is a learned process that requires a shift in thinking. But how do we turn it from a mantra to a value deeply woven into the fabric of our organizations? Join the Alliance for Innovation to learn more about the innovation process, the critical role that leadership plays, and ways to access your organization's readiness to build an innovative culture. 6

### **Eldon Fields Colloquium**

#### **All That Jazz: A Review of Today's Academic Research**

Monday, Sept. 26, 2:30–3:40 p.m.

This year's colloquium will feature three highly respected University of Kansas faculty members sharing their latest research on sustainability, equity in education, and the impact of organizational rules and policies on diverse employee populations. After their brief presentations, attendees will be invited to join the discussion. 4, 9, 6

### **International Hispanic Network**

#### **Building Diverse Leadership in Your Community and Your Organization**

Tuesday, Sept. 27, 2–3:10 p.m.

Leadership matters. In light of dramatic demographic changes, it is important that we openly discuss our obligation to welcome and embrace our growing diversity and engage all sectors of our communities in creating partnerships and building leadership capacity. 1, 9

### **Ethics**

#### **Building an Ethical Culture**

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

Why create, nurture, and promote an ethical culture in your organization? Because a committed adherence to ethical principles will allow our govern-

ments to operate more efficiently and effectively, to attract and retain the best employees, and to earn the "benefit of the doubt" during times of crisis. Learn about practical, comprehensive approaches to implement successful ethics programs. 17

### **Local Government 201: Taking It to the Next Level**

#### **Building an XYZ Culture in Local Government**

Monday, Sept. 26, 9:45–11 a.m.

The XYZ Factor isn't a place or a company or an age. It's a new kind of culture in which innovation, accessibility, and transparency are the norm and employees are challenged, engaged, and excited to produce. It's an environment created on the principles of the millennial generation to foster intergenerational productivity in a new kind of office culture. Simply put, XYZ companies have an "it" factor that helps them rise above the competition and earns them recognition as "do something" organizations. 1, 6

### **Budget Engagement That Works**

Monday, Sept. 26, 2:30–3:40 p.m.

Perhaps there is no bigger decision that elected officials must make than approving the annual budget. To help you get the most out of your budget engagement process, this Mississauga, Ontario, Canada, case study will offer practical strategies for engaging the public, integrating staff into the process, facilitating the conversations that need to happen among staff and the leadership team, ensuring that elected officials have all the right information, and making the process simple and engaging. 10

### **Best Practices in Building a Culturally Diverse and Inclusive Workforce**

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

ICMA and our members are committed to ensuring that local governments and the association reflect the diversity of the communities we serve. Professional local government management

must attract and cultivate a diverse and talented group of individuals dedicated to the highest ideals of public service. Join this session to explore workable strategies for building a culturally diverse profession and a local government staff that reflects the whole community. 9, 12

### **Social Media: Telling the Story of Local Government**

Tuesday, Sept. 27, 3:30–4:40 p.m.

Social media has revolutionized the way that governments communicate with their constituents and each other. The benefits of social media far outweigh the risks, but local governments need to put some time and thought into creating a social media strategy before embarking on an engagement effort, and they must revisit that strategy as it evolves. 16

### **ICMA Programs**

#### **Building the Foundation for Resilient Communities**

Monday, Sept. 26, 9:45–11 a.m.

How can cities set up systems that will help them adapt, grow, and thrive in the face of chronic stresses and acute shocks? Come learn about some of the tangible steps that cities are taking to ensure a more resilient future for their residents.

#### **Trending in Smart Cities: What Makes a Community "Smart"?**

Monday, Sept. 26, 12:45–2 p.m.

We're hearing a lot about smart cities these days, but what does that involve exactly? In this session, we'll look at the hot topics, issues, and trends pertaining to smart cities, as well as at the technologies that local governments need to have at the ready to be "smart."

#### **The Manager's Role in Advancing Public Health Efforts**

Monday, Sept. 26, 2:30–3:40 p.m.

The role of local government in achieving public health goals has never been more important. This session will highlight how local government professionals can contribute to the development of healthy communities, improving the quality of life for all residents.

### **Meeting the Workforce Challenges of Tomorrow**

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

Business as usual is unlikely to succeed in attracting and retaining the people governments need. Changing demographics, an improving labor market, and legacy benefit costs require new strategies to address the challenges ahead. This session will explore practical steps that local governments can take to compete for talent and gain a reputation as employers of choice.

### **Actionable Data, Actual Results**

Tuesday, Sept. 27, 2–3:10 p.m.

Anyone can measure, but few can target that measurement effectively enough to drive real change. Kansas City, Missouri, has implemented a range of initiatives that facilitate data-driven decisions and public engagement. From KCStat to Bloomberg What Works Cities to reimagined citizen surveys and even arts-based data outreach, city staff will discuss how using data has achieved results.

### **Keynote Breakouts**

#### **The Road to Character**

Monday, Sept. 26, 9:45–11 a.m.

Join Monday's keynote speaker, David Brooks, to continue a discussion of lives marked by humility and moral depth, even in a society that emphasizes success and external achievement.

#### **Truly Human Leadership**

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

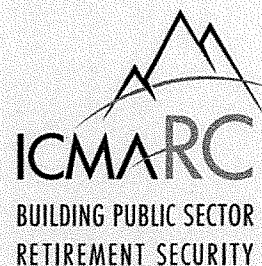
Join Tuesday's keynote speaker, Bob Chapman, to continue a discussion of his Truly Human Leadership philosophy.

### **Women in Management**

#### **Women's Issues Are Everyone's Issues: You Can Make Your Organization a Better Place to Work**

Monday, Sept. 26, 2:30–3:40 p.m.

Paid leave, flexible work schedules, cross-training, and other tactics can be incorporated into your organization's benefits program. These benefits are critical to attracting and retaining talented women as well as millennials and men. If the work environment is improved for women, it will improve for all.



### **Patience, Planning, and Process: Investment Strategies for the Future**

Monday, Sept. 26, 9:45–11 a.m.

During the past few years, stock and bond markets have offered rewards for patient plan participants. However, identifying new opportunities may now be more of a challenge. Please join ICMA-RC's chief investment officer and a panel of experts to learn what factors might shape investment strategies and decision making in 2016 and beyond. 18

### **Planning for Your Future? Meeting with a Financial Planning Expert**

Monday, Sept. 26, 10 a.m.–5 p.m.

Tuesday, Sept. 27, 9:30 a.m.–4 p.m.

Do you have a financial plan for your future? Have you saved for a rainy day? Do you know how much money you'll need in retirement? ICMA-RC's Certified Financial Planner™ professionals will be providing individual consultations to help you with your financial planning needs. Space is limited so be sure to sign up for your consultation at the ICMA-RC booth as soon as possible.



### **Health Care Reform in 2016 and Beyond**

Tuesday, Sept. 27, 11 a.m.–12:15 p.m.

The Affordable Care Act has affected the way that health care is purchased, delivered, and consumed in the United States. As health care reform continues to evolve, it's essential that employers remain on top of their compliance obligations in this highly regulated environment. Employers may also leverage reform to help improve the productivity and health of their workforce.



# Learning Lounge

Learning Lounge sessions do not require preregistration.

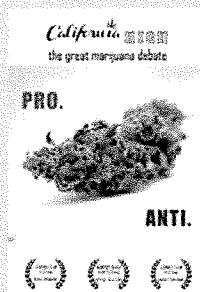
Don't feel like attending a 75-minute presentation? Then stop by the conference's Learning Lounge and join a small audience at your choice of short, interactive presentations on the following focused topics that will stir your curiosity. The lounge will also host an **Experts Bar**, where you can get one-on-one advice on topics such as résumé design.

## Learning Lounge Topics

- Broadband and Its Local Government Impacts
- Building Relationships of Trust between the Community and Police
- Building Sustainable Leadership: Borrowing from Within
- Creative Resident Engagement: This Ain't No Town Hall Meeting
- Enhancing the Customer Experience for Businesses
- Incorporating Community Livability Values into the Entire Workforce
- Moving to the Cloud and Other IT Improvements for Small Communities
- Public Engagement Success: Raising the Bar on Accountability, Transparency, and Citizen Engagement
- So You Think You're Succession Planning?
- Targeted Neighborhood Revitalization
- The How's and Why's of Police-Community Relations and Diversity
- Unifying City and County Governments in Kansas: A Case Study
- Your Charts Suck!

## FILM SERIES

Films do not require preregistration.

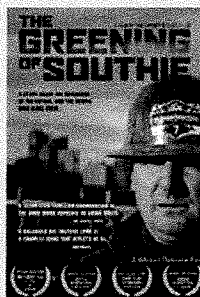


### **California High: The Great Marijuana Debate**

Monday, Sept. 26  
9:45–10:45 a.m.

Tuesday, Sept. 27  
11 a.m.–noon

This film presents a balanced look at the controversy over the legalization of marijuana. It explores the disputes over the medical value of marijuana and the impact that legalization will have on usage. This is a debate with no easy answers.



### **The Greening of Southie**

Monday, Sept. 26  
12:45–2 p.m.

Tuesday, Sept. 27  
2–3:15 p.m.

Set on the streets of South Boston, this film is the story of a revolutionary Green Building and the union teams who bring it to life. The building is a leader in the field of environmentally friendly design, but building green has its challenges. When things on the building start to go wrong, the young development team has to keep the project from unraveling.



### **Just Eat It: A Food Waste Story**

Monday, Sept. 26  
2:30–3:45 p.m.

Tuesday, Sept. 27  
3:30–4:45 p.m.

Filmmakers dive into the issue of waste from farm, through retail, all the way to the back of their own fridge. In a nation where one in ten people is food insecure, the images on the screen of squandered groceries are both shocking and strangely compelling. This film is equal parts education and entertainment.

# ICMA University Forums

Register for ICMA University forums online at [icma.org/conference](http://icma.org/conference).

ICMA University forums are a hybrid of the traditional conference educational sessions and the ICMA University workshops. Because they are designed to be highly interactive and skill building in nature, the forums are limited in enrollment to 250 participants. Although there is no fee to participate in a forum beyond the main conference registration fee, preregistration is required because of the ceiling on enrollment, and early registration is recommended. ICMA University Practice Group numbers (noted in italics after the description) are attributed to each forum.

## Design Thinking

Sunday, Sept. 25, 12:45–2:45 p.m.

How does design influence engagement, culture, and innovation? Design Thinking focuses on developing a deep understanding of the customer experience and of how customers interact with your service or product. Use Design Thinking principles to breathe life back into customer engagement. Learn how others have created innovative services using a Design Thinking process, and participate in a hands-on activity that demonstrates that process. 4, 6

**Forum Leader:** Kathy Lang, IT manager, San José, California

## Got ESP?

Sunday, Sept. 25, 12:45–2:45 p.m.

Leading and managing a community and staff can be an all-consuming challenge. In today's local government, managers must know the difference between leading and managing and how to do both effectively. With significant experience teaching the principles and techniques discussed in the ICMA book *Effective Supervisory Practices*, forum leaders will share their expertise, tips, and strategies to help you bring practical supervisory training to your jurisdiction. 1

**Forum Leaders:** Hyacinth Bryant, senior human resources development manager;

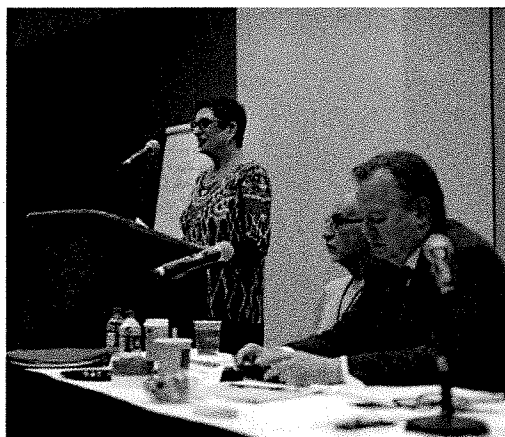
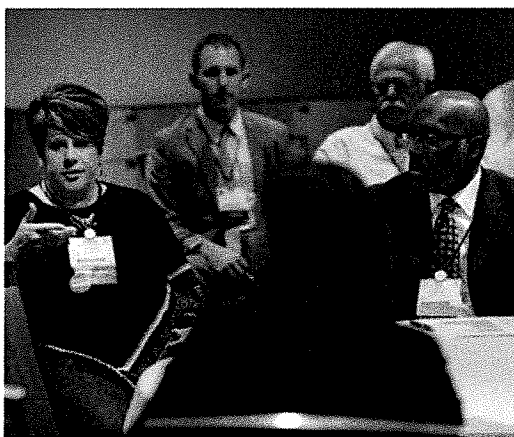
James Merriweather, labor and employee relations manager; and Walter Mobley, human resources development manager, Department of Human Resources, Atlanta, Georgia

## Persuasion and Influence

Sunday, Sept. 25, 12:45–2:45 p.m.

City and county leaders must be convincing issue advocates, able to present their vision persuasively in order to have their ideas implemented and their programs supported. While rare, this ability is vital in a wide variety of contexts with

councilmembers, commissioners, employees, citizens, managers, boards,



# ICMA University Forums, *cont.*

and other stakeholders and agencies. In this forum, participants will learn how to create powerful presentations and compelling messages that motivate and inspire using research-based, field-tested skills. 15

**Forum Leaders:** Peter A. Glaser, PhD, consultant, and Susan R. Glaser, PhD, consultant, Glaser & Associates, Eugene, Oregon

## **Talking about Equality, Race, and Diversity: Getting Comfortable with Uncomfortable Conversations**

Sunday, Sept. 25, 12:45–2:45 p.m.

Unrest is laden with anger, fueled by social media, and on the rise. With headlines full of stories about social unrest, we need to be prepared to engage proactively with citizens in our communities. Through frank conversations with leaders in recent high-profile situations, this forum aims to give managers the tools they'll need to engage in productive dialogue with organizers, activists, businesses, and citizens so as to bring about meaningful and systematic change. 2, 9

**Forum Leader:** David Ellis, deputy county manager, Wake County, North Carolina

## **Communities Leveraging Disruptive Change: What Are Your Disruptors, and How Will You Leverage Them?**

Wednesday, Sept. 28, 10:45 a.m.–12:45 p.m.

Social unrest, wildfires, floods, mass shootings, drinking water contamination, municipal bankruptcy—these are just a few of the disruptive events that communities must be prepared to face. Join this interactive session where attendees will work together to identify areas of emerging change that are likely to disrupt their communities and will leave with examples of solutions for promoting social stability and preventing social unrest. Forum presenters will also provide examples of disruptive issues on a global scale. 2, 3

**Forum Leader:** Fred Presley, town manager, West Warwick, Rhode Island

## **Creating a Sustainable and Resilient Community**

Wednesday, Sept. 28, 10:45 a.m.–12:45 p.m.

