

AUGUST 16, 2021

A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON MONDAY, AUGUST 16, 2021 IN THE HELEN KLEBERG GROVES COMMUNITY ROOM, 400 WEST KING AVENUE, KINGSVILLE, TEXAS AT 4:00 P.M.

CITY COMMISSION PRESENT:

Sam R. Fugate, Mayor
Hector Hinojosa, Commissioner
Norma N. Alvarez, Commissioner
Edna Lopez, Commissioner
Ann Marie Torres, Commissioner

CITY STAFF PRESENT:

Mark McLaughlin, City Manager
Mary Valenzuela, City Secretary
Courtney Alvarez, City Attorney
Janine Reyes, Tourism Director
Kyle Benson, IT Manager
Derek Williams, IT
Uchechukwu Echeozo, Director of Planning & Development Services
Deborah Balli, Finance Director
Susan Ivy, Parks Director
Janine Reyes, Tourism Director
Rudy Mora, Engineer
Bill Donnell, Public Works Director
Ricardo Torres, Police Chief
Juan J. Adame, Fire Chief
Diana Gonzales, Director of Human Resources
David Solis, Risk Manager
Charlie Sosa, Purchasing Manager
Nicholas Daniels, Building Official
Emilio Garcia, Health Director
David Bodiford, Accounting Assistant
Mike Mora, Capital Improvements Manager
Avelino Valdez, Street Supervisor
Cameron Whittington, Water Construction Supervisor
Ruben Chapa, Golf Course Manager
Joe Casillas, Water Production Supervisor
Arturo Perez, Garage Supervisor
Darrell Mills, Landfill Supervisor

I. Preliminary Proceedings.

OPEN MEETING

Mayor Fugate opened the meeting at 4:00 p.m. with all five Commission members present.

INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)

The invocation was delivered by Mrs. Courtney Alvarez, City Attorney, followed by the Pledge of Allegiance and the Texas Pledge.

MINUTES OF PREVIOUS MEETING(S)

Regular Meeting – August 9, 2021

Motion made by Commissioner Lopez to approve the minutes of August 9, 2021 as presented, seconded by Commissioner Torres and Commissioner Hinojosa. The motion was passed and approved by the following vote: Hinojosa, Alvarez, Lopez, Torres, Fugate voting "FOR".

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

None.

III. Reports from Commission & Staff.²

"At this time, the City Commission and Staff will report/update on all committee assignments which may include but is not limited to the following: Planning & Zoning Commission, Zoning Board of Adjustments, Historical Board, Housing Authority Board, Library Board, Health Board, Tourism, Chamber of Commerce, Coastal Bend Council of Governments, Conner Museum, Keep Kingsville Beautiful and Texas Municipal League. Staff reports include the following: Building & Development, Code Enforcement, Proposed Development Report; Accounting & Finance – Financial & Investment Information, Investment Report, Quarterly Budget Report, Monthly Financial Reports; Police & Fire Department – Grant Update, Police & Fire Reports; Street Updates; Public Works- Building Maintenance, Construction Updates; Park Services - grant(s) update, miscellaneous park projects, Administration –Workshop Schedule, Interlocal Agreements,

Public Information, Hotel Occupancy Report, Quiet Zone, Proclamations, Health Plan Update, Tax Increment Zone Presentation, Main Street Downtown, Chapter 59 project, Financial Advisor, Water And Wastewater Rate Study Presentation. No formal action can be taken on these items at this time.

Ms. Courtney Alvarez, City Attorney announced that there is a second budget workshop scheduled for Tuesday, August 17, 2021, at 4:00 P.M. There is also a third budget workshop scheduled on Monday, August 23, 2021, in conjunction with a regular meeting. If needed, staff will be posting for a fourth budget workshop for Tuesday, August 24, 2021.

IV. Public Comment on Agenda Items.³

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

No public comments were made or received.

V.

Consent Agenda

Notice to the Public

The following items are of a routine or administrative nature. The Commission has been furnished with background and support material on each item, and/or it has been discussed at a previous meeting. All items will be acted upon by one vote without being discussed separately unless requested by a Commission Member in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon. The remaining items will be adopted by one vote.

CONSENT MOTIONS, RESOLUTIONS, ORDINANCES AND ORDINANCES FROM PREVIOUS MEETINGS:

(At this point the Commission will vote on all motions, resolutions and ordinances not removed for individual consideration)

Motion made by Commissioner Lopez to approve the consent agenda as presented, seconded by Commissioner Alvarez. The motion was passed and approved by the following vote: Alvarez, Lopez, Torres, Hinojosa, Fugate voting "FOR".

