

City of Kingsville, Texas

AGENDA CITY COMMISSION

MONDAY, NOVEMBER 22, 2021

REGULAR MEETING

CITY HALL

HELEN KLEBERG GROVES COMMUNITY ROOM

400 WEST KING AVENUE

5:00 P.M.

**Conference Line call: 1 (415) 655-0001 and
when prompted type access code: 126 210 9951 #**

OR

Live Videostream: <http://www.cityofkingsville.com/webex>

I. Preliminary Proceedings.

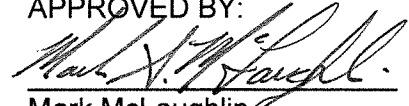
OPEN MEETING

INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)

MINUTES OF PREVIOUS MEETING(S)

Regular Meeting – November 8, 2021

APPROVED BY:


Mark McLaughlin
City Manager

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

1. Public hearing on request to replat KT&I Co., Block 20, Lot SE Pt 11, acres 13.13, also known as Property ID 22555, Kingsville, Texas. John A. Wuensche and Dena Rae Wuensche, applicants and owners. (Director of Planning & Development Services).
2. Public hearing on request to submit an application for Brownfield Cleanup Grant to the U.S. Environmental Protection Agency. (Director of Planning & Development Services).

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, Condemnation Update, Proposed Development Report; Accounting & Finance – Financial & Investment Information, Investment Report, Quarterly Budget Report, Monthly Financial Reports, Utilities Billing Update; Police & Fire Department – Grant Update, Police & Fire Reports; Streets Update; Public Works; Landfill Update, Building Maintenance, Construction Updates; Park Services - grant(s) update, miscellaneous park

projects, Emergency Management, Administration –Workshop Schedule, Interlocal Agreements, Public Information, Health Department, Hotel Occupancy Report, Quiet Zone, SEP, Legislative Update, Proclamations, Employee Recognition, Health Plan Update, Tax Increment Zone Presentation, Main Street Downtown, Chapter 59 project, Financial Advisor, Wastewater Treatment Plant, Water And Wastewater Rate Study Presentation, Golf Course, Library Summer Programs, Grants Update. No formal action can be taken on these items at this time.”

IV. Public Comment on Agenda Items.³

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

V.

Consent Agenda

Notice to the Public

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

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

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

1. Motion to approve final passage of an ordinance amending the Fiscal Year 2021-2022 Budget to appropriate funding for the carry-over purchase orders that were ordered or started last fiscal year and will be received or completed this fiscal year. (Finance Director).
2. Motion to approve final passage of an ordinance amending the Fiscal Year 2021-2022 Budget to appropriate funding for the emergency repairs to Water Well #21. (Finance Director).
3. Motion to approve final passage of an ordinance amending the Fiscal Year 2021-2022 budget to transfer uncommitted funds in the DEAAG Grant Fund back to Utility Fund 051 and to cover shortage in Fund 054. (Finance Director).
4. Motion to approve final passage of an ordinance amending the Fiscal Year 2021-2022 budget to appropriate funding for façade grant applications received. (Finance Director).

REGULAR AGENDA

CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:

VI. Items for consideration by Commissioners.⁴

5. Consider a request to replat KT&I Co., Block 20, Lot SE Pt 11, acres 13.13, also known as Property ID 22555, Kingsville, Texas. (Director of Planning & Development Services).
6. Consider a resolution authorizing the submission of an application to the Environmental Protection Agency Brownfields Program for remediation at site of the

Old Kleberg County Hospital building at 400 E. Caesar Ave., Kingsville, Texas. (Director of Planning & Development Services).

7. Consider participation in and sponsorship of Wings Over South Texas Air Show at Naval Air Station Kingsville on April 2 & 3, 2022. (Tourism Director).

8. Consider accepting donations from the King Ranch, La Posada de Kingsville, Kleberg County Attorney's Specialized Crimes Task Force, Kleberg County District Attorney's Office, and Christus Spohn Hospital Kleberg for Park's Healthy Family Partners Events. (Parks Director).

9. Consider introduction of an ordinance amending the Fiscal Year 2021-2022 Budget to accept and expend donations for Parks Department from King Ranch, La Posada de Kingsville, Kleberg County Attorney's Specialized Crimes Task Force, Kleberg County District Attorney's Office, and Christus Spohn Hospital Kleberg. (Parks Director).

10. Consider introduction of an ordinance amending the Fiscal Year 2021-2022 Budget to appropriate funding for a broadband feasibility study. (Finance Director).

11. Consider a resolution adopting the City of Kingsville Premium Pay Policy (for January-March 2021 using ARPA funds). (City Manager).

12. Consider a resolution adopting the City of Kingsville Economic Development Grant Program and Administrative Manual; and providing for evaluation of each application for conformity with such program and criteria prior to submission to the Commission. (City Manager/Economic Development Director).

VII. Adjournment.

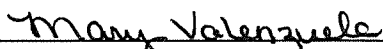
1. No person's comments shall exceed 5 minutes. Cannot be extended by Commission.
2. No person's comments shall exceed 5 minutes without permission of majority of Commission.
3. Comments are limited to 3 minutes per person. May be extended or permitted at other times in the meeting only with 5 affirmative 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 Community Room are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 361/595-8002 or FAX 361/595-8024 or E-Mail mvalenzuela@cityofkingsville.com for further information. Braille Is Not Available. The City Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Section 551-071 (Consultation with Attorney), 551-072 (Deliberations about Real Property), 551-073 (Deliberations about Gifts and Donations), 551-074 (Personnel Matters), 551-076 (Deliberations about Security Devices), 551-086 (Certain Public Power Utilities: Competitive Matters), and 551-087 (Economic Development).

I, the undersigned authority do hereby certify that the Notice of Meeting was posted on the bulletin board located at City Hall, 400 West King Ave, 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:

November 18, 2021 at 3:00 P.M. and remained so posted continuously for at least 72 hours proceeding the schedule time of said meeting.



Mary Valenzuela, TRMC, CMC, 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)

NOVEMBER 8, 2021

A REGULAR MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON MONDAY, NOVEMBER 8, 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
Kyle Benson, IT Manager
Derek Williams, IT
Uchechukwu Echeozo, Director of Planning & Development Services
Rudy Mora, Engineer
Ricardo Torres, Police Chief
Diana Gonzales, Director of Human Resources
Emilio Garcia, Health Director
Janine Reyes, Tourism Director
Deborah Balli, Finance Director
Mike Mora, Capital Improvements Manager
Bill Donnell, Public Works Director
Susan Ivy, Director of Parks & Recreation
Charlie Sosa, Purchasing Manager

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 – October 25, 2021

Motion made by Commissioner Lopez to approve the minutes of October 25, 2021 as presented, seconded by Commissioner Torres. 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, Condemnation Update, Proposed Development Report; Accounting & Finance – Financial & Investment Information, Investment Report, Quarterly Budget Report, Monthly Financial Reports, Utilities Billing Update; Police & Fire Department – Grant Update, Police & Fire Reports; Streets Update; Public Works; Landfill Update, Building Maintenance, Construction Updates; Park Services - grant(s) update, miscellaneous park projects, Emergency Management, Administration –Workshop Schedule, Interlocal Agreements, Public Information, Health Department, Hotel Occupancy Report, Quiet Zone, SEP, Legislative Update, Proclamations, Employee Recognition, Health Plan Update, Tax Increment Zone Presentation, Main Street Downtown, Chapter 59 project, Financial Advisor, Wastewater Treatment Plant, Water, And Wastewater Rate Study Presentation, Golf Course, Library Summer Programs, Grants Update. No formal action can be taken on these items at this time.”

Mr. Mark McLaughlin, City Manager updated the City Commission on Officer Sherman Benys funeral services and further stated that some employees will attend the funeral on Tuesday, November 9, 2021. City offices will remain open with some staff remaining in the offices.

Ms. Courtney Alvarez, City Attorney reported that the next scheduled Commission meeting is Monday, November 22, 2021. Deadline for city staff to submit their items for this agenda is Friday, November 12, 2021. She further reported that City Offices will be closed on Thursday, November 11, 2021 in observance of the Veteran’s Day Holiday.

Mr. McLaughlin asked for Mr. Ricardo Torres, Chief Torres to give an update on the funeral services for Officer Sherman Benys.