Every day, local government leaders are faced with competing priorities. Where does a sustainable, resilient community rank? Empower yourself with a good foundation of sustainability and resiliency

knowledge, and see how you can put it to use in your community. Interact with peers grappling with the same issues; learn what our survey research shows; and get connected to relevant networks, resources, and other information that will support you on your quest for a sustainable, resilient community. 2

**Forum Leader:** Andrea Fox, director, Center for Sustainable Communities, ICMA, Washington, D.C.

## **You Run Things (Except at Council Meetings): How to Assist Your Elected Officials with Meeting Management**

Wednesday, Sept. 28, 10:45 a.m.–12:45 p.m.

Rules work best when everyone knows and follows them. Knowing the rules for meetings can make sessions more efficient and effective. Learn the basics of Robert's Rules of Order, including the flowchart for a motion and tips for debate and decorum. Learn what works and how to bring civility back to meetings in a train-the-trainer format. 2

**Forum Leader:** Margaret Norris, municipal management consultant, Municipal Technical Advisory Service, University of Tennessee, Knoxville, Tennessee



**The ICMA conference is one of the best and most organized conferences I've ever been to.**

The workshops are terrific, but I especially enjoy the first-rate keynote speakers. I learn so much during the conference that my head hurts (in a good way). The social events are a great way to network and have fun with my colleagues. I am the manager of a small town and I appreciate the many learning tracks for small-town managers. I know my town benefits from the information I bring back and I am reinvigorated to try new things.

*—Tonya Galbraith, town manager  
McCordsville, Indiana (population 4,981)*



# Educational Exhibits and Solutions Track Sessions

Solutions Track sessions do not require preregistration.

The exhibit hall is an integral part of the learning and professional development that takes place at the Annual Conference. With over 150 companies exhibiting this year, it enables attendees to explore the breadth and depth of local government services and products available in today's world.

## Solutions Track Sessions

### Managing E-Hostility

Monday, Sept. 26, 9:45–10:45 a.m.

As governments offer an increasing number of online forums for citizens to provide feedback to government leaders, they are encountering an increasing amount of feedback that's hostile, obscene, off-topic (e.g., advertisements), etc. This session will highlight case studies and offer best practices for managing e-hostility. Presented by **Peak Democracy**.

### Smart Communities Are Defined by the Technology They Use

Monday, Sept. 26, 9:45–10:45 a.m.

Learn how to use the technology you already have to build your smart community. In this session, Esri will show you how to share information almost instantaneously, increase your communication and collaboration, and solve your challenges. Presented by ICMA Strategic Partner **Esri**.

### The Politics of Parking

Monday, Sept. 26, 9:45–10:45 a.m.

Finding a Smart Parking solution that has widespread support can be a difficult. Amir Sedadi, retired assistant general manager of the Los Angeles Department

of Transportation, will discuss the challenges that Los Angeles experienced when seeking to modernize its parking policies, and he will present tactics that managers can use to gain endorsements and support for their smart parking solutions. Presented by ICMA Strategic Partner **IPS Group, Inc.**

### How Cities Are Using Technology to Improve Service Delivery

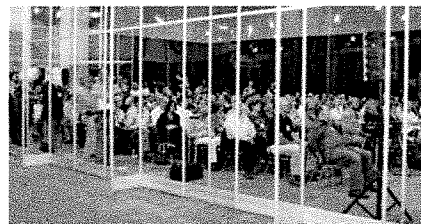
Monday, Sept. 26, 11:15 a.m.–12:15 p.m.

Learn how current technology is going well beyond the old "workflows" model. Modern platforms are uniting in multiple departments to create "organizational processes" that reinforce accountability, achieve predefined outcomes, communicate with customers, and provide managers with predictive data. Presented by ICMA Strategic Partner **Plante & Moran, LLC**.

### Next Generation Financials: Bringing Location-Based Data to Your General Ledger

Monday, Sept. 26, 11:15 a.m.–12:15 p.m.

Matching business data with geographic areas and analyzing the results is inefficient. However, our partnership with Esri allows GovSense to bring valuable spatial data to the general ledger (GL). Learn how a true cloud-based solution powers the next-generation GL, improving operations



In addition to the exhibitors, the educational content in the exhibit hall is top-notch. With topics chosen by Conference Planning Committee members and select Strategic Partners, the Solutions Track sessions continue to be popular, highly attended cornerstones of the hall. Featuring case study-based presentations about local governments that have overcome challenges through innovative public-private partnerships, these sessions offer insight into some of the latest innovations in local government management.

Also in the exhibit hall is the ICMA Pavilion, where you can check out all that ICMA has to offer its members. ICMA staff will be available to answer your questions. Visit the Internet Express station conveniently located in the hall to check your e-mail, stay on top of office business, or surf the web. The exhibit hall gets better and better every year!



# Educational Exhibits and Solutions Track Sessions, *cont.*

and transparency. Presented by ICMA Strategic Partner **GovSense**.

## **Using Analytics to Grow Tourism Market Share**

Monday, Sept. 26, 11:15 a.m.–12:15 p.m.

For cities to succeed in their tourism marketing efforts, they must take a strategic approach. This session will give you a better understanding of how local governments can successfully recruit visitors by using analytics. Presented by ICMA Strategic Partner **Buxton**.

## **Improving the Financial Reality of Your Parks, Recreation, and Sports Facilities**

Monday, Sept. 26, 12:30–1:30 p.m.

Parks and recreation assets are often managed according to outdated assumptions. Many communities fail to fully use these assets, resulting in higher-than-necessary expenses for lower-than-desired outcomes. This session will introduce strategies for evaluating and modernizing the management of parks and recreation assets. Presented by ICMA Strategic Partner **The Sports Facilities Advisory | The Sports Facilities Management**.

## **The American Model for Public-Private Partnerships**

Monday, Sept. 26, 12:30–1:30 p.m.

The American Model is an innovative approach to public-private partnerships that provides cost savings by taking

advantage of both tax-exempt bond financing and private sector development expertise. This session will present two case studies and review how the model works. Presented by the **National Development Council**.

## **Improving the Customer Experience with Technology: Not Just “How?” but “Why?”**

Monday, Sept. 26, 12:30–1:30 p.m.

Successfully implementing a new enterprise technology project requires effective business process analysis, change management skills, and “buy-in.” In this session, San Diego County will discuss its national, award-winning enterprise technology project, which consolidated permitting technology from multiple agencies and platforms into a single system, achieving dramatic customer service improvements. Presented by ICMA Strategic Partner **Accela**.

## **Citizen as Sensor: Improving Public Safety through Smartphone Technology**

Monday, Sept. 26, 1:45–2:45 p.m.

Police departments are always looking for new ways to engage citizens to improve public safety. Learn how the Miami-Dade police department developed a smartphone app that deputizes its 2.5 million residents, allowing them to report on crimes and share data with Miami’s real-time crime center. Presented by ICMA Strategic Partner **Microsoft**.

## **Creating an Open Data Strategy That Works: The Next Generation for Open Data**

Monday, Sept. 26, 1:45–2:45 p.m.

Opening your data not only fosters internal collaboration and innovation but also gives outside organizations information that helps them understand your community’s needs. Join Esri to learn how to build an open data strategy that benefits your entire community. Presented by ICMA Strategic Partner **Esri**.

## **IT Strategic Planning: Maximizing IT Bang for the Budget**

Monday, Sept. 26, 1:45–2:45 p.m.

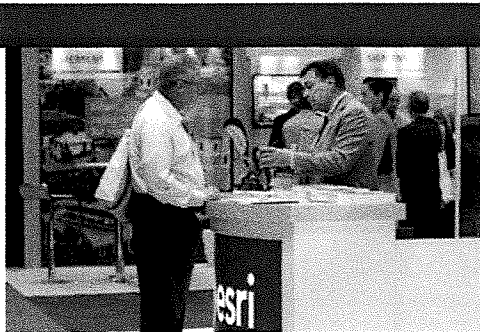
Balancing budget requirements with the need to invest in expensive IT infrastructure to provide services is difficult. This session discusses IT strategic planning with an eye on the potential leveraging of infrastructure investments via cloud computing and interlocal agreements. Presented by ICMA Strategic Partner **Lurie, LLP**.

## **Moving beyond Midweek Meetings: Public Engagement in the 21st Century**

Monday, Sept. 26, 3–4 p.m.

Innovative governments are complementing public meetings with online technologies that augment and diversify citizen engagement in such areas as general plans and policy updates. This session will highlight case studies and best practices for using these online tools. Presented by **Peak Democracy**.





### **The Connected Officer: Bringing the Internet of Things (IoT) to Law Enforcement**

Monday, Sept. 26, 3–4 p.m.

This session will explore how cloud-connected sensor devices are providing new crime-fighting tools and real-time situational awareness for law enforcement. We'll demonstrate how data from cameras, license plate readers, and drones are used to investigate crime and improve officer safety. Presented by ICMA Strategic Partner **Microsoft**.

### **Transparency Practices in the Real World**

Monday, Sept. 26, 3–4 p.m.

Financial transparency is a major initiative for thousands of local governments across the country. Transparency breaks down information silos, facilitating data-driven decisions and building trust in government. Learn how to unlock the full potential of transparency by adopting new technologies. Presented by **OpenGov**.

### **How to Immediately Lessen the Inequalities in Your Community**

Tuesday, Sept. 27, 9:45–10:45 a.m.

Do members of your community have equal access to services? Learn how Esri's solutions can make immediate improvements in the availability of your community's services. Presented by ICMA Strategic Partner **Esri**.

### **Improving the Budget Process in the Era of Connected Government**

Tuesday, Sept. 27, 9:45–10:45 a.m.

Budgeting is a critical activity in government, but the process is manual and time-consuming. However, a new collaborative network is transforming the budget process. Learn how governments are making this process more efficient and increasing citizen trust in

their organizations. Presented by ICMA Strategic Partner **OpenGov**.

### **Transforming the Moments: How to Improve the Interaction between Government and Its Constituents**

Tuesday, Sept. 27, 9:45–10:45 a.m.

To effectively serve constituents, governments deem technology to be an essential ingredient. But how do you determine what technology to use and where? This session will analyze classic constituent-government interactions and suggest key technology projects to serve them. Presented by ICMA Strategic Partner **OnBase by Hyland**.

### **Doing More with Less**

Tuesday, Sept. 27, 11 a.m.–noon

It's a mantra we hear all the time: local government needs to do more with less. And as citizens become more accustomed to easy access to information from and friendly interaction with the private sector, they demand the same from their government. How can governments serve these needs in a cost-effective way? Presented by ICMA Strategic Partner **Socrata**.

### **Investing in Small Businesses for the Long Term**

Tuesday, Sept. 27, 11 a.m.–noon

Small businesses create jobs, generate tax revenue, and attract more businesses to a community. A successful loan fund can have lasting benefits for your community. This session will detail two long-term loan funds and discuss why they have been successful. Presented by the **National Development Council**.

### **Social Media Monitoring for Proactive Policing**

Tuesday, Sept. 27, 11 a.m.–noon

Law enforcement is rapidly embracing social media as a powerful new tool in

investigating and preventing criminal activity. This session will explore how intelligence developed through effective listening to social media can have a significantly positive impact on police operations. Presented by ICMA Strategic Partner **Microsoft**.

### **Building Analytics and Smart Street Lighting: Saving Money, Saving Lives**

Tuesday, Sept. 27, 12:45–1:45 p.m.

This session will highlight current technologies in building analytics and smart street lighting. These technologies have empowered municipalities in the areas of "big data" collection, police and fire safety, and energy efficiency while creating revenue streams. Presented by **ICONICS, MacDonald-Miller, and PLANLED**.

### **Transforming Blighted Communities**

Tuesday, Sept. 27, 12:45–1:45 p.m.

When addressing vacant and abandoned properties, communities face several challenges, such as declining property values, increased cost of police and fire protection, and code enforcement. Come hear about innovative strategies for eradicating blight and placing communities on the road to recovery. Presented by **SecureView USA**.

### **Upgrading Grant Processes to Meet Federal Requirements**

Tuesday, Sept. 27, 12:45–1:45 p.m.

As federal requirements grow in quantity and complexity, organizations that receive federal grant funding will soon need to reevaluate their existing grant management processes in order to adhere to new expectations. Presented by **AmpliFund Public Sector**.

# Special Sessions

Special sessions do not require preregistration unless otherwise noted.

## **Speed Coaching**

Sunday, Sept. 25, 10–11:45 a.m.

*This session is free but requires preregistration.*

Speed Coaching is back again! If you have career questions or want to get or give fresh perspectives, attend this session. Space is limited, but registration is complimentary for this high-energy coaching and networking event. We also need coaches!

## **County Administrators' Idea Exchange**

Sunday, Sept. 25, 12:45–2:45 p.m.

The National Association of County Administrators (NACA) will host an idea exchange—an informal roundtable discussion for county administrators to discuss issues that are important to county governance.

## **A Connected Approach to Holistic Well-Being**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

Are you getting the most value from your benefits? Learn best practices in programs to increase employee health and productivity and decrease employee sick leave while improving your bottom line.

## **Applying ICMA's Code of Ethics to Council-Manager Relationships: MPA Student Session**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

Led by ICMA Midwest regional director David Limardi and Prof. Kurt Thurmaier, this session will provide students with a chance to collaborate with students in other programs to

discuss ethical issues in local government. After the session, students are encouraged to continue discussions and networking over lunch.

## **Economic and Workforce Development for Cities**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

A city that strives to create a more sustainable environment can do so by leveraging innovation that focuses on what is vital to communities, including clean energy, workforce development, intelligent infrastructure, digitalization, STEM education, economic development, use of local suppliers, and job creation.

## **Gearing Up for FirstNet**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

Make sure your jurisdiction is positioned to take full advantage of FirstNet, a nationwide broadband network for public safety. This innovative technology is expected to revolutionize the delivery of public safety services as we know them. This session will explain what you can do to be on the leading edge of this change, and to influence the design and operation of the network to ensure that it meets your jurisdiction's needs at an affordable cost.

## **Get a Taste of Harvard Kennedy School Senior Executives in State and Local Government Program**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

Hear about the renowned and intense program directly from past graduates and ICMA scholarship recipients. Learn

how the program can enhance your career, help you better serve your community, and offer real-world solutions that can enrich your residents' lives. This session is brought to you by The Ferguson Group and eCivis, sponsors of the Harvard Kennedy School Scholarship.

## **ICMA Coaching Program and State Partners: Annual Planning Meeting**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

ICMA and its state partners in the ICMA Coaching Program will review the past year and plan the educational webinars for 2017. States will share information on how they are using coaching resources to benefit their members and develop local programs. Also learn how you can tap the ICMA Career Services and other resources available through the state associations.