1. **Motion to approve final passage of an ordinance amending the Fiscal Year 2020-2021 budget to accept and expend grant funds from the Assistance to Firefighters Grant Program for medical supplies. (Fire Chief).**
2. **Motion to approve final passage of an ordinance amending the City of Kingsville Code of Ordinances sections 3-3-125 & 3-3-127, providing for Tourism staff to be the Main Street Advisory Board secretary. (Tourism Director).**
3. **Motion to approve final passage of an ordinance amending the City of Kingsville Code of Ordinances Chapter IX-General Regulations, Article 8-Parks and Recreation, Section 11-Liquor in Public Parks Prohibited, Exception, providing for revision to the scope of the exception. (Parks Director).**

REGULAR AGENDA

CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:

VI. Items for consideration by Commissioners.⁴

4. **Review and discuss proposed the fiscal year 2021-2022 budget for departments of the City of Kingsville. (City Manager).**

Mr. Mark McLaughlin, City Manager stated that the proposed budget is scheduled to be adopted on September 13, 2021. He further stated that the City of Kingsville has been awarded the GFOA Award for the sixth time. He further stated that last year's budget had more expenses than revenues, about \$2.9 million more in expenses, through four budget amendments throughout the year, and have been able to grow that to \$3.9 million. He further stated that with staff assistance, the city is in the black for an amount of \$7.1 million. New proposed tax rate of \$.84000 from \$.85208, which is still lower than the previous year. The Fiscal Year budget is \$102,901,773.27 total expenditures, all funds combined. The total proposed budget is \$55,682,570.00, more compared to fiscal year 20-21 current budget of \$55,682,570.00. the increase in the total budget is mainly due to the additional grant and federal funding of \$55,682,570.00. There is no change to the group health insurance, will remain 90/10. Mr. McLaughlin further stated that the fund balance requirements are met at 25%. The general fund has \$381,587 above the minimum requirements and the utility fund is at \$344,698 above the minimum requirements. For utility fund revenues, the proposed budget includes a 1% water rate increase and a 7% sewer rate increase as per the rate study done by Grady Reed of HDR. These increases put the city back on track. No increase to garbage fees for this fiscal year.

To decrease the number of divisions with small numbers of employees, several division consolidations were made. Downtown and Historic Preservation 1604 was moved to the Planning/Development Services in 1601. The Downtown Manager/Historical Preservation position was previously split between Tourism and General Fund. When a staffing change was made, this position's duties were split and the result in General Fund addressed the need to have more of a Senior Planner position to meet the needs of the department. The Main Street part of the position was moved to the Tourism Fund as that part of the former position was more event focused. Recycle 1701 was moved to Sanitation Collection 1702. There was only one employee in this division and there wasn't a need to have this position in a division by itself. Information Technology 1806 was moved under Finance Administration 1801. Moving this division creates efficiency as it falls under Finance Administration and there is not a real need to have it separated. Police Community Services 2105 was moved to Police Patrol 2102. The employee assigned to this division works for division 2102 and when that happens it causes unbudgeted costs in 2102, which requires budget transfers to be done. This move solves the budgeting issues. Meter Readers 6202 was moved to Collections 6202 which falls under the supervision of 6201 and there was not a need to have these divisions separated. Capital Improvements 8201 was moved to Engineering 8000. Division 8201 falls under the supervision of 8000 and is located in the same work area. Employees in Facilities, Public Works Administration, and Engineering are no longer split in the payroll system. The splits are handled through a transfer from General Fund to Utility Fund.

Employee Compensation: Diana Gonzales, Human Resources Director

Authorized and proposed Fiscal Year 21-22 positions, 33 full-time exempt non-civil services; 160 full-time non-exempt non-civil services; 83 full-time non-exempt that are Police and Fire combined; and 23 part-time non-civil services. Classification changes to get employees to \$12 per hour, the number of employees is 118 for a total cost of \$307,793. The employee anniversary program will affect 106 employees for a total of \$96,230. Fiscal Year 21-22 proposed position summary is as followed, full-time position 284 employees from 275; part-time with 29 hours weekly 9 employees from 6; part-time with 19 hours weekly went from 17 down to 14 in FY 21-22; part-time with 10 hours went from 2 in FY 20-21 to 0 in FY 21-22; temporary/seasonal employees remained the same with 32 employees from FY 20-21 to FY 21-22. Changes of new full-time employees, 1 Accounting Assistant in the Finance Department; 1 full-time Customer Service Representative II in the Fire Department, which is an upgrade for the part-time position currently there now; 1 full-time Administrative Assistant I for Public Works, also an upgrade for the part-time position currently there now; 1 full-time Police Officer; 1 full-time Telecommunication Operator for the Police Department; 2 full-time Fire Fighters; and 1 full-time Water/Wastewater Operator for Water Production Department. Total change for Fiscal Year 21-22 of full-time employees is 8.

Commissioner Hinojosa commented that he does not agree with the new position of Accounting Assistant for the Finance Department.