Chief Torres commented that the afternoon of Monday, November 1st, 2021, he received information from Dispatch that they had an officer that had been shot. He further stated that he responded with all other officers in the building and other units that were already in pursuit of the shooter. He further stated that he started towards the shooter where the shooter had already been taken down and arrested. He then headed towards the site on Wanda Street where the incident had occurred. By the time he had arrived Officer Sherman Benys had already been transported to the hospital. Chief Torres further stated that he then headed towards the hospital to be with Officer Benys and the Benys family. Chief Torres says that he has been overwhelmed with support from other Law Enforcement Agencies from around the area. He also stated that medical staff from Spohn Kleberg Memorial did an outstanding job in taking care of Officer Benys. The hospital staff was able to stabilize Officer Benys for transport by Halo Flight to Corpus Christi. Law Enforcement Agencies from the surrounding area were at the hospital in support of Officer Benys and his family. Chief Torres further stated that Officer Benys prognosis was like a rollercoaster, one-minute medical staff would give good news than the next minute not so good. On the evening of Wednesday, November 3rd Officer Benys had a procedure done and was stabilized and getting a little better. Torres stated that at that point he felt comfortable going home but then later in that evening he received a call stating that Officer Benys was going into cardiac arrest and passed away at 12:37 a.m. on Thursday, November 4, 2021. Chief Torres stated that the City of Corpus Christi Police Department had 40 of their Officers that assisted our Officers in the transport of Officer Benys to the Medical Examiners Office. He further stated that on the following day he sent three of his Officers to Corpus Christi to escort Officer Benys down to Kingsville. Three officer escorts turned into a three-mile precession within 15 minutes. The outpour of support received from law enforcement agencies and citizens from the Coastal Bend is miraculous. Chief Torres further stated that the Flag of Honor has been flown down to Corpus Christi for Officer Benys funeral to honor him for his great sacrifice. Chief Torres stated that he has

so much pride in being the head of this department and the action of the young officers that were involved in this incident. He further stated that the family, Mrs. Benys, her concerned, not for herself but for the Officers and how they are doing. She wants to make sure that they are taken care of. Chief Torres stated that the Officers that responded to the incident did not hesitate in taking care of the situation which was to protect a woman whose husband was trying to kill her. They engaged in the situation and handled it professionally. He further thanked the Commission and city staff for all the support they have given the Kingsville Police Department during this time.

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 Hinojosa. The motion was passed and approved by the following vote: Alvarez, Lopez, Torres, Hinojosa, Fugate voting "FOR".

1. **Motion to approve the reappointment of Steve Davis to the Health Board for a 3-year term. (Health Director).**

REGULAR AGENDA

CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:

VI. Items for consideration by Commissioners.⁴

Mayor Fugate asked if there were no objections, he would like to move agenda item #18 before agenda item #2. No objections were made from the Commission; therefore, agenda item #18 was moved before agenda item #2.

Commissioner Hinojosa departs at 4:19 p.m. from the City Commission meeting after the vote was taken for agenda item #18.

2. **Consideration and approval of a resolution declaring intention to reimburse certain expenditures. (Finance Director).**

Mrs. Deborah Balli, Finance Director stated that the adopted budget for fiscal year 21-22 provides for the purchase of capital outlay items for both General Fund and Utility Fund through a tax note. Due to the need for the items and delays in delivery, the capital

outlay items need to be ordered and paid for before the tax note that finances them is finalized. The reimbursement resolution allows the city to be reimbursed from the proceeds from the Tax Notes for those items that were paid for before the Tax Note was finalized.

Motion made by Commissioner Alvarez to approve the resolution declaring intention to reimburse certain expenditures, seconded by Commissioner Lopez. The motion was passed and approved by the following vote: Lopez, Torres, Alvarez, Fugate voting "FOR".

3. Consider appointment of Kathy Pawelek to the Hotel Occupancy Tax Advisory Board for a two-year term. (Tourism Director).

Ms. Janine Reyes, Tourism Director stated that effective October 2, 2021, Board member Jonathan Plat resigned from the Board. Texas A&M University-Kingsville leadership asked that Dr. Ayala-Schuneman be appointed to complete Mr. Plant's term which was to end on July 24, 2021. Dr. Ayala-Schuneman has since retired and Ms. Kathy Pawelek has not assumed the role of Interim Director of Administration and Operations of the Conner Museum. It is staff's recommendation to appoint Ms. Kathy Pawelek to the Hotel Occupancy Tax Advisory Board for a two-year term.

Motion made by Commissioner Alvarez to approve the appointment of Kathy Pawelek to the Hotel Occupancy Tax Advisory Board for a two-year term, seconded by Commissioner Lopez and Commissioner Torres. The motion was passed and approved by the following vote: Torres, Alvarez, Lopez, Fugate voting "FOR".

4. Consider a core City logo and potential design changes. (Tourism Director).

Ms. Reyes stated that on May 24th the City Commission authorized the City Manager to execute a Logo & Brand Guide Development Agreement with ESD and Associates. Since that time ESD has been developing a series of logos for the City Commission to review. The City Manager has selected six renditions for Commission to review.

The Commission at this time discussed the six renditions that were displayed on the projector screen and gave staff some direction as to what they would like to see changed. The Commission selected option 1 with minor changes they would like to see made.

Ms. Reyes commented that she will submit the recommended changes to ESD and will bring back a second rendition with the recommended changes for Commission to review and approve.

No action was taken on this item at this time.

5. Consider a resolution authorizing the City Manager to enter into an Interlocal Agreement between the City of Kingsville and Texas A&M University-Kingsville relating to TAMUK Women's Golf Team and the L.E. Ramey Golf Course. (Parks Director).

Motion made by Commissioner Lopez to approve the resolution authorizing the City Manager to enter into an Interlocal Agreement between the City of Kingsville and Texas A&M University-Kingsville relating to TAMUK Women's Golf Team and the L.E. Ramey Golf Course, seconded by Commissioner Torres.

Commissioner Alvarez asked if an agreement with TAMUK Women's Golf Team had already been made in the past.

Mrs. Susan Ivy, Parks Director responded that this is a renewal of that contract.

Mr. McLaughlin commented that the renewal does not have a fee adjustment.

Mayor Fugate asked if the Golf Team was happy with the use of the field house. Mrs. Ivy responded yes.

The motion was passed and approved by the following vote: Alvarez, Lopez, Torres, Fugate voting "FOR".

6. Consider introduction of an ordinance amending the Fiscal Year 2021-2022 Budget to appropriate funding for the carry-over purchase orders that were ordered or started last fiscal year and will be received or completed this fiscal year. (Finance Director).

Mrs. Deborah Balli, Finance Director stated this is something that is done at the beginning of each fiscal year. All purchase orders that remain outstanding at the end of the fiscal year are reviewed to determine if the products are on order but have not been received or the project has been started but not yet completed. If there are purchase orders in that state, the purchase order must be rolled over and the associated budget must be rolled to cover the expenditure.

Introduction item.

7. Consider introduction of an ordinance amending the Fiscal Year 2021-2022 Budget to appropriate funding for the emergency repairs to Water Well #21. (Finance Director).

Mrs. Balli stated these repairs were started during fiscal year 20-21 but completed in this fiscal year 21-22, therefore, requiring for it to roll over to this fiscal year.

Mr. McLaughlin commented that Water Well #21 is back in production but slightly reduced rate from before the pump failed. The contractor is working on it to bring it back to full capacity.

Introduction item.

8. Consider introduction of an ordinance amending the Fiscal Year 2021-2022 budget to transfer uncommitted funds in the DEAAG Grant Fund back to Utility Fund 051 and to cover shortage in Fund 054. (Finance Director).

Mrs. Balli stated that this budget amendment request is to transfer the uncommitted DEAAG Grant Funds back to Utility Fund to shore up the Utility Fund 051 and cover an expected fund shortage in Fund 054. She further stated that an overstatement of the fund balance for 054 requires a transfer to Fund 051. This transfer will correct the overstatement in Fund 054 and help cover the purchase order for an emergency repair in Fund 051. The emergency repair expenditure will be rolled over into the Fiscal Year 21-22 budget.

Introduction item.

9. Consider introduction of an ordinance amending the Fiscal Year 2021-2022 budget to appropriate funding for façade grant applications received. (Finance Director).

Mrs. Balli stated that for this year staff did not allot for any applications as a staff is not aware as to when the city will receive facade applications. As applications are received, staff will set aside the money for those applications.

Introduction item.

10. Consider a resolution approving an application and agreement for the Historic District Façade Grant Program from David Thibodeaux for property located at 400 E. Kleberg Avenue, Kingsville, Texas. (Director of Planning & Development Services).

Mr. Uceh Echeozo, Director of Planning & Development Services stated that Mr. Thibodeaux has applied for a Façade Grant. Staff has reviewed the application and proposed it to the Historical Development Board and approved the item. Mr. Echeozo stated that the grant is worth \$4,400 with the project being estimated at \$8,000.

Commissioner Alvarez asked if this façade grant would require the applicant to keep the old look of the buildings that are around this location.

Mr. Echeozo responded that the façade grant refers to the property itself. Because we don't have what is called local distinctiveness on how a street looks, so they will be improving their property and not looking at how other properties look.

Commissioner Torres asked if certain requirements need to be met before receiving a grant.

Mr. Echeozo stated that there are guidelines, and the improvements would need to follow those guidelines and have the improvements approved by the Historical Board.