## **Leadership ICMA Capstone Report: Peer-to-Peer Technical Assistance**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

The Leadership ICMA Class of 2016 has been hard at work assisting local governments with creating vibrant downtowns; establishing open data platforms to foster open, transparent, and accessible government; producing flexible work arrangement policies; and developing a cost-benefit analysis for implementing a Nutrient Reduction Program. Learn about their experiences and how what they learned can be useful to you.





### **Why Is Gender Balance in Your Organization Important? Because It's 2016!**

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

The evidence is clear: inclusive cultures with gender diversity in leadership get better results. Still, women aren't proportionately represented in the upper ranks of business or the public sector. The problem has come with a big price tag in terms of lost productivity and financial success, but solving it will have a huge payoff. Panelists will discuss successful strategies for creating a more gender-balanced organization.

### **Executive Recruiters Tell All**

Monday, Sept. 26, 4–5 p.m.

No secret goes untold during this special session in which executive recruiters will share their experiences and provide insights into the job-search process.

### **Managers as Faculty**

Monday, Sept. 26, 4–5 p.m.

This session is for every manager who feels called upon to help develop the next generation of managers, whether as a guest lecturer in a college classroom or as an adjunct or full-time faculty member in a graduate MPA program. Join this informal discussion and share your experiences, exchange ideas, and learn where to find and how to use teaching resources.

### **President's Colloquium**

Monday, Sept. 26, 4–5 p.m.

Don't miss this annual opportunity to share in a discussion on a topic of importance to ICMA's president.

### **Solar Powering America by Recognizing Communities: SPARC Action!**

Monday, Sept. 26, 4–5 p.m.

Join ICMA and the Solar Foundation to learn about the new U.S. Department of

Energy-funded Solar Powering America by Recognizing Communities (SPARC) program, which establishes a national designation for leading solar communities and empowers other communities through technical assistance. Attend the session and receive help completing your designation application.

### **What's Up at the State House?**

Monday, Sept. 26, 4–5 p.m.

Local government leaders must keep track of developments at the state level. This session will highlight trends in the issues of greatest concern to managers.

### **3D Data for a 4G Public**

Tuesday, Sept. 27, 12:30–1:45 p.m.

Does your performance reporting consist of pages of lackluster spreadsheets in a hard-copy report? How do you bring

## **Special International Workshop**

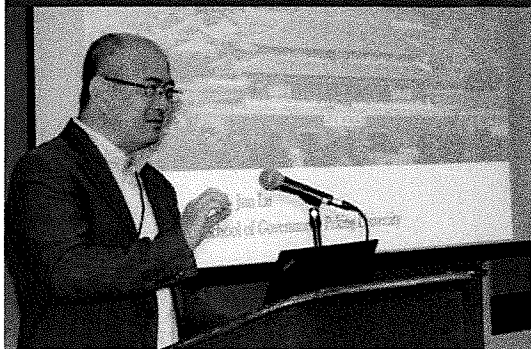
### **International Development Academy**

Friday, Sept. 23, 2–6 p.m.; Saturday, Sept. 24, 9 a.m.–4 p.m.

*Preregistration is required, and there is an additional registration fee for this multiday event: \$350 for ICMA members; \$400 for nonmembers.*

Are you looking for ways to make a contribution beyond the boundaries of your community? Do you have knowledge and experience that could be applied to the challenges of developing, transitional, conflict-affected countries and fragile states? Led by ICMA staff and members who have extensive international development experience, this intensive one-and-a-half-day workshop will help you understand the challenges and benefits of strengthening local governance overseas. The session will examine the expectations of the donor community and the local governments and other entities we support. ICMA members who have made the transition to international work will discuss what you need to be prepared. For further information, contact Isabelle Bully-Omictin at [iomictin@icma.org](mailto:iomictin@icma.org).





## Special Sessions, *cont.*

those data to life in a way that reaches the mobile generation? This session will focus on visual analytics, geographic mapping, interactive apps, and dashboards.

### **Being a Great Coach and a Winning Player**

Tuesday, Sept. 27, 12:30–1:45 p.m.

With women and minorities occupying a fraction of city manager roles, it is critical for the profession to increase efforts to encourage, prepare, and grow new talent

to manage our cities, towns, and counties. Learn how you can be a catalyst to bring forth the best in others. This session will be especially helpful for members and state associations interested in one-on-one coaching skills and opportunities.

### **Game of Life: Play It Right—Season 5**

Tuesday, Sept. 27, 12:30–1:45 p.m.

Join us for this interactive and engaging "game show" that will teach you how to maximize the way you live and save.

Subject matter experts in health and wellness and finance will provide information we all need to know as we work, play, and live the Game of Life.

### **Managing Local Government Technology**

Tuesday, Sept. 27, 12:30–1:45 p.m.

Sponsored by the ICMA-Hyland Advisory Panel on Technology Content, this session will highlight leading practices for making sound decisions about local government technology.

## SPECIAL MEETINGS

Special meetings do not require preregistration.

### **Member Task Force and Committee Meetings**

Sunday, Sept. 25, 8:30–11:30 a.m.

Most ICMA member task forces and committees will meet on Sunday morning; some groups will meet longer than others. Task force and committee members will receive communications this summer providing further details.

### **Regional Meetings**

Sunday, Sept. 25, 11:30 a.m.–12:30 p.m.

ICMA members from the five U.S. regions will meet with their regional vice presidents to discuss key organizational issues and initiatives and to share information on activities within the region. State officers and members active in their state associations are encouraged to participate in an interactive discussion with their regional vice presidents on the

ICMA Executive Board, ICMA Liaisons, and Senior Advisors to continue the dialogue on strong partnerships between ICMA and state associations.

### **International Affiliate Organizations**

Monday, Sept. 26, 2:30–4:30 p.m.

Representatives of the affiliates report on issues facing local governments in their countries and explore ways to work with ICMA and the other affiliates.

### **Early-Career Professionals Meeting**

Monday, Sept. 26, 4–5 p.m.

If you are a young professional and want to develop your leadership and management capacity, this meeting is for you. Meet current participants and coaches and learn about the Emerging Leaders Development Program, the Leadership ICMA program, the Mid-Career Manager

Institute, and other ICMA opportunities. These programs can also help fulfill your professional development requirements as outlined in the guidelines for Tenet 8 of the ICMA Code of Ethics.

### **Annual Business Meeting**

Tuesday, Sept. 27, 9:45–10:45 a.m.

The annual business meeting will feature reports from the ICMA president, ICMA executive director, and ICMA-RC president.

### **State Secretariat Meeting**

Tuesday, Sept. 27, 12:30–2 p.m.

State association staff are invited to meet with colleagues to find out how services are provided in different states. Bring along your latest conference ideas, Strategic Partner program tips, newsletter suggestions, and professional development initiatives.

# Special Events

Register for special events online at [icma.org/conference](http://icma.org/conference) except as noted.

## Luncheon for Women in Professional Local Government Management

Sunday, Sept. 25, 12:45–2:45 p.m.



U.S. Treasurer **Rosa (Rosie) Gumataotao Rios** understands what it means to lead a large and dynamic agency while balancing

family and work. As the 43rd Treasurer of the United States, Rosie has direct oversight over the U.S. Mint, the Bureau of Engraving and Printing, and Fort Knox. She is a key liaison with the Federal Reserve, and serves as a senior advisor to the Secretary of the Treasury in the areas of community development and public engagement. Rosie is also very familiar with local government, having served the cities of Fremont, Oakland, and San Francisco, California, in executive management for economic development. A strong role model for women leaders and those aspiring to leadership positions, Rosie, a graduate of Harvard University, is passionate about supporting women in their careers and will share her insights on "Leading with Confidence." \$40

## ICMA/ELGL Networking Event

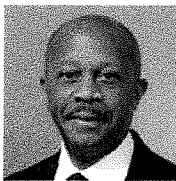
Sunday, Sept. 25, 7–9 p.m.

*This event is free but requires preregistration.*

We're partnering again with the Emerging Local Government Leaders network and ICMA student chapters. Mix and mingle with managers, up-and-comers, students, and everyone in between. All are invited to the networking mixer Sunday evening following the Opening General Session. Wear your name badge and bring your business cards! The event is free, but registration is required as space is limited. Look for a premixer students-only happy hour! RSVP: [icma.org/icmaelglmixer](http://icma.org/icmaelglmixer).

## Inspirational Breakfast

Monday, Sept. 26, 7–8:15 a.m.



**Norton N. Bonaparte Jr.** has served in the realm of city management for most of his career. As a professional and an academic, he has

demonstrated his commitment to working in local government. He serves on several boards and has taught graduate courses in public management at Rutgers University and undergraduate courses in management at National Louis Universi-

ty's School of Management and Business. Appointed in September 2011 as the first African-American city manager of Sanford, Florida, Norton was thrust into the national spotlight following the shooting death of Florida teen Trayvon Martin. He will share how he was able to endure the impact of the shooting, the trial, the verdict, and beyond. \$35

## Assistants' Luncheon

Monday, Sept. 26, 11:15 a.m.–12:30 p.m.

How do you know if you're ready to move up to the city manager position? What skills do you need to advance? What unique challenges might you face on your journey? Should you consider staying in the ACM role? Hear from your colleagues on these questions and more at this year's Assistants' Luncheon, where everyone is welcome. \$40

## Assistants' Forum

Monday, Sept. 26, 4–5:15 p.m.

Thinking about moving up to your first manager job? Hear from professionals who became managers within the last year. Find out about their transition and the problems/challenges they encountered. Receive tips and advice on how to prepare for and what to expect during your transition from #2 to #1.

## Assistants' Exchange Program

The Conference Host Committee is offering an Assistants' Exchange Program on **Friday, September 23**, prior to the ICMA Annual Conference. This opportunity will involve spending the day as the guest of a participating local government in the greater Kansas City area.

The exchange program is open to all assistants who are ICMA members. Selections will be made on a first-come, first-served basis, but efforts will be made to accommodate as many participants as feasible. Visit the Assistants' Exchange Program page of [icma.org/conference](http://icma.org/conference) for information on how to apply.





# Field Demonstrations

Register for field demonstrations online at [icma.org/conference](http://icma.org/conference).

## **Preparing for the Worst in the Best Way: Kansas City, Missouri, Emergency Operations Center**

Sunday, Sept. 25, 12:45–2:15 p.m.

The Kansas City, Missouri, Emergency Operations Center (EOC) is a state-of-the-art facility designed to bring together city departments and response partners from all levels of government, community organizations, and volunteer groups during large-scale emergencies and disasters. Discover how recent technological upgrades use emerging tools to allow for greater situational awareness and more efficient and effective incident response. Discuss with staff how the EOC was designed with adaptability in mind to ensure continuity of services in an array of adverse operating environments. *The bus trip takes 10 minutes. \$20.*

## **Repurposing Municipal Farm: Partnerships Supporting Urban Agriculture**

Sunday, Sept. 25, 12:45–2:15 p.m.

Kansas City, Missouri, has owned Municipal Farm since 1911. Comprising over 400 acres, the farm has been the home of the city's tuberculosis hospital, women's reformatory, and municipal correctional institution. After the jail was demolished in 2009, city staff embarked on a planning initiative

to outline the community's vision for the farm's future. The outcome—the Municipal Farm Sustainable Reuse Plan—involved an integrated development strategy that embraced agriculture as a viable option. Because prior uses also included a working farm, this strategy was fully supported by the neighborhood. Through partnerships with Kansas City Community Gardens, BoysGrow, Hy-Vee, Heartland Conservation Alliance, EPA, and others, the city is working toward fully implementing the community's vision. This tour is outdoors and requires walking through natural habitat. *The bus trip takes 15 minutes. \$20.*

## **Impacts of Transit: Exploring Kansas City's Crossroads and River Market Neighborhood**

Monday, Sept. 26, 9:45 a.m.–12:15 p.m.

Ride the streetcar line and learn how it has directly led to over \$1 billion in economic development in Downtown Kansas City—from the revitalization efforts in the historic River Market area to the developing entrepreneurial tech hub in the Crossroads District. City staff will discuss how the momentum from this transit-oriented development led to the creation of public-private partnerships that spawned a smart city corridor along the streetcar route. *The bus trip takes 5 minutes. \$20.*

## **Leadership in Storm-Water Management: Green Infrastructure in KCMO**

Monday, Sept. 26, 9:45 a.m.–12:15 p.m.

Kansas City's Overflow Control Program has been recognized for its innovative focus on green infrastructure to address the city's combined sewer overflow issues. Learn how Water Services collaborated with city departments and utilities to transform an 80-year-old neighborhood by installing more than 130 green infrastructure solutions to capture storm water. Through the construction of rain gardens, bioretention, cascades, and pervious pavement, Water Services not only addressed storm-water issues but also improved the safety, aesthetics, and walkability of the neighborhood. The project, which highlights ways to foster community involvement, neighborhood revitalization, and natural resource education, was designated Kansas City's first "Green Neighborhood." *The bus trip takes approximately 5 minutes. \$20.*

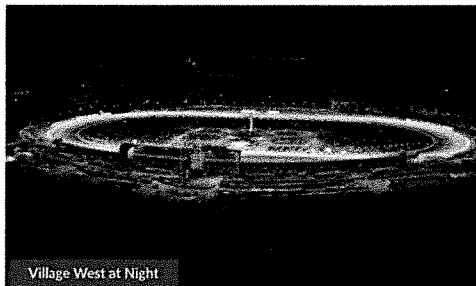
## **The Ennovation Center: Culinary and BizTech Incubator**

Monday, Sept. 26, 12:45–4 p.m.

The Independence Regional Ennovation Center stands as an excellent example of the rebirth of a community's stranded and vacant property into a



Municipal Farm



Village West at Night



KCMO Streetcar



Green Infrastructure



Village West Entrance Landscape



Overland Park Farmer's Market

viable and vibrant business incubator. Opened in 2010, the Ennovation Center currently hosts over 55 companies and features commercial kitchen and business-technology incubators. This community redevelopment and business support translates to any size community. *The bus trip takes approximately 25 minutes. \$20.*

#### **Village West: Premiere Economic Development**

Monday, Sept. 26, 12:45–4 p.m.

Visit the hottest tourism area in the Midwest and the most successful economic development project in Kansas. Village West is home to the Kansas Speedway NASCAR track, the number one Major League soccer stadium in the world, the world's tallest waterslide, and world-class shopping and dining. Learn how the Unified Government of Wyandotte County/Kansas City, Kansas, pioneered the use of unique financing tools and public-private partnerships

to turn acres of mostly open fields into a destination attraction that draws 10 million visitors a year and generates \$700 million in retail sales. *The bus trip takes 25 minutes. \$20.*

#### **Urban Redevelopment: Leveraging Public-Private Partnerships in Kansas City**

Tuesday, Sept. 27, 12:45–3:15 p.m.