Compensation Plan: Diana Gonzales, Human Resources Director

A 3% Cost of Living Adjustment (COLA) for non-exempt non-civil service positions for a total of \$285,800; as inflation is currently 4.1%. Longevity, increase from \$3 per month per year of service to \$5 per month per year of service with it being capped at 25 years. This is being proposed to get the same level as Fire which is \$5 per month. Additional certification for Telecommunications Operators and include exempt personnel ineligibility to receive certification pay. Public Works, 6 supervisors increase for retention of their skill sets compared to other departments and cities. Additional employer health plan funding for \$202,477 due to employee elections and new positions. Police and Fire Collective Bargaining Agreements require a 3% wage increase for an amount of \$88,692 and Fire Fighter a 3% wage increase for an amount of \$59,527; longevity increase from \$4.75 to \$5.00 for a total of \$1,380 and new certification pay for a total of \$726. Proposed new and upgraded positions are as followed: full-time position, Accounting Assistant at \$58,674; Firefighters (2) total of \$176,596; Police Officer \$77,898; Telecommunications Operator for \$60,349; Water/Wastewater Operator \$59,074.

Commissioner Alvarez asked if the \$77,000 for a Police Officer was for a seasoned officer, already trained. Mr. McLaughlin responded that this includes all benefits.

Part-Time positions, Help Desk for \$17,373; and Parks Maintenance Worker for \$18,981. Upgraded positions from part-time to full-time, GIS Technician for Engineering Department, \$40,646; Customer Service Representative II for Fire \$36,771; and Administrative Assistant I for Public Works \$19,464. The compensation plan also calls for an additional proposed holiday, Juneteenth National Independence Day. Increase to flex leave hours from 8 to 12 hours; new 4 hours to be added during employee's birthday month which is proposed by the City Manager. Part-time employees increase from 8 to 10 hours, new 2 hours to be added during employee's birthday month. Boot reimbursement, standardize policy that meets the American National Safety Institute from steel toe or composite toe

boots depending on their job, increase 1-year boot reimbursement from \$35 to \$75 and increase 2-year boot reimbursement from \$50 to \$100.

Proposed Tax Rate:

Mr. McLaughlin stated that the current tax rate is \$. 85208. The proposed tax rate is \$.84000, and the no new revenue tax rate is \$.80651 with the voter-approved tax rate at \$.84961. With Legislative change, passing S.B.2, this will be the second year of the voter-approved tax rate percentage at 3.5% above the no new revenue tax rate. Our percentage is reduced by a certain portion of sales tax revenues.

Supplemental Requests:

Supplemental request for fiscal year 21-22 had 175 supplementals submitted with only 108 supplementals approved for a total of \$3,236,146.00.

Proposed Budget:

The total proposed budget with all funds combined is \$102,901,773.27 for fiscal years 21-22. Total proposed budget revenue is \$102,577,461.48. Usage of operating funds fund balance, \$896,281.14. This is the amount that budgeted revenues do not cover budgeted expenditures on all funds classified as operating. The non-operating funds surplus is \$571,969.32. This is the number of budgeted revenues that exceed budgeted expenditures on all funds classified as non-operating.

Transfers: Deborah Balli, Finance Director

Mrs. Balli stated that the proposed transfers to the general fund are as followed, Tourism 002, \$35,000 for administration costs; Utility 051, \$1,350,000 for administration costs, which is the same amount since fiscal year 18-19; SW Capital Projects 087 \$87,707 for the final payment on the John Deere Dozer, water truck repairs, and dozer repairs; Street fund 092, \$150,000 for street crew payroll cost reimbursements; National Trust Grant 095, \$5,000 for offset for grant cash match and to close out the grant. Proposed transfers to the Utility Fund Debt Service; utility fund 051 \$1,618,993 for fiscal year 21-22 debt service requirements to which it changes every year based on payment; and stormwater drainage 055 \$111,000 for TWDB loan payment. A proposed transfer to landfill closure fund solid waste capital projects fund 087, \$96,114.12 for the payment on the City Hall payback. The proposed transfer to the general fund capital projects fund is CO Series 2016 033, \$1,228.49 to close the fund. A proposed transfer to the street maintenance fund will be coming from CO Series 2013, Streets 067 for \$29,017.21 to close the fund. A proposed transfer to Parks Maintenance Fund from general fund 001 for \$25,000 for the annual allocation. Proposed Transfer to Economic Development Fund, General Fund 001 - \$170,000 for sales tax incentive agreements and \$100,000 for additional economic development assistance. Proposed Transfer to Vehicle Replacement PD Fund, General Fund 001 - \$10,000 for annual allocation to build up fund availability of vehicles. Proposed Transfer to Vehicle Replacement PW Fund, General Fund 001 - \$10,000 for annual allocation to build up fund availability of vehicles. Proposed Transfer to Patrick Leahy Bulletproof Vest Grant, General Fund 001 - \$9,585 for grant cash match requirements. Proposed Transfer to City Wide Wastewater Collection System Grant, CO Series 2013 Drainage 068 - \$73,668 for grant cash match requirements. Proposed Transfer to GLO Hurricane Harvey Mitigation Grant, CO Series 2013 Drainage 068 - \$366,787 for grant cash match requirements. Proposed Transfer to Economic Development Grant, GF ARP SL Fiscal Recovery Fund 121 - \$500,000 for a new economic development grant program to be determined in FY 21-22. Proposed Transfer to GF Tax Note Series 2022, General Fund 001 - \$125,280 for estimated tax note payment on approved capital outlay supplemental requests. Solid Waste Capital Projects Fund 087 - \$76,968 for estimated tax note payment on approved capital outlay supplemental request. Proposed Transfer to UF Tax Note Series 2022, Utility Fund 051 01 - \$84,120 for estimated tax note payment on approved capital outlay supplemental request.