Motion made by Commissioner Lopez to approve the resolution approving an application and agreement for the Historic District Façade Grant Program from David Thibodeaux for property located at 400 E. Kleberg Avenue, Kingsville, Texas, seconded by Commissioner Torres. The motion was passed and approved by the following vote: Lopez, Torres, Alvarez, Fugate voting "FOR".

11. Consider a resolution approving an application and agreement for the Historic District Façade Grant Program from Luis Fuentes, Jr. for property located at 301 E. Kleberg Avenue, Kingsville, Texas. (Director of Planning & Development Services).

Mayor Fugate asked for the dollar amount for this grant? Mr. Echeozo responded that it is for \$6,495.00.

Commissioner Lopez asked staff if this was approved by the Historical Board. Mr. Echeozo responded yes.

Commissioner Torres asked that if once the Historical Board approves this then the City Commission approves as well?

Mayor Fugate commented that the City Commission does not have to approve this just because the Historical Board approved it. The Historical Board makes a recommendation to the City Commission on items such as this.

Motion made by Commissioner Lopez to approve this resolution approving an application and agreement for the Historic District Façade Grant Program from Luis Fuentes, Jr. for property located at 301 E. Kleberg Avenue, Kingsville, Texas, seconded by Commissioner Alvarez.

Ms. Alvarez commented that this resolution approves the original application and does not include the sprinkler system as the guidelines prohibit that as an eligible expense. She further stated that he did an amended resolution to add the sprinkler system afterward, so this is just for the original one that did not have that in there.

Commissioner Torres asked that if there are certain things that the Façade Grants allow? Ms. Alvarez responded yes.

Mayor Fugate commented that the Façade Grant allows for things such as roofing, plumbing, and electrical.

Ms. Alvarez commented that there is a list of eligible expenses that the Façade Grant will allow for listed in the Guidelines. She further commented that the rest of the project would be covered, but not the sprinkler system.

The motion was passed and approved by the following vote: Torres, Alvarez, Lopez, Fugate voting "FOR".

12. Consider authorizing purchase of new John Deer 190 GW Wheeled Excavator from Doggett Heavy Machinery LLC via Sourcewell Purchasing Cooperative, as per staff recommendation. (Purchasing Director).

Mr. Charlie Sosa, Purchasing Manager stated that this item authorizes the purchase of a new John Deer 190 GW Wheeled Excavator from Doggett Heavy Machinery LLC through Sourcewell Purchasing Cooperative contract for the Street Department. The existing wheeled excavator is 20+ years old and is being sent in for repairs frequently.

Motion made by Commissioner Alvarez to approve the purchase of new John Deer 190 GW Wheeled Excavator from Doggett Heavy Machinery LLC via Sourcewell Purchasing Cooperative, as per staff recommendation, seconded by Commissioner Lopez. The motion was passed and approved by the following vote: Alvarez, Lopez, Torres, Fugate voting "FOR".

13. Consider authorizing purchase of new Cat Model 813 Wheeled Compactor from BD Holt Co. via Sourcewell Purchasing Cooperative, as per staff recommendation. (Purchasing Director).

Mr. Sosa stated that this item authorizes the purchase of a new Cat Model 813 Wheeled Compactor from BD Holt Co. through Sourcewell Purchasing Cooperative Contract for the Landfill Department. The existing wheeled compactor is approximately 7+ years old and is frequently being sent in for repairs.

Motion made by Commissioner Lopez to approve the purchase of new Cat Model 813 Wheeled Compactor from BD Holt Co. via Sourcewell Purchasing Cooperative, as per staff recommendation, seconded by Commissioner Torres. The motion was passed and approved by the following vote: Lopez, Torres, Alvarez, Fugate voting "FOR".

14. Consider authorizing purchase of one Commercial Vactor Truck from Austin Freightliner Inc. via BuyBoard Purchasing Cooperative, as per staff recommendation. (Purchasing Director).

Mr. Sosa stated that this item authorizes the purchase of one Commercial Vactor Truck from Austin Freightliner Inc. through the BuyBoard Purchasing Cooperative Contract. The existing vactor truck is 9+ years old and is frequently being repaired.

Motion made by Commissioner Torres approve the purchase of one Commercial Vactor Truck from Austin Freightliner Inc. via BuyBoard Purchasing Cooperative, as per staff recommendation, seconded by Commissioner Lopez. The motion was passed and approved by the following vote: Torres, Alvarez, Lopez, Fugate voting "FOR".

15. Consider authorizing purchase of three new Police Vehicles from Lake Country Chevrolet via Goodbuy Purchasing Cooperative, as per staff recommendation. (Purchasing Director).

Mr. Sosa stated that this item authorizes the purchase of three new police vehicles for the Police Department which will replace the deteriorating fleet which has met and exceeded the life of the vehicle.

Mr. McLaughlin commented that this would replace the 2008 model vehicles.

Motion made by Commissioner Lopez to approve the purchase of three new Police Vehicles from Lake Country Chevrolet via Goodbuy Purchasing Cooperative, as per staff recommendation, seconded by Commissioner Torres. The motion was passed and approved by the following vote: Alvarez, Lopez, Torres, Fugate voting "FOR".

16. Consider authorizing purchase of various vehicles from Silsbee Ford Inc. via Goodbuy Purchasing Cooperative, as per staff recommendation. (Purchasing Director).

Mr. Sosa stated that this will authorize the purchase of six vehicles for various Public Works Departments from Silsbee Ford, Inc. through Goodbuy Purchasing Cooperative Contract. The six vehicles are needed for the Public Works Department and will be replacing a deteriorating fleet that has met and exceeded the life of the vehicle.

Motion made by Commissioner Alvarez to approve the purchase of various vehicles from Silsbee Ford Inc. via Goodbuy Purchasing Cooperative, as per staff recommendation, seconded by Commissioner Torres. The motion was passed and approved by the following vote: Lopez, Torres, Alvarez, Fugate voting "FOR".

17. Discussion on potential uses of ARPA funds. (City Manager).

Mr. McLaughlin stated that the city has already received its first installment of ARPA funds in August 2021 for an amount of \$3.1 million and will be receiving the second installment of the same amount as the first installment, in August 2022. He further stated that there are four main areas that ARPA funds can be used for: Response to the public health emergency or its negative economic impact, including assistance to small businesses, households, and hard-hit industries, and economic recovery; Premium pay to eligible workers; Investments in Infrastructure; and Broadband. He further stated that staff is recommending the following ARPA expenditures which are listed under four different categories: Category 1: a) \$50,000 to fund for the calendar year 2022 the Kleberg County COVID Clinic next to Coastal Bend College, which includes the County's apportioning \$100,000.; b) \$500,000 for the Economic Development Grant Program; c) \$150,000 for the city's 50% match and collaboration with the Chamber of Commerce to fund the Coastal Bend College Jet Engine Mechanic Training Program to train and retain skilled positions at NAS Kingsville...

Mayor Fugate asked Mr. McLaughlin to explain what the Jet Engine Mechanic Training Program is about.

Mr. McLaughlin stated that the Naval Air Station's weakest link is the amount of qualified jet engine mechanics to keep the Rolls Royce F404 Engine operating. These engines are hand-built which takes a lot of man-hours to build. Mr. McLaughlin further stated that to get qualified trained mechanics here and keep them has been a challenge and has been for just about every Naval Air Station. He further stated that this is an idea that Mr. Manny Salazar, Economic Development worked on with Coastal Bend College and Mr. Dick Messbarger worked with Rolls Royce who has agreed to contribute two

jet engines for this program. Coastal Bend College will need to put the program together with the monetary contribution assistance from the city. They will need to create the program for the students and once the student has completed the program they will have an opportunity for a job at NAS Kingsville, depending on grades. Mr. McLaughlin stated that this is a job creation program that is allowed by ARPA Funds.

Commissioner Torres commented that she believes in trade skills and college isn't for everybody and asked if \$150,000 is all that they are asking for? Mr. McLaughlin responded that it is what was requested and further stated that Mr. Manny Salazar checked with Kleberg County if it was possible for the County to contribute to the program, \$75,000 from the city and \$75,000 from the county but then found out the County was pretty much tapped out, therefore, he thought the City could fund the entire amount of \$150,000. Commissioner Torres commented that the reason she was mentioning the \$150,000 is that it doesn't seem as if it would be enough.

Mayor Fugate commented that Rolls Royce donating the two jet engines would assist the program with cost. He further stated that after a conversation with Mr. Dick Messbarger, he seems to think that the dollar amount proposed would cover the program.