Tour a repurposed school site and a mixed-use neighborhood to learn how Kansas City engaged outside partners to create two of the most noteworthy developments in the city. Hear from city staff about how they used public investment to leverage over \$100 million in private and institutional investment to turn a "bad neighborhood" into the city's hottest neighborhood project. Learn how Kansas City repurposed a 100-year-old school building into 44 apartments and reenergized the surrounding neighborhood. *The bus trip takes 15 minutes. \$20.*

#### **Downtown Overland Park: Attracting a Crowd**

Tuesday, Sept. 27, 12:45–4 p.m.

Like many first-tier suburbs, Overland Park has a downtown area dating from the early 1900s that has struggled to remain economically relevant as suburban development has become more auto-oriented and growth has pushed south. A shift in strategy over the past 10 years has created an area with an array of unique entrepreneurial businesses, a burgeoning art scene, a popular Farmer's Market, and \$90 million of mixed-use redevelopment projects under construction. Join city staff and business leaders to learn how public investment, a new development approach, social media-based marketing, and a bit of luck have turned this area around. This tour is partially outdoors and requires walking. *The bus trip takes 20 minutes. \$20.*

## **SPECIAL COMMUNITY VALUE FIELD DEMO**

### **Giving the Basics: Make a Difference**

Tuesday, Sept. 27, 12:45–3:15 p.m.

New this year, the Host Committee is organizing an opportunity for conference attendees to donate personal care products—basic items not covered by government assistance programs—to people in need in the Kansas City area. (Watch for *Conference Update* messages with information on what and where to donate.) Participants in the field demo will travel to an underground cave storage area, help package the donated items, and learn how Giving the Basics collects and disperses human dignity items to food pantries and major school districts across the region. *The bus trip takes 5 minutes. There is no charge for this field demo.*





# ICMA University Workshops

Register for ICMA University Workshops online at [icma.org/conference](http://icma.org/conference).

ICMA University workshops offer interactive, intensive training designed to develop skills and enhance knowledge. They support ICMA members' commitment to career-long learning by addressing the ICMA Practices for Effective Local Government Leadership. Instructors are selected for their knowledge of the topic, understanding of local government issues, and proven ability to effectively teach adults. Visit the ICMA University workshops page at [icma.org/conference](http://icma.org/conference) for descriptions of each workshop.

## **Asking Your Police and Fire Chiefs the Right Questions**

Saturday, Sept. 24, 8:30 a.m.–noon

*Practice Group: 3*

**Workshop Leaders:** Leonard Matarese, director of research and project development, and Tom Wieczorek, executive director, Center for Public Safety Management, LLC, Washington, D.C.

## **How to Build Public Trust through Online Citizen Engagement**

Saturday, Sept. 24, 8:30 a.m.–noon

*Practice Groups: 2, 4, 7, 9*

**Workshop Leader:** Mike Cohen, cofounder, Peak Democracy, Trinidad, California

## **Leading Change/HPO**

Saturday, Sept. 24, 8:30 a.m.–noon

*Practice Groups: 1, 6*

**Workshop Leader:** Brian Bosshardt, deputy county manager, Los Alamos, New Mexico

## **Moving Forward with Data**

Saturday, Sept. 24, 8:30 a.m.–noon

*Practice Groups: 3, 5, 6*

**Workshop Leader:** Michelle Kobayashi, vice president, National Research Center, Inc., Boulder, Colorado

## **Talent Management: The Next Phase of Succession Planning**

Saturday, Sept. 24, 8:30 a.m.–noon

*Practice Group: 1*

**Workshop Leader:** Patrick Ibarra, cofounder and partner, The Mejorando Group, Glendale, Arizona

## **Tools for the Balancing Act: Exploring Local Government Success Criteria and Understanding the Psychological Characteristics That Define Leaders**

Saturday, Sept. 24, 8:30 a.m.–noon

*Practice Groups: 1, 2, 6, 14, 18*

**Workshop Leaders:** Robert Kiely, city manager, Lake Forest, Illinois; David Limardi, ICMA Midwest regional director, Highland Park, Illinois

## **Leadership Skills for Managing Wicked Problems**

Saturday, Sept. 24, 8:30 a.m.–noon

Sunday, Sept. 25, 8:30 a.m.–noon

*Practice Group: 6*

**Workshop Leader:** Mike Huggins, principal, Civic Praxis, Eau Claire, Wisconsin

## **Advanced Listening Skills That Distinguish You as a Leader**

Saturday, Sept. 24, 1–4:30 p.m.

*Practice Group: 14*

**Workshop Leader:** Rosetta Hillary, principal, Hillary and Associates, Annapolis, Maryland

## **BreakThrough Conflict**

Saturday, Sept. 24, 1–4:30 p.m.

*Practice Group: 15*

**Workshop Leaders:** Peter A. Glaser, PhD, consultant, and Susan R. Glaser, PhD, consultant, Glaser & Associates, Eugene, Oregon

## **Workshop Fees, Registration, and Location**

Because workshops are not supported by conference registration fees and must be self-supporting, there is an additional registration fee (\$195) for each half-day workshop unless otherwise noted. This fee covers the cost of handouts and certificates; audiovisual equipment rental; refreshments; instructor travel, lodging, and honoraria; and any other costs specific to the workshops.

Preregistration is required, and early registration is recommended as enrollment in each workshop is limited to between 30 and 50 participants to allow for maximum interaction with the instructor and other participants. All workshops will take place on Saturday and Sunday at the Kansas City Convention Center. To register for workshops, go to [icma.org/conference](http://icma.org/conference).

### **Building Customer Service into Local Government Customer Service**

Saturday, Sept. 24, 1–4:30 p.m.

*Practice Groups:* 1, 4, 14

**Workshop Leader:** Cory Fleming, 311/CRM program director, ICMA, Westbrook, Maine

### **Changed for Good: Leading Transformation in Your Organization and Your Community**

Saturday, Sept. 24, 1–4:30 p.m.

*Practice Groups:* 1, 6

**Workshop Leader:** Michelle Poché-Flaherty, president, City on a Hill Consulting, Potomac, Maryland

### **Fatal Flaws of a Council-Manager Relationship**

Saturday, Sept. 24, 1–4:30 p.m.

*Practice Groups:* 1, 2, 4, 8, 9, 13, 17, 18

**Workshop Leader:** George B. Cuff, president, Cuff & Associates, Spruce Grove, Alberta, Canada

### **From Typewriters to iPads**

Saturday, Sept. 24, 1–4:30 p.m.

*Practice Group:* 7

**Workshop Leader:** Patrick Ibarra, co-founder and partner, The Mejorando Group, Glendale, Arizona

### **Building a Better Dashboard**

Sunday, Sept. 25, 8:30 a.m.–noon

*Practice Groups:* 5, 15

**Workshop Leaders:** Gerald Young, technology, analysis, and user support coordinator, ICMA Center for Performance Analytics, Washington, D.C.

### **Collaborative Leadership: Hardwiring Teamwork and Innovation**

Sunday, Sept. 25, 8:30 a.m.–noon

*Practice Groups:* 1, 14

**Workshop Leaders:** Peter A. Glaser, PhD, consultant, and Susan R. Glaser, PhD, consultant, Glaser & Associates, Eugene, Oregon

### **Gov 2.0: What Public Leaders Need to Know**

Sunday, Sept. 25, 8:30 a.m.–noon

*Practice Group:* 8

**Workshop Leaders:** Pete Peterson, executive director, and Ashley Trim, assistant director, Davenport Institute for Public Engagement and Civic Leadership, Pepperdine University, Malibu, California

### **Implementing Effective Supervisory Practices in Your Organization**

Sunday, Sept. 25, 8:30 a.m.–noon

*Practice Group:* 1

**Workshop Leaders:** Hyacinth Bryant, senior human resources development manager; James Merriweather, labor and employee relations manager; and Walter Mobley, human resources development manager, Department of Human Resources, Atlanta, Georgia

### **Skillfully Building Common Ground**

Sunday, Sept. 25, 8:30 a.m.–noon

*Practice Groups:* 6, 18

**Workshop Leader:** Deborah Roberts, professor, University of Virginia, Charlottesville, Virginia

### **Mindfulness**

Sunday, Sept. 25, 8–10 a.m.

*Practice Group:* 18

This workshop is offered through the generous support of ICMA's Strategic Partner **Cigna**. There is no fee.

### **"ICMA-RC Overview": Understanding Your Retirement Options**

Sunday, Sept. 25, 10 a.m.–noon

This workshop is offered through the generous support of ICMA's Strategic Partner **ICMA-RC**. There is no fee.



## **Annual ICMA Leadership Institute**

Sunday, Sept. 25, 8:30 a.m.–noon

The ICMA Annual Leadership Institute provides an opportunity to connect members across generations and experience levels who share an interest in and commitment to leadership development.

*The institute requires a separate registration fee of \$195. Preregistration is required and early registration is recommended as space is very limited. Preference will be given to ICMA Senior Executive Institute (SEI) graduates, leadership development program graduates, senior credentialed managers, and first-time administrators. Because of the highly interactive nature of this session, registration will be limited to 45 participants.*

### **Building Aspirational Communities That Embrace Cultural Competence and Regional Citizenship**

The Leadership Institute's goal is to challenge the participant to think about place making according to Kurt Lewin's sage advice, "There is nothing as practical as a good theory!" Contrary to common workshop practice, this workshop will not focus on skill building. Rather, it will assist you in building conceptual maps to help make sense of the sustainability and place-making challenges that local government managers face in terms of threshold and aspirational levels of thinking and acting, cultural competence as an element of social justice and community sustainability, and the relationship between "regional citizenship" and sustainable communities that embrace cultural competence and social justice.

*Practice Group 2*

**Institute Convener:** John Nalbandian, professor emeritus of public administration, University of Kansas, Lawrence, Kansas

# **REGULAR AGENDA**

# **AGENDA ITEM #4**



Date: May 27, 2016

To: City Commission via City Manager Jesus Garza

CC: Courtney Alvarez, City Attorney and Mary Valenzuela, City Secretary

From: Leo H. Alarcon, Director of Tourism Services /s/ LA

Re: Newly Established Hotel Occupancy Tax Fund Advisory Board Member Appointments

---

The newly established Hotel Occupancy Tax Fund Advisory Board will consist of seven members and will be responsible for conducting a comprehensive assessment of the city's tourism potential and making recommendations to the Kingsville City Manager of activities, programs, and expenditures that will help increase tourism and visitors in Kingsville.

The seven (7) members of the Hotel Occupancy Tax Fund Advisory Board shall include:

Rajendra Bhakta, to represent the Hotel Industry within the City of Kingsville.

Toni Nagel-Mason, to represent the King Ranch Museum and/or the King Ranch Visitor Center.

Jonathan Plant, to represent the Conner Museum.

Amanda Cherry, to represent the historical downtown district/merchants.

Dr. Terisa Riley, to represent the Texas A&M University-Kingsville.

Diana Lozano, a resident of the City of Kingsville.

Leo Alarcon, Director of Tourism Services for the City of Kingsville.

The board members shall hold office and serve from and after the date of their respective appointments. All of the board members shall serve for two (2) year terms without term limits. In addition to the regular voting members of the Board, the City Manager and the Kleberg County Judge shall serve as ex-officio members of the Board with no voting privileges.



**ORDINANCE NO. 2016- 24**

**AMENDING THE CITY OF KINGSVILLE CODE OF ORDINANCES BY AMENDING CHAPTER III-ADMINISTRATION, ARTICLE 3-DEPARTMENTS, BOARDS, & COMMISSIONS, BY ADOPTING SECTIONS 3-3-100 THROUGH 3-3-110, PROVIDING FOR CREATION OF A HOTEL OCCUPANCY TAX ADVISORY BOARD, TERMS FOR MEMBERS, MEETINGS, QUORUM AND VOTING AT MEETINGS, REMOVAL AND VACANCY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE AND PUBLICATION.**

**WHEREAS**, the City Commission of the City of Kingsville believes that the Hotel Occupancy Tax funds are vital to the quality of life and the enhancement and promotion of tourism and the convention and hotel industry; and

**WHEREAS**, the City of Kingsville believes in the appropriate governing of Hotel Occupancy Tax funds; and

**WHEREAS**, the City Commission of the City of Kingsville has determined that the formal creation of a Hotel Occupancy Tax Advisory Board to better govern Hotel Occupancy Tax dollars is necessary; and

**WHEREAS**, the advisory board members, once appointed, shall constitute the Advisory Board for the Hotel Occupancy Tax for the City of Kingsville, hereinafter styled "board members;" and

**WHEREAS**, the board members are responsible for conducting a comprehensive assessment of the city's tourism potential and making recommendations to the City Manager of activities, programs, and expenditures as authorized by the Texas Tax Code, Chapters 351 and Texas Local Government Code Chapters 334 & 335, and any other applicable codes that will help increase tourism and visitors in Kingsville; and

**WHEREAS**, this Ordinance is necessary to protect the public safety, health, and welfare of the City of Kingsville.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS:**

I.

**THAT** Chapter III-Administration, Article 3- Departments, Boards & Commissions of the Code of Ordinances of the City of Kingsville, Texas, shall be amended to adopt Sections 3-3-100 through 3-3-110 as follows:

## ***HOTEL OCCUPANCY TAX ADVISORY BOARD***

### **§ 3-3-100 BOARD CREATED.**

There is hereby created for the city a Hotel Occupancy Tax Advisory Board.

### **§ 3-3-101 BOARD MEMBERSHIP.**

- (A) The Hotel Occupancy Tax Advisory Board shall have seven (7) voting members and be appointed by the City Commission at the recommendation of the City Manager. The Hotel Occupancy Tax Advisory Board members shall serve without compensation. The members of the Board shall include:
  - a. One member to represent the Hotel Industry within the City of Kingsville.
  - b. One member to represent the King Ranch Museum and/or the King Ranch Visitors Center.
  - c. One member to represent the Conner Museum.
  - d. One member to represent the historical downtown district/merchants.
  - e. One member to represent Texas A&M University-Kingsville.
  - f. One member shall be the Director of Tourism Services for the City of Kingsville.
  - g. One member must be a resident of the City of Kingsville.
- (B) In addition to the regular voting members of the Board, the City Manager and the Kleberg County Judge shall serve as ex-officio members of the Board with no voting privileges.
- (C) The members of the Board from the voting membership shall elect a Chairman and Vice-Chairman to conduct the meetings and the voting members shall fill any vacancy in either of the offices of Chairman or Vice-Chairman.

### **§ 3-3-102 TERMS OF MEMBERS.**

The board members shall hold office and serve from and after the date of their respective appointments, subject to the conditions provided in this article, for the following terms.

