

# *City of Kingsville, Texas*

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## **AGENDA CITY COMMISSION MONDAY, SEPTEMBER 12, 2016 REGULAR 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)**

Regular Meeting – August 22, 2016

Special Meeting – September 6, 2016

APPROVED BY:

  
Jesus A. Garza  
City Manager

### **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."*

### **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being discussed separately unless requested by a Commission Member in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon.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)*

NONE.

**REGULAR AGENDA**

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

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

1. Consider final passage of an ordinance adopting the City Manager's Budget, as amended, of the City of Kingsville, Texas, and appropriating funds for the fiscal year beginning October 01, 2016 and ending September 30, 2017 in the particulars hereinafter stated. (Director of Finance).
2. Consider final passage of an ordinance establishing and adopting the ad valorem tax rate for all taxable property within the City of Kingsville, Texas for the Fiscal Year beginning October 01, 2016 and ending September 30, 2017, distributing the tax levy among the various funds, and providing for a lien on real and personal property to secure the payment of taxes assessed. (Director of Finance).
3. Consider ratifying the property tax increase reflected in the 2016-2017 Annual Budget of the City of Kingsville. (Director of Finance).
4. Consider introduction of an ordinance amending the City of Kingsville Code of Ordinances by amending Chapter III, Article 7, Personnel Policies. (Human Resource Director).
5. Consider introduction of an ordinance amending the Fiscal Year 2015-2016 budget to cover end of year deficit accounts and to close and or create additional funds. (Director of Finance).
6. Consider introduction of an ordinance authorizing the Finance Director to write-off City of Kingsville accounts receivables in the amount of fifty-eight thousand one hundred and one dollars and thirty-one cents (\$58,101.31), where it has been determined that such accounts are uncollectible. (Finance Director).
7. Consider a resolution revising methods by which city funds shall be transferred between funds, between departments, and within departments. (Director of Finance).
8. Consider awarding the construction contract for the renovation of the cottage building (done via competitive sealed proposals), as per staff recommendation. (Director of Purchasing).

9. Consider award for Architectural Services (RFQ16-11) for renovation of the Municipal Building and authorize staff to negotiate a contract, as per staff recommendation. (Director of Purchasing).

10. Consider approving change order #1 for additional street base repairs for Clarke Construction contract for the 6<sup>th</sup> Street project. (City Engineer/Public Works Director).

#### **VII. Adjournment.**

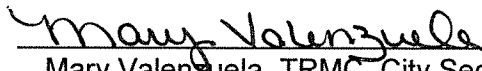
1. No person's comments shall exceed 5 minutes. Cannot be extended by Commission.
2. No person's comments shall exceed 5 minutes without permission of majority of Commission.
3. Comments are limited to 3 minutes per person. May be extended or permitted at other times in the meeting only with 5 affirmative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

September 9, 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)**

**AUGUST 22, 2016**

**A REGULAR MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON MONDAY, AUGUST 22, 2016 IN THE HONORABLE ROBERT H. ALCORN COMMISSION CHAMBERS 200 EAST KLEBERG AVENUE AT 4:00 P.M.**

**CITY COMMISSION PRESENT:**

Sam Fugate, Mayor  
Edna Lopez, Commissioner  
Arturo Pecos, Commissioner  
Noel Pena, 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  
Emilio Garcia, Health Director  
Bill Donnell, Assistant Public Works Director  
Diana Gonzales, Human Resources Director  
Susan Ivy, Parks Manager  
David Solis, Risk Manager  
Deborah Balli, Finance Director  
Adrian Garcia, Fire Chief  
Charlie Cardenas, Public Works Director/Engineer  
Sharam Santanilla, Capital Improvement Manager  
Leo Alarcon, Tourism Director  
Robert Rodriguez, Library Director  
Jennifer Bernal, Community Appearance Supervisor  
David Mason, Purchasing/IT Director  
Stacie Pena, Accountant Manager  
Tony Verdin, IT Specialist  
Kyle Benson, Help Desk  
Cynthia Martin, Downtown Manager

**I. Preliminary Proceedings.**

**OPEN MEETING**

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

**CONVENE INTO BUDGET WORKSHOP:**

Review and discuss proposed fiscal year 2016-2017 budget for departments of the City of Kingsville. (City Manager).

Mr. Jesús Garza, City Manager made a presentation to the City Commission on the draft budget for the upcoming Fiscal Year 2016-2017. Part of this budget is to bring some purpose to the budget and its presentation. Several months ago a survey was distributed to the Commission and staff. The purpose of this survey was to get a sense of what was priority to the Commission and to rate the services provided by the City. Some services were shown as needing some improvements while others were rated as satisfactory. The report gave staff a glimpse to the areas that need assessing and/or improvements in the upcoming fiscal year. These areas include components of the meters that are failing are associated with the drive by reading technology. These failures are causing meters to be read manually, which can be a challenge due to current

work load for the Meter Technicians. The number of abatements has increased dramatically over the last few years which presents a challenge to the division which remains at similar staffing levels since 2011. Also being presented is the quarterly budget report which shows some areas of concern which has been discussed in the past six months how Tourism revenues have been declining this year. Municipal Court has also been trending down due to staffing challenges. Garza further commented that overall the City will see an increase in property and sales taxes due to new housing developments and Hobby Lobby coming into Kingsville. With the potential impact of Hobby Lobby, the city has increased their sales tax revenue projection by \$25,000. The projected sales for Hobby Lobby range from \$5 Million to \$7 Million which if we take 2% of this amount, which is what comes back to the local level is about \$130,000, of this amount the City gets three-fourths and the County receives half a percent of the amount. With Hobby Lobby scheduled to open in February 2017, the City is only expecting a few months of sales tax coming in from Hobby Lobby, so staff budgeted very conservatively only seeing an increase of \$25,000 even though in a year span that impact could be about \$70,000. Staff is also projecting an increase in property tax due to the increase in the evaluations of real property. This is directly tied to some of the economic development that has occurred in the last couple of years such as Wild Wood Trails to some of the new multi-family units.

Both Commission and staff identified compensation and benefits as an area that needed to be addressed. The City of Kingsville has had a third party compensation study done that will help develop a three-year compensation plan which will be discussed further during the Special Commission meeting scheduled for Wednesday, August 31<sup>st</sup>. A representative from the third party firm will be in attendance at the meeting to discuss their findings.

Mayor Fugate asked that by looking at the pie chart that is within the budget notebook, it shows that 44% of the general fund is actually spent on Public Safety and further asked if other cities also use the majority of their budget for Public Safety. Mr. Garza responded that cities traditionally spend more than 50% of their general fund on Public Safety with administrative cost staying closer to 20%. Keeping administration expenses below 20% insures that the majority of these general fund dollars are spent on more direct, visible and tangible purposes. The lowest recipient of General Fund dollars is our Street Operations with less than 8% spent from the General Fund. The lack of historical investment in streets which validates the decision that this Commission made last year to have a Street User Fee. This clearly shows that less than 10% is actually spent on Street Operations.

Mr. Garza further commented that this budget focuses on modernization through technology to improve customer service. This will make sure that we are producing a product to our residents/customers that is better. Budget is also focused on making the City of Kingsville an employer of choice. We want people to come and want to work for the City of Kingsville. Attracting or retaining talent is critical for success, because since we do have limited resources the outcome or the output that is done is based out of our team. Garza further discussed the organizational changes and staff changes. In Fiscal Year 2015-2016 the City of Kingsville has 296 fulltime employees with the City. The City of Kingsville recently lost 11 employees with the Task Force going to Kleberg County. This proposed budget has 12 less full-time employees compared to Fiscal Year 2016. There is an increase in part-time, temporary/seasonal and for the first time the City is including interns due to a new partnership with Texas A&M University-Kingsville. This partnership will bring four interns into the organization that will strategically be placed in areas that are important to the city such as one intern placed in the Information & Technology Department, one in the Parks & Recreation Department, one at the Animal Control Facility, and one placed in Planning & Engineering to serve with GIS functions.

Mayor Fugate asked that the intern that will be assisting in the Health Department will be a Veterinarian Technician. Mr. Garza responded that more than likely it will be a Veterinarian Technician student that may be looking for that may be looking for experience in direct contact

with animals. The big goal for the University in partnering with the City is to offer internships that they can't offer on campus such as the Veterinarian Technician. Mayor Fugate commented that this is a great idea and an advantage for the City to be able to offer this type of service to the University. Mr. Garza commented that the internship will be compensated by the University and no cost to the City.

Mr. Garza continued to state that some of the organizational changes are the Tourism Department taking over the management of the JK Northway Coliseum. The move is intended to alleviate the Parks General Fund budget from sustaining the coliseum's finances. Having the Coliseum funded via the Hotel Occupancy Tax opens the door for future funding opportunities not associated with local tax payers. The transition will include transitioning one full-time Maintenance Worker from Parks to the Tourism Department. The other change is that of a new Facilities Division. This division will handle janitorial and building maintenance for City Facilities which will include one full-time Facilities Manager and 2 part-time Maintenance Worker positions. This will be created through the cancellation of current janitorial service contracts for Public Works, Police Department, and the Municipal Building. The other change is within the Human Resources Department. This department will also serve as the Customer Service area and as such staff is being increased with the Human Resources Department to both accommodate for this increased responsibility and to improve customer service between our employees and Human Resources. One full-time Administrative Assistant II is being upgraded to one full-time Human Resources Specialist and one full-time Administrative Assistant II is being transferred into Human Resources from Public Works Administration. Information Technology is being separated from the Purchasing Department. This will allow Purchasing Department to focus on the increase number of projects that are projected to occur in Fiscal Year 2017. Also within the Information Technology Department, one full-time IT Manager, which will report directly to the City Manager will be created from the two full-time positions that currently exist. In addition, 1 part-time Help Desk position is being reorganized into the Information Technology Division and one part-time Help Desk position will come in the form of an intern from the University. The Police Department will see two additional Dispatchers being transferred from the Fire Department so that the Police Department can handle consolidated dispatching duties. This will also eliminate from using a Firefighter from dispatching and place him back into its regular duties. The Health Department will see an increase of one part-time Animal Shelter Attendant in the form of an intern from the University. The Engineering Department will get one part-time GIS Technician that will come from the internship with the University. The savings from the intern will allow for the creation of one part-time Administrative Assistant I to assist with administrative functions caused by the transfer out of an Administrative Assistant II to the Human Resources Department. The Planning Department saw the official addition of the one full-time Downtown Manager position which is split funded 50/50 between the General Fund and Tourism. In the Utility Collections Division, there will be one temporary full-time Meter Technician to assist with maintenance related to the increase in failed meters. These organizational changes are simply just movements internally.

