

City of Kingsville, Texas

AGENDA CITY COMMISSION MONDAY, JUNE 6, 2016 SPECIAL MEETING

HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS
CITY HALL/200 EAST KLEBERG AVENUE
6:00 P.M.

I. Preliminary Proceedings.

OPEN MEETING

INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)

MINUTES OF PREVIOUS MEETING(S)

None.

APPROVED BY:



Jesús A. Garza
City Manager

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

1. None.

III. Reports from Commission & Staff.²

“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.”

IV. Public Comment on Agenda Items.³

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being discussed separately unless requested by a Commission Member in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon.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 final passage 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).
2. Motion to approve the reappointment of Ms. Dora Martinez to the Civil Service Commission for another three (3) year term. (Human Resources Director).
3. Motion to approve the appointment of Tamara Brennan to the Historical Development Board for a three (3) year term. (Downtown Manager).

REGULAR AGENDA

CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:

VI. Items for consideration by Commissioners.⁴

4. Discuss response and recovery efforts related to Kingsville's severe weather events (16-008) and the FEMA Public Assistance Program. (City Manager).
5. Consider introduction of an ordinance amending the Fiscal Year 2015-2016 budget to include transfers for the creation of a Disaster Response Recovery Fund for city expenses. (City Manager).

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.

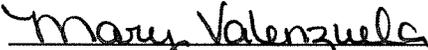
NOTICE

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 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:

June 3, 2016 at 4:45 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

CONSENT AGENDA

AGENDA ITEM #1

**City of Kingsville
Finance Department**

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

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 |
|-----------|------------------|---------------|-----------------|-----------------|-----------------|
|-----------|------------------|---------------|-----------------|-----------------|-----------------|

Fund 008-Task Force-Criminal Justice Division

| | | | | | |
|-----------------|--|----------------------------|-------|------------------|------------------|
| <u>Equity</u> | | | | | |
| 2 | | Restricted-Law Enforcement | 61002 | | <u>\$250,000</u> |
| <u>Expenses</u> | | | | | |
| 5-6900 | | Transfer Out to Fund 033 | 80033 | <u>\$250,000</u> | |

Fund 033-CO Series 2016-General

| | | | | | |
|-----------------|--|------------------------|-------|------------------|--|
| <u>Revenues</u> | | | | | |
| 4-0000 | | Transfer From Fund 008 | 75008 | <u>\$250,000</u> | |
| <u>Expenses</u> | | | | | |
| 5-2103 | | Machinery/Equipment | 71200 | <u>\$250,000</u> | |

[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 31st 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 #2

**City of Kingsville
Department Name**

TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Diana Gonzales, Human Resource Director/Civil Service Director

DATE: June 2, 2016

SUBJECT: Civil Service Commission Vacancy

Summary: Ms. Dora Martinez currently services as one of the City's a Civil Service Commissioner and the appointment term expires on July 22, 2016. Request consideration to re-appointment Ms. Dora Martinez for a third term as Civil Service Commissioner. Re-appointment is for a 3 year term from July 23, 2016 – July 23, 2019.

Background: The City's Civil Service Commission consists of three (3) individuals who are appointed by the municipality's chief executive and confirmed by the governing body of the municipality. Members serve staggered three-year terms with the term of one member expiring each year. A person appointed to this position must meet guidelines established by Texas Local Government Code Chapter 143.006 (c) as follows:

1. be of good moral character;
2. be a United States citizen;
3. be a resident of the municipality who has resided in the municipality for more than three years;
4. be over 25 years of age; and
5. not have held a public office within the preceding three years.

Additional exceptions to (c)5 above,

"the municipality's chief executive may reappoint a commission member to consecutive terms. A commission member may not be reappointed to more than a third consecutive term unless the member's reappointment to a fourth or subsequent consecutive term is confirmed by a two-thirds majority of all the members of the municipality's governing body."

Financial Impact: None

Recommendation: Appointment of Ms. Dora Martinez to the Civil Service Commission for a 3 year term effective July 23, 2016 to July 23, 2019.



AGENDA ITEM #3

**City of Kingsville
Planning Department**

TO: Mayor and City Commissioners
CC: Jesus A. Garza, City Manager
FROM: Cynthia Martin, Downtown Manager
DATE: June 2, 2016
SUBJECT: Historical Development Board Appointment

Summary: The Historical Development Board members currently has two openings.

Background: Mrs. Tamara Brennan, 709 W Henrietta, has lived in Kingsville for ten years. She is a licensed real estate broker with Quail Country Realty LLC. As a resident of the historic district, Mrs. Brennan has a special interest in educating others on the importance of protecting the city's historic resources for the city's cultural, social and economic benefit.

Financial Impact: NA

Recommendation: The Historical Development Board recommended that Tamara Brennan be appointed to this Board for a three year term.



TAMARA ANN BRENNAN

709 W. Henrietta Avenue · Kingsville, Texas 78363

Telephone 361-548-3096

Summary

My professional abilities include strong financial and management skills within the marketing and sales, real estate development, and construction industries. I can envision the big picture while simultaneously managing complex operations. I have a proven track record of achieving desired goals.

Major Accomplishments

Oversaw multiple real estate projects of varying types and scope with values in excess of \$65 million while adhering to budgets and timeframes.

Successfully applied financial and business skills to development and implementation of practical and innovative financial policies and strategies for public funds as elected official.

Achieved licensed Real Estate Broker status in several jurisdictions. Currently licensed in Florida and Texas.

Employment

REAL ESTATE BROKER (9/06 – PRESENT)
Quail Country Realty, LLC Kingsville, Texas

Full service real estate company; capable of handling a wide range of transactions for clients from the most modest home to acreage with development opportunities. Registered HUD Broker. Licensed Broker in Texas and Florida.