- (A) All of the board members shall serve for two (2) year terms without term limits.
- (B) The Director of Tourism Services for the City shall serve through their employment with the city.

### **§ 3-3-103 QUORUM.**

- (A) A minimum of four (4) board members is needed to form a quorum.
- (B) An official recommendation requires a majority vote of four board members.

#### **§ 3-3-104 CONFLICT OF INTEREST.**

The board members shall comply with V.T.C.A. Local Government Code Chapters 171 & 176, as the same may hereafter be amended, concerning matters involving conflicts of interest. Conviction of an offense by V.T.C.A. Local Government Code Ch. 171 or Ch.176 shall constitute a forfeiture of the position on the board held by the person convicted.

#### **§ 3-3-105 COMPENSATION.**

All board members of the Hotel Occupancy Tax Advisory Board shall receive no salary or compensation for serving on the board with the exception of the Director of Tourism Services, who shall receive no extra compensation other than as employed by the City of Kingsville.

#### **§ 3-3-106 DUTIES GENERALLY.**

The Hotel Occupancy Tax Advisory Board shall have the following duties and responsibilities:

- (A) The board will develop special rules and instructions in recommending the use of Hotel Occupancy Tax funds to the City Manager in accordance with the Texas Tax Code Ch. 351 Subchapter B and Texas Local Government Code Chapters 334 & 335, and any other applicable codes;and
- (B) Develop and make recommendations to the City Manager on matters concerning the Hotel Occupancy Tax Funds within the scope of the Texas Tax Code Ch. 351 Subchapter B and Texas Local Government Code Chapters 334 & 335, and any other applicable codes.

#### **§ 3-3-107 MEETINGS.**

- (A) Any member of the board may request an item be added to the agenda.
- (B) The board shall have the authority and duty to promulgate rules and regulations governing its official meetings.



- (C) The board shall have regular meetings at least once quarterly, the date to be set out in the board's minutes. All meetings shall be open to the public and shall be governed by the Open Meetings Act.
- (D) Special meetings may be set at the will and discretion of the board whenever it deems necessary. The chairman of the board shall call the special meeting.
- (E) The Director of Tourism Services shall be responsible for preparing and posting the Board agendas.

#### **§ 3-3-108 REPORT OF MEETINGS.**

It shall be the duty of the board to approve and file with the City Secretary the minutes of each meeting of said board, together with a list of the members of the Board who were present.

#### **§ 3-3-109 REMOVAL FROM OFFICE.**

Any board member may be removed at any time by a majority vote of the City Commission for inefficiency, neglect of duty, malfeasance in office, or failure to maintain eligibility.

#### **§ 3-3-110 VACANCY.**

- (A) A vacancy arises if any board member is absent from three (3) consecutive regular meetings; is removed under § 3-3-110; is convicted as stated in § 3-3-104; or resigns.
- (B) If for any reason the position of any board member shall have been vacated by removal or otherwise, the appointment and confirmation to fill such vacancy shall be made by the City Commission for the unexpired term of the vacated office.

#### **§ 3-3-112 AUTHORITY OF CITY MANAGER.**

The City Manager shall be entitled to receive notice of such meetings in the same manner that such notice is given by the board to its members and shall have the right to participate in the discussion of all issues coming before the board as an ex-officio, non-voting member.

**THAT** all Ordinances or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

III.

**THAT** if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgment of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Commission that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

IV.

**THAT** this Ordinance shall be codified and become effective on and after adoption and publication as required by law.

**INTRODUCED** on this the 11<sup>th</sup> day of April, 2016.

**PASSED AND APPROVED** on this the 18<sup>th</sup> day of April, 2016.

**EFFECTIVE DATE:** May 4, 2016.

/s/ Sam R. Fugate  
Sam R. Fugate, Mayor

**ATTEST:**

/s/ Mary Valenzuela  
Mary Valenzuela, City Secretary

**APPROVED AS TO FORM:**

/s/ Courtney Alvarez  
Courtney Alvarez, City Attorney

# **AGENDA ITEM #5**

**City of Kingsville**  
**Parks & Recreation Department**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Susan Ivy, Parks Manager

DATE: May 18, 2016

SUBJECT: Agenda Request – Appointment of Representative of City Commission to Parks Master Plan Steering Committee

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**Summary:** Kingsville Parks is requesting the Kingsville City Commission to select a representative from the Commission to serve on the Kingsville Parks Master Plan Steering Committee.

**Background:** Kingsville City Commission recently contracted Halff & Associates from Austin, Texas to prepare a Master Plan for the Kingsville Parks System. The process will result in a plan that will provide guidance for the next 15 years and beyond for purposes of qualifying for grants with Texas Parks & Wildlife, budgeting and prioritizing for improvements and programming. The Plan will also incorporate an important voice from the community to the Commission for use planning as well. As part of the planning process a Steering Committee is to be formed with representatives from various areas of the community that currently use Parks, Parks facilities or participate in programming. In addition to the public representatives it is recommended that the Steering Committee should have a member from the City Commission and County Commission serve. The appointee will attend 3 meetings over the summer and fall and will attend the presentation to City Commission for approval of the Plan in the fall.

**Financial Impact:** Not applicable.

**Recommendation:** Kingsville Parks respectfully requests that the Kingsville City Commission appoint one (1) member of the Commission to serve on the Kingsville Parks Master Plan Steering Committee.



# **AGENDA ITEM #6**

**City of Kingsville  
Finance Department**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Deborah Balli, Finance Director

DATE: May 13, 2016

SUBJECT: Radio Communications Equipment Budget Amendment

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**Summary:**

This item authorizes the transfer of \$250,000 from the Task Force-Criminal Justice Division Fund to the CO Series 2016 Fund to cover half of the backbone infrastructure costs needed for the new radio communications equipment.

**Background:**

The City issued CO Series 2016 that included the purchase of emergency radio communications equipment. When the 2016 C.O. Project Recommendations were presented to Commission in January, \$500,000 was recommended for radio communications equipment for the Kingsville Police Department and the Kingsville Specialized Crimes and Narcotics Task Force with ½ of the backbone infrastructure costs to be contributed from the Task Force-Criminal Justice Division Fund. Attached is a copy of the slide presented in January showing the split expense.

**Financial Impact:**

This budget amendment will transfer out \$250,000 from the Task Force-Criminal Justice Division to CO Series 2016 to contribute towards the upgrade of the current 800 MHz radio system to Phase 1 P25 compliant.

**Recommendation:**

Staff is recommending the FY 15-16 budget be amended to include this \$250,000 Task Force transfer to CO Series 2016-Fund 033.



**City of Kingsville  
Finance Department**

The City issued CO Series 2016 for the purpose of providing for payment of contractual obligations to be incurred in connection with the design, planning, acquisition, construction, equipping, expansion, repair, renovation, and/or rehabilitation of certain City-owned public property, including emergency radio communication equipment. When the 2016 C.O. Project Recommendations were presented to Commission in January \$500,000 was recommended for Radio Communications Equipment for PD and Task Force with ½ of the backbone infrastructure to be contributed from the Task Force-Criminal Justice Division.



# RADIO COMMUNICATIONS EQUIPMENT

- \$500,000
  - ½ of backbone infrastructure
    - Taskforce 1/2
  - Radio equipment
    - PD
    - Taskforce





**ORDINANCE NO. 2016-\_\_\_\_\_**

**AN ORDINANCE AMENDING THE FISCAL YEAR 2015-2016 BUDGET TO TRANSFER FUNDS FROM THE TASK FORCE-CRIMINAL JUSTICE DIVISION TO CO SERIES 2016 FOR BACKBONE INFRASTRUCTURE COSTS OF UPGRADING THE CURRENT RADIO COMMUNICATIONS SYSTEM.**

**WHEREAS**, it was unforeseen when the budget was adopted that there would be a need for funding for these expenditures this fiscal year.

I.

**BE IT ORDAINED** by the City Commission of the City of Kingsville that the Fiscal Year 2015-2016 budget be amended as follows:

**CITY OF KINGSVILLE  
DEPARTMENT EXPENSES  
BUDGET AMENDMENT**

Dept. No.	Department Name:	Account Name:	Account Number:	Budget Increase	Budget Decrease
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**Fund 008-Task Force-Criminal Justice Division**

Equity

2	Restricted-Law Enforcement	61002		<u>\$250,000</u>	
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Expenses

5-6900	Transfer Out to Fund 033	80033	<u>\$250,000</u>		
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**Fund 033-CO Series 2016-General**

Revenues

4-0000	Transfer From Fund 008	75008	<u>\$250,000</u>		
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Expenses

5-2103	Machinery/Equipment	71200	<u>\$250,000</u>		
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[To amend the City of Kingsville FY 15-16 Budget to transfer funds from the Task Force-Criminal Justice Division to the CO Series 2016 Fund to contribute towards the backbone infrastructure costs associated with upgrading the current radio communications system as per the attached memo from the Finance Director.]

II.

**THAT** all Ordinances or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

III.

**THAT** if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgment of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Commission that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

IV.

**THAT** this Ordinance shall not be codified but shall become effective on and after adoption and publication as required by law.

**INTRODUCED** on this the 31<sup>st</sup> day of May, 2016.

**PASSED AND APPROVED** on this the \_\_\_\_ day of \_\_\_\_\_, 2016.

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
Sam R. Fugate, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Valenzuela, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Courtney Alvarez, City Attorney

# **AGENDA ITEM #7**

**City of Kingsville**  
**Planning and Development Services**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Tom Ginter, Director

DATE: May 13, 2016

SUBJECT: Contract with Killis Almond Architects to provide architectural services for the renovation of the Pump House

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**Summary:** The City has determined that the renovation of the Pump House would be a positive thing for the downtown and the history of the City.

**Background:** The Pump House dates back to the early 1900's and proved to be a valuable structure up until recently. With the popularity of the Farmers Market and the increase in the reserving of the Pavilion it was determined that the renovation of the Pump House would serve a number of purposes. Bathrooms are needed for those attending the Farmers Market and other events, and those could be built in the Pump House. We would also have the space to store and be viewed by the public a City of Kingsville Fire Truck that dates back to the early 1900's and is still usable today.

**Financial Impact:** The contract with Killis Almond Architects calls for architectural services for the renovation of the Pump Hose for a fee of \$35,700. This fee includes design work, putting together construction documents and construction administration. The fee also includes two trips that the firm will make to Kingsville. If additional trips are needed each trip if approved by the City will cost \$350.00.



**City of Kingsville**  
**Planning and Development Services**

**Recommendation:** \$300,000 is budgeted for the project. The funds are located in the Utility Fund-Capital Projects (054-5-6002-72020). Approve contract with Killis Almond Architects for the renovation of the Pump House.



**RESOLUTION #2016-\_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR PROFESSIONAL SERVICES BETWEEN CITY OF KINGSVILLE AND KILLIS ALMOND ARCHITECTS, PC FOR THE OLD PUMP HOUSE RENOVATION PROJECT; REPEALING ALL CONFLICTING RESOLUTIONS AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Kingsville desires to have engineering work done to renovate the old Pump House that dates back to the early 1900's into a Fire Truck Exhibit and Public Restrooms for the benefit of the public and people using the pavilion area;

**WHEREAS**, the City advertised for RFQ 16-07 for architectural services for the historic pumphouse on April 6 & 13, 2016, and Killis Almond was the highest ranking firm and the City Commission on May 9, 2016 authorized staff to negotiate a contract with them;

**WHEREAS**, the City and Killis Almond have worked to prepare a Contract for Professional Services between the City of Kingsville and Killis Almond for the old Pump House Renovation Project for documents to bid and construct the pump house fire truck exhibit and public restrooms.

**BE IT RESOLVED** by the City Commission of the City of Kingsville, Texas:

I.

**THAT** the City Manager is authorized and directed as an act of the City of Kingsville, Texas to enter into a Contract for Professional Services between the City of Kingsville and Killis Almond for architectural services for documents to bid and construct the pump house fire truck exhibit and public restrooms in accordance with Exhibit A hereto attached and made a part hereof.

II.

**THAT** all resolutions or parts of resolutions in conflict with this resolution are repealed to the extent of such conflict only.

III.

**THAT** this Resolution shall be and become effective on and after adoption.

**PASSED AND APPROVED** by a majority vote of the City Commission on the  
\_\_\_\_\_ 31st day of May, 2016.

\_\_\_\_\_  
Sam R. Fugate, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Valenzuela, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Courtney Alvarez, City Attorney



# KILLIS ALMOND ARCHITECTS, PC

Architecture Historic Preservation Planning

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May 31, 2016

Jesus Garza, City Manager, Kingsville, Texas  
P.O. Box 1458  
Kingsville, Texas, Texas 78364

Ref: Letter of Agreement for Professional Fees for Bid Documents and Construction

Dear Mr. Garza:

This letter (the "Agreement") summarizes my proposal for the completion of construction documents to bid and construct the Kingsville Pump house Fire Truck Exhibit and Public Toilets. If this Agreement is acceptable to you, please sign below in the space designated for your signature.

As I understand it, we will agree as follows:

## 1. Agreement

It is my understanding the City of Kingsville wishes to complete design drawings, construction documents and specifications and to complete the bid phase and construction phase associated with the rehabilitation of the Kingsville Pump station. This Agreement will provide the City with a proposal for architectural, MEP and structural fees associated with the completion of bid documents and administration of the bid for construction.

Scope of Work: the intent of the effort to complete construction documents for the Pump House is to assist the City with the bid phase of the construction process. The scope of work to complete this phase will include the following:

1. Complete the design phase for the project based on the conceptual drawings completed and accepted by the City. The city also accepts the preliminary construction estimate supplied by the architect as a guideline toward probable construction costs.

2. Design phase will include structural preliminary design, MEP analysis and architectural sections and wall elevations sufficient to describe the full extent of architectural work on the Pump House. It is noted that Civil Engineering and Geotechnical fees are not included in this agreement.
3. Construction document phase will include working drawings, details, written specifications and forms necessary to complete the bid phase and to meet with the TAS required submittals. Please note that all state fees will be billed to the city at cost, no markup. The intent is to provide sufficient documentation, specifications, photos and information to allow a general contractor to bid on a fixed fee basis for the construction of the rehabilitation of this historic Pump House.
4. The Bid phase will include assistance from this office to help the City of Kingsville publicly bid the construction phase for the rehabilitation. The firm will advise the City following review of the bidding to assist the city in determining the best bid for the rehabilitation.
5. Following the contract between the City and the successful general contractor, the architectural/engineering team will assist the City during the construction phase to monitor the construction and certify payments to the general contractor as required for periodic contractor payments.
6. Following the completion of construction, the design team will assist the city in acquiring proper TSA inspection. TSA inspection fees are not part of this agreement.