Mr. McLaughlin commented that there was a large request for vehicles this year, city-wide. This request had a total of about \$2.5 million. The biggest request was for a compactor for the landfill.

Debt Service:

Mrs. Balli stated that the budget book shows all the outstanding debt issues along with an explanation of what the issues were for. The GO debt is for the general fund and revenue debt is for the utility fund. At this time the city has \$11,851,030.42 of general fund debt and \$14,529,101.07 of utility fund debt. Both total an amount of \$26,380,131.59.

General Fund Balance:

Mr. McLaughlin stated that the City's fund balance policy requires a minimum of 25% of budgeted expenditures. In addition, the city has always kept an additional \$300,000 above the minimum to cover any unexpected budget amendments. In the proposed budget for the general fund, these requirements have been met at 26.7076%, which is a percentage higher than the minimum.

Commissioner Hinojosa asked if the total expenditures were actual expenditures. Mr. McLaughlin responded that it is actual and encumbered.

Mr. McLaughlin further reported that the minimum requirement, 25% of expenditures is \$5,586,594 with an estimated ending fund balance on September 30, 2022, of \$5,968,181 for an above minimum requirement of \$381,587. McLaughlin went on to report on non-department general fund revenues. He stated that non-departmental revenues include rents, transfers in, sale of city property, publications, open records, interest earnings, and miscellaneous revenues which total an amount of \$231,875.21.

City Commission:

Mr. McLaughlin stated that the Commission's budget in personnel has a decrease in health insurance coverages. For services, the restoration project of \$44,000 and is to be completed in FY 20-21. No supplementals were requested for this department.

City Manager's Office:

This department has two employees, City Manager and City Secretary. Personnel changes are an increase in City Manager's contract, 3% COLA for City Secretary, \$2 per month per year of service longevity increase for City Secretary, and anniversary increase for City Secretary. As for services, there is a decrease in communication costs and an increase in property taxes on a copier lease. No supplementals were requested in this department.

City Special:

City Special is a division for expenditures that are not tied to a specific division. In personnel, decrease in retiree health costs and an increase in supplies. For services, decrease in postage and freight, TX DOT contract completion, election costs. There are an increase in professional services, liability insurance costs, and credit card fees costs. No supplementals were requested for this fund.

Human Resources: Diana Gonzales, Human Resources Director

This department has a total of four employees. Personnel changes are 3% COLA and \$2 per month per year of service longevity increase as well as anniversary increase. There is an increase in supplies and a decrease in minor equipment due to the prior year's one-time supplemental. In services, there is an increase in communications, professional services, memberships, and medical treatment. There is a decrease in printing & publishing and an increase in operating leases. Fiscal Year 21-22 supplementals approved are communications for additional cell phones for staff for a total of \$1,200 which is a permanent increase. A one-time increase in professional services for legal services for Police and Fire Contract negotiations for an amount of \$20,000. A permanent increase in medical treatment for additional physicals, drug screens, and psychological exams, for new hires, which amount to \$5,000. Leases, permanent increase for additional printer/copier for Risk Manager for an amount of \$726.

Legal Department: Courtney Alvarez, City Attorney

This department has two employees, City Attorney and Paralegal. In personnel changes, 3% COLA and \$2 per month per year of service longevity increase and anniversary increase. In services, there is an increase in communications for two MiFi devices, one for the City Attorney and the other for the Paralegal to be used in the event of working from home or a conference. There is a decrease in professional services and an increase in an operating lease. No supplementals were requested for this department.

Commissioner Alvarez commented that she didn't see a position for an Assistant City Attorney?

Ms. Alvarez responded that this is correct. In the city's compensation plan ordinance, there are various positions listed which are the positions that are authorized by the City Commission but not budgeted for. If at some point during the fiscal year there was a need for one of those positions to be filled, the Commission would not have to go back and modify two ordinances but would only have to modify the budget.

Commissioner Alvarez commented that she thought she saw that the position was budgeted for \$76,000.

Mayor Fugate asked about J. Dean Craig, Attorney assisting with Municipal Court cases.