Mr. McLaughlin continued with the proposed ARPA expenditures list: d) \$270,000 SCBA Fire bottles, harnesses, and spare bottles, all 30 sets which expire within 3 years. Category 2: a) \$114,224 for hazardous duty pay for all city employees from January through March 2021. Category 3: a) \$90,000 for revenue replacement for Parks. This funding will be added back to the Park's revenue and further budget amendments forthcoming to address expenses of this \$90,000 for the park's improvements. Category 4: a) \$250,634 to fund Garver Study for sewer plant performance evaluation; b) \$63,455 for Broadband Feasibility Study by Magellan. Mr. McLaughlin stated that everything listed under the four categories totals up to \$1,488,313.00. He further stated that he prepared a series of projects that he feels are a priority for consideration once cost amounts are determined, these include: a) Medic Unit (Ambulance) estimated at \$400,000; b) Engine Unit (Fire) for \$700,000; c) outfitting both A and B would cost \$150,000; d) \$88,350 for revenue replacement for Hot Money loss to be used to purchase Wayfinding Signs with the new logo for (\$38,350 and fund the 2022 Wings Over South Texas Airshow for \$50,000. The total for these four is \$1,338,350.00. Mr. McLaughlin stated that all this totals to about \$2.8 million.

Mayor Fugate commented that this money is an opportunity for the city to do things for the community that wouldn't be possible otherwise. Mayor Fugate also stated that he knows that the city is looking into a Broadband Study and asked Mr. Kyle Benson, IT Manager what it was going to take to implement the plan.

Mr. Kyle Benson, IT Manager stated that one of the biggest components is to not reinvent the wheel. There is fiber and distribution in the community but does not get to some residential homes. A big component of the study is to map out the existing infrastructure and figure out what it would take us to do fiber to the city facilities or fiber to the homes within the city limits. To do the city facilities it is estimated to cost between \$1.4 million and \$2 million which is for 13 city locations. To do fiber to the homes could cost between \$8 million to \$10 million, but this cost would need to come from the study once it has been completed. Mr. Benson further stated that he had a briefing with the National League of Cities where they talked about the infrastructure bill that was passed. There is a component in there for broadband development, ARPA Funds, FCC Grants which the city can apply for, but before pursuing any of these the city would need to have shovel-ready plans and a lot of the details that would come from the study.

Mr. McLaughlin commented that this study will provide the city with recommended sources of revenue and how to pay for it.

Mayor Fugate asked if the city was planning on going into the broadband business.

Ms. Alvarez responded that staff is not sure as it is still in the preliminary phase. She further stated that she doesn't want anyone to misunderstand what is being discussed, as it is only an exploratory study.

Commissioner Torres asked if this would bring in other companies that provide broadband and does the study include other companies coming in with broadband.

Mr. Benson responded that it would look at the potential for companies to come in. He further stated that this would inform the city of what the needs are, what parts of town are served and underserved, and what is the main paying point for citizens. The study will show exactly what is needed for the community when it comes to broadband.

Commissioner Alvarez stated that at a previous meeting she asked if ARPA Funds could be used for the purchase of new water meters. She further asked if staff had looked into this.

Mr. McLaughlin stated that it can be used for meters as it would fall underwater infrastructure. He further stated that he doesn't have meters listed yet, as staff will be meeting with a vendor where they will discuss their program, install rate, and if ARPA funds can pay for it, or is it only the down payment with other funding options. He further stated that there are other monies that the Federal Government has set aside, that is outside of ARPA that the cities can go after.

Discussion item only. No action is required.

18. Consider a resolution casting the City of Kingsville's votes for candidate Albert Garcia to the Board of Directors for the Kleberg County Appraisal District. (City Manager).

Motion made by Commissioner Lopez to approve the resolution casting the City of Kingsville's votes for candidate Albert Garcia to the Board of Directors for the Kleberg County Appraisal District, seconded by Commissioner Hinojosa. The motion was passed and approved by the following vote: Lopez, Hinojosa, Fugate voting "FOR". Alvarez and Torres voting "AGAINST".

VI. Adjournment.

There being no further business to come before the City Commission, the meeting was adjourned at 5:05 P.M.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, TRMC, CMC, City Secretary

PUBLIC HEARING(S)

PUBLIC HEARING #1



MEMO

Date: November 17, 2021

To: Mark McLaughlin (City Manager)

From: Uche Echeozo (Director of Planning and Development Services)

Subject: John A Wuensche and Dena Rae Wuensche, applicant and owner; requesting the replat of KT & I CO, BLOCK 20, LOT SE PT 11, ACRES 13.13 also known as PROPERTY ID 22555, Kingsville, Texas.

The Planning and Zoning Commission meeting held as scheduled this evening, November 17, 2021, with 5 members in attendance.

Members deliberated over the issue of granting approval for a replat to enable the applicant to dispose of the lots for residential development. Letters were sent out to neighbors and the City received only one feedback who enquired about what platting means. Commissioners, after deliberations, voted to approve the recommendation for a replat of the said property into seven lots. A recorded vote of all members present was taken and Commissioners Larry Garcia, Mike Klepac, Idotha Battle, Brian Coufal and the Chairman – Steve Zamora all voted 'YES'.

The meeting was adjourned by about 6.15p.m.

Thank you.

A handwritten signature in black ink, appearing to read "Uche Echeozo", with a stylized flourish at the end.

Uche Echeozo
Director of Planning and
Development Services

Pub. Hrg

Planning and Development Services
410 W King
Kingsville, TX 78363
PH: 361-593-8093



MEMO

Date: November 15, 2021

To: Mark McLaughlin (City Manager)

From: Uche Echeozo (Director of Planning and Development Services)

Subject: John A Wuensche and Dena Rae Wuensche, applicant and owner; requesting the replat of KT & I CO, BLOCK 20, LOT SE PT 11, ACRES 13.13 also known as PROPERTY ID 22555, Kingsville, Texas.

The Planning and Zoning Commission meeting held as scheduled this evening, November 22, 2021, with X members in attendance.

Members deliberated over the issue of granting approval for a replat to enable the applicant to dispose of the lots for residential development. Letters were sent out to neighbors and the City received xx xxxx. Commissioners, after deliberations, voted to approve the recommendation for a replat of the said property into seven lots. A recorded vote of all members present was taken and Commissioners xxxx, xxxx, xxxx, xxxx, xxxx and the Chairman – Steve Zamora all voted 'YES'.

The meeting was adjourned by about 6.38p.m.

Thank you.

Uche Echeozo
Director of Planning and
Development Services

Planning and Development Services
410 W King
Kingsville, TX 78363
PH: 361-595-3093



MEMO

Date: November 10, 2020
To: Planning and Zoning Commission Members
From: Uche Echeozo (Director of Planning and Development Services)
Subject: John A Wuensche and Dena Rae Wuensche, applicant and owner; requesting the replat of KT & I CO, BLOCK 20, LOT SE PT 11, ACRES 13.13 also known as PROPERTY ID 22555, Kingsville, Texas.

The applicant approached the department because they wanted to replat the existing tract of land into seven lots for residential development. Although the said property is not within the City limits, it is within the city of Kingsville's Extraterritorial Jurisdiction (ETJ). This implies the City oversees all land subdivision within its ETJ.

Consequently, this application is being submitted for your consideration. Therefore, it is recommended that you consider the said application and approve same since the eventual use would be beneficial to the City of Kingsville with respect to economic development.

Thank you.

A handwritten signature in black ink, appearing to read "Uche Echeozo", with a stylized flourish at the end.

Uche Echeozo
Director of Planning and
Development Services

CITY OF KINGSVILLE
PLANNING AND ZONING DIVISION
MASTER APPLICATION

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address Trant Rd. (West) Nearest Intersection W. Trant & Adams St. Franklin

(Proposed) Subdivision Name Peisano Creek Subdivision Lots 1-7 Block -

Legal Description: 13.138 Acres out of Farm Lot 11, Section 20, KTAIC Subdivision

Existing Zoning Designation Vacant Future Land Use Plan Designation Residential

OWNER/APPLICANT INFORMATION: (Please PRINT or TYPE)

Applicant/Authorized Agent John A. Wuensche Dena Rae Wuensche Phone 361-592-8471 FAX

Email Address (for project correspondence only): dena1.0@outlook.com

Mailing Address 426 Nelda City Kingsville State TX Zip 78363

Property Owner John A. Wuensche Dena Rae Wuensche Phone 361-592-8471 FAX

Email Address (for project correspondence only): dena1.0@outlook.com

Mailing Address 426 Nelda City Kingsville State TX Zip 78363

Select appropriate process for which approval is sought. Attach completed checklists with this application.

<input type="checkbox"/> Annexation Request.....No Fee	<input type="checkbox"/> Preliminary Plat.....Fee Varies
<input type="checkbox"/> Administrative Appeal (ZBA).....\$250.00	<input type="checkbox"/> Final Plat.....Fee Varies
<input type="checkbox"/> Comp. Plan Amendment Request.....\$250.00	<input type="checkbox"/> Minor Plat.....\$100.00
<input type="checkbox"/> Re-zoning Request.....\$250.00	<input checked="" type="checkbox"/> Re-plat.....\$250.00
<input type="checkbox"/> SUP Request/Renewal.....\$250.00	<input type="checkbox"/> Vacating Plat.....\$50.00
<input type="checkbox"/> Zoning Variance Request (ZBA).....\$250.00	<input type="checkbox"/> Development Plat.....\$100.00
<input type="checkbox"/> PUD Request.....\$250.00	<input type="checkbox"/> Subdivision Variance Request.....\$25.00 ea.