## 2. Term

The term of this Agreement ("Term") will commence as of May 31, 2016, and will continue in effect until December 31, 2016, at which point it shall terminate, unless the Term is extended or terminated earlier in a written document signed by both of us in the manner described in Paragraph 5 of this Agreement or as otherwise provided for in this Agreement.

## 3. Force Majeure

Neither of us will be liable to the other for any loss, damage or default occasioned by strike, civil disorder, governmental decree or regulation, acts of God or any other force majeure (collectively, a "Force Majeure Event"). We agree that upon conclusion of a Force Majeure Event, each of us will use commercially reasonable means to recommence full performance of our obligations under this Agreement.

## 4. Notice

Any notices to be given under this Agreement by either of us may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested to the addresses set forth in this Agreement unless one of us notifies the other, in writing, of a change of address.

## 5. No Other Agreement

This Letter of Agreement contains the entire agreement between us. No part of this Letter of Agreement may be changed, modified, amended or supplemented except in a written document, signed by both of us which specifically states that the document is being signed for the purposes of modifying this Agreement. Each of us acknowledges and agrees that the other has not made any representations, warranties or agreement of any kind, except as is expressly described in this Agreement.

#### 6. Governing Law

This Agreement shall be interpreted in accordance with the laws of Texas. In interpreting this contract, we each hereby acknowledge that we have mutually agreed to the terms of this Agreement and thus waive the protections of any law or statute which provides that in the case of uncertainty not removed by the laws relating to the interpretation of the contracts, the language of a contract should be interpreted against the drafter of the contract. Further, we agree that in the event that any one or more of the provisions of this Agreement shall be found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not be in any way affected or impaired.

#### 7. Attorney's Fees

We agree that if any action is commenced to enforce any claim, demand, debt, action, cause of action, liability, cost, right, duty or obligation provided herein, or if any action is commenced to enforce any of the provisions of this Agreement, the prevailing party in such an action shall be entitled, in addition to any other remedies, to an award of out-of-pocket attorney's fees, including all actual costs incurred by the prevailing party.

#### 8. Remedy of the Parties

Except as otherwise specifically provided for in this Agreement, in the event one of us is in default or in breach of any of the material provisions of this Agreement and fails to cure the default or breach within ten (10) days after written notice of such default or breach by the other, the non-breaching party shall have the right to terminate this Agreement.

#### 9. Assignment

This Agreement shall only be assignable or transferable by one of us upon the written approval from the other.

#### 10. Relationship of the Parties

It is understood and agreed that this Agreement does not create a partnership, joint venture or employment relationship of any kind between us; that each of us is acting as independent contractors with respect to each other; and that none of the employees of either of us will be deemed to be employees of the other for any purpose.

## 11. Termination

Either of us shall have the right, forthwith and without further notice, to terminate this Agreement by written notice to the other, upon the occurrence of any of the following events:

(a) A breach or default of a provision of this Agreement which is not cured within the period set forth in Paragraph 8 of this Agreement;

(b) A Force Majeure Event that continues for a period of thirty (30) days; or

In the event of a termination, any moneys due on the date of termination shall be immediately due and payable.

## 12. Fees

The Design Team proposes the following fixed fee as follows:

- Design Phase (includes one person trip) \$13,900
- Construction Documents (includes two-person trips) \$16,600
- Construction Administration (includes two-person trips) \$ 4,500
- Total architectural, MEP and structural fees \$35,000

Travel for two (2) trips to Kingsville from San Antonio will be billed at a Fixed Fee of Seven Hundred Dollars (\$700) for the two (2) trips. Each additional trip beyond the second trip will be requested by the City and will be billed at Three hundred Fifty Dollars (\$350) fixed fee per trip.

All expenses for printing, copying, special renderings and special public presentations will be billed at actual costs +10%. Requests for additional meetings or presentations beyond the included trips in the fees will be billed at hourly rates or as agreed upon prior to beginning the additional trips.

Professional Fees will be billed monthly based on the percent of work completed during each monthly period.

If the above is acceptable to the City of Kingsville, please sign and date a copy of this Agreement and return the signed and dated Agreement to this office.

Thank you for allowing us to continue to work on this important structure for the City of Kingsville, Texas. We appreciate the confidence you show in our organization and look forward to completing the construction.

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Jesus Garza, City Manager, Kingsville, Texas  
P.O. Box 1458  
Kingsville, Texas, Texas 78364

Date: \_\_\_\_\_

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Killis Almond, FAIA  
President  
Killis Almond Architects, P.C.  
342 Wilkens Ave.  
San Antonio, Texas 78210

Date: \_\_\_\_\_

# KILLIS ALMOND ARCHITECTS, PC

Architecture Historic Preservation Planning

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## SCOPE OF WORK FOR THE KINGSVILLE PUMP HOUSE

March 14, 2016

### Site Work

- Design new utilities for the structure. Include sewer, water, electrical and allow for a sump pump connection from a partial basement
- reconfigure the soil surrounding the pump house and between the Volunteer Fire Office and the pump house and between the pump house and the water pump site
- Cut and infill the existing site so that positive drainage occurs away from the building on all four sides and the overall site drainage from the West to the East, surface drainage onto sixth Street.
- Install new concrete flat work to provide circulation between the street and the perimeter sidewalk around the pump house. Install new flat work from the North side of the pump house to the West entry door of the Volunteer Fire Office.
- No landscaping
- no fencing
- Coordinate with the City of Kingsville relating to street lighting along the West façade and along Sixth Street.

### Architectural and MEP Scope

- Demolition of interior piping, pipe supports, conduits and brick wall
- Excavate the perimeter of the building and remove all pipe penetrations in the basement wall. Infill all holes and damaged perimeter concrete basement walls with non-metallic grout.
- Clean exterior wall to provide surface for waterproofing material as specified. Provide protective board over waterproofing.
- Backfill excavation with washed pea gravel surrounded with GeoTech fabric prior to filling the excavated area with a sand bed for the sidewalks.
- Remove all existing windows and doors from the exterior masonry walls. Fill masonry wall as approved by window manufacturer and architect to provide anchors for new window and door installation in existing masonry openings.
- Construct concrete plinth to support new galvanized stub columns. Install galvanized columns bolted to overhead beams which will support a steel pan and steel reinforcement for a new support system filled with concrete for the new first floor level.
- Seal concrete flooring when cured.

- Install custom galvanized steel exterior insulated doors with insulated glass as detailed.
- Install custom double hung windows with wire glass on the exterior of the insulated glass panels. For toilet areas the interior pane of glass should be satin glass or similar tempered translucent glazing as approved by the architect.
- Remove existing roofing material and dispose of properly. Remove the tongue and groove deck salvaging any decking that may be reusable. The decking should be removed to the fascia board for inspection of all roof rafters. Repair or replace roof rafters as determined following inspection and deep probing to verify rot damage. Following restructure of the roof rafters, install new metal straps, tie downs and screw anchors as required to increase roof structure support in high winds. Install three-quarter inch CD X decking using deck screws treated for this installation. For the portion of decking exposed at the soffit, reuse the deck removed from the roof at the beginning of roof demolition. These are to be installed with deck screws to match the decking above. Install new fascia board to match original dimensions. Install drip edge around the perimeter of the soffit and cover the roof deck completely with peel and stick SBS underlayment over 100% of the roof deck. Install new standing seam metal roof with continuous gutters and downspouts. Metal to be baked enamel color from standard metal color palette or Galvalume as selected by architect. The roofing contractor to provide submittal detailing roof construction, gutters, downspouts and location of downspouts.
- Install new galvanized metal stud framing and WR gypsum board screwed to the metal studs. Install water-based foam insulation on all walls constructed with metal studs. R19 minimum. Screw 4 x 8 sheets of 5/8 inch Plyron to the metal studs with exposed head stainless steel screws. The Plyron will be used for mounting equipment to the wall on each side of the fire truck parking area. Contractor to assume eight pieces of Plyron mounted as instructed by architect.
- Install WR gypsum board ceilings in all new spaces.
- Install three-quarter inch plywood deck above toilets, entry, and storage construction.
- Install ladder as detailed to provide access to the HVAC equipment above toilets.
- Install interior doors as detailed and provide stainless steel hardware for all door latch systems and ball bearing hinges.
- Foam insulate between roof rafters with a water-based foam are 30 minimum thickness.
- Install 5/8 inch WR gypsum board over the ceiling structure.
- Install new light fixtures to approximate original shape units mounted to the ceiling with pendant mounted conduit and extend down and a mounting height of 10'0".
- Install perimeter LED lighting system to apply the ceiling for general display lighting a to be utilized when the fire truck is not requiring maintenance and will be reviewed by the public.
- Install a split DX air conditioning system, high-efficiency, heat pump with motion detectors which will activate upon sensing individuals in the toilets or the entry waiting area. This heat pump system should be a multi-zone system with individual controls in the two toilets and entry.
- Install a split DX air conditioning system, high-efficiency, multi-zone heat pump to cover the fire truck parking area and the storage room on the North side of the building.



- Install new electrical plugs in the North and South wall of the fire truck storage very and the South wall of the fire department storage room. Plug height should be 48 inches above finished floor.
- Install light switches in new walls.
- Install a new sump pump in the basement crawlspace. Install a flush mount lockable access door in the concrete floor to gain access to the crawl space. Provide a ladder approximately 48 inches long for access into the crawlspace for maintenance on the sump pump.
- Install gooseneck exterior lighting above all doorways. Install LED bulbs for light source with a minimum of 17 W at 1600 Lumens A19 base.

# **AGENDA ITEM #8**

**City of Kingsville**  
**Planning and Development Services**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Tom Ginter, Director

DATE: May 13, 2016

SUBJECT: Proposed revisions to the Historic Development Board Ordinance

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**Summary:** The current Historic Development Board has contradictory language and doesn't clarify the review process between staff and the Historical Development Board.

**Background:** Because of the contradictory language staff was putting permits for approval on the City Commission agendas after review by the Historical Development Board. It was felt that this was an extra step that wasn't needed but to make it clear the ordinance language should be clearer for the applicant and the staff. The recommended revisions are intended to do the following:

1. Clarify what permits are reviewed and approved by staff and what permits go to the Historical Development Board for their review and approval.
2. That only a permit denied by the Historical Development Board and the applicant wanting to appeal that decision will it then go to the City Commission.
3. That an application for a historic landmark, district, site will be reviewed by the Historical Development Board with a recommendation going to the City Commission.

**Financial Impact:** I do not anticipate a negative financial impact. We do hope that by making the administrative process less cumbersome that homeowners will invest in their properties which would be a positive impact.



**City of Kingsville**  
**Planning and Development Services**

**Recommendation:** Staff is open to any recommendations that will make the wording easier to understand for everybody involved. We do believe that conceptually these revisions are in the right direction. Approve revisions to the Historical Development ordinance.



**ORDINANCE NO.2016-\_\_\_\_\_**

**AMENDING THE CITY OF KINGSVILLE CODE OF ORDINANCES BY AMENDING CHAPTER XV, ARTICLE 5, HISTORICAL DISTRICTS AND LANDMARKS, SECTIONS 15-5-17 THROUGH 15-5-33, PROVIDING FOR A REVISED APPLICATION AND PERMIT APPROVAL PROCESS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE AND PUBLICATION.**

**WHEREAS**, this Ordinance is necessary to protect the public safety, health, and welfare of the City of Kingsville.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS:**

**I.**

**THAT** Sections 15-5-17 through 15-5-33 of Article 5: Historical Districts and Landmarks of Chapter XV, Land Usage, of the Code of Ordinances of the City of Kingsville, Texas, shall be amended to read as follows:

...

Sec. 15-5-17. - Secretary of board.

~~The City Manager shall appoint a representative from the City Planning and Urban Development Department~~ The Administrative Assistant from the City Planning and Development Serviced Department to act as Secretary and keep minutes of all meetings and shall not have voting rights.

(1962 Code, § 2-10-7; Ord. 91034, passed 10-28-91)

Sec. 15-5-18. - Terms of members.

Each member of the Board shall be appointed for a term of three years, except that of the members of the first Board to be appointed, three shall be appointed to serve for three years, three shall be appointed to serve for two years and three shall be appointed to serve for one year. The members of the Board shall likewise from the voting membership fill any vacancy in either of the offices of Chairman or Vice-Chairman. Any vacancy on the Board shall be filled by appointment by the City Commission for the remainder of the unexpired term. Any member of the Board who does not attend three consecutive Board meetings without good cause, may be replaced for the remainder of

his or her term, after being sent proper notice. Proper notice shall be notice by certified mail sent to the last known address of the member.

(1962 Code, § 2-10-8; Ord. 91034, passed 10-28-91; Ord. 2002-01, passed 1-14-02)

#### Sec. 15-5-19. - Meetings.

(A) The Board shall hold regularly scheduled meetings with advance notice posted according to the Texas Open Meetings Law. Additionally, meetings may be called upon request of the Chairman, or upon written request of three members, or upon notice from the Secretary of the Board that a matter requires the consideration of the Board.

(B) Upon receipt of an application for a building permit for the construction, reconstruction, alteration, restoration, relocation, demolition or razing of a building, buildings, or appurtenance in a historic district or historic landmark, the Board shall at the next regularly scheduled meeting consider the application for approval, approval with recommended changes, or disapproval. The person applying for the permit shall be advised of the time and place of the meeting and invited to appear to explain his reasons therefor. The Board may invite such other persons or groups as it desires to attend its meetings. The Board may hold any additional meetings it considers necessary to carry out its responsibilities as enumerated in this article.

(C) (B) A majority of the members appointed pursuant to § 15-5-16 of this article, shall constitute a quorum and action taken at a meeting shall require the affirmative vote of a majority of the members of the Board present at the meeting.

(D) (C) All decisions of the Board shall be in writing and shall state its findings, pertaining to approval, denial or recommended modification to the application. Copies shall be furnished to the applicant and to the Director of Development Services, or designee, and filed as part of the Board's public record.

(E) An applicant who is dissatisfied with a decision of the Board shall have the right within 30 days of receipt of notification of the Board's decision to appeal said decision to the City Commission, by giving written notice of appeal to the Director of Development Services.

(1962 Code, § 2-10-9; Ord. 91034, passed 10-28-91; Ord. 2002-01, passed 1-14-02; Ord. 2012-07, passed 3-8-2012)

#### Sec. 15-5-20. - Appointment of historic preservation officer.

(A) The Board shall appoint a qualified city official, staff person, or appropriate resident of the municipal entity to serve as Historic Preservation Officer. This officer shall administer this article and advise the Board on matters submitted to it.

- (B) In addition to serving as representative of the Board, the officer is responsible for coordinating the city's preservation activities with those of state and federal agencies and with local, state, and national nonprofit preservation organizations.

(1962 Code, § 2-10-11; Ord. 91034, passed 10-28-91)

Secs. 15-5-21—15-5-29. - Reserved.