Ms. Alvarez stated that there is a contract attorney that assists with Municipal Court which is possible that that is what that funding is for. She further stated that it all goes into professional services as he is an independent contractor and not a city employee.

Commissioner Hinojosa asked that if the need for an Assistant City Attorney is required the city would get into a contract with one and have it approved?

Ms. Alvarez responded that yes unless the City Manager came to the Commission for the position to be budgeted and opened to be filled. Otherwise, it's only contractor labor.

Commissioner Hinojosa stated that he saw ISO and further asked what it stands for.

Mr. McLaughlin responded that ISO technically stands for in support of.

Planning & Development Services: Uche Echeozo, Planning & Development Services Director

This department has 7 positions with one additional new position of Senior Planner/Historic Preservation Manager, which is advertised not filled. The proposed budget for this department is \$258,650. Personnel changes in Division 1604 were consolidated into this division bringing the Downtown Manager/Historical Preservation position that now becomes the Senior Planner II/Historic Preservation. Other changes include a 3% COLA increase and a \$2 per month per year of service longevity increase and anniversary increase. Supplies have an increase due to consolidation. Services have an increase in most line items due to the consolidation. Grant cash match decreased due to changes in grant applications that will be submitted. There is also an increase in operating leases due to consolidation. In personnel, the Downtown/Historic Preservation position in Division 1604 was split between Planning 1601 and Tourism Fund. For Planning, this position will become a new Planner II/Historic Preservation. The general fund will no longer receive 50% reimbursement as this will no longer be a shared position with Tourism taking over the Main Street duties of the former position. The transfer amount no longer reimbursed to the general fund for the last fiscal year was \$42,340. There is a permanent approve supplemental for copier overages for an amount of \$1,500 and a one-time approved supplemental in professional services for review/production of Master Plan for an amount of \$25,000.

Building Services:

Personnel changes, 3% COLA increase with \$2 per month per year of service longevity increase. There is also an anniversary increase and comp plan increase for Customer Service Representative II. There is an increase in supplies for uniforms for new boot reimbursement. Increase in services for communications. Supplementals approved permanent additional cell phone for office staff for \$500.

Code Compliance:

Personnel changes, 3% COLA increase with \$2 per month per year of service longevity increase as well as anniversary increases. Comp plan increase for two Equipment Operators. There is an increase in supplies for uniform new boot reimbursement and an increase in motor gas & oil. In services, increase in communications, professional services GPS, training & travel, memberships, and catering. Decrease in postage & freight, special events clean up, printing & publishing, and laundry. In repairs, there is an increase in vehicle and equipment maintenance. Supplementals approved for Division 1603, one-time increase for \$1750 for training for Zoning Inspector. Permanent increase in equipment maintenance for trucks & trailers, blades for mowers for an amount of \$1,350. A one-time increase in minor equipment for a Canon Camera for \$250.

Commissioner Torres asked that for the training for the Zoning Inspector, is that for one inspector or everyone within the department?

Mr. Echeozo replied that it would be for all three inspectors.

Solid Waste: Bill Donnell, Public Works Director

Revenues are about the same as last year's numbers for this division. Personnel changes, Recycling Division 1701 was consolidated into this division adding one position. There is a 3% COLA for employees and a \$2 per month per year of service longevity increase. This division also has some anniversary increases as well as compensation plan increases for Equipment Operators II & III, Foreman, Recycling Technician, and additional certification for one employee. In supplies, there is an increase in uniforms for new boot reimbursement and medical supplies due to consolidation with a decrease in chemicals and moto gas & oil. In services, there is an increase in communications, professional services, software maintenance, printing & publishing, and utilities. These increases are due to the consolidation. The division has a decrease in postage & freight, special events clean up, printing & publishing, and laundry. In repairs, there is an increase in vehicle and equipment maintenance. No supplementals were approved for this division.

Landfill:

Personnel changes include a 3% COLA increase with a \$2 per month per year of service longevity increase. There are also some anniversary increases and compensation plan increases for Equipment Operators II and Foreman. There is a salary increase for the supervisor and additional certification pay for one employee. In supplies, there is an increase in uniforms for new boot reimbursement and motor gas & oil. There is a decrease in services from communications, equipment rental, and utilities. There is an increase in

repairs for vehicle and equipment maintenance. In leases, there is a small increase of \$53 in the Final Dozer Capital Lease payment. Supplementals approved for fiscal year 21-22 are as followed: personnel there is a permanent increase for Supervisor of \$2,844; vehicle maintenance has a one-time increase of \$13,850 for water truck repairs; equipment maintenance has a one-time increase of \$5,549 for Skid Steer Under Carrier & Sprocket replacement.

Mr. McLaughlin commented that as per the TCEQ requirement a water truck is necessary for dust control and brush burning that is done at the landfill.

Commissioner Torres asked if maintenance checks are done frequently on vehicles? Mr. Donnell responded that frequent maintenance checks are done on these vehicles. Commissioner Torres further asked if any of this cost is within this budget? Mr. Donnell responded that the general maintenance comes from the 411 accounts.