Please provide a basic description of the proposed project Subdivide 13.138 acres
into seven residential lots to be sold

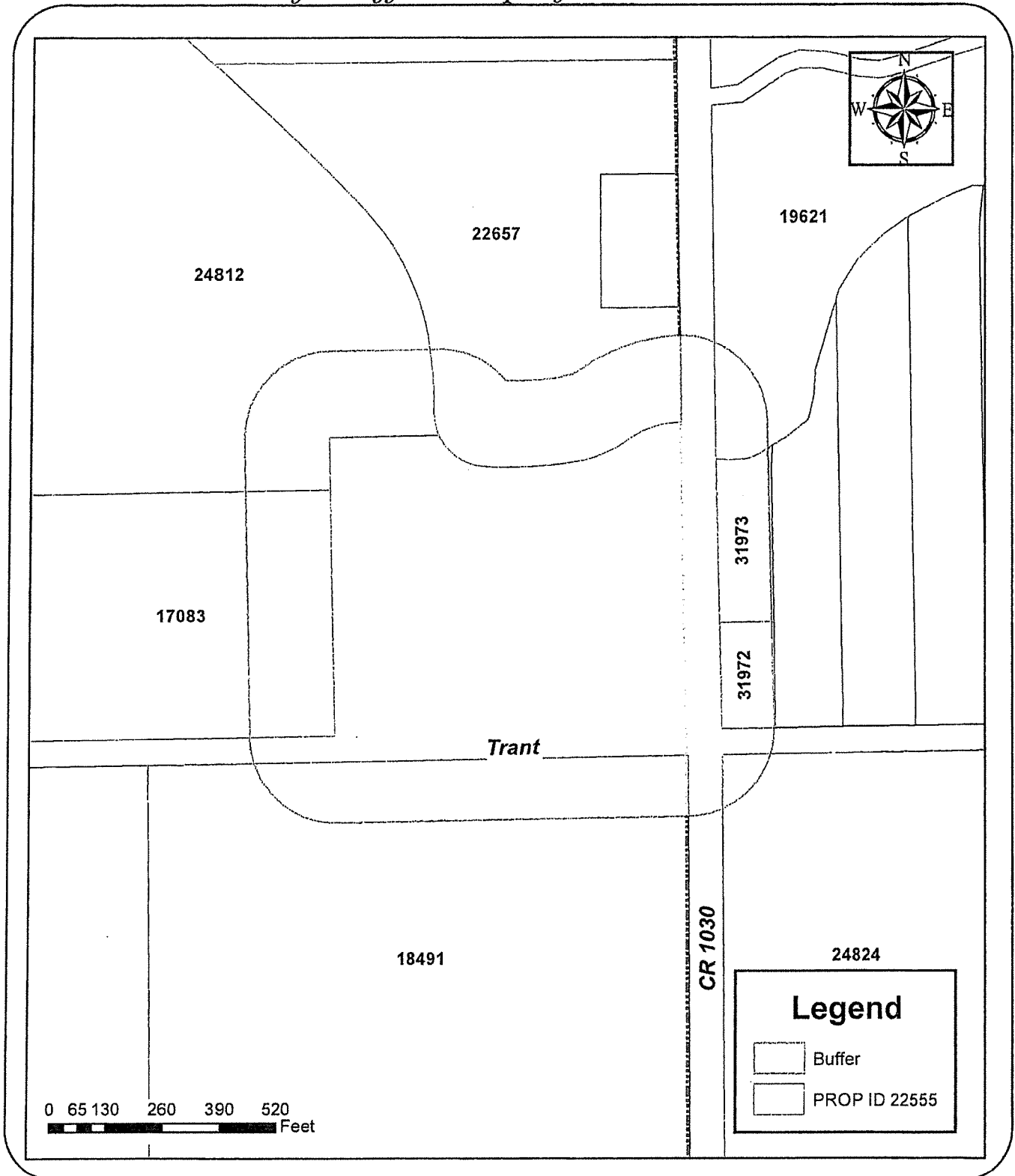
I hereby certify that I am the owner and/or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the permit or approval may be revoked.

Applicant's signature: Dena Rae Wuensche Date: 07/27/2021

Property owners signature: John A. Wuensche Dena Rae Wuensche Date: 07/27/2021

Accepted by: _____ Date: _____

200 ft Buffer Map of PROP ID 22555



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Page 1/1	Drawn By: Planning Department	<p>DISCLAIMER</p> <p>THIS MAP IS FOR VISUAL PURPOSES ONLY. THE INFORMATION ON THIS SHEET MAY CONTAIN INACCURACIES OR ERRORS. THE CITY OF KINGSVILLE IS NOT RESPONSIBLE IF THE INFORMATION CONTAINED HEREIN IS USED FOR ANY DESIGN, CONSTRUCTION, PLANNING, BUILDING, OR ANY OTHER PURPOSE.</p>	<p>CITY OF KINGSVILLE PLANNING DEPARTMENT</p> <p>410 West King Kingsville, Texas 78363 Office: 361-595-8055</p>
	Last Update: 11/1/2021		
	Note:		

SHAW SHAD C FAMILY TRUST
SARAH ANN SHAW (TR)
1403 W AILSIE AVE
KINGSVILLE, TX 78363-7502
#24812

SHAW SHAD C FAMILY TRUST
SARAH ANN SHAW (TR)
1403 W AILSIE AVE
KINGSVILLE, TX 78363-7502
#17083

NIX JAMES D
419 W TRANT RD
KINGSVILLE, TX 78363-7800
#18491, 24824

MARTINEZ ERNESTO D
PO BOX 1138
ORANGE GROVE, TX 78372-1138
#22657

HERNANDEZ LUIS A
ETUX RITA
440 W TRANT RD
KINGSVILLE, TX 78363-7805
#31972

D & B ENVIRONMENTAL
SERVICES INC
810 W KING AVE
KINGSVILLE, TX 78363-4943
#19621

MURRAY VINCENT LEE
ETUX AMANDA LARA
3440 FRANKLIN ADAMS
KINGSVILLE, TX 78363
#31973

PUBLIC HEARING #2

City of Kingsville
Planning and Development Services Department

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Uche Echeozo, Director

DATE: November 9, 2021

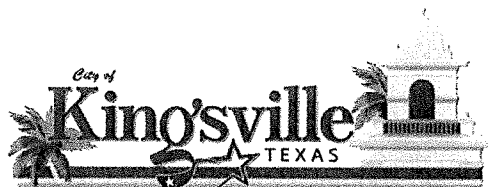
SUBJECT: Request for a Public Hearing on the submission of a **Brownfield Cleanup Grant** from the United States Environmental Protection Agency (EPA) and to discuss the draft application.

Summary: The Planning and Development Services Department of the City of Kingsville wishes to apply for a **Brownfield Cleanup Grant** that would facilitate the hazardous abatement, cleanup and demolition of the old Kleberg Hospital. Consequently, a request is made for a Public Hearing geared towards engaging members of the community.

Background: The Planning and Development Services Department of the City of Kingsville is currently embarking on actions that would rid the City of dilapidated and potentially dangerous/unhealthy premises and structures. The works are ongoing but the funds are fast depleting. Of particular reference and the subject of this request, is the asbestos cleanup and demolition of the Old Kleberg County Hospital located at the 400 E Caesar Blk. In order to adequately fund this exercise, and get it to completion, they wish to submit an application for a Brownfield Cleanup Grant that gives a maximum of \$500,000 which would be employed towards the asbestos abatement as well as the demolition of building, slab and contents. A public hearing is part of the requirements needed to ensure members of the community are adequately briefed on the details of the plan.

Financial Impact: None.

Recommendation: Approve the request for a Public Hearing.



CONSENT AGENDA

AGENDA ITEM #1

**City of Kingsville
Finance Department**

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Deborah Balli, Finance Director

DATE: October 20, 2021

SUBJECT: Request to roll end of year purchase orders for items ordered in FY 20-21 that are expected to be received in FY 21-22.

Summary:

At the end of each fiscal year, there are outstanding purchase orders that have been created and sent to vendors and due to various reasons, they remain outstanding.

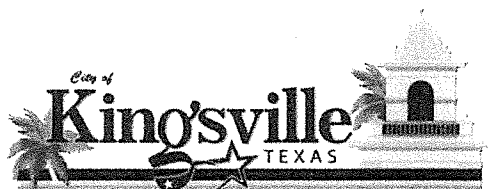
Background:

All purchase orders that remain outstanding at the end of the fiscal year, are reviewed to determine if the products are on order but have not been received or the project has been started, but not yet completed. If there are purchase orders in that state, the purchase order must be rolled, and the associated budget must be rolled to cover the expenditure. During the budget process, it is not always known if items or projects are going to be received or completed by September 30, 2021. If allowances have not been made for this expenditure in the following fiscal year budget, a budget amendment must be submitted to cover the expenditure.