## PERMIT PROCEDURES

Sec. 15-5-30. - Permit applications; duties and responsibilities of board and staff of planning and ~~urban development department~~ development services.

- (A) Construction, reconstruction, alteration, restoration, demolition, or relocation procedure.

(1) It is recommended that the applicant review in its entirety, the application packet that is given to them by the Planning Department staff. This packet (City of Kingsville Historical Development Board Application for permit review) provides the applicant the information that they should need in deciding to move forward with their project.

~~Upon receipt of an application for a permit in an historic district or historic landmark, a staff member from the City Planning Department shall evaluate if the desired construction, reconstruction, alteration, restoration, demolition, or relocation of a building, structure, or appurtenance will destroy the historical or architectural integrity of the site per the Secretary of the Interior's "Standards for Rehabilitation" No. 1—No. 10. If needed, the staff member shall contact the Chairman of the Historical Development Board for advice.~~

(2) Upon receipt of an application for a permit in a historic district or historic landmark, a staff member from the City Planning Department shall evaluate if the desired construction, reconstruction, alteration, restoration, demolition, or relocation of a building, structure, or appurtenance will destroy the historical or architectural integrity of the site per the Secretary of the Interior's "Standards for Rehabilitation" No. 1—No. 10.

~~If work to be done on the property in any way alters or destroys the property's original historical or architectural integrity, then the Board shall review the application at a regularly scheduled meeting within 30 days from the date the application is received, at which time an opportunity will be provided for the applicant to be heard. The Board will approve, deny, or approve with modifications the permit within 30 days after the review meeting. In the event the Board does not act within 60 days of the receipt of the application, a permit may be granted.~~

(3) Applications for certain minor alterations, additions, ordinary repairs or maintenance may be reviewed and approved administratively by the historic



preservation officer without review by the historic development board. If an application for a permit is denied or modified by the historic preservation officer, then the applicant shall have five days after receiving notice of the requested modification or denial to submit in writing a request for appeal to the historic development board. The request for appeal shall be submitted to the director of planning and development services.

For purposes of this article, those activities which constitute minor alterations, additions, repairs or maintenance include but are not limited to:

- (a) Replacement of deteriorated features, materials, or finishes with the same
- (b) Foundation, driveway, patio and sidewalk repair using the same type and color of materials
- (c) HVAC out of public site
- (d) Replacement of synthetic sidings with original wood siding
- (e) Paint colors consistent with district
- (f) Demolition of non-historic accessory structures or additions
- (g) Sign replacement or temporary banners
- (h) New or replacement fencing out of public sign
- (i) Minor landscaping or pool construction
- (j) Removal of burglar bars and doors
- (k) Reroofing, using the same type and color of material
- (l) Minor changes to the existing certificates of approval

A clear photograph of the building, object, or structure to be repaired, a brief description of the intended work and samples of replacement materials or paint for comparison with the existing building, object or structure must be furnished with the application. Site plan and specifications may be required as needed for adequate administrative review as determined by the historic preservation officer.

All decisions of the Board shall be in writing. The Board's decision shall state its findings pertaining to the approval, denial, or modification of the application. A copy shall be sent to the applicant. Additional copies shall be filed as part of the public record on that property and dispersed to appropriate city departments, e.g., building inspection.

- (4) Applications that do not meet the criteria in § 15-5-30(3) shall be considered by the Board. The Board shall at the next regularly scheduled meeting consider the application for approval, approval with recommended changes, or disapproval. The person applying for the permit shall be advised of the time and place of the meeting and invited to appear to his/her reasons therefor. The Board may invite such other persons or groups as it desires to attend its

meetings. The Board may hold any additional meetings it considers necessary to carry out its responsibilities as enumerated in this article.

The staff of the City Planning Department shall not take action upon a permit that destroys the historical integrity of a site unless such work has been approved by majority vote of the Historical Development Board as provided in § 15-5-16 of this article.

(5) The staff of the City Planning Department shall not take action upon a permit that destroys the historical integrity of a site unless such work has been approved by majority vote of the Historical Development Board as provided in § 15-5-19 of this article.

City staff shall act in accordance with the procedures presently being followed in that office except as those procedures are necessarily modified by the following requirements:

(a) They shall forward to the office of the Board a copy of application for a building permit together with a copy of a plot plan and the building plans and specifications filed by the applicant.

(b) They shall maintain in the Planning Department Office a record of all such applications, actions, and final disposition of the same, which shall be in addition to and appropriately cross-referenced to his other records.

(c) They shall require applicants to submit a sufficient number of additional copies of material required to be attached to an application for a building permit in compliance with the foregoing.

(6) City staff shall act in accordance with the procedures presently being followed in that office except as those procedures are necessarily modified by the following requirements:

(a) They shall forward to the office of the Board a copy of application for a building permit together with a copy of a plot plan and the building plans and specifications filed by the applicant.

(b) They shall maintain in the Planning Department Office a record of all such applications, actions, and final disposition of the same, which shall be in addition to and appropriately cross-referenced to his other records.

(c) They shall require applicants to submit a sufficient number of additional copies of material required to be attached to an application for a building permit in compliance with the foregoing.

(7) Renewal of Permit, Administratively or Historical Development Board.

The applicant has 12 months, to start construction from the approved date on the permit. If the applicant has not started in the 12 month time period, the applicant may request an extension before the 12 month time limit expires. The extension time period will be determined by the authorizing personnel. Depending upon who approved the permit will determine who approves the extension. Example, if the permit was approved administratively the staff will decide on the extension. If the

permit was approved by the Historical Development Board then they will make that decision. In either case, the decision on the extension request will be done in writing and given to the applicant. Only one extension will be granted by either approving entity.

(B) *Standards to be applied.* The same criteria considered by staff members of the City Planning Department as set forth in § 15-5-31 of this article shall be applied by the staff member in arriving at his determination as to issuance or denial of the permit.

(C) *Historic sites.* Property tax relief for historic structure revitalization.

(D) *Application for historic designation as a subject, site, landmark, structure, district or area.*

(1) Application process will entail a completed "city historical site register" form.

(2) The Texas Historical Commission rules will apply for designation as an historic site, area, district.

(3) The Historic Development Board will review each application and make a recommendation to the City Commission ~~determination~~ within 60 days of the application.

(1962 Code, § 2-10-10; Ord. 91034, passed 10-28-91; Ord. 97013, passed 5-28-97; Ord. 97044, passed 12-8-97)

Sec. 15-5-31. - Criteria to be used by board in determining its decisions ~~recommendation~~ on permits.

(A) Historic districts. ~~In determining the recommendation to be presented to the City Commission concerning the issuing of a permit for the construction, reconstruction, alteration, restoration, relocation, demolition or razing of all or part of any building, structure or appurtenance within a historic district, the Board shall consider the following matters per guidance from the Secretary of the Interior's "Standards for Rehabilitation:"~~

(1) The effect of the proposed change upon the general historic, cultural and architectural nature of the district.

(2) The appropriateness of exterior architectural features which can be seen from a public street, alley, road, highway or walkway.

(3) The general design, arrangement, texture, material and color of the building, structure or appurtenances and the relation of such factors to similar features of buildings, structures or appurtenances in the district. The criterion shall not be the aesthetic appeal to the Board of the structure or the proposed remodeling, but rather its conformity to the general character of the particular historic area involved.

- (4) Signs which are out of keeping with the character of the historic district in question shall not be permitted.
- (5) The value of the historic district as an area of unique interest and character shall not be impaired.

(B) Historic landmark. ~~In determining the recommendation to be presented to the City Commission concerning the issuing of a permit for the construction, reconstruction, alteration, restoration, relocation, demolition or razing of all or part of any designated historic landmark, the Board shall consider the Secretary of Interior's "Standards for Rehabilitation" and those considerations which gave rise to the original request for the designation of the place as an historic landmark as well as the following matters:~~

- (1) The effect of the proposed change upon the historic, architectural, or cultural nature of the landmark.
- (2) The appropriateness of exterior architectural features which can be seen from a public street, alley, road, highway or walkway.
- (3) The general design, arrangement, texture, material and color of the building or structure site and the similarity, contrast, or other relation of such factors to other landmarks built at or during the same period, as well as the uniqueness of such features, considering the remaining examples of architectural, historical, and cultural values.
- (4) Signs which are out of keeping with the character of the historic landmark shall not be permitted.
- (5) The value of the historic landmark as a place of unique interest or character shall not be impaired.

(1962 Code, § 2-10-12; Ord. 91034, passed 10-28-91; Ord. 97044, passed 12-8-97)

Sec. 15-5-32. - Findings of the board concerning permit applications.

(A) If the Board decides to recommend against the granting of a permit, it shall indicate to the applicant the changes in plans and specifications, if any, which in the opinion of the Board, would protect the distinctive historical character of the historic district or historic landmark. ~~The Board shall withhold its report to the City Commission for a period of five days following its discussion to allow the applicant to decide whether or not to make the suggested changes in his plans and specifications.~~ If the applicant determines that he will make the suggested changes, he shall so advise the Board within ~~that time in writing~~ 5 days of receipt of Board's decision.

(B) An applicant who is dissatisfied with a decision of the Board shall have the right within 30 days of receipt of notification of the Board's decision to appeal said decision to the City Commission, by giving written notice of appeal to the Director of Planning & Development Services. ~~The Board, after the meeting provided for in § 15-5-19 of this article and after the making of any changes in the plans and specifications as provided~~



in division (A) of this section shall submit to the City Commission, in writing, its recommendation concerning the issuance of a permit for the construction, reconstruction, alteration, restoration, relocation, demolition or razing of all or part of any building, structure or appurtenance within the historic district or historic landmark. The written report shall include the opinion and recommendation of the Board as stated in subdivisions (7) and (8) of this division and may include all or any part of the matters stated in subdivisions (1) through (5) of this division.

- (1) The exact location of the area or place in which the work is to be done.
- (2) The exterior changes to be made or the exterior character of the building, structure or appurtenance to be erected.
- (3) A list of the surrounding building, structures or appurtenances with their general exterior characteristics.
- (4) The effect of the proposed change upon the general historic and architectural nature of the district or landmark.
- (5) The appropriateness of exterior architectural features which can be seen from a public street, alley, trail or walkway.
- (6) The general design, arrangement, texture, material and color of the building, structure or appurtenance and the relation of such factors to similar features of buildings, structures or appurtenances in a district, or to the general period of construction in a district or landmark.
- (7) The opinion of the Board, including any dissent, as to the appropriateness of the work proposed as it will preserve or destroy the historic aspect and nature of the district or landmark.
- (8) The specific recommendation of the Board.

(1962 Code, § 2-10-13; Ord. 91034, passed 10-28-91; Ord. 97044, passed 12-8-97)

#### Sec. 15-5-33. - Action by city commission.

Upon receipt of the report from the Director of Planning & Development Services, the City Commission shall receive the appeal at the next available regularly scheduled meeting of the Board, as provided in § 15-5-31, the City Commission shall make its determination at the next regularly scheduled meeting following the matters to be considered enumerated in § 15-5-30, and shall immediately notify the applicant in writing of its approval, conditional approval, or disapproval. A copy of the notice of approval, conditional approval, or disapproval shall be provided to the Board.

(1962 Code, § 2-10-14; Ord. 91034, passed 10-28-91)

...

II.

**THAT** all Ordinances or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

III.

**THAT** if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgment of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Commission that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

IV.

**THAT** this Ordinance shall be codified and become effective on and after adoption and publication as required by law.

**INTRODUCED** on this the 31st day of May, 2016.

**PASSED AND APPROVED** on this the \_\_\_\_\_ day of June, 2016.

**EFFECTIVE DATE:** \_\_\_\_\_

\_\_\_\_\_  
Sam R. Fugate, Mayor

**ATTEST:**

\_\_\_\_\_  
Mary Valenzuela, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Courtney Alvarez, City Attorney

# **AGENDA ITEM #9**



**City of Kingsville**  
**Purchasing/IT Department**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: David Mason, Director

DATE: May 16, 2016

SUBJECT: Roofs for Fire Dept and Park

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**Summary:**

This item authorizes the installation of a new roof for Fire Department Station 1 and the Equipment Barn at Dick Kleberg Park.

**Background:**

The roofs at these buildings are in dire need of repair/replacement. The Fire Department flat roof will use a TPO (thermoplastic polyolefin) system manufactured by Duro-Last while the roof at the Park will be a conventional roof with new decking, felt and 30 year shingles.

**Financial Impact:**

Funds are available through CO 2016 with no more than \$46,903.00 expended from 033-5-22000-71300, Station 1 Improvements of which \$175,000.00 is available and \$19,518.00 from 033-5-4503-71300, Equipment Barn Improvements of which \$25,000.00 is available.

**Recommendation:**

It is recommended the City contracts with Parsons Commercial Roofing, Inc. PO Box 21835, Waco, TX 76702-1835. Parsons is a member of the TIPS Purchasing Cooperative and has done the roof at ESC2 and City Hall in Corpus Christi, as well as many others. Local government code 271 Subchapter F allows for the use of a cooperative purchasing program, specifically 271.102 (c), states, "A local government that purchases good and service under this subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of goods and service." Therefore, competitive bidding statutes have been met.