Finance: Deborah Balli, Finance Director

Sources of revenues in this division include Ad Valorem Taxes, Sales Taxes, Mixed Drink Taxes, Franchise Taxes, and Municipal Court.

Finance Administration:

Personnel changes include Division 1806 IT was consolidated with this Division to create budget efficiencies as it falls under the supervision of the Finance Administration. There is a 3% COLA increase with a \$2 per month per year of service longevity increase as well as anniversary increases. There is a salary increase for the Administrative Assistant due to additional assigned duties. Mrs. Balli explained that the additional assigned duties for the Administrative Assistant are, currently the Human Resources Department checks in all visitors in City Hall. The new change will be that visitors that are here for Human Resources or the Engineering Department will be directed by posted signs. All other visitors will be checking in with the Administrative Assistant located on the 3rd floor. Mrs. Balli continued with the Divisions' budget. There is an increase for the Payroll Specialist as there are additional steps that payroll is having to take, which is creating additional duties. In this Division, there is a new position for an Accounting Assistant and a new position for a part-time Help Desk that was approved. In supplies, there is an increase in supplies, Computers & Associated Equipment due to supplementals approved. In services there is an increase in software maintenance due to supplementals approved and subscriptions; there is a decrease in communications, professional services, printing & publishing, and training & travel. Approved supplementals for Division 1801 for fiscal year 21-22 are as followed: Approved salary increase for Payroll Specialist for \$3,266; approved salary increases for Administrative Assistant for \$1,184; new Accounting Assistant position for \$58,674; and new part-time Help Desk position for \$17,373. Approved supplementals for IT are as followed: Computer & Associated Equipment cabling & networking refresh for Fire for \$19,500; Computer & Associated Equipment ID software & equipment for Human Resources for \$3,000; Software Maintenance Firewall License & Support Increase for \$9,700; and Software Maintenance Human Resources System for Applicant Tracking for \$10,500.

Municipal Court:

Personnel changes include a 3% COLA with a \$2 per month per year of services longevity increase as well as some anniversary increases. There is also additional certification pay for the Municipal Court Supervisor. There is a decrease in supplies, professional services, and printing & publishing. No supplementals are approved for this division.

Facilities Maintenance: Charlie Sosa, Purchasing Manager

Personnel changes include employees are recorded in Utility Fund Division 8020. General fund submits 50% of personnel costs through a transfer to Utility Fund. There is an increase in supplies in uniforms due to the new boot reimbursement and a decrease in janitorial supplies and motor gas & oil. In services, there is an increase in communications, utilities, and laundry. As for repairs, there is a decrease in vehicle maintenance. Maintenance, there is a decrease in building maintenance, grounds, and permanent fixtures due to the prior year's one-time supplemental of \$10,500 for the concrete pad as the new Recycle Center. In Capital expenditures, there is a decrease in building due to prior year one-time supplementals of \$68,000 for building system replacements at the Fire Department and roof replacement at the Dr. Pepper Building. Supplementals approved for fiscal year 21-22, Laundry services for six employees for \$1,242 and in Building for a small conference room conversion for Police for \$5,000.

Mayor Fugate convened the meeting to a 25-minute break at 5:45 p.m. Mayor Fugate reconvened the meeting at 6:05 p.m.

Police Department: Ricardo Torres, Chief of Police

Kingsville Police Department has six divisions, Administration, Patrol, Communications, Criminal Investigations, Community Service, and Warrant Enforcement. The large budget

and activity years are due to years where there were capital leases for Police Vehicles and the total capital lease had to be recorded in both revenues and expenditures. New vehicles have not been delivered due to the shortage of computer chips for the vehicles.

Police Department - Administration Division:

Personnel changes for this division include a 3% COLA increase with a \$2 per month per year of service longevity increase, as well as anniversary increases. Included are also new certifications for the Police Chief. In supplies, there is an increase for motor gas & oil, Minor Equipment, Computers & Associated Equipment. Supplementals approved for this division listed under Minor Equipment are three new office chairs for a total of \$800.

Police Department - Patrol Division:

Personnel changes for this division include a 3% COLA increase with a \$2 per month per year of service longevity increase and include anniversary increases. The position of a new police officer has been approved for the new fiscal year. In supplies, there is an increase in motor gas & oil and a decrease in lease due to capital leases budgeted last year and they are budgeted in the Tax Note Fund for FY 21-22. There is a decrease in the Capital line item due to last year's recordation of the capital lease. Chief Torres stated that supplemental approval for this division is a new police officer position for \$77,898, as there is growth to the Southwest of the City. The thought is to subdivide the city into four quadrants rather than three areas as it is currently. Chief Torres stated that for this, it would require two dispatchers for each sector. To fill one sector 24/7 would come to about 4.7 personnel.