BUSINESS SERVICES (6/06 - PRESENT)
Uptown Business Services, LLC (Owner) Kingsville, Texas

Providing business services for clients from a wide range of professions. Responsible for financial management of the company; management of staff.

REAL ESTATE BROKER (6/00 – 9/05)
Tamara A. Buonvino Real Estate Ormond Beach, Florida

Operated as a sole proprietor with listings and sales in excess of \$7.5 million; two consecutive years. Worked closely with asset managers, regional homebuilders and local real estate offices to acquire market and sell properties for developers and investors. Successfully re-branded, marketed and sold distressed property on behalf of equity lenders.

TREASURER (3/99-9/00)
Town of Stratton Stratton, Vermont

Elected trustee of public funds for community with \$2.5 million annual budget. Responsible for the management of town finances including payroll, payables and, tax collection, departmental budgets, control of operational and investment management. Implemented investment plan to maximize return on town funds. Restructured departmental budget reducing the required town contribution portion to FEMA disaster insurance yielding savings of 50% annually. Expertise

with specialized municipal accounting software (NEMRC), Microsoft Word, Excel and Lotus.

VICE -PRESIDENT, DIRECTOR OF MARKETING (1989-1998)
Tandem Development Group Mystic, Connecticut

Directed an award winning in-house and retail marketing and sales program for creative real estate development firm from the ground floor to sell out. Supervised sales staff as multi-state licensed Real Estate Broker. Coordinated marketing and sales efforts with financial, planning, design, development and construction departments. Supported corporate team leadership of innovative, multi-faceted firm in tract and multi-unit residential, commercial, and health care and resort development projects. Other responsibilities included preparing reports for lenders and equity partners, project feasibility, developing construction budgets and setting market prices, construction scheduling timeframes, and administering contract compliance. Special projects included long term development contracts for publicly funded special needs housing and healthcare facilities. Utilized MLS – MIS System, Real World Accounting Program, Microsoft Project, Goldmine Contact Management, and Microsoft Publisher.

REAL ESTATE SALESPERSON (1985-89)
Pequot Properties Mystic, Connecticut
Top producing, independent licensed real estate agent with the market leading regional brokerage firm.

Education

BUSINESS ADMINISTRATION ATTENDED (1978-80)
Mitchell College New London, Connecticut

Attended classes without earning degree while raising two small children and helping to manage family household and business.

SKILLS

| | |
|----------------------------|---|
| Proven closer | Team player |
| Cool headed under pressure | Computer, internet and technology expertise |
| Goal oriented | Open minded and creative |

Diversified professional skills with broad based business exposure

Other Interests

Epiphany Episcopal School – Board member, Treasurer
TAMUK - University Women's Club, Secretary
Executive Women's Golf Association, Corpus Christi Chapter, Membership Chairperson
Mystic Junior Woman's Club, Past President, Past Secretary
National Association of Women in Construction, Norwich/New London Chapter, Past Treasurer, Past Education Chairperson
Past member of Grievance Committee, Norwich/New London Board of Realtors
Magnolia Garden Club, Past President, Ormond Beach, Florida
Oceanside Niners, Past President, Oceanside Country Club, Ormond Beach, Florida

References provided upon request.

REGULAR AGENDA

AGENDA ITEM #4

AGENDA ITEM #5

**City of Kingsville
City Manager's Office**

TO: Mayor and City Commissioners
FROM: Jesus A. Garza, City Manager
DATE: June 2, 2016
SUBJECT: Disaster Response Recovery Fund

Summary:

This item authorizes the transfer of \$100,000 to create a Disaster Response Recovery Fund.

Background:

After recent storms, the need for a disaster response recovery fund became apparent. The City intends to establish a fund that will hold yearly contributions in the event of future disaster situations. The City will begin funding this Disaster Recovery Fund with \$50,000 transfers from both the General and Utility Fund.

Financial Impact:

This budget amendment will transfer out \$50,000 from the General Fund and \$50,000 from the Utility Fund to create a Disaster Response Recovery Fund with a year 1 contribution of \$100,000.

Recommendation:

Staff is recommending the FY 15-16 budget be amended to include the \$100,000 in transfers to the Disaster Recovery Fund-Fund 099.



ORDINANCE NO. 2016-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2015-2016 BUDGET TO INCLUDE TRANSFERS FOR THE CREATION OF A DISASTER RESPONSE RECOVERY FUND FOR CITY EXPENSES.

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 |
|--|------------------|---------------------------|-----------------|------------------|-----------------|
| Fund 001-General Fund | | | | | |
| <u>Equity</u> | | | | | |
| 2 | | Unassigned Fund Balance | 61002 | | <u>\$50,000</u> |
| <u>Expenses</u> | | | | | |
| 5-6900 | | Transfer Out to Fund 099 | 80099 | <u>\$50,000</u> | |
| Fund 051-Utility Fund | | | | | |
| <u>Equity</u> | | | | | |
| 2 | | Unrestricted Fund Balance | 61004 | | <u>\$50,000</u> |
| <u>Expenses</u> | | | | | |
| 5-6900 | | Transfer Out to Fund 099 | 80099 | <u>\$50,000</u> | |
| Fund 099-Disaster Recovery Fund | | | | | |
| <u>Revenue</u> | | | | | |
| 4-0000 | | Transfer In From Fund 001 | 75001 | \$ 50,000 | |
| 4-0000 | | Transfer In From Fund 051 | 75010 | <u>\$ 50,000</u> | |
| | | | | <u>\$100,000</u> | |

[To amend the City of Kingsville FY 15-16 Budget to include transfers from the General and Utility Funds to create a Disaster Response Recovery Fund as per the attached memo from the City Manager.]

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 6th day of June, 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