Historically, the City does not have facilities operation that is centralized. Every department has had to fend for themselves in terms of custodial work and some of the facility improvements in their department. Staff looked into how this effort could be consolidated through efficiencies. The example Garza gave was that staff looked at amounts that were spent for three different contracts and simply using that money a little smarter. The three contracts that were for three different buildings cost \$60,000 a year. With that amount, half of that will fund two part-time positions and will help fund the majority for a new Facility Manager. With the addition of a new Facility Manager Division and Facility Manager position, the funds used to fund those things are simply for the most part restructuring efficiencies that were found internally. The end result will end up with a Facility Manager, which will report to the City Engineer since currently the Engineering Department handles the bulk of the facility needs for the building. The new Facility Manager will oversee five maintenance part-timers. Two which are currently hired, which was approved in last year's budget for the new City Hall and two new positions to fulfill the same duties from the three contracts.

There will also be the restructuring the maintenance position from the Tourism Department to this department so that this Facility Manager has more flexibility in terms of providing services to some of the city facilities. With there still a lot of work to be done in the City facilities, this is a step in the right direction.

Mayor Fugate asked that within the restructuring and adding the Facility Manager, some of these employees will be working outside such as doing gardening as well as other areas that need to be managed; can staff look into hiring someone with experience in gardening. Mr. Garza responded that the vision is for three out of the five-man team to make up a crew that will work on the landscaping at the new City Hall and the Kingsville Police Department. Garza further commented that by having a maintenance crew it will alleviate staff having to take care of maintenance issues and focus more on their regular duties.

Commissioner Pecos asked that in the size of the staff it was compared both Fiscal Year's 2016 and 2017, does this include the Task Force employees. Mr. Garza responded that it doesn't account for the 11 full-time employees that were part of the Task Force. This also accounts for a change at the Golf Course where a full-time employee was converted into a part-time employee.

Mr. Garza further spoke on the Administrative Departments.

#### 001-5-100.0 – City Commission

The City Commission budget has seen no change. The only increase is under Professional Services for an amount of \$22,000 which is to assist the City Secretary in the preservation and restoration of city records.

Mrs. Mary Valenzuela, City Secretary reported that this is a project that is very much needed in order to maintain permanent city records. Kofile is a company that professionalizes in the restoration and preservation as well as digitizing city records. Kofile is a leading preservation company in the US with 45 years' experience of records management and government business. Some of their clients range from Dallas County, City of San Antonio, and City of Corpus Christi, City of Fort Worth and City of Weatherford just to mention a few. Mrs. Valenzuela further stated that an inventory and analysis proposal was done about a year ago, which showed that the first few books dating back to 1911 are in depressed need of being preserved. Preservation will insure the survival of unique and intrinsically historical materials and, at the same time, insure the survival of the source original for the application of future technologies. Archival digitization includes archival image capture and image processing, including custom image cleanup and enhancements. Kofile estimates 97 volumes will return to the City of Kingsville which will also include shelving. The total amount expected to be spent on this project is \$108,665. The project is on a five-year plan with the first year being 2016. This project is presented via TMAS Contract No. TXMAS 13-36010 per the City of Kingsville's cooperative purchasing membership. Mrs. Valenzuela further commented that she has had the opportunity to tour the Kofile Facility which is located in Dallas where she had the opportunity to view exactly step by step as to how they restore and preserve historical documents.

Commissioner Garcia asked how many volumes will be produced once the project is completed. Mrs. Valenzuela volumes that will be returned to the City of Kingsville. Commissioner Garcia further asked if once the project was completed, will all 97 volumes fit within the Archive Room located at City Hall. Mrs. Valenzuela responded that Mrs. Catherine Drolet, Kofile Representative has visited City Hall and has looked at the area where these volumes will be housed and Mrs. Drolet mentioned that all 97 volumes will fit in the Archive Room with room to spare.

#### 001-5-101.0 – City Manager

Mr. Garza reported that under the line item of Minor Equipment and Furniture there has been a reduction which is a consisting thing across the budget. Now that staff has moved into the new



City Hall the need for new equipment should be significantly less. There are some other areas within the budget that have seen some reductions since there have been some minor cuts in other departmental budgets. There is an increase in Printing & Publishing which will be used for the quarterly City of Kingsville news inserts into the Kingsville Record. The cost for the inserts is \$10,000 per year.

Commissioner Garcia asked if staff has received any feedback from citizens about the quarterly inserts. Mr. Garza responded that staff has received good feedback from the community.

Mr. Garza discussed the New Facility Management Department. Under the salaries line item there is \$20,000 as it accounts for the two part-timers that have already been hired and working at the new City Hall. There is an increase cost for utilities for both City Hall and Municipal Building. It is being allocated \$50,000 for the Municipal Building and \$40,000 for the City Hall. There is a plan in place for the potential new utilities that may come from the Cottage Building, which is not included in this budget due to other internal efficiencies that is being anticipated in doing that will help accomplish paying the utility bills for the Cottage Building without impacting the budget. All monies that were budgeted under the Building Maintenance line item was taken and lumped into this budget.

Commissioner Garcia asked that when this money is all lumped into one department, will all the supplies be located in one location. Mr. Garza responded that not necessarily but there will be better control in terms of equipment and supplies. Commissioner Garcia further asked if there will be an inventory of all equipment and supplies. Mr. Garza responded that there will be a new system that will need to be developed with the new Facility Manager once he/she comes on board.

Commissioner Pecos asked if this will be only for Administrative Offices. Mr. Garza responded that this will be city wide because of the three contracts that will be used, certain departments will utilize the Maintenance Facility Departments. These departments include Kingsville Police Department, Public Works, Tourism Department, Municipal Building, and City Hall.

Commissioner Lopez asked if these custodial contracts will be terminated, how will staff divide the employees throughout the day. Mr. Garza responded that they will be housed in certain city facilities. They will also be doing outside work such as mowing and cleaning grounds. Garza further commented that these contracts will be notified that the contract will be terminated.

#### 001-5-103.0 – City Special

Mr. Garza continued on with the budget presentation for the City Special Fund. He stated that there isn't very much change in this budget. Within this budget a donation is being proposed to Halo Flight for the amount of \$10,000. This is a donation that is included in the city budget. There is a correction that needs to be mentioned under the Election line item. Under Elections staff included in the budget \$29,000. Since there isn't an Election until 2018, some of the money will be utilized in other areas of the budget. At the request of the City Commission, an amount will be budgeted under the Election line item.

Commissioner Garcia asked why the airport dollar amount been the same amount for three years in a row. Mr. Garza commented that \$8,300 is a carryover amount for a match request, for improvements at the airport, that was made by Kleberg County and paid out. Commissioner Garcia further asked why it was budgeted in 2015 and 2016. Mr. Garza responded that in 2015 the money was allocated but was not expended, so it carried over to 2016 due to it not being paid out in 2015. This year it was paid out, but we understand that they are making a second request for \$3,600 which was included but under the Economic Development Fund.

Mayor Fugate questioned the \$10,000 under the line item for Water Production. Mrs. Deborah Balli, Finance Director explained that the way the claims line items works is that you set aside

\$10,000 to help offset the amount of deductible that needs to be paid on all the claims that the city generates. As claims are filed the amount of \$10,000 is moved down to cover the deductible part of those claims. There also could be claims that we submit that is not paid for, for whatever reason. The \$10,000 pays for the deductible and claims that are not covered. It was only budgeted in one-line item with the option to move it wherever it needs to be and in order to show who is causing the claims.

Commissioner Pecos asked about the increase in Insurance-Property/Liability line item. Is this due to the new City Hall. Mr. Garza responded that it is with an increase of \$30,000.

#### 001-5-110.0 – Personnel Department

The budget numbers look very different from years past but this is due to the consolidation of the Risk Manager into the Human Resources Department. This also increase other line items within this budget. With the consolidation, it saved money and allowed staff to hire the third party analysis for the compensation plan.

Commissioner Lopez asked if car allowances were not being included in salaries. Mr. Garza responded that car allowances were added to salaries but more details will be discussed during the compensation presentation of the budget. Although employees will still this money but will be categorized differently.

#### 001-5-140.0 – Legal Department

Not much change was done within this departments budget.

Commissioner Lopez asked what was the certification pay within the Legal Department budget.

Mr. Garza responded that at the time this budget was put together, staff contemplated certification pay for the Legal Assistant. After review of the compensation plan and where this employee would land, that was one of the changes that staff will be making because the compensation plan will impact a non-exempt employee and give them a slight increase in pay so this specific number of \$1,200 will come from the benefit of the compensation plan, if it gets adopted. As staff works towards a final budget, the certification pay will not be there as that employee will get its increase in the form of the compensation plan.

#### 001-5-180.0 - Finance

Mr. Garza stated that in the Finance Department there are minor changes to its budget. Under the line item Professional Services/Audit the amount went from \$105,000 to \$86,000 from the General Fund. The difference is being made up from the Utility Fund side.

Commissioner Garcia asked why the increase in Training & Travel. Mrs. Balli responded that with her department having two employees that have received their CPA Licenses and must maintain 40 hours of CEU's and staff will be attending Incode training within the new fiscal year.

Commissioner Pena asked if the dollar amount that is being proposed for travel & training within this department was enough to cover the cost for her staff. Mrs. Balli responded that it was enough money.

Commissioner Lopez questioned the \$9,000 under Professional Service-Actuarial Services. Mrs. Balli responded that every other year, the city has to pay for actuarial services to come in and do a rate study for the city's health plan for the retirees. Every year they do a full on study that cost \$9,000 and in the second year it drops down to almost half of the amount. This is required to be done annually.

Mr. Garza commented that the other difference within this department is that of the warrant officer. The Warrant Officer budget used to be under the Finance Department but this new fiscal year it will be moved into the Police Department.

#### 001-5-180.3 – Municipal Court

Mr. Garza reported that there isn't very much of a change within this departmental budget. There is an increase in Training & Travel. This is to make sure that the Municipal Court Clerks are all certified. It is a requirement for all five employees within this department be certified.

#### 001-5-190.0 – Purchasing & Technology

Mr. Garza reported that within this department the budget has remained the same. The only change in this department is the split between the Purchasing Department and IT. The IT budget has an increase in Software and Subscriptions due to expenses being on the rise, but other than that increase, the budget remains the same.

Commissioner Garcia commented that within the Purchasing Department there is \$1,000 less for training and travel and further asked if this was enough. Mr. Garza responded that some of the rational that was used was according to year to date activity. If the year to date activity that occurred this past year, at least so far is a little over \$3,000, which is why it was cut down by \$1,000. Commissioner Garcia asked the question if the Purchasing Administrative Assistant need to be certified. Mr. David Mason, Purchasing Director stated that the Administrative Assistant is not required to be certified. Although he would like for the Administrative Assistant to attend a training in Austin on Public Purchasing.

Mr. Garza gave the City Commission a brief update on facility improvements. New shades were installed in the Community Room. The rest of the furniture for the Community Room should be installed in the next few weeks. The Tourism Department has been renovated. All plumbing and electrical have been done. Renovations for the Cottage Building will come from Certificates of Obligation 2016.

Mayor Fugate recessed the meeting at 5:40 P.M.

#### **REGULAR MEETING RESUMES AT 6:00 P.M.**

Mayor Fugate reconvened the City Commission meeting into the regular session of the City Commission meeting at 6:00 P.M.