Police Department - Communications Division:

Chief Torres commented that it has been a difficult time as this division is five personnel short. Out of fourteen dispatchers, he has asked for additional funds for the Communications Supervisor as she is working and willing to work additional hours to make things work in this division. Chief Torres continued with the Communications Division budget. Personnel changes for this division include a 3% COLA increase as well as a \$2 per month per year of service longevity increase. There are some anniversary increases included as well. Compensation plan increases for Telecommunicators and Lead Telecommunicators and a salary increase for Supervisor. There is additional certification pay in this division. The Division has a new telecommunicator position that was approved. In supplies, there is an increase in Minor Equipment and for services, there is an increase in communications with a decrease in professional services. Supplementals approved are in personnel, Communications Supervisor salary increase for \$1,792 and new Telecommunicator position for \$60,349.

Commissioner Lopez and Commissioner Torres asked that if what is being asked is for one new position but has five unfilled positions? Chief Torres responded yes, and they are trying to fill in all the positions as they are all needed, but the problem is that they cannot hire enough people to fill those positions.

Commissioner Lopez asked if an exit interview has ever been done for those employees resigning as to why they are leaving their position. Chief Torres responded that the job is very stressful.

Mrs. Gonzales, Human Resources Director responded that some list on their exit interview that the job is very stressful. She further stated that in the compensation plan an increase was done in hopes to attract more individuals to apply and can pass a background check.

Commissioner Lopez commented that the city has increased the pay in the past, but it seems that now we have fewer employees for this position.

Chief Torres commented that this is not only a problem in Kingsville but also region-wide.

Mr. McLaughlin commented that the new compensation plan moves the telecommunicators from Class 8 up to Class 10, which will give about \$1.50 more per hour.

Police Department - Criminal Investigations:

Personnel changes for this division include a 3% COLA and \$2 per month per year of service longevity increase as well as some anniversary increases. The compensation plan has an increase for the Evidence Clerk. In supplies, there is a decrease in supplies, uniforms, minor equipment, computers & associated equipment with an increase in professional services due to approved supplemental and utilities. In repairs, there is an increase in equipment maintenance and a decrease in vehicle maintenance. Capital outlay increase in vehicle due to approved supplemental for the License Plate Reader System. Supplementals approved are in professional services for towing fees \$2,000 and in Vehicle for License Plate Reader System for \$10,665. Chief Torres commented that by state statute

the police department must pay for tows. He further stated that his staff received training last week on the new LPR system which will be deployed on August 24, 2021. He further commented that he hopes that this will assist with monetary seizures.

Mayor Fugate commented that for years, when the Department of Public Safety made an arrest, they would give the individual an opportunity to call someone to pick up their car, instead of towing it. He further asked if this is something that the Kingsville Police Department does as well.

Chief Torres responded that on occasion if someone can be called quickly, they will do that, but the Kingsville Police Department is responsible for the vehicle until they turn it over, which is why they end up being towed.

Commissioner Torres asked if the offender gets charged the towing fee? Chief Torre's response was no.

Police Department - Community Services:

Personnel changes, employees were moved to Patrol Division 2102. Supplies have an increase in motor gas & oil and services has a decrease in utilities.

Police Department – Warrants Enforcement Division:

Personnel changes include an increase in certifications and an increase in supplies for motor gas & oil. Services have an increase in communications. Repairs have a decrease in vehicle maintenance. This division had no approve supplementals. Chief Torres commented that with the pandemic the jail is not taking city prisoners.

Commissioner Hinojosa asked if the city is still paying for the beds at the jail? Chief Torres responded that the city pays for seven beds at the jail as per contract which is all full.

Fire Department: Juan J. Adame, Fire Chief

The estimated decrease in revenues for Fiscal Year 20-21 is mainly due to the ambulance billing collection which was budgeted at \$620,000 and is estimated at \$444,000 and the capital lease of \$77,515 for the command vehicle was done through a tax note rather than a capital lease. Chief Adame commented that the command vehicle is on hold due to the shortage of computer chips. Personnel changes include 3% COLA with a \$2 per month per year of service longevity increase as well as anniversary increases. Other changes include two new Firefighter positions that were approved and upgrade the part-time Customer Service Representative to full-time. Supplies have an increase in uniforms and chemicals with a decrease in supplies and motor gas & oil. Services have an increase in professional services and credit card fees and a decrease in communications, training & travel, and utilities. Repairs have an increase in vehicle maintenance and Capital Outlay has a decrease in the prior year, the fire command vehicle was purchased using a tax note instead of a capital lease. Supplementals approved are the two firefighters for \$176,596, part-time customer service to full-time for \$36,771, uniforms set of NFPA approved PPE for \$2,800, six hazmat suits for \$3,500, PPE for two new firefighters for \$8,802, foam concentrate for \$2,500, and consultant for ISO Review for \$39,000. Chief Adame explained the ISO Review and stated that this is where the consultants come in and rate a city for public protection inspection. This inspection is a detailed inspection by grading the Fire Department, water distribution, dispatch, and how we interact with the community. This is a detailed inspection and at this time Kingsville is classified as a Class 5 City which is about the middle of the grading.