Financial Impact:

Rolled purchase orders will decrease the unappropriated fund balance of the corresponding fund by the following amounts:

- General Fund 001 - \$85,787.54
- Tourism Fund 002 - \$991.00
- PD Seizure Fund 005 - \$8,474.12
- Utility Fund 051 - \$89,474.92
- Utility Fund Capital Projects Fund 054 - \$18,812.80
- Solid Waste Capital Projects Fund 087 - \$21,693.00
- Texas Parks & Wildlife Grant Fund 094 - \$6,073.56
- PD Enhancement Grant Fund 110 - \$43,311.08
- Tax Note Series 2021 Fund 115 - \$1,043,281.20



**City of Kingsville
Finance Department**

Failure to roll the budgets for the rolled purchase orders will require current FY 21-22 budget appropriations to cover these costs and may result in shortages in current needs. The prior fiscal year's appropriations included these amounts and dropped to fund balance at the end of FY 20-21.

Recommendation:

Staff recommends the approval of the budget amendment for the rolled purchase orders.



ORDINANCE NO. 2021-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021-2022 BUDGET TO APPROPRIATE FUNDING FOR THE CARRY-OVER PURCHASE ORDERS THAT WERE ORDERED OR STARTED LAST FISCAL YEAR AND WILL BE RECEIVED OR COMPLETED THIS FISCAL YEAR.

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 2021-2022 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#01

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
FUND 001 General Fund					
Expenditures - 5					
1000	Commission	Professional Services	31400	\$43,000.00	
1030	City Special	Minor Equipment	21700	\$10,350.00	
1030	City Special	Professional Services	31400	\$4,000.00	
1703	Landfill	Minor Equipment	21700	\$991.00	
1801	Finance	Computers & Equip	22600	\$1,076.71	
1801	Finance	Software Maint	31410	\$2,430.03	
2102	Police Patrol	Supplies	21100	\$729.95	
2102	Police Patrol	Vehicle Maintenance	41100	\$900.00	
2102	Police Patrol	Equipment Maintenance	41400	\$240.00	
2104	Police	Professional Services	31400	\$630.00	
2106	Police	Uniforms	21200	\$460.95	
2200	Fire	Minor Equipment	21700	\$231.16	
4400	Health	Minor Equipment	21700	\$1,982.00	
4501	Park Admin	Minor Equipment	21700	\$991.00	
4503	Park Maint	Grounds & Per Fixtures	59100	\$14,690.00	
4513	Recreation	Recreational Programs	31499	\$3,084.74	
Fund 002 – Tourism					
1071	Tourism	Minor Equipment	21700	\$991.00	
Fund 005 – PD Seizure Fund					

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
2100	Police	Professional Services	31400	\$8,474.12	
Fund 051 – Utility Fund					
6002	Water Product	Professional Services	31400	\$3,657.66	
6201	Collections	Water Meters	22800	\$12,106.50	
6201	Collections	Professional Services	31400	\$1,500.00	
6201	Collections	Water Meter Parts	54200	\$10,967.44	
7001	North Plant	Chemicals	21400	\$8,575.00	
7001	North Plant	Professional Services	31400	\$9,150.00	
7001	North Plant	Utility Plant	54300	\$3,452.00	
7002	South Plant	Professional Services	31400	\$4,240.00	
7002	South Plant	Utility Plant	54300	\$27,971.32	
7003	Sewer Const	Professional Services	31400	\$5,510.00	
7003	Sewer Const	Utility Plant	54300	\$2,345.00	
Fund 054 – Utility Fund Capital Projects					
6002	Water Product	Utility Plant	72100	\$18,812.80	
Fund 087 – Solid Waste Capital Projects					
1702	Sanitation	Rollouts & Dumpsters	22000	\$21,693.00	
Fund 094 – Texas Parks & Wildlife Grant					
4503	Park Maint	Grounds & Perm Fixtures	59100	\$6,073.56	
Fund 110 – PD Enhancement Grant					
2100	Police	Minor Equipment	21700	\$41,311.08	
Fund 115 – Tax Notes Series 2021					
1702	Sanitation	Machinery & Equipment	71200	\$754,857.20	
2102	Police	Equipment Maintenance	71100	\$218,102.00	
2200	Fire	Equipment Maintenance	71100	\$70,322.00	
		Total Rollover PO's		\$1,315,899.22	

[To amend the City of Kingsville FY 21-22 Budget to appropriate funding for carry-over purchase orders which include the following:

- 01-212348 – United Rentals – Conex Storage Maintenance \$ 8,550.00
- 02-212347 – Great South Texas Corp – ProSupport \$ 3,774.12
- 03-212346 – Altera Central-Trimble TSCS Collector & Bracket \$ 3,506.74
- 04-212339 – Tiny Inkling Com – Dance Class Mylar Mirror \$ 3,084.74
- 05-212338 – Badger Meter – 6" Meter \$ 3,452.00
- 06-212332 – Freightliner – Side Loader \$257,107.20
- 07-212330 – Eagle Carports – Carport Installation \$ 5,548.56
- 08-212321 – Galls – Flashlights \$ 729.95
- 09-212315 – Badger Meter – Meter Return Warranty \$10,967.44
- 10-212245 – SHI Government Solutions-Point of Sale Equip \$ 4,955.00
- 11-212240 – Macareno Brothers-Mural Pictures-Muni Bldg \$ 5,850.00
- 12-212239 – MIA Electric – Mural Project Lights \$ 4,500.00
- 13-212235 – Wastequip May – Trash Dumpsters \$21,693.00

• 15-212032 – Badger Meter – Water Meters	\$ 8,654.50
• 17-211971 – GT Distributors-Carrier	\$ 460.95
• 18-211938 – Civil Corp – Kenedy Park Survey	\$ 4,000.00
• 19-211923 – Kofile – Preservation Project	\$43,000.00
• 20-211865 – King Ranch Saddle Shop-Saddle repair	\$ 630.00
• 21-211775 – Badger Meter – Beacon Hosting Service	\$ 1,500.00
• 22-211774 – Coban Technologies – Body Worn Cameras	\$41,311.08
• 23-211752 – Gateway Printing – Ergo Sit-Stand Workstation	\$ 231.16
• 24-211682 – Coban Technologies – COBAN Repairs	\$ 240.00
• 25-211667 – Howden Roots – Turblex Blower Control Panel	\$25,850.00
• 26-211653 – SHI Govt Solutions – Airwatch Renewal	\$ 4,700.00
• 27-211392 – Cap Fleet Upfitters – Police Vehicles	\$ 900.00
• 28-211192 – Hubert Construction – Ground Storage	\$18,812.80
• 29-211112 – Trinity Consultants – Risk & Res Assessment	\$ 3,657.66
• 30-211037 – Joshua Lee Seahorn – TDLR Reg & Inspect	\$ 525.00
• 31-210769 – Caldwell Country Ford – Police Vehicles	\$218,102.00
• 32-107607 – Playcore – Wood Fiber for Playgrounds	\$ 6,140.00
• 33-210604 – Houston Freightliner – Garbage Trucks	\$497,750.00
• 34-210482 – CW Campbell Electric – Repairs	\$ 7,918.32
• 35-210007 – Loftin Equipment – Generator Maintenance	\$25,475.00
• 36-200013 – LNV Engineering – Permit Renewal	\$ 2,000.00
• 37-211251 – Duncanville Chevrolet – Fire Command Vehicle	\$70,322.00
Total Rollover PO's	\$1,315,899.22

Funds will come the unappropriated fund balance in the associated funds.]

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 8th day of November 2021.

PASSED AND APPROVED on this the 22nd day of November, 2021.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #2

**City of Kingsville
Finance Department**

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Deborah Balli, Finance Director

DATE: October 20, 2021

SUBJECT: Budget Amendment for Emergency Repairs to Water Well #21.

Summary:

Emergency repairs were needed to Water Well #21 and the work was completed in October 2021 in FY 21-22. These repairs were not budgeted in last FY 20-21 nor this FY 21-22 as we were not certain when the repairs would be completed.

Financial Impact:

The emergency repairs of \$191,714.00 will come from the unappropriated fund balance for the Utility Fund 051.

Recommendation:

Staff recommends the approval of the budget amendment for the emergency repairs to Water Well #21.



ORDINANCE NO. 2021-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021-2022 BUDGET TO APPROPRIATE FUNDING FOR THE EMERGENCY REPAIRS TO WATER WELL #21.