#### **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 – August 8, 2016

Mayor Fugate asked for a motion to approve the minutes of August 8, 2016.

**Motion made by Commissioner Pecos to approve the minutes of August 8, 2016 as presented, seconded by Commissioner Pena. The motion was passed and approved by the following vote: Lopez, Pena, Pecos, Garcia, Fugate voting "FOR".**

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

**1. Public Hearing on a proposed tax rate increase from \$.84220 to \$.89000 for Fiscal Year 2016-2017. (Finance Director).**

Mayor Fugate announced and opened this public hearing at 6:03 P.M.

Mayor Fugate announced that this does not require additional tax rate as budget was worked on the current tax rate.

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

Mayor Fugate closed this public hearing at 6:04 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."*

Mrs. Alvarez reported that the next regularly scheduled City Commission meeting is on Monday, September 12, 2016. The deadline for staff to submit agenda items for this meeting is Friday, September 2, 2016. The City Offices will be closed on Monday, September 5, 2016 in observance of Labor Day.

### **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**

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

1. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget to extend the Parks and Recreation Brookshire Pool season. (Director of Finance).
2. Motion to approve final passage of an ordinance amending the Fiscal Year 2015-2016 budget for siren repairs due to storm damage. (Director of Finance).
3. Motion to approve final passage of an ordinance amending the City of Kingsville Code of Ordinances Chapter XI, Article 2, Ambulance Service, providing for the ambulance billing rates for services provided by the City. (Fire Chief).
4. Motion to approve expending funds from the City of Kingsville Employee Benefit Plan Trust for the City Health Fair (for employees and eligible dependents). (Human Resources Director).

## REGULAR AGENDA

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

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

5. Consider out-of-state travel for City Commission to attend the National League of Cities Summit Conference in Pittsburgh, PA on November 16-19, 2016. (Commissioner Pecos).

Motion made by Mayor Fugate to approve the out-of-state travel for City Commission to attend the National League of Cities Summit Conference in Pittsburgh, PA, seconded by Commissioner Lopez. The motion passed and approved by the following vote: Pecos, Garcia, Lopez, Pena, Fugate voting "FOR".

6. Consider resolution authorizing the cancellation of the Interlocal Cooperation Agreement between the City of Kingsville and Texas A&M University-Kingsville relating to Eagle Ford Center for Research, Education, and Outreach. (City Manager).

Mr. Garza stated that the City of Kingsville continues its Economic Development efforts and the vision is to sell the building in order to pursue additional retail alternatives. After years of being unoccupied the City entered into an agreement in July, 2014 with Texas A&M University-Kingsville (TAMUK) for purposes of establishing an Eagle Ford Center for Research, Education & Outreach. This item authorizes the cancellation of a lease agreement between TAMUK and the City of Kingsville for the building located at 2211 South Brahma Blvd. With an increased focused on Economic Development and the recent move from Hobby Lobby to come to Kingsville and be located in Southgate Mall, it is important this building be considered for retail use. This cancellation will result in the sale of the building which will allow the City to pay off the debt owed on the building. The sale of the building will also place the building back on the tax rolls and would make it more feasibly to pursue retail stores for the space which would bring jobs and sales tax revenue to the City.

Commissioner Pena asked if staff had made TAMUK aware of this cancellation. Mr. Garza responded that staff has made TAMUK aware and they are in support of the City to maximize its full usage of the building.

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

7. Consider resolution authorizing staff to proceed with placing for sale the City's building located at 2211 South Brahma Boulevard, Kingsville, Texas. (City Manager).

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

**8. Consider a resolution authorizing the Mayor to enter into a Mutual Aid Agreement between the Commanding Officer of Naval Air Station Kingsville and the City of Kingsville, Texas for the provision of firefighting assistance. (Fire Chief).**

Adrian Garcia, Fire Chief stated that the Kingsville Fire Department is requesting to renew the Fire Mutual Aid Agreement between the Naval Air Station Kingsville and the City of Kingsville Fire Department for the purpose of providing reciprocal fire and EMS services. The agreement includes the sharing of personnel services and equipment needed for fire prevention, protection of life and property from fire. This will include emergency services such as basic medical support, basic and advanced life support, hazardous material containment and confinement, and special rescue incidents involving vehicles, water, trench, and confined space rescues. The Fire Mutual Aid Agreement is in support of efforts by the Kingsville Fire Department to improve community relations and meet operational support plans, better preparing the City of Kingsville and Fire Department in response to emergency incidents requiring additional support.

Mayor Fugate commented that these types of Mutual Aid Agreements are very important especially during BRAC.

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

**9. Consider resolution authorizing the City Manager to enter into a Proposed Settlement Agreement between the City of Kingsville and the Kingsville Law Enforcement Association. (City Attorney).**

**Motion made by Commissioner Pecos to approve resolution authorizing the City Manager to enter into a Proposed Settlement Agreement between the City of Kingsville and the Kingsville Law Enforcement Association, seconded by Commissioner Garcia. The motion was passed and approved by the following vote: Pecos, Garcia, Lopez, Pena, Fugate voting "FOR".**

**10. Consider resolution authorizing the City Manager to enter into an Amended Interlocal Agreement between the City and Kleberg County for Constable Precinct #3 for dispatching services. (City Manager).**

Mr. Garza commented that the County is experiencing some staffing issues for telecommunication operators at the Sheriff's Department and has requested a 60-day extension of the original 30-day agreement, which would result in a total of 90-days of dispatching services.

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

**11. Consider awarding RFP#16-12 for City's self-funded group health insurance as per staff recommendation. (Director of Purchasing & Technology).**

Mr. David Mason, Purchasing/IT Director, stated that this item authorizes renewing a contract for the services of a Third Party Administrator to administer a self-funded program for the City of Kingsville. Staff advertised the proposal on July 10, 2016 and July 17, 2016 in the Kingsville Record. Four potential vendors submitted proposals. All proposals

received by the deadline of August 2, 2016 at 1:30 P.M. were opened and vendor names read aloud. Proposals were received from ENTRUST, Inc., TML Multistate Intergovernmental Employee Benefits Pool, Healthcare Highways and the Benefits Groups, Inc. The City's consultants, Carlisle Insurance Agency, Inc. reviewed all proposals submitted in response to RFP 16-12. Each proposal was broken down for easier review and comparison. On August 15, 2016 a recommendation was submitted for the City of Kingsville to continue with ENTRUST Ins. As the Third Party Administrator using Westport Insurance Swill RE as the stop-loss carrier. It is staff's recommendation the contract be awarded to ENTRUST Inc., of Houston, TX.

Mayor Fugate asked how long has the City of Kingsville been with ENTRUST. Mrs. Alvarez, City Attorney, responded that the City has been with ENTRUST since 2001.

**Motion made by Commissioner Pecos to award RFP#16-13 for City's self-funded group health insurance as per staff recommendation, seconded by Commissioner Lopez and Commissioner Garcia. The motion was passed and approved by the following vote: Lopez, Pena, Pecos, Garcia voting "FOR". Fugate "ABSTAINED".**

**12. Executive Session: Pursuant to Section 551.072, Texas Open Meetings Act, the City Commission shall convene in Executive Session to discuss the purchase, exchange, lease, or value of real property as deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third party. (City Manager).**

Mayor Fugate announced the Executive Session and convened the meeting into a Closed Executive Session at 6:23 P.M.

Mayor Fugate reconvened the meeting into open session at 6:40 P.M.

## **VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 6:40 P.M.

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Sam R. Fugate, Mayor

## **ATTEST:**

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Mary Valenzuela, TRMC, City Secretary

SEPTEMBER 6, 2016

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

**CITY COMMISSION PRESENT:**

Sam Fugate, Mayor  
Edna Lopez, Commissioner  
Arturo Pecos, Commissioner  
Noel Pena, 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  
Emilio Garcia, Health Director  
Bill Donnell, Assistant Public Works Director  
Diana Gonzales, Human Resources Director  
Susan Ivy, Parks Manager  
David Solis, Risk Manager  
Deborah Balli, Finance Director  
Adrian Garcia, Fire Chief  
Charlie Cardenas, Public Works Director/Engineer  
Ricardo Torres, Police Chief  
Sharam Santanilla, Capital Improvement Manager  
Leo Alarcon, Tourism Director  
Pete Pina, Landfill Supervisor  
Robert Rodriguez, Library Director  
Jennifer Bernal, Community Appearance Supervisor  
Charlie Sosa, Street 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) – Required by Law**

NONE

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

1. NONE

**III. Reports from Commission & Staff.<sup>2</sup> (City Manager's Staff Report Attached).**

*"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, 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, Historical Survey Presentation. No formal action can be taken on these items at this time.”*

Mr. Jesús Garza, City Manager announced that there will be a Community Meeting on Downtown Visioning Plan on September 21, 2016 from 3:00 P.M. to 5:00 P.M. to be held in the Community Room located inside City Hall, 400 W. King Ave. Shortly after this meeting, a Parks Master Plan Open House Meeting will be held on September 21, 2016 from 6:00 P.M. to 7:30 P.M. to be held in the Community Room located inside City Hall, 400 W. King Ave.

Mrs. Courtney Alvarez, City Attorney announced that the next regularly scheduled City Commission will be on Monday, September 12<sup>th</sup> at 6:00 P.M. On Saturday, September 24<sup>th</sup>, the City of Kingsville will be hosting Trash Off Day from 8:30 A.M. to 12:00 P.M.

Mayor Fugate announced that on October 22, 2016, Mrs. Groves will be celebrating her birthday with a fundraiser event in the Community Room located inside City Hall (which is a private event). Mayor Fugate further announced that on Monday, September 12<sup>th</sup> he will be attending a breakfast in Brownsville for Tamaulipas Governor-Elect Francisco Garcia Cabeza de Vaca. Tamaulipas was once the sister city to the City of Kingsville.

#### **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)*

None.

##### **REGULAR AGENDA**

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

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

#### **1. Consider introduction of an ordinance adopting the City Manager's Budget, as amended, of the City of Kingsville, Texas, and appropriating funds for the fiscal year beginning October 01, 2016 and ending September 30, 2017 in the particulars hereinafter stated. (Director of Finance).**

Mrs. Deborah Balli, Finance Director reported that the proposed budget for Fiscal Year 2016-2017 is at \$46,900,740.00.

Mr. Garza commented that the proposed budget includes a couple of changes that have come up since the last budget workshop. The latest fund balance for the general fund was \$304,000.00 and now it's at \$300,000.00. At the direction of Mayor Fugate staff included a total of \$9,000 for salary increases for the City Manager, City Attorney, and Municipal Court Judge. There is no fund balance change for the Tourism Fund, but a project was cut by \$5,000 and added \$5,000 for a donation to the Conner Museum at the direction from the City Commission.

Mayor Fugate asked if this budget adds in for the Parks System the full amount that Kleberg County is supposed to pay the City of Kingsville.

Mrs. Balli responded "yes".