Volunteer Fire Department:

Personnel changes, increase in the unemployment rate. Supplies have a decrease in supplies. Services have an increase in memberships and a decrease in communications. Chief Adame commented that the Volunteer Fire Department is holding their own and the City Fire Department is grateful to have them in place.

Commissioner Torres asked that the PPE for Volunteer Fire Department, it is not needed? Chief Adame responded that he only outfits so many members per year and assigns them to those members that are active, therefore he is okay with what he has.

Commissioner Lopez commented that she is glad to see that there are two new firefighter positions for the upcoming fiscal year. She further commented that the city will eventually need a third Fire Station.

Public Works: Bill Donnell, Public Works Director

Personnel changes include 3% COLA and \$2 per month per year of service longevity increase as well as anniversary increases. Increased part-time Administrative Assistant I to full-time and new certification for Director. In supplies, there is an increase in uniforms due to the new boot reimbursement and a decrease in motor gas & oil. In services, there is an increase in printing & publishing and a decrease in communications and professional

services. Leases have an increase for copier leases. Supplementals approved are in personnel to increase part-time Administrative Assistant I to full-time and in operating lease is the increase in copier lease.

Commissioner Lopez asked if currently there is only one full-time employee. Mr. Donnell responded yes. Commissioner Lopez further commented that in the past there were two full-time employees.

Service Center:

No personnel changes as there are no employees in this division. There is a decrease in supplies and services, there is an increase in communications with a decrease in utilities. No approved supplementals for the Service Center.

Garage:

Personnel changes include a 3% COLA and a \$2 per month per year of service longevity increase. There are some anniversary increases as well as compensation plan increases for Maintenance Techs, Lead Maintenance Tech, and Welder/Fabricator. There is an increase for the Supervisor and new certification for Supervisor. In supplies, there is an increase in uniforms due to new boot reimbursement and a decrease in minor equipment. In services, there is a decrease in communications, and in leases, there is an increase in copier leases. Capital Outlay has an increase due to approved supplemental. Supplementals approved for this division are a personnel salary increase for Supervisor \$7,705, Minor Equipment one-time 9,000 lb. jack for \$3,800, and Machinery & Equipment one-time 123 A/C Recovery Machine for \$6,000.

Street:

Personnel changes include 3% COLA and \$2 per month per year of service longevity increase as well as anniversary increases. The compensation plan has an increase for Maintenance Workers and a salary increase for the Supervisor. Supplies have an increase in uniforms due to new boot reimbursement. Services have an increase in equipment rental, which is for the long reach trackhoe to be used to clean Caesar ditch and any other equipment that may be needed while paving roads. There is a decrease in communications and utilities. Repairs have an increase in vehicle maintenance. Maintenance has a decrease in Street & Bridge, Signs & Signals, and drainage. Leases have an increase in street sweeper capital lease payment and Capital Outlay has a decrease in machinery and equipment due to the prior year's one-time supplemental. Supplementals approved for fiscal year 21-22, salary increase for Supervisor for \$4,379. Mr. Donnell commented that a list of proposed streets for the next fiscal year will be discussed with the Street Maintenance Fund 092. He also stated that the repair for equipment continues to increase every year as the street sweeper cost, at a minimum, \$25,000 every year in maintenance.

Commissioner Hinojosa asked what the life span was for a street sweeper. Mr. Donnell responded that it's about five years, as they have a lot of moving parts to it.


Health Department: Emilio Garcia, Health Director

Personnel changes include 3% COLA and \$2 per month per year of service longevity increase as well as anniversary increases. Compensation plan increases for Animal Care Attendants, Customer Service Representative I, and Kennel Attendants. There is also new certification for Health Director. In supplies, there is an increase for motor gas & oil, and medical supplies-veterinary and a decrease in supplies, minor equipment, and animal care. In services, there is an increase in postage & freight, printing & publishing, and laundry with a decrease in communications, professional services, GPS, training & travel, utilities, and other services. Repairs have a decrease in equipment maintenance. Maintenance has a decrease in building maintenance. Supplementals approved for the upcoming fiscal year, medical supplies-veterinary flea & tick, parvo/distemper medications for \$6,445.

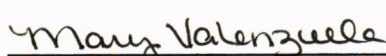
Commissioner Torres asked if the Health Department pays of a veterinarian. Mr. Garcia responded that the veterinarian gets paid for the services, so if the Health Department takes them an animal, then he gets paid for services.

VI. Adjournment.

There being no further business to come before the City Commission, the meeting was adjourned at 6:46 P.M.


Sam R. Fugate, Mayor

ATTEST:


Mary Valenzuela, TRMC, CMC, City Secretary