# Parsons Commercial Roofing, Inc

Serving the Building Industry Since 1948

Home Office: P.O. Box 21835 Waco, TX 76702-1835 • Fax (254) 881-1995 • [www.parsonsroofing.com](http://www.parsonsroofing.com)  
Waco (254) 881-1733 • Temple (254) 773-3777 • Killeen 254-554-5888 • Austin (512) 264-0606 • Dallas (214) 361-0174  
San Antonio (210) 340-1610 • Toll Free (877) 881-1733

Submitted To: City of Kingsville David Mason ("Purchaser") Date: 4.25.2016  
Street: PO Box 1458 Job Name: Fire Department  
City, State, Zip: Kingsville, TX 78363 Job Location: 119 N. 10th St. Kingsville, TX  
Telephone: 301-595-8025 Contractors Work To Begin: TBD  
E-Mail Address: dmason@cityofkingsville.com Salesman: Kevin Strain  
Fax: \_\_\_\_\_

Subject to a prompt acceptance within 30 days from above date, and further subject to all terms and conditions on the front side hereof.  
PARSONS COMMERCIAL ROOFING, INC. ("Contractor") Proposes to furnish materials and labor as hereafter specified for the "Work" described as follows:

## Scope Of Work:

1. Remove all debris from roofing area.
  2. Install 1/2 " expanded polystyrene (EPS) insulation over existing roofing system,  
fastening in accordance with membrane manufacturer specifications.
  3. Contractor shall furnish and mechanically fasten, a 40 mil single-ply membrane roofing system that is  
fabricated of a weft inserted low-shrink, anti-wicking polyester fabric and has a thermoplastic coating material  
laminated to both sides as manufactured by Duro-Last Roofing, Inc.
  4. Install prefabricated flashings around all curbs, deck penetrations and drains in accordance with membrane  
manufacturer specifications.
  5. Encapsulate all parapet walls and cover expansion joints with Duro-Last membrane
  6. Install 24ga prefinished fascia bar with Kynar-coated metal cover, at roof perimeter. Cover color shall be chosen by building owner.
  7. Dispose of all debris in an approved facility in accordance with all local, state and federal regulations.
  8. Includes, as issued by manufacturer, a 15 year Labor and Material Warranty which includes liability of  
consequential damages.
  9. Includes all Workmen Compensation and General Liability Insurance.
  10. Install walkpads on serviceable side of AC units.
  11. Install tapered under windows to drain water away from wall.
  12. Install new 24ga commercial gutters 100 'and downspouts 156'.
- Option: Install a 50mil Duro-Last roof with a 20 year NDL warranty, please add to base bid \$2,385.00  
Option: Install a 45mil TPO roof system with a 10 yr material and a 2 yr workmanship warranty \$35,518.00

The Contract sum due Contractor for the Work is: \$44,518.00  
Terms: 50% draw upon order of materials and balance due upon completion Sales Tax (not included)

**Parsons Commercial Roofing, Inc**

By: \_\_\_\_\_ By: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_

ACCEPTANCE: The undersigned ("Purchaser") by execution hereof accepts this document and all of its terms and conditions contained herein and on the front side hereof as a binding contract.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

THIS INSTRUMENT was acknowledged before me on \_\_\_\_\_ By: \_\_\_\_\_

Notary Public in and for The State of Texas

My Commission Expires: \_\_\_\_\_

STANDARD



# Parsons Commercial Roofing, Inc.

Serving the Building Industry Since 1948

Home Office: P.O. Box 21835 Waco, TX 76702-1835 • Fax (254) 881-1995 • [www.parsonsroofing.com](http://www.parsonsroofing.com)  
Waco (254) 881-1733 • Temple (254) 773-3777 • Killeen 254-554-5888 • Austin (512) 264-0606 • Dallas (214) 361-0174  
San Antonio (210) 340-1610 • Toll Free (877) 881-1733

Submitted To: City of Kingsville David Mason ("Purchaser") Date: 4.25.2016  
Street: PO Box 1458 Job Name: Parks and Recreation Building  
City, State, Zip: Kingsville, TX 78363 Job Location: 501 E. Escondido Kingsville, TX  
Telephone: 301-595-8025 Contractors Work To Begin: TBD  
E-Mail Address: dmason@cityofkingsville.com Salesman: Kevin Strain  
Fax: \_\_\_\_\_

Subject to a prompt acceptance within 30 days from above date, and further subject to all terms and conditions on the front side hereof.  
PARSONS COMMERCIAL ROOFING, INC. ("Contractor") Proposes to furnish materials and labor as hereafter specified for the "Work" described as follows:

## Scope Of Work:

1. Tear off existing shingles and wood deck.
2. Install new wood decking.
3. Install new 15# felt.
4. Install new 30 yr dimensional shingles.
5. Install new 2" x 2" drip edge.

Excludes any other rotten wood.

Rotten wood shall be replaced at \$5.00/ft

The Contract sum due Contractor for the Work is: \$19,518.00

Terms: 50% draw upon order of materials and balance due upon completion Sales Tax (not included \_\_\_\_\_)

**Parsons Commercial Roofing, Inc**

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_

ACCEPTANCE: The undersigned ("Purchaser") by execution hereof accepts this document and all of its terms and conditions contained herein and on the front side hereof as a binding contract.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

THIS INSTRUMENT was acknowledged before me on \_\_\_\_\_ By: \_\_\_\_\_

Notary Public in and for The State of Texas

My Commission Expires: \_\_\_\_\_

033-5-2/503-7/300

STANDARD

# **AGENDA ITEM #10**

**City of Kingsville  
Planning Department**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Cynthia Martin, Downtown Manager

DATE: May 26, 2016

SUBJECT: Historical Development Board review – 612 E Henrietta

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**Summary:** The Historical Development Board met on May 18, 2016, to evaluate an application for a permit for replacement of front and back doors, replacement of four windows, new flooring on front porch and repair of roof in utility room & walkway at 6TH, BLOCK 8, LOT 27 also known as 612 E Henrietta as presented by Carlos Cisneros, owner. A copy of the application for review and related documentation are attached.

**Background:** Mr. Cisneros proposes to replace four deteriorated windows and the front and back doors of the house at 612 E Henrietta. The replacement windows will be aluminum of similar size and configuration to the current windows. The entry doors will be flat paneled doors. The current concrete stoop will be replaced by a wooden stoop of the same size and placement.

**Financial Impact:** NA

**Recommendation:** The Historical Development Board unanimously recommended approval of the permit application as submitted. It is requested that the City Commission approve Mr. Cisneros's application for a permit for this work.



# Historical Development Board Review Application

Date of Request: 04/08/16 Property is zoned: \_\_\_\_\_

Property Location and Description: 612 E. HENRIETTA BETWEEN 10TH & 11TH

Year Built: \_\_\_\_\_ Style, Period, Condition, Context or other Comments: \_\_\_\_\_

Description of Work: REPAIR ROOF IN UTILITY ROOM & WALL, REPLACES FRONT & BACK DOORS, REPLACES 3 WINDOWS, REWIRE ENTIRE HOUSE (ELECTICAL), REPLACE STREET ROCK WHERE NEEDED, TEXTURE TACK PAINT AND NEW FLOORING WOOD PORCH AT FRONT

Applicant: CARLOS E. CISNELOS

Address: 612 E. HENRIETTA

Contact: Cell: (361) 2281553 Office: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: SELF

Contact: Cell: X Office: \_\_\_\_\_ Home: \_\_\_\_\_ Email: \_\_\_\_\_

## Documents Required:

- |  | Req'd                               | Have                     |
|--|-------------------------------------|--------------------------|
| 1. Building or Planning Department Application(s)          | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Sketch, Drawing, Plans, Site Plans, Mock-ups            | <input type="checkbox"/>            | <input type="checkbox"/> |
| 3. Photographs (Historic, Current, Surrounding Structures) | <input type="checkbox"/>            | <input type="checkbox"/> |
| 4. Materials List or Samples                               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Proof of Ownership                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

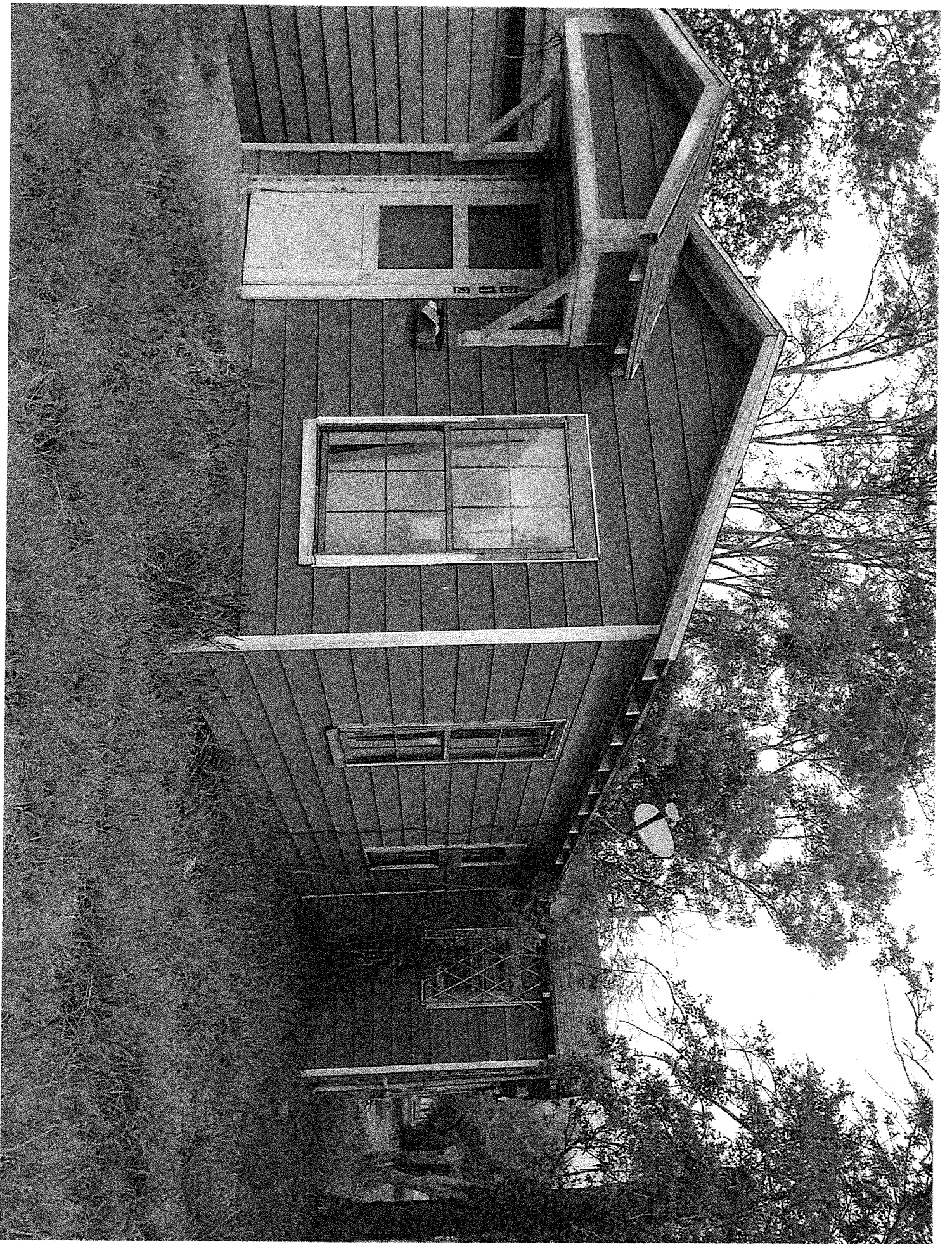
I certify that this information and the additional information submitted to the Planning Department is correct and that the work will be completed as described, as approved by the Historical Development Board and in accordance with applicable codes.

Print Name: CARLOS E. CISNELOS Signature: [Signature]

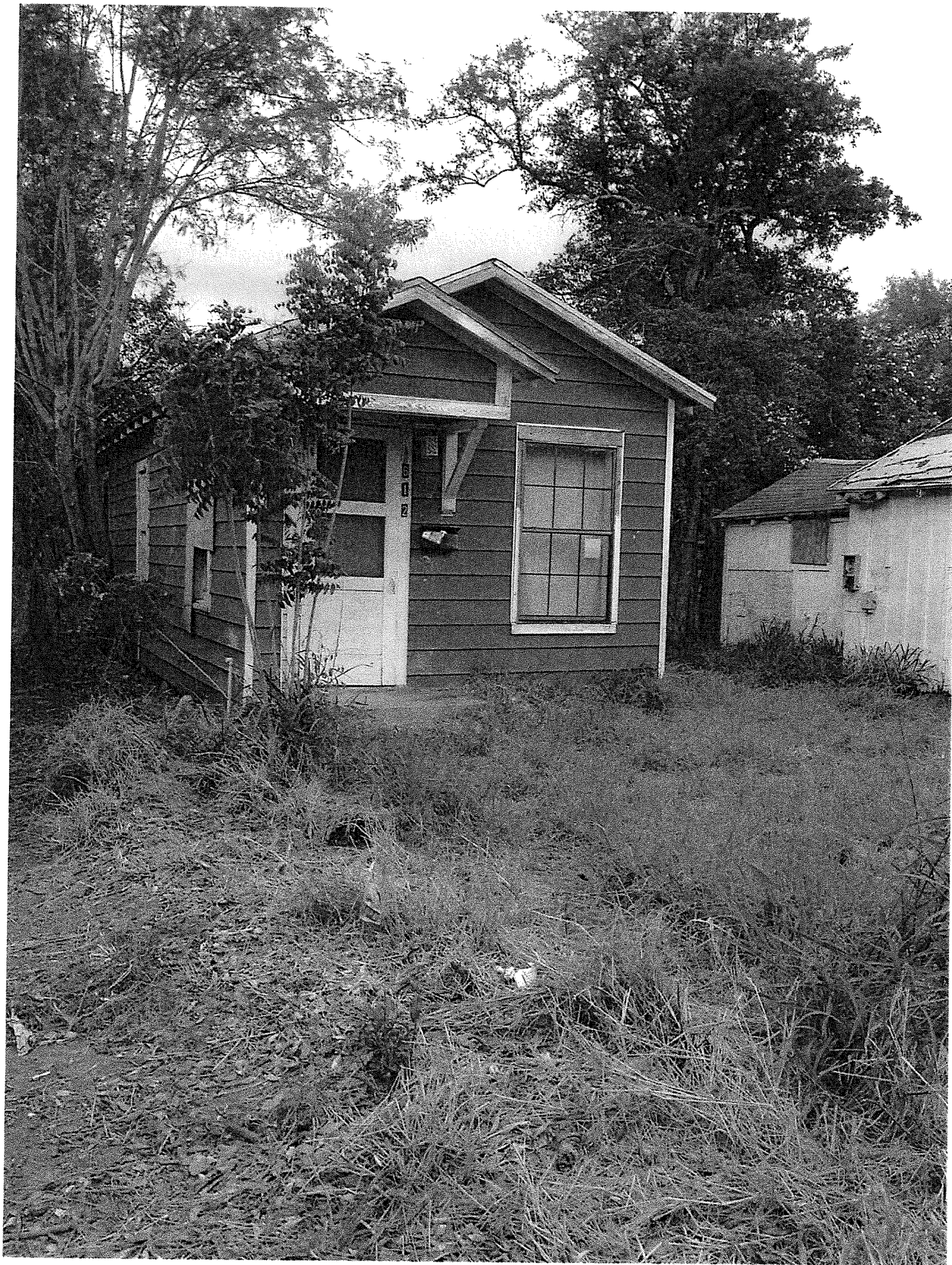
Hearing Date: \_\_\_\_\_ Approved ☐ Disapproved with conditions ☐ Disapproved ☐

- Meetings are held in the City Hall Commission Chambers, 200 East Kleberg Avenue.
- If the Board disapproves the application with recommended changes, the applicant has 5 days to inform the City if he/she accepts the changes.
- If the application is disapproved or if the applicant does not accept all recommendations, he/she may appeal the Board's decision by informing the City within the 5 day period.
- The Board only hears cases when the owner is present or represented.
- Call 361-219-9325 for information.











# **AGENDA ITEM #11**

# **AGENDA ITEM #12**