Mayor Fugate directed Mr. Garza to make contact with Kleberg County Judge and make him aware that the City of Kingsville is expecting full payment. Fugate commented that he believes that in order for Kleberg County to balance their budget they deducted \$50,000 from the payment, which will not be acceptable. Mayor Fugate thanked staff for all their hard work in preparation of this new budget.

Commissioner Lopez commented that it is her understanding that there will be challenges in several areas of the budget for next year according to the report. She would like it be known that it's her position that she is completely against creating the Parks & Recreation Director and the Facility Manager positions. However, with regards to the city's current employees, she is in full support of increasing their wages. Every effort should be made to maintain competitive wages in order to retain experienced employees. In addition, the money being proposed for these two positions needs to be used to add personnel to Public Works. Our citizens will be better served in regards to their needs if we are able to increase positions in these areas.

Commissioner Pecos asked if anyone has received complaints about mosquitos. Commissioner Garcia responded "not yet". Commissioner Pecos commented that the Health Department will take care of the problem.

Introduction item.

#### **2. Consider introduction of an ordinance establishing and adopting the ad valorem tax rate for all taxable property within the City of Kingsville, Texas for the Fiscal Year beginning October 01, 2016 and ending September 30, 2017, distributing the tax levy among the various funds, and providing for a lien on real and personal property to secure the payment of taxes assessed. (Director of Finance).**

Mrs. Balli reported that the budget was built upon adopting the current rate of \$.84220. This tax rate will raise more taxes for Maintenance & Operations than last year's tax rate. The tax rate will effectively be raised by 1.43% and will raise taxes for Maintenance & Operations on a \$100,000 home by approximately \$5.21.

Commissioner Garcia asked that on the sales tax, was there any consideration of perhaps lower expectations for the upcoming year on the sales tax end of it?

Mr. Garza responded that staff took a very conservative approach when it came to the sales tax revenue. Staff only increased the sales tax revenue by \$25,000.00. Staff estimates at our end that Hobby Lobby on its own can potentially bring in about \$70,000 to \$80,000 per year with them scheduled to open in February staff took a very conservative approach and only increased it by \$25,000.00.

Introduction item.

**3. Consider authorizing repair of HVAC systems at the JK Northway building to Carrier Corporation via a BuyBoard contract, as per staff recommendation. (Director of Purchasing).**

Mr. David Mason, Purchasing Director reported that the exterior air conditioner at the JK Northway were damaged during the tornados on May 30, 2016. Extensive damage occurred to every unit at the JK Northway Coliseum. Mooring Restoration received an estimate from Johnson Mechanical, a HVAC company from Brownwood, TX in the amount ranging from \$237,150 to \$248,150 depending on repair/replacement of Condenser 6. Their quote is for repair is \$186,830.00 and this includes replacement of Condenser 6. As hidden damage may appear, it is also recommended a ten (10%) contingency of \$18,683 be set aside for this project. It is recommended the City contracts with Carrier Corporation of Richardson, TX.

Commissioner Garcia asked if this will replace all air conditioning units. Mr. Mason responded that they will replace 4 smaller units and eight large units.

Mayor Fugate asked if the JK Northway will be ready in time for the Livestock Show next year. Mr. Mason responded that it should be ready for this event, but may not be ready for the events scheduled in two weeks.

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

**VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 6:18 P.M.

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Sam R. Fugate, Mayor

**ATTEST:**

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Mary Valenzuela, TRMC, City Secretary

# **REGULAR AGENDA**

# **AGENDA ITEM #1**

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

**AN ORDINANCE ADOPTING THE CITY MANAGER'S BUDGET, AS AMENDED, OF THE CITY OF KINGSVILLE, TEXAS, AND APPROPRIATING FUNDS FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2016 AND ENDING SEPTEMBER 30, 2017 IN THE PARTICULARS HEREINAFTER STATED.**

**BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS,** that the budget for FY 2016-2017 is adopted as follows:

**Section One:** The official budget for the City of Kingsville for the fiscal year beginning October 01, 2016 and ending September 30, 2017 has been presented to the City Commission by the City Manager, several budget workshops were conducted on such budget, along with a duly noticed public hearing, and the budget is hereby approved.

**Section Two:** The budget contains a complete financial statement of the City and shows (1) the outstanding obligations of the City of Kingsville, Texas, (2) the cash on hand to the credit of each fund, (3) the funds received from all sources during the preceding year, (4) the funds available from all sources during the ensuing year, (5) the estimated revenue available to cover the proposed budget, and, (6) the estimated tax rate required to cover the proposed budget. The budget shows each of the projects for which expenditures are set up and the estimated amount of money appropriated for each project.

**Section Three:** The sum of \$46,900,740 is hereby appropriated for the budget revenues and expenses in the amounts shown on the attached Condensed Statement of all Operating and General Obligation Debt Service Funds – Summary of Revenues and Expenditures. The General Obligation Debt Service principle is \$1,110,000 and interest is \$441,491.

**Section Four:** The budget and all the attached support material as outlined in the above sections shall be deemed the official budget for the City of Kingsville, Texas, for the fiscal year starting October 01, 2016 and ending September 30, 2017. A copy of the official budget shall be kept by the City Secretary with the designation thereon as the official budget for FY 2016-2017, with the date of the adoption clearly stated, and filed with the County Clerk's Office. The official budget shall be available for inspection by any taxpayer.

**Section Five:** The City Commission is authorized to levy taxes in accordance with this budget. The City Commission may authorize the expenditure of City funds only in strict compliance with the budget, except in an emergency. The City Commission may authorize an emergency expenditure as an amendment to the original budget only in case of grave public necessity to meet an unusual and

unforeseen condition that could not have been included in the original budget through the use of reasonably diligent care and attention. If the City Commission amends the original official budget to meet an emergency, the City Commission shall file a copy of its ordinance amending the budget with the City Secretary, and the City Secretary shall attach it to the original budget. The City Manager shall provide for the filing of true copy of the approved budget in the office of the County Clerk of Kleberg County. The City Commission reserves the right to make changes in the official budget for municipal purposes.

**Section Six:** All Ordinances of parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

**Section Seven:** 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.

**Section Eight:** This Ordinance shall NOT be codified but will become effective on and after adoption and publication as required by law.

**Section Nine:** This Ordinance was considered, passed, and approved at a regular meeting of the City Commission of the City of Kingsville, Texas at which a quorum was present and which was held in accordance with Chapter 551 of the Texas Government Code, and Chapter 102 of the Texas Local Government Code.

**INTRODUCED** on this the 6th day of September, 2016.

**PASSED** on this the 12th day of September, 2016.

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

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

## **AGENDA ITEM #2**



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

AN ORDINANCE ESTABLISHING AND ADOPTING THE AD VALOREM TAX RATE FOR ALL TAXABLE PROPERTY WITHIN THE CITY OF KINGSVILLE, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 01, 2016 AND ENDING SEPTEMBER 30, 2017, DISTRIBUTING THE TAX LEVY AMONG THE VARIOUS FUNDS, AND PROVIDING FOR A LIEN ON REAL AND PERSONAL PROPERTY TO SECURE THE PAYMENT OF TAXES ASSESSED.

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS, that the ad valorem tax rate for all taxable property within the city limits of Kingsville, Texas for FY 2015-2016 be established and adopted as follows:

Section One: **THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.43 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$5.21.**

Section Two: That there be and there is hereby levied and ordered collected on each One Hundred Dollar (\$100) valuation of all taxable property, real, personal, and mixed, within the corporate limits of the City of Kingsville, Texas, for the tax corporate limits of the City of Kingsville, Texas, for the tax year 2016 starting October 01, 2016 and ending September 30, 2017, the sum of \$.84220 based on 100% of the fair market value.

Section Three: Said levy shall be distributed in the following manner:

FOR GENERAL FUND EXPENDITURES (Maintenance & Operations), the sum of \$.66088 on each one hundred dollars (\$100.00) assessed valuation of such property.

FOR DEBT SERVICE FUND EXPENDITURES of annual principal, interest, and service fees of all General Obligation Bonds, Warrants, Certificates of Obligation, and Combination Tax and Junior Lien Revenue

Certificates of Obligations, of the City of Kingsville, the sum of \$.18132 on each one hundred dollars (\$100) assessed valuation of such property.

Section Four: That said taxes shall be due and payable at the time and in the manner provided by ordinances of the City of Kingsville and laws of the State of Texas, relating to the payment of taxes and providing for penalties and interest on delinquent taxes.

Section Five: There is hereby fixed, levied on each and every item of taxable property a lien for the purpose of securing the certain payment of the taxes assessed against said item of property and said lien shall continue to exist against any item of property against which a tax is assessed hereunder until such tax together with all penalties and interest shall be paid.

Section Six: This ordinance shall be in full force and effective ten days from and after the date of the second publication in a local newspaper as provided by law and the City Charter of the City of Kingsville.

Section Seven: The tax rate established and adopted by this ordinance and a copy of this ordinance shall be filed in the office of the Tax Assessor Collector.

Section Eight: That no discounts or split payments are allowed for the 2016 tax year.

Section Nine: That an exemption of \$8,400.00 be granted for any person of age sixty-five (65) or over.

Section Ten: The Kleberg County Tax Assessor-Collector is hereby authorized to assess and collect the taxes of the City of Kingsville employing the above tax rate.

**INTRODUCED** on this the 6th day of September, 2016.

**PASSED** on this the 12<sup>th</sup> day of September, 2016.

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Sam R. Fugate, Mayor

**ATTEST:**

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Mary Valenzuela, City Secretary

**APPROVED AS TO FORM:**

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

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

# **AGENDA ITEM #3**

## **Steps Required for Proposal and Adoption of Budget**

Entity Name: CITY OF KINGSVILLE

Date: 09/01/2016 09:09 AM

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### **Steps for the Proposal of the Budget:**

This year's property tax levy will raise more revenue from property taxes than in the preceding year. The governing body must hold a separate vote to ratify the property tax increase reflected in the budget. This vote must be in addition to and separate from the vote to adopt the budget or the vote to set the tax rate. Cities that maintain a website must post the proposed budget when it is filed with the municipal clerk. The adopted budget must also be posted on the website when it is filed with the municipal clerk.

The following statement must be included on the notices of public hearing on proposed budget. It must also be included on the cover page of the proposed budget, in 18-point type or larger.

**THIS BUDGET WILL RAISE MORE TOTAL PROPERTY TAXES THAN LAST YEAR'S BUDGET BY \$299,156 OR 4.71 %, AND OF THAT AMOUNT, \$207,347 IS TAX REVENUE TO BE RAISED FROM NEW PROPERTY ADDED TO THE TAX ROLL THIS YEAR.**

### **Steps for the Adoption of the Budget:**

-A vote to adopt the budget must be a record vote.

-An adopted budget must contain a cover page stating a record vote of each member of the governing body by name, the property tax rates for the current and preceding fiscal year, the total amount of debt obligations, and the following statement in 18 point font:

**This budget will raise more revenue from property taxes than last year's budget by an amount of \$299,156, which is a 4.71 percent increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$207,347.**

-The budget and cover page must be filed with the clerk and posted on the entity's website at least until the date of the first anniversary the budget is adopted.