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 2021-2022 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#02

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 051 – Utility Fund					
6002	Water Prod	Utility Plant	54300	\$191,714.00	

[To amend the City of Kingsville FY 21-22 Budget to appropriate funding for the emergency repairs to Water Well #21. Work was completed in October 2021. Funding will come from the unappropriated fund balance of the Utility Fund 051.

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 8th day of November 2021.

PASSED AND APPROVED on this the 22nd day of November, 2021.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #3

**City of Kingsville
Finance Department**

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Deborah Balli, Finance Director

DATE: October 21, 2021

SUBJECT: Budget Amendment to Transfer Uncommitted DEAAG Grant Funds

Summary:

This Budget Amendment request is to transfer the Uncommitted DEAAG Grant Funds back to Utility Fund in an effort to shore up the Utility Fund 051 and cover an expected fund shortage in Fund 054.

Background:

At the end of each fiscal year, assets in any Enterprise Fund are moved to Utility Fund 051 as that fund is the owner of these types of assets and the associated depreciation is recorded in Fund 051. In FY 19-20, assets in Fund 054 were not moved to Fund 051 and unintentionally remained in Fund 054. In October 2021, Finance discovered these assets were not previously moved and is taking steps to do so through the end of year process.

Fund 054

On the balance sheet for Fund 054, the assets are recorded in the asset section and the offset is recorded in the equity section of the balance sheet, which then affects fund balance. Not realizing that these assets had not been moved, the incorrect fund balance was used resulting in the Fund 054 balance being overstated since it included assets not previously moved.

The overstatement of the Fund Balance for Fund 054 requires a transfer to Fund 051. This transfer will correct the overstatement in Fund 054 and help cover the purchase order for an emergency repair in Fund 051. The emergency repair expenditure will be rolled over into the FY 21-22 budget.

Fund 051

There was an emergency repair done to water well #21 that was started in FY20-21 but not completed until FY 21-22 in the amount of \$191,714 which will be charged to Fund 051 and would take up most of the \$300,000 cushion that was budgeted in that fund. To shore up the Utility Fund due to this unbudgeted emergency repair, it is recommended that the uncommitted funds in the DEAAG Grant Fund 084 be transferred back to Fund 051 (where they originated from before going to Fund 084). That would leave enough to cover the \$500,000 committed funds for the cash match for the submitted DEAAG applications should they be approved.



**City of Kingsville
Finance Department**

Financial Impact:

The transfers needed for Fund 054 and Fund 051 will come from the uncommitted funds from the DEAAG Grant Fund 084.

Recommendation:

Staff recommends the approval of the budget amendment.



ORDINANCE NO. 2021-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021-2022 BUDGET TO TRANSFER UNCOMMITTED FUNDS IN THE DEAAG GRANT FUND BACK TO UTILITY FUND AND TO COVER SHORTAGE IN FUND 054.

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 2021-2022 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#03

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 084 – DEAAG Grant					
6900	Transfer	Transfer to Fund 051	80051	\$400,000.00	
Fund 051 – Utility Fund					
0000	Transfer In	Transfer from Fund 084	75084	\$400,000.00	
6900	Transfer Out	Transfer to Fund 054	80054	\$40,478.80	
Fund 054 – Utility Fund Capital Projects					
0000	Transfer In	Transfer from Fund 051	75051	\$40,478.80	

[To amend the City of Kingsville FY 21-22 Budget to transfer the uncommitted DEAAG grant funds to the Utility Fund 054 and to cover the shortage in Fund 051. Funding will come from the uncommitted fund balance of the DEAAG Grant Fund 084.

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 8th day of November 2021.

PASSED AND APPROVED on this the 22nd day of November, 2021.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #4

City of Kingsville
Planning and Development Services Department

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Uche Echeozo, Director

DATE: October 28, 2021

SUBJECT: Budget Amendment to facilitate the various Façade Grants being applied for within the City.

Summary: The Department of Planning and Development Services is seeking to move funds appropriately within active expenditures to enable it effectively fund the City's Façade Grant Program for this fiscal year. Consequently, they are requesting a budget amendment to facilitate this.

Background: The Planning department is tasked, amongst other things, with administering various grants that fund development projects within the City. One such program is the Façade Grants Program that is utilized to assist citizens in enhancing the appearance of their buildings. At the beginning of the fiscal year, there was no provision in the budget for Façade Grant expenditures partly because it appeared there was no activity in that area and there were no requests for the said grants. Consequently, there is \$55,380.00 left over in the Fund Balance. This amendment is requested to enable the movement of the said funds to relevant part of the Budget that would enable the funding of the Façade Grants.

Financial Impact: \$55,380.00.

Recommendation: Approve the request to enable the Façade Grants.



ORDINANCE NO. 2021-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021-2022 BUDGET TO APPROPRIATE FUNDING FOR FAÇADE GRANT APPLICATIONS RECEIVED.

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 2021-2022 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#04

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 202 – Façade Grant					
1071	Tourism	Façade Grants	34600	\$55,380.00	

[To amend the City of Kingsville FY 21-22 Budget to appropriate funding for Façade Grant applications received. Funding will come from the uncommitted fund balance of Fund 202 for façade grants.

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 8th day of November 2021.

PASSED AND APPROVED on this the 22nd day of November, 2021.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

REGULAR AGENDA

AGENDA ITEM #5



MEMO

Date: November 17, 2021

To: Mark McLaughlin (City Manager)

From: Uche Echeozo (Director of Planning and Development Services)

Subject: John A Wuensche and Dena Rae Wuensche, applicant and owner; requesting the replat of KT & I CO, BLOCK 20, LOT SE PT 11, ACRES 13.13 also known as PROPERTY ID 22555, Kingsville, Texas.

The Planning and Zoning Commission meeting held as scheduled this evening, November 17, 2021, with 5 members in attendance.

Members deliberated over the issue of granting approval for a replat to enable the applicant to dispose of the lots for residential development. Letters were sent out to neighbors and the City received only one feedback who enquired about what platting means. Commissioners, after deliberations, voted to approve the recommendation for a replat of the said property into seven lots. A recorded vote of all members present was taken and Commissioners Larry Garcia, Mike Klepac, Idotha Battle, Brian Coufal and the Chairman – Steve Zamora all voted 'YES'.

The meeting was adjourned by about 6.15p.m.

Thank you.

A handwritten signature in black ink, appearing to read "Uche Echeozo", is located below the "Thank you." text.

Uche Echeozo
Director of Planning and
Development Services

Planning and Development Services
410 W King
Kingsville, TX 78363
PH: 361-395-8093



MEMO

Date: November 15, 2021
To: Mark McLaughlin (City Manager)
From: Uche Echeozo (Director of Planning and Development Services)
Subject: John A Wuensche and Dena Rae Wuensche, applicant and owner; requesting the replat of KT & I CO, BLOCK 20, LOT SE PT 11, ACRES 13.13 also known as PROPERTY ID 22555, Kingsville, Texas.

The Planning and Zoning Commission meeting held as scheduled this evening, November 22, 2021, with X members in attendance.

Members deliberated over the issue of granting approval for a replat to enable the applicant to dispose of the lots for residential development. Letters were sent out to neighbors and the City received xx xxxx. Commissioners, after deliberations, voted to approve the recommendation for a replat of the said property into seven lots. A recorded vote of all members present was taken and Commissioners xxxx, xxxx, xxxx, xxxx, xxxx and the Chairman – Steve Zamora all voted 'YES'.

The meeting was adjourned by about 6.38p.m.

Thank you.

Uche Echeozo
Director of Planning and
Development Services

Planning and Development Services
410 W King
Kingsville, TX 78363
PH: 361-595-8093



MEMO

Date: November 10, 2020
To: Planning and Zoning Commission Members
From: Uche Echeozo (Director of Planning and Development Services)
Subject: John A Wuensche and Dena Rae Wuensche, applicant and owner; requesting the replat of KT & I CO, BLOCK 20, LOT SE PT 11, ACRES 13.13 also known as PROPERTY ID 22555, Kingsville, Texas.

The applicant approached the department because they wanted to replat the existing tract of land into seven lots for residential development. Although the said property is not within the City limits, it is within the city of Kingsville's Extraterritorial Jurisdiction (ETJ). This implies the City oversees all land subdivision within its ETJ.

Consequently, this application is being submitted for your consideration. Therefore, it is recommended that you consider the said application and approve same since the eventual use would be beneficial to the City of Kingsville with respect to economic development.

Thank you.

A handwritten signature in black ink, appearing to read "Uche Echeozo", with a stylized flourish at the end.