**§26.05(b) of Property Tax Code  
Steps Required for Adoption of Tax Rate**

Entity Name: CITY OF KINGSVILLE

Date: 09/01/2016 09:09 AM

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**Language Required in the Motion Setting This Year's Tax Rate:**

This year's proposed tax rate exceeds the effective tax rate. The vote on the ordinance, resolution, or order setting the tax rate must be a record vote. A motion to adopt the ordinance, resolution, or order must be made in the following form:

**I move that the property tax rate be increased by the adoption of a tax rate of 0.84220, which is effectively a 1.64 percent increase in the tax rate.**

**Statement Required in the Ordinance, Resolution, or Order Setting This Year's Tax Rate:**

This year's levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy. The following statements must be included in the ordinance, resolution, or order setting this year's tax rate. The statements must be in larger type than the type used in any other portion of the document.

**THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.43 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$5.21.**

**Statement That Must be Posted on the Home Page of Any Internet Website Operated by the Taxing Unit:**

This year's levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy. The following statements must be included in the ordinance, resolution, or order setting this year's tax rate. The statements must be in larger type than the type used in any other portion of the document.

**CITY OF KINGSVILLE ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.**

**THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.43 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$5.21.**

## **Notice of Adopted 2016 Tax Rate**

CITY OF KINGSVILLE ADOPTED A TAX RATE THAT WILL  
RAISE MORE TAXES FOR MAINTENANCE AND  
OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 1.43  
PERCENT AND WILL RAISE TAXES FOR MAINTENANCE  
AND OPERATIONS ON A \$100,000 HOME BY  
APPROXIMATELY \$5.21.

# **AGENDA ITEM #4**



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

**AMENDING THE CITY OF KINGSVILLE CODE OF ORDINANCES BY AMENDING CHAPTER III, ARTICLE 7, PERSONNEL POLICIES; 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** Section 3-7-1 of Article 7: Personnel Policies of Chapter III. Administration of the Code of Ordinances of the City of Kingsville, Texas, shall be amended to read as follows:

**§ 3-7-1 ADOPTION OF THE JOB CLASSIFICATION AND COMPENSATION PLAN.**

The City of Kingsville Classification and Compensation Plan dated effective as of October 2, 2016 (beginning of new pay period) is hereby adopted by reference providing for certain classifications and positions as more particularly defined therein. Classified positions and incumbents thereof who have completed the designated probationary period and any extensions thereof shall be subject to the terms and conditions of all policies incorporated by reference and adopted by the City Commission by resolution. Except members of the Fire and Police collective bargaining units, all other employees (executive, managerial, or hourly) serve at will, at the pleasure of the City Manager, or designee, or at the pleasure of the City Commission if appointed by the City Commission, and shall have and continue such at-will status, notwithstanding any other provision of this Classification Plan, any other City Ordinance, or any rule or regulation of the City.

~~All Non-Exempt Non-Civil Service employees of the City of Kingsville, in their current positions, are placed in the step corresponding to the anniversary of their current hire date with the City according to Fiscal Year 2016-2017 Hourly Chart.~~

All Non-Exempt Non-Civil Service employees of the City of Kingsville are placed in a step according to the City of Kingsville Fiscal Year 2016-2017 Hourly Chart.

New hires shall be placed at the compensation Class for the designated positions. New hires may be placed in the Step within the designated Class corresponding to the years of experience the new employee brings to the City correlating to the designated duties of the position not to exceed the Ten (10) Year Step unless approved by City Commission.

Non-Exempt employees promoted, transferred or temporarily assigned to a position in a higher classification range shall commence at the first step of the higher Class that causes an increase in the employees' hourly pay rate. Each promoted, transferred or temporarily assigned employee shall then proceed to the next step after one (1) year in their current position and shall proceed to each step thereafter on the 3<sup>rd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, and 15<sup>th</sup>, ~~20<sup>th</sup> and 25<sup>th</sup>~~ year or until the employee reaches the last step of the compensation schedule.

Employees demoted, transferred, temporarily assigned, or accepting a position in a lower Class shall commence at the same step of pay in the lower Class as the employee held at the time of such demotion, transfer, temporary assignment or acceptance of the lower Class position. Employees meeting these criteria shall proceed to the next step of the compensation plan, as scheduled, based on years of City service.

All management employees of the City of Kingsville shall be placed in a step program to receive a scheduled salary increase on the anniversary date of their 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> and 25<sup>th</sup> year of service in the Management Level position. Percentage increases shall correspond to the Management Level Step Program included in the Classification and Compensation Plan for Fiscal Year 2016-2017.

Executive Level 1 & 2 positions shall receive a cost of living adjustment when Non-Exempt Non-Civil Service employees receive a cost of living adjustment. The City Commission shall evaluate the performance of and recommend salaries for Executive Level 1 & 2 positions each July to prepare for the up-coming fiscal year.

II.

**THAT** all Ordinances of 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 12<sup>th</sup> day of September, A. D., 2016.

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

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

**City of Kingsville**  
**Classification and Compensation Plan**  
**Non-Civil Service Positions**  
**Fiscal Year 2016-2017**

Ordinance Introduction: September 12, 2016

CITY OF KINGSVILLE  
CLASSIFICATION AND COMPENSATION PLAN - NON EXEMPT  
FISCAL YEAR 2016-2017

09/08/2016

4 % between Classes and 3% between steps

**\* renumbering of Steps to start at 1 (A) to 6 (F)**

New Class  
Number  
FY 16-17

1 7&8

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 10.00	\$ 10.30	\$ 10.61	\$ 10.93	\$ 11.26	\$ 11.59	\$ 11.94	

FY15-16 (Class 7)	\$ 10.00	\$ 10.00	\$ 10.18	\$ 10.53	\$ 10.99	\$ 11.26	\$ 11.50	\$ 11.68
FY15-16 (Class 8)	\$ 10.00	\$ 10.19	\$ 10.54	\$ 10.92	\$ 11.26	\$ 11.64	\$ 11.81	

YEAR 1

Custodian	Combined with Class 8
Equipment Service Worker	Combined with Class 8
Golf Pro Shop Attendant	Combined with Class 8
Library Assistant	Combined with Class 8
Maintenance Worker	Combined with Class 8
Plant Helper	Combined with Class 8
Utility Worker	Combined with Class 8
Animal Control Specialist	
Animal Care Attendant	
Children's Services Librarian	
Equipment Operator I	
Recycling Technician	

2 9&10

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 10.40	\$ 10.71	\$ 11.03	\$ 11.36	\$ 11.71	\$ 12.06	\$ 12.42	\$ 12.79

FY15-16 (Class 9)	\$ 10.00	\$ 10.43	\$ 10.87	\$ 11.30	\$ 11.73	\$ 12.18	\$ 12.36	\$ 12.54
FY15-16 (Class 10)	\$ 10.27	\$ 10.64	\$ 11.00	\$ 11.35	\$ 11.75	\$ 12.21	\$ 12.45	\$ 12.64

YEAR 1

Customer Service Representative	Combined with Class 10
Reference/Information Librarian	Combined with Class 10
Circulation Librarian	
Technical Services Assistant	
<del>Municipal Court Deputy Clerk</del>	<del>Removed</del>

CITY OF KINGSVILLE  
CLASSIFICATION AND COMPENSATION PLAN - NON EXEMPT  
FISCAL YEAR 2016-2017

New Class  
Number  
FY 16-17

3 11

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 10.82	\$ 11.14	\$ 11.47	\$ 11.82	\$ 12.17	\$ 12.54	\$ 12.91	\$ 13.30

FY15-16 (Class 11) \$ 10.80 \$ 11.18 \$ 11.59 \$ 12.00 \$ 12.39 \$ 12.79 \$ 13.19 \$ 13.19

YEAR 1

Pump Operator

~~Fire Telecommunications Operator~~ Changed to Police Telecommunications Operators

4 12

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 11.25	\$ 11.59	\$ 11.93	\$ 12.29	\$ 12.66	\$ 13.04	\$ 13.43	\$ 13.83

FY15-16 (Class 12) \$ 11.03 \$ 11.43 \$ 11.84 \$ 12.25 \$ 12.66 \$ 13.05 \$ 13.45 \$ 13.86

YEAR 1

~~Information and Technology Librarian~~ Change title to Digital Services Librarian and reclassify to Class 17/9

Inventory Clerk Move to Class 13/5 with chart update

5 13

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 11.70	\$ 12.05	\$ 12.41	\$ 12.78	\$ 13.17	\$ 13.56		

FY15-16 (Class 13) \$ 11.50 \$ 11.90 \$ 12.32 \$ 12.72 \$ 13.12 \$ 13.52 \$ 13.93 \$ 14.33

YEAR 1

Tourism Services Technician

Inventory Clerk Move from Class 12/4 due to chart update

6 14

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 12.17	\$ 12.53	\$ 12.91	\$ 13.29	\$ 13.69	\$ 14.10	\$ 14.53	\$ 14.96

FY15-16 (Class 14) \$ 12.02 \$ 12.42 \$ 12.84 \$ 13.23 \$ 13.64 \$ 14.05 \$ 14.47 \$ 14.86

YEAR 1

Customer Billing Specialist

Engineering Technician

Equipment Operator II

GIS Technician

Meter Reader Technician

Police Telecommunications Operator

Municipal Court Specialist Rename to Deputy Clerk

CITY OF KINGSVILLE  
CLASSIFICATION AND COMPENSATION PLAN - NON EXEMPT  
FISCAL YEAR 2016-2017

New Class  
Number  
FY 16-17

7 15

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 12.65	\$ 13.03	\$ 13.42	\$ 13.83	\$ 14.24	\$ 14.67		

FY15-16 (Class 15) 12.54 12.95 13.36 13.77 14.16 14.56 14.98 15.38  
YEAR 1

Administrative Assistant I

8 16

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 13.16	\$ 13.55	\$ 13.96	\$ 14.38	\$ 14.81	\$ 15.26	\$ 15.71	\$ 16.18

FY15-16 (Class 16) \$ 13.18 \$ 13.66 \$ 14.13 \$ 14.60 \$ 15.08 \$ 15.56 \$ 16.04 \$ 16.52  
YEAR 1

Lead Telecommunications Operator

9 17

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 13.69	\$ 14.10	\$ 14.52	\$ 14.95	\$ 15.40	\$ 15.87	\$ 16.34	\$ 16.83

FY15-16 (Class 17) \$ 13.73 \$ 14.11 \$ 14.52 \$ 14.93 \$ 15.33 \$ 15.73 \$ 16.13 \$ 16.54

YEAR 1

A/P Specialist

Accounting Assistant

Move to Class 16/8 due to chart update

Administrative Assistant II

Assistant Library Administrator

Equipment Operator III

Help Desk Coordinator

Maintenance Technician

Payroll Specialist

Move to Class 10/18 due to chart update

Water/Wastewater Operator

Welder/Fabricator

Digital Services Librarian

Retitled Information Technology Librarian and reclassified from Class 12/4

CITY OF KINGSVILLE  
CLASSIFICATION AND COMPENSATION PLAN - NON EXEMPT  
FISCAL YEAR 2016-2017

New Class  
Number  
FY 16-17

10 18

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 14.23	\$ 14.66	\$ 15.10	\$ 15.55	\$ 16.02	\$ 16.50		

FY15-16 (Class 18) \$ 14.30 \$ 14.71 \$ 15.11 \$ 15.52 \$ 15.93 \$ 16.33 \$ 16.73 \$ 17.13

YEAR 1

Lab Technician

Legal Assistant/Paralegal

Move to Class 19/11

*Payroll Specialist*

Moved from Class 17/9 due to chart update

Human Resource Specialist

Rename & Reclassify (1) Admin. Assistant II

11 19

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 14.80	\$ 15.25	\$ 15.70	\$ 16.18	\$ 16.66	\$ 17.16		

FY15-16 (Class 19) \$ 14.97 \$ 15.38 \$ 15.77 \$ 16.18 \$ 16.58 \$ 17.01 \$ 17.39

YEAR 1

YEAR 2

Community Appearance Inspector

Lead Maintenance Technician

Reclassify to Class 20/12

~~Legal Assistant / Paralegal~~

Moved from Class 18/10

12 20

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 15.39	\$ 15.86	\$ 16.33	\$ 16.82	\$ 17.33	\$ 17.85	\$ 18.38	\$ 18.93

FY15-16 (Class 20) 16.04 16.45 16.85 17.26 17.66 18.06 18.47

YEAR 1

YEAR 2

Foreman

Moved to Class 21/13 with chart update

13 21

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 16.01	\$ 16.49	\$ 16.99	\$ 17.49	\$ 18.02	\$ 18.56	\$ 19.12	\$ 19.69

FY15-16 (Class 21) \$ 18.14 \$ 18.76 \$ 19.38 \$ 20.00 \$ 20.41 \$ 20.82

YEAR 1

Crime Scene Specialist

Moved to new Class 23/15 with Chart update

Health Inspector-I

Moved to new Class 23/15 with Chart update

Foreman

Moved from Class 20/12 with Chart update

CITY OF KINGSVILLE  
CLASSIFICATION AND COMPENSATION PLAN - NON EXEMPT  
FISCAL YEAR 2016-2017

New Class  
Number  
FY 16-17

14 22

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 16.65	\$ 17.15	\$ 17.66	\$ 18.19	\$ 18.74	\$ 19.30		

FY15-16 (Class 22) \$ 19.29 \$ 19.91 \$ 20.54 \$ 21.17 \$ 21.58 \$ 21.98

YEAR 1

Building Inspector

*Moved to new Class 23/15 with Chart update*

Engineer's Assistant

*Moved to new Class 24/16 with Chart update*

Health Inspector II

*Moved to new Class 25/17 with Chart update*

15 23

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 17.32	\$ 17.84	\$ 18.37	\$ 18.92	\$ 19.49	\$ 20.07	\$ 20.68	

YEAR 1

Crime Scene Specialist

*Moved from Class 21/13 with Chart update*

Health Inspector I

*Moved from Class 21/13 with Chart update*

Building Inspector

*Moved from Class 22/14 with Chart update*

16 24

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 18.01	\$ 18.55	\$ 19.11	\$ 19.68	\$ 20.27	\$ 20.88		

YEAR 1

Engineer's Assistant

*Moved from Class 22/14 with Chart update*

17 25

Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Max1	Max2
B	C	D	E	F	G	Max1	Max2
New Hire	1	3	6	10	15	M1	M2
\$ 18.73	\$ 19.29	\$ 19.87	\$ 20.47	\$ 21.08	\$ 21.71		

YEAR 1

Health Inspector II

*Moved from Class 22/14 with Chart update*



Scenario 3.1 Rate Schedule

4% Down and 3% Across

End of Schedule

Class		B New Hire	C 1	D 3	E 6	F 10	G 15	Max 1	Max 2
1 7&8	\$	10.00	\$ 10.30	\$ 10.61	\$ 10.93	\$ 11.26	\$ 11.59	\$ 11.94	
2 9&10	\$	10.40	\$ 10.71	\$ 11.03	\$ 11.36	\$ 11.71	\$ 12.06	\$ 12.42	\$ 12.79
3	11 \$	10.82	\$ 11.14	\$ 11.47	\$ 11.82	\$ 12.17	\$ 12.54	\$ 12.91	\$ 13.30
4	12 \$	11.25	\$ 11.59	\$ 11.93	\$ 12.29	\$ 12.66	\$ 13.04	\$ 13.43	\$ 13.83
5	13 \$	11.70	\$ 12.05	\$ 12.41	\$ 12.78	\$ 13.17	\$ 13.56		
6	14 \$	12.17	\$ 12.53	\$ 12.91	\$ 13.29	\$ 13.69	\$ 14.10	\$ 14.53	\$ 14.96
7	15 \$	12.65	\$ 13.03	\$ 13.42	\$ 13.83	\$ 14.24	\$ 14.67		
8	16 \$	13.16	\$ 13.55	\$ 13.96	\$ 14.38	\$ 14.81	\$ 15.26	\$ 15.71	\$ 16.18
9	17 \$	13.69	\$ 14.10	\$ 14.52	\$ 14.95	\$ 15.40	\$ 15.87	\$ 16.34	\$ 16.83
10	18 \$	14.23	\$ 14.66	\$ 15.10	\$ 15.55	\$ 16.02	\$ 16.50		
11	19 \$	14.80	\$ 15.25	\$ 15.70	\$ 16.18	\$ 16.66	\$ 17.16		
12	20 \$	15.39	\$ 15.86	\$ 16.33	\$ 16.82	\$ 17.33	\$ 17.85	\$ 18.38	\$ 18.93
13	21 \$	16.01	\$ 16.49	\$ 16.99	\$ 17.49	\$ 18.02	\$ 18.56	\$ 19.12	\$ 19.69
14	22 \$	16.65	\$ 17.15	\$ 17.66	\$ 18.19	\$ 18.74	\$ 19.30		
15	23 \$	17.32	\$ 17.84	\$ 18.37	\$ 18.92	\$ 19.49	\$ 20.07	\$ 20.68	
16	24 \$	18.01	\$ 18.55	\$ 19.11	\$ 19.68	\$ 20.27	\$ 20.88		
17	25 \$	18.73	\$ 19.29	\$ 19.87	\$ 20.47	\$ 21.08	\$ 21.71		

**STEP ~~B~~ A** - New Hire

**STEP ~~C~~ B** - Step following completion of one (1) year of employment.

**STEP ~~D~~ C** - Step for eligible employees with three (3) years of current uninterrupted City service.

**STEP ~~E~~ D** - Step for eligible employees with six (6) years of current uninterrupted City service.

**STEP ~~F~~ E** - Step for eligible employees with ten (10) years of current uninterrupted City service.

**STEP ~~G~~ F** - Step for eligible employees with fifteen (15) years of current uninterrupted City service.

**STEP ~~H~~** - ~~Step for eligible employees with twenty (20) years of current uninterrupted City service.~~

**STEP ~~I~~** - ~~Step for eligible employees with twenty five (25) years of current uninterrupted City service.~~

The hourly chart shall be relevant to all non-exempt, non-civil service employees maintaining a position in the same CLASS, unless otherwise approved by the City Manager.

**CERTIFICATION PAY -  
HOURLY NON-EXEMPT EMPLOYEES  
(EXCLUDES CIVIL SERVICE PERSONNEL)**

Class/Grade/Unit	Monthly	Per Pay Period Basis *
TCEQ I or D	\$ 30.00	\$ 13.85
TCEQ C	\$ 40.00	\$ 18.47
TCEQ II or B	\$ 55.00	\$ 25.39
TCEQ III or A	\$ 85.00	\$ 39.24
Intermediate Peace Officer	\$ 30.00	\$ 13.85
Advanced Peace Officer	\$ 52.00	\$ 24.00
Master Peace Officer	\$ 100.00	\$ 46.15

**\* Rounding may be required for payroll purposes.**

**MANAGEMENT LEVEL STEP PROGRAM  
INCREASE DUE ON ANNIVERSARY DATE OF MANAGEMENT LEVEL POSITION.**

1 <sup>ST</sup> YEAR	3%
3 <sup>RD</sup> YEAR	3%
6 <sup>TH</sup> YEAR	3%
10 <sup>TH</sup> YEAR	2%
15 <sup>TH</sup> YEAR	2%
20 <sup>TH</sup> YEAR	2%
25 <sup>TH</sup> YEAR	2%

**CITY OF KINGSVILLE**  
**CLASSIFICATION AND COMPENSATION PLAN - EXEMPT**  
**PROPOSED FISCAL YEAR 2016-2017**

**2016-2017 PROPOSED**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>EXECUTIVE OFFICER – 1</b>			
City Manager	\$ 103,098	\$ 124,967	\$ 146,836
 <b>EXECUTIVE OFFICER - 2</b>	 \$ 93,513	 \$ 113,349	 \$ 133,185
City Attorney			
Municipal Court Judge			
 <b>MANAGEMENT LEVEL - 1</b>	 \$ 76,933	 \$ 93,252	 \$ 109,571
City Engineer/Public Works Director			
Finance Director			
Fire Chief			
Police Chief			
 <b>MANAGEMENT LEVEL - 2</b>	 \$ 73,720	 \$ 88,812	 \$ 104,354
Assistant City Attorney			
Economic Development Director			
Planning & Development Services Director			
 <b>MANAGEMENT LEVEL - 3</b>	 \$ 63,293	 \$ 76,719	 \$ 90,145
Human Resources Director			
Parks and Recreation Director			
Purchasing Director			
Tourism Services Director			
 <b>MANAGEMENT LEVEL - 4</b>	 \$ 60,279	 \$ 73,066	 \$ 85,852
Assistant Public Works Director			
Health Director			
Library Director			
 <b>MANAGEMENT LEVEL - 5</b>	 \$ 54,675	 \$ 66,273	 \$ 77,870
Risk Manager			

**CITY OF KINGSVILLE**  
**CLASSIFICATION AND COMPENSATION PLAN - EXEMPT**  
**PROPOSED FISCAL YEAR 2016-2017**

	<b>Minimum</b>	<b>Midpoint</b>	<b>Maximum</b>
<b>MANAGEMENT LEVEL - 6</b>	<b>\$ 47,230</b>	<b>\$ 57,249</b>	<b>\$ 67,267</b>
Accounting Manager			
Building Official			
Capital Improvements Manager			
City Secretary			
<i>Facilities Manager</i>			
Golf Course Manager			
<i>Information Technology Manager</i>			
<i>Parks Manager Renamed from Parks &amp; Recreation Manager</i>			

<b>MANAGEMENT LEVEL - 7</b>	<b>\$ 42,839</b>	<b>\$ 51,926</b>	<b>\$ 61,013</b>
Accounting Supervisor			
Collection's Supervisor			
Community Appearance Supervisor			
<i>Downtown Manager Renamed from Downtown and Volunteer Supervisor</i>			
Garage Supervisor			
Landfill Supervisor			
Municipal Court Supervisor			
Police Communication's Supervisor			
Sanitation Supervisor			
Street Supervisor			
Systems Specialist			
Wastewater Supervisor			
Water Production Supervisor			
Water Supervisor			

# **AGENDA ITEM #5**

**City of Kingsville  
Finance Department**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Deborah Balli, Director of Finance

DATE: September 1, 2016

SUBJECT: End of year budget amendment for deficit accounts and to close and/or create additional funds

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**Summary:**

This item authorizes the approval of an EOY budget amendment to transfer funds to cover deficit accounts, transfer or amend budgets to create additional funds and transfer remaining fund balances to close out three funds.

**Background:**

A summary for each fund is provided below:

**Fund 001-General Fund**

- Receive closing transfers from Funds 060, 064, 099
- Transfer Grant for Texas Main Street to Fund 079
- Transfer Group Health Insurance budget between departments to cover enrollment changes throughout the year
- Transfer Utilities budgets between departments to cover changes made throughout the year and
- Transfer FEMA match to Fund 071

**Fund 051-Utility Fund**

- Transfer CDBG Grant to Fund 082
- Transfer Group Health Insurance budget between departments to cover enrollment changes throughout the year

**Fund 060-Computer Lease Purchase**

- Close fund and transfer remaining fund balance to General Fund 001

**Fund 064-CO Series 2009**

- Close fund and transfer remaining fund balance to General Fund 001

**Fund 068-CO Series 2013-Drainage**

- Close fund and transfer remaining fund balance to General Fund 001

**Fund 071-FEMA Assistance**

- Include FEMA assistance for insurance deductible



**City of Kingsville**  
**Finance Department**

**Fund 079-Texas Capital Main Street Fund**

- Create new fund for Texas Main Street Grant

**Fund 082-TXCDBG Grant #7215270**

- Create new fund for CDBG Grant

**Fund 096-Insurance Claim Recovery Fund**

- Include Insurance Claim funds for May 31<sup>st</sup>, 2016 storm

**Fund 099-Disaster Response Recovery Fund**

- Close fund and transfer remaining fund balance to General Fund 001

**Financial Impact:**

This budget amendment will increase Fund 001-General Fund fund balance by \$40,603.25. Funds 060-Computer Lease Purchase, Fund 064-CO Series 2009 and Fund 099-Disaster Response Recovery Fund will be closed and transferred to Fund 001-General Fund. Funds 051-Utility Fund, Fund 068-CO Series 2013-Drainage, Fund 071-FEMA Assistance, Fund 079-Texas Capital Main Street Fund, Fund 082-TXCDBG Grant #7215270, and Fund 096-Insurance Claim Recovery Fund will all have no financial impact.

**Recommendation:**

Staff recommends authorization of this budget amendment to make the necessary end of year adjustments.



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

**AN ORDINANCE AMENDING THE FISCAL YEAR 2015-2016 BUDGET TO COVER END OF YEAR DEFICIT ACCOUNTS AND TO CLOSE AND OR CREATE ADDITIONAL FUNDS.**

**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
<b>Fund 001 General Fund</b>					
<u>Equity</u>					
2		Unreserved Fund Balance	61002	\$46,853.25	
<u>Revenues</u>					
4-0000		Transfer From Fund 060	75060	\$198.99	
4-0000		Transfer From Fund 064	75064	\$428.26	
4-0000		Transfer From Fund 096	75096	\$22,821	
4-0000		Transfer From Fund 099	75099	\$23,405	
<b>Fund 001 General Fund</b>					
<u>Revenues</u>					
4-1600		State Grants (TX Main St)	72010		\$45,000
<u>Expenses</u>					
5-1601		Grounds & Perm Fixtures	59100		\$50,000
5-6900		Transfer To Fund 079	80079	\$5,000	
<b>Fund 001 General Fund</b>					
5-1702		Group Health Insurance	11600		\$9120.60
5-1901		Group Health Insurance	11600	\$9,120.60	
5-1020		Utilities	32300		\$3,948
5-1030		Utilities	32300	\$3,948	
<b>Fund 001 General Fund</b>					
<u>Equity</u>					
2		Unreserved Fund Balance	61002		\$6,250
5-6900		Transfer To Fund 071	80071	\$6,250	
<b>Fund 051 Utility Fund</b>					
<u>Revenues</u>					
4-6000		State Grants (CDBG)	72010		\$240,000
<u>Expenses</u>					
5-6001		8" Water Line Replacement	59100		\$300,000



5-6900	-CDBG			
	Transfer To Fund 082	80082	\$60,000	
<b>Fund 051 Utility Fund</b>				
5-8000	Group Health Insurance	11600	\$1,250	
5-8201	Group Health Insurance	11600		\$1,250
<b>Fund 060-Computer Lease Purchase</b>				
<u>Equity</u>				
2	Restricted for Capital Outlay	74002		\$198.99
<u>Expenses</u>				
5-6900	Transfer To Fund 001	80001	\$198.99	
<b>Fund 064-CO Series 2009</b>				
<u>Equity</u>				
2	Restricted for Capital Outlay	74002		\$428.26
<u>Expenses</u>				
5-6900	Transfer To Fund 001	80001	\$428.26	
<b>Fund 068-CO Series 2013-Drainage</b>				
<u>Revenues</u>				
4-1600	State Grants (TX Main St)	72010		\$90,000
<u>Expenses</u>				
5-1601	Grounds & Perm Fixtures	59100		\$100,000
5-6900	Transfer To Fund 079	80079	\$10,000	
<b>Fund 071-FEMA Assistance</b>				
<u>Revenues</u>				
4-0000	State Grants	72010	\$18,750	
4-0000	Transfer From Fund 001	75001	\$6,250	
<u>Expenses</u>				
5-6900	Transfer to Fund 096	80096	\$25,000	
<b>Fund 079-Texas Capital Main Street Fund</b>				
<u>Revenues</u>				
4-0000	Transfer From Fund 001	75001	\$5,000	
4-0000	Transfer From Fund 068	75068	\$10,000	
4-0000	State Grants	72010	\$135,000	
<u>Expenses</u>				
5-1601	Grounds & Perm Fixtures	59100	\$150,000	
<b>Fund 082-TXCDBG Grant# 7215270</b>				
<u>Revenues</u>				
4-6000	State Grants	72010	\$240,000	
4-0000	Transfer From Fund 051	75010	\$60,000	
<u>Expenses</u>				
5-6001	8" Water Line Replacement	59100	\$300,000	
<b>Fund 096-Insurance Claim Recovery Fund</b>				
<u>Revenues</u>				
4-0000	Other Income-Insurance	59944	\$1,662,233.16	
4-0000	Transfer From Fund 071	75071	\$25,000	
<u>Expenditures</u>				
5-1030	Professional Services	31400	\$549,016.95	
5-1030	Building	71300	\$474,313.61	
5-4503	Building	71300	\$641,081.60	
5-6900	Transfer To Fund 001	80001	\$22,821	
<b>Fund 099-Disaster Response Recovery Fund</b>				
<u>Equity</u>				
2	Restricted-Disaster Resp.	74002		\$23,405
<u>Expenditures</u>				

[To amend the City of Kingsville FY 15-16 Budget to transfer funds to cover deficit accounts, transfer or amend budgets to create separate funds and transfer remaining funds to close out three funds as per the attached memo from the Director of Finance.]

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 12<sup>th</sup> day of September, 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 #6**

**City of Kingsville  
Finance Department**

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TO: Mayor and City Commissioners  
CC: Jesus A. Garza, City Manager  
FROM: Deborah Balli, Director of Finance  
DATE: September 1, 2016  
SUBJECT: Uncollectible Account Write-Offs

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**Summary:**

This item authorizes the write off of six (6) accounts receivable accounts that have been deemed uncollectible.

**Background:**

As part of the annual general ledger clean up, account receivables have been reviewed to determine collectability. Six (6) accounts listed in Exhibit A have been deemed uncollectible in an amount totaling \$58,101.31.

**Financial Impact:**

This ordinance will not have a financial impact as these accounts will be written off to an allowance for uncollectible accounts.

**Recommendation:**

Staff is recommending the identified accounts be written off to the allowance for uncollectible accounts.



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

**AN ORDINANCE AUTHORIZING THE FINANCE DIRECTOR TO WRITE-OFF CITY OF KINGSVILLE ACCOUNTS RECEIVABLES IN THE AMOUNT OF FIFTY-EIGHT THOUSAND ONE HUNDRED AND ONE DOLLARS AND THIRTY-ONE CENTS (\$58,101.31), WHERE IT HAS BEEN DETERMINED THAT SUCH ACCOUNTS ARE UNCOLLECTIBLE.**

**WHEREAS**, the City of Kingsville Finance Department has determined that there are six (6) accounts receivable accounts with balances that are uncollectible; and

**WHEREAS**, the City's auditors have recommended that the City review its aged accounts receivable on the general ledger and perform annual write-offs of accounts deemed uncollectible; and

**WHEREAS**, the City's auditors in accordance with generally accepted accounting principles stated that the City of Kingsville accounts receivables should be written off to accurately reflect the values of accounts receivable assets in the City's financial statements; and

**WHEREAS**, the Finance Director has determined that the six (6) accounts receivable accounts have cumulative balances that total Fifty-Eight Thousand One Hundred and One Dollars and Thirty-One Cents (\$58,101.31) are uncollectible.

I.

**BE IT ORDAINED** by the City Commission that the Finance Director is authorized to write-off six (6) accounts receivable accounts, in an amount not to exceed Fifty-Eight Thousand One Hundred and One Dollars and Thirty-One Cents (\$58,101.31) herein attached as Exhibit A, to be charged to the Allowance for Uncollectible Accounts.

The City does not waive its right to accept payments from any account written-off pursuant to this Ordinance, or otherwise any legal right to collect such amounts; including the right to enforce a valid lien for such outstanding amounts, except to the extent that any liens are expressly released by the City.

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 12<sup>th</sup> day of September, 2016.

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

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

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

EXHIBIT A  
City of Kingsville  
Proposed Write-Off of Accounts Receivables  
As of August 31, 2016

001-0-29100 A/R Kleberg Co Pct 1	\$ 711.39
A/R Kleberg Co Pct 1 - Landfill Fees between June 2001 - Nov 2001	\$ 711.39

During this time period landfill fees were charged through the general ledger separately from the utility account.

001-0-29400 A/R Kleberg Co Pct 4	\$ 612.43
A/R Kleberg Co Pct 4 - Landfill Fees fees for August 2001	\$ 612.46

During this time period landfill fees were charged through the general ledger separately from the utility account.

001-0-23203 Police Equipment Receivable	\$ 10,480.45
001-0-23203 Police Equipment Receivable	\$ 10,480.45

This account is used to allow officers to purchase and pay for equipment through payroll deductions. On 6/30/2001, \$11,144.37 was entered as the beginning balance when the City implemented its current financial software. Most of this balance has never been settled. There is no way of knowing who this balance belongs to and if it has already been paid. As of 08/31/16 only 4 employees had balances that were being deducted from payroll. The payroll deductions are calculated and monitored out of the system to ensure current equipment purchases are paid in full.

001-0-28100 Returned Checks	\$ 349.71
The following checks were entered into the GL as returned-NSF.	

01/13/2010 NSF-Hinojosa, R. Permit/License	\$ 145.00
11/03/2010 NSF-Aetna (Ambulance)	\$ 104.71
04/06/2012 NSF-FL-Robert O's Grill	\$ 100.00
	<u>\$ 349.71</u>

When a check is returned for non-sufficient funds, a receivable is set up and a letter is sent to the customer requesting replacement funds. When the replacement funds are received the receivable will be closed. The above receivables were never closed, because these checks are from 2010 and 2012 no further action can be taken.

001-0-26003 A/R McCracken Electric	\$ 20.10
Contractor Security Account - Permits for the FY 2010-2011	\$ 20.10

Total deposits for this contractor equaled \$1,052 while permits for the period of 2008-2011 totaled \$1,072.10 leaving a balance of \$20.10. This contractor is believed to no longer be in business and statements to the address have been returned with no forwarding address available.

001-0-34050 Due From County - Community Appearance	\$ 45,927.23
50% of salaries for (2) equipment operators from 10/2012-05/2014	\$ 45,927.23

In October 2012 (2) equipment operators responsible for mowing were transferred from the City-County Health Department to Community Appearance. Since the equipment operators did not change job duties their salaries were billed at a rate of 50% to the County along with the Health and Library. The Finance Department learned that the County would not be splitting the costs of these salaries since the employees were no longer in the Health Department.

**Total** **\$ 58,101.31**

# **AGENDA ITEM #7**



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

**A RESOLUTION REVISING METHODS BY WHICH CITY FUNDS SHALL BE TRANSFERRED BETWEEN FUNDS, BETWEEN DEPARTMENTS AND WITHIN DEPARTMENTS.**

**WHEREAS**, it is recognized that during a fiscal year, actual expenditures do not conform exactly to budgeted appropriations; and

**WHEREAS**, City management should have the authority to transfer budgeted appropriations when needed; and

**WHEREAS**, the City Commission has the responsibility to approve all major or significant transfers of funds;

**NOW, THEREFORE**, be it resolved by the City Commission of the City of Kingsville, Texas:

I.

**THAT** methods be established for the transfer of funds and amendments of budget as hereinafter stated:

1. Interfund transfers – No transfers between funds can be made without City Commission approval.
2. Interdepartmental transfers – Transfers between departments in one fund ~~or transfers involving the fund reserve account~~, may be made by staff without Commission approval if approved by the Finance Director and the City Manager, if all transfers within one fiscal year do not increase or decrease a particular department's appropriations by more than ~~5%~~ 10% of the department's adopted budget. If the transfers affect a department's budget by more than ~~5%~~ 10%, a budget amendment approved by the Commission is required. A summary of all transfers which fall under the ~~5%~~ 10% rule will be given to the Commission on a ~~regular~~ quarterly basis.
3. Intradepartmental transfers – Transfers of funds between account codes within a department may be made by staff without Commission approval if approved by the Department Director and the Finance Director. ~~However, transfers of more than \$5,000 must be documented and given to the Commission for informational purposes.~~
4. Budget amendments – All budget amendments shall be enacted by ordinance.

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 October 1, 2016.

**PASSED AND APPROVED** by a majority vote of the City Commission the 12<sup>th</sup> day of September, 2016.

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Sam Fugate, Mayor

ATTEST:

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Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

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Courtney Alvarez, City Attorney

# **AGENDA ITEM #8**

**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: September 2, 2016

SUBJECT: Cottage Building Renovation

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**Summary:**

This item authorizes the award of the construction contract for renovation of the Cottage Building.

**Background:**

The City, in conjunction with Ferrell and Brown Architects, advertised for Competitive Sealed Proposals on July 27 and August 3, 2016. Three (3) Proposals were opened on Tuesday, August 9, 2016. Proposals were judged on quantitative and qualitative methods by the review committee of Jesús Garza, Tom Ginter, Charlie Cardenas, and David Mason. Cumulative results are in the table below:

	Maltby	Teal	Van Fleet
Monetary (50/200)	130	165	<b>200</b>
Reputation (10/40)	39	38	<b>38</b>
Experience (10/40)	40	39	<b>40</b>
Key Personnel (10/40)	40	35	<b>39</b>
Knowledge/ Understanding of Project (20/80)	67	62	<b>75</b>



**City of Kingsville  
Purchasing/IT Department**

Total of Committee(400)	316	339	<b>392</b>
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The highest weighted category was the quantitative or monetary portion which carried a value of fifty (50) percent. Results of this category are Van Fleet \$895,000; Teal \$904,000, and Maltby \$1,042,018.

**Financial Impact:**

This item will expend \$895,000 from 033-5-1030-71311, CO Series 2016-City Hall-Cottage Building Remodel.

**Recommendation:**

It is recommended the City awards the contract to Rusty Van Fleet Construction, PO Box 5101, Kingsville, TX 78364 for Cottage Building Renovations as the highest ranking firm under the competitive sealed proposal.



#### **Article IV. Selection Criteria:**

After the deadline time for proposal submissions, the Owner will evaluate the various submitted sealed proposals and then select a Contractor for this project. Criteria for selection of the contractor, by the Owner, will be based upon the following criteria (weighted against a total amount of 100%).

##### **Quantitative Criteria:**

50%            The monetary proposal amount.

##### **Qualitative Criteria:**

10%            Overall reputation of the general contractor, based upon information provided by the Proposer and on other information obtained by references; past experience by the Owner with the contractor; past experiences on similar projects; record of on-time completion; record of claims and litigation over the past five (5) years; scheduling ability and other similar factors reflecting the reputation of the general contractor. List all projects on which you have defaulted in the last ten (10) years.

10%            Overall experience of the General Contractor in constructing similar types of facilities over the last five (5) years. Provide a list, including the name of each project, owner's name and phone number, architect for the project, contract amount and approximate completion date.

10%            Overall experience and capability of the key personnel the General Contractor proposes to use on this project, including principals of the firm and the proposed on-site construction superintendent

20%            Demonstrated knowledge of the project and understanding of the Owner's goals and expectations.

Each Proposer, who is submitting a sealed proposal for this project, **shall include with his proposal** whatever documentation he deems appropriate to aid the Owner in evaluating his proposal and qualifications in accordance with the criteria listed above. Owner reserves the right to request supplemental information of any and all Proposers to aid the Owner in the evaluation process.

In submitting his proposal, the Proposer agrees and understands that the Owner shall not be obligated to award a construction contract for this project strictly on the basis of the lowest amount proposed.

# **AGENDA ITEM #9**



# Purchasing/IT Department

361-595-8025  
361-595-8035 Fax

DATE: September 2, 2016  
TO: City Commission through City Manager  
FROM: David Mason, Purchasing Director  
SUBJECT: RFQ 16-11 Architectural Services-Municipal Building

## **SUMMARY**

This items provides staff recommendation for RFQ 16-11 Architectural Services for Kingsville Municipal Building. We advertised in the Kingsville Record on July 3 and July 10, 2016 and it was available on the City of Kingsville website. A total of six (6) proposals were received on July 26, 2016 and subsequently evaluated by the review committee of Jesús Garza, Tom Ginter, Charlie Cardenas, and David Mason.

Cumulative results are in the table below:

## **BACKGROUND**

	Abell-Crozier-Davis	Dykema	Gignac	LWA	Naismith	<b>Solka-Nava-Torno</b>
Similar size and scope (25/100)	68	89	55	70	67	<b>87</b>
Project team (25/100)	77	88	63	75	62	<b>87</b>
Scope and methodology (20/80)	61	70	50	54	50	<b>73</b>
Schedule/references (15/60)	48	52	39	50	41	<b>55</b>
Time line (15/60)	43	36	34	50	36	<b>59</b>
Total of Committee (400)	297	335	241	299	256	<b>361</b>



#### Full Description

25% Firm's experience in performing projects of similar size and scope in Texas;

25% Demonstrated strength to perform work, including project team composition, staff qualifications & experience, and adequacy of resources;

20% Demonstrated understanding of project scope and approach and proposed methodology to complete project;

15% Work performance, including history of performing past projects on schedule and strength of provided references;

15% Proposed time line to complete the project

#### **FINANCIAL IMPACT**

There is no financial impact until the contract is negotiated. Funding is available from 054-5-6201-71300, Utility Fund Capital Projects-Building-Collections-Building Capital Outlay.

#### **RECOMMENDATION**

It is recommended that RFQ 16-11 be awarded to the firm SolkaNavaTorno, LLC, 6262 Weber Rd, Suite 110, Corpus Christi, TX 78413-4031, most highly qualified provider based on demonstrated competence and qualifications. Staff will negotiate a contract for a fair and reasonable price as per the Professional Services Procurement Act and bring the contract to Commission for approval at a future meeting.

# **AGENDA ITEM #10**

**City of Kingsville  
Engineering/Public Works**

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TO: Mayor and City Commissioners

CC: Jesus A. Garza, City Manager

FROM: Charlie Cardenas, P.E., City Engineer/Director of Public Works

DATE: September 6, 2016

SUBJECT: Change order #1 to increase base repairs for the CO 2016 6<sup>th</sup> Street Overlay project

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**Summary:**

This item authorizes the approval of a change order to the CO 2016 6<sup>th</sup> Street Overlay project in the amount of \$137,500.00 to increase the amount of base repairs to the roadway.

**Background:**

In July 25, 2016, the City of Kingsville awarded the CO 2016 6<sup>th</sup> Overlay contract to Clark Construction in the amount of \$809,034.92. The project consists of overlaying almost three miles of 4 lane roadway on 6<sup>th</sup> Street from Corral Ave to Loop 428. Also included is adjusting manholes, milling the outside lanes, stripping, and base repairs. The original bid amount of the base repairs for this project was 800 square yards of base repair at \$90.53 a square yard. In order to have a better quality roadway, it was determined upon further inspection that more areas along 6<sup>th</sup> needed base repairs, hence increasing the overrun of the contract item. It was determined that an additional 2,200 square yards of base repairs are needed (total of 3,000 square yards which is 4% of the total area of the project). The cost for each additional square yard is \$62.50.

**Financial Impact:**

The financial impact is \$137,500.00 for a total of \$946,534.92 that is budgeted through account 033-05-3050-52131 CO 2016.

**Recommendation:**

Staff recommends authorization of this item as it will enhance the ride quality of this heavily traveled roadway in Kingsville.