Uche Echeozo
Director of Planning and
Development Services

CITY OF KINGSVILLE
PLANNING AND ZONING DIVISION
MASTER APPLICATION

PROPERTY INFORMATION: (Please PRINT or TYPE)	
Project Address <u>Trant Rd. (West)</u>	Nearest Intersection <u>W. Trant & Adams St.</u> Franklin
(Proposed) Subdivision Name <u>Paisano Creek Subdivision</u>	Lot <u>1-7</u> Block <u>-</u>
Legal Description: <u>13.138 Acres out of Farm Lot 11, Section 20, KTAIC Subdivision</u>	
Existing Zoning Designation <u>Vacant</u>	Future Land Use Plan Designation <u>Residential</u>
OWNER/APPLICANT INFORMATION: (Please PRINT or TYPE)	
Applicant/Authorized Agent <u>John A. Wuensche</u> <u>Dena Rae Wuensche</u> Phone <u>361-592-8471</u> FAX <u></u>	
Email Address (for project correspondence only): <u>dena1.0@outlook.com</u>	
Mailing Address <u>426 Nelda</u>	City <u>Kingsville</u> State <u>Tx</u> Zip <u>78363</u>
Property Owner <u>John A. Wuensche</u> <u>Dena Rae Wuensche</u> Phone <u>361-592-8471</u> FAX <u></u>	
Email Address (for project correspondence only): <u>dena1.0@outlook.com</u>	
Mailing Address <u>426 Nelda</u> City <u>Kingsville</u> State <u>Tx</u> Zip <u>78363</u>	

Select appropriate process for which approval is sought. Attach completed checklists with this application.

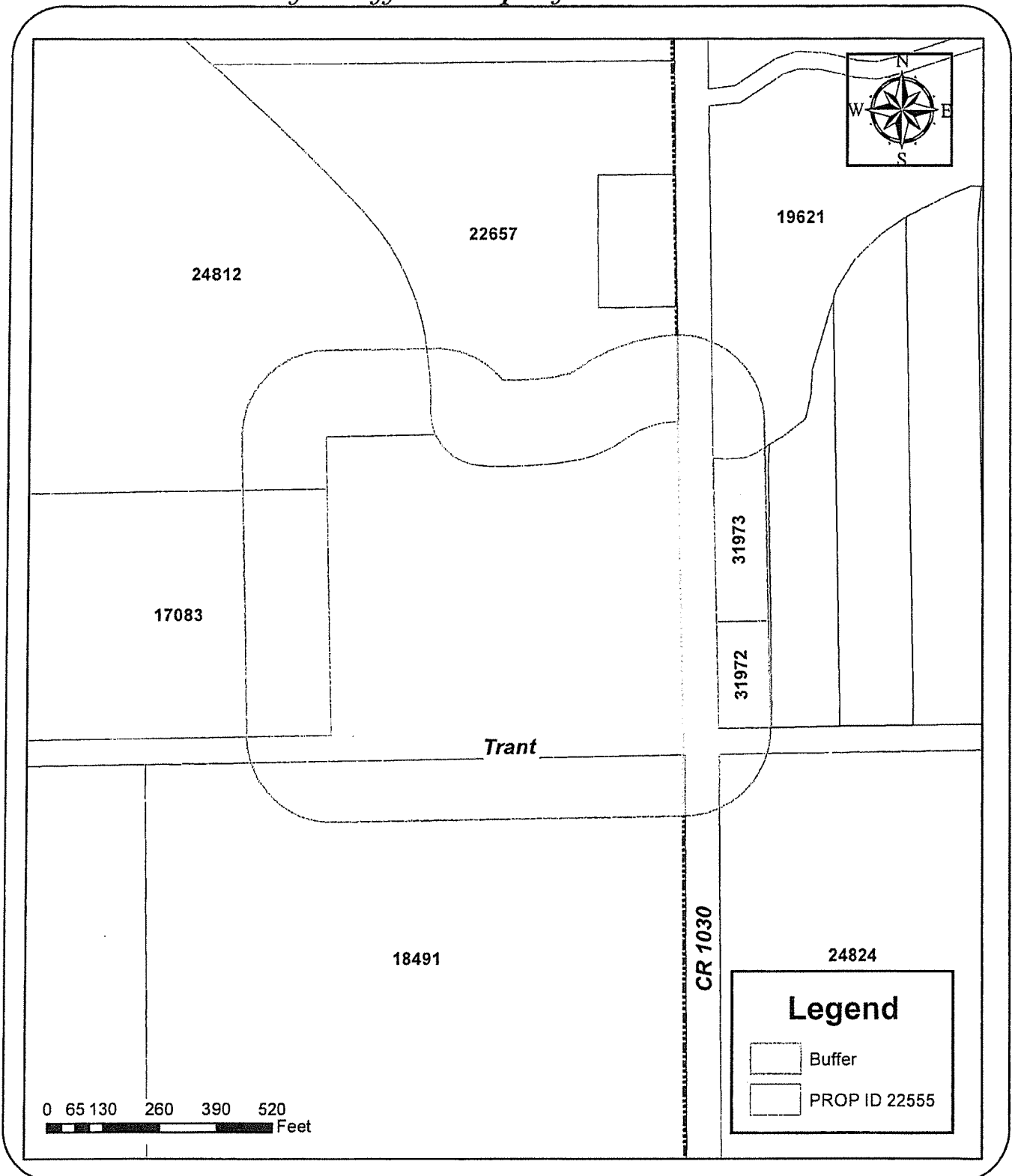
<input type="checkbox"/> Annexation Request.....No Fee	<input type="checkbox"/> Preliminary Plat.....Fee Varies
<input type="checkbox"/> Administrative Appeal (ZBA).....\$250.00	<input type="checkbox"/> Final Plat.....Fee Varies
<input type="checkbox"/> Comp. Plan Amendment Request.....\$250.00	<input type="checkbox"/> Minor Plat.....\$100.00
<input type="checkbox"/> Re-zoning Request.....\$250.00	<input checked="" type="checkbox"/> Re-plat.....\$250.00
<input type="checkbox"/> SUP Request/Renewal.....\$250.00	<input type="checkbox"/> Vacating Plat.....\$50.00
<input type="checkbox"/> Zoning Variance Request (ZBA).....\$250.00	<input type="checkbox"/> Development Plat.....\$100.00
<input type="checkbox"/> PUD Request.....\$250.00	<input type="checkbox"/> Subdivision Variance Request.....\$25.00 ea.

Please provide a basic description of the proposed project Subdivide 13.138 acres
into seven residential lots to be sold

I hereby certify that I am the owner and/or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the permit or approval may be revoked.

Applicant's signature: John A. Wuensche Dena Rae Wuensche Date: 07/27/2021
Property owners signature: John A. Wuensche Dena Rae Wuensche Date: 07/27/2021
Accepted by: _____ Date: _____

200 ft Buffer Map of PROP ID 22555



Document Path: C:\Users\sresendez\Desktop\GIS\Maps\2021_Buffer.mxd

<div>Page</div> <div>1 / 1</div>	Drawn By: Planning Department	<p><small>DISCLAIMER</small> THIS MAP IS FOR VISUAL PURPOSES ONLY. THE INFORMATION ON THIS SHEET MAY CONTAIN INACCURACIES OR ERRORS. THE CITY OF KINGSVILLE IS NOT RESPONSIBLE IF THE INFORMATION CONTAINED HEREIN IS USED FOR ANY DESIGN, CONSTRUCTION, PLANNING, BUILDING, OR ANY OTHER PURPOSE.</p>	<p>CITY OF KINGSVILLE PLANNING DEPARTMENT 410 West King Kingsville, Texas 78363 Office: 361-595-8055</p>
	Last Update: 11/1/2021		
	Note:		

SHAW SHAD C FAMILY TRUST
SARAH ANN SHAW (TR)
1403 W AILSIE AVE
KINGSVILLE, TX 78363-7502
#24812

MARTINEZ ERNESTO D
PO BOX 1138
ORANGE GROVE, TX 78372-1138
#22657

D & B ENVIRONMENTAL
SERVICES INC
810 W KING AVE
KINGSVILLE, TX 78363-4943
#19621

SHAW SHAD C FAMILY TRUST
SARAH ANN SHAW (TR)
1403 W AILSIE AVE
KINGSVILLE, TX 78363-7502
#17083

HERNANDEZ LUIS A
ETUX RITA
440 W TRANT RD
KINGSVILLE, TX 78363-7805
#31972

MURRAY VINCENT LEE
ETUX AMANDA LARA
3440 FRANKLIN ADAMS
KINGSVILLE, TX 78363
#31973

NIX JAMES D
419 W TRANT RD
KINGSVILLE, TX 78363-7800
#18491, 24824

AGENDA ITEM #6

City of Kingsville
Planning and Development Services Department

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Uche Echeozo, Director

DATE: November 9, 2021

SUBJECT: Request for a Public Hearing on the submission of a **Brownfield Cleanup Grant** from the United States Environmental Protection Agency (EPA) and to discuss the draft application.

Summary: The Planning and Development Services Department of the City of Kingsville wishes to apply for a **Brownfield Cleanup Grant** that would facilitate the hazardous abatement, cleanup and demolition of the old Kleberg Hospital. Consequently, a request is made for a Public Hearing geared towards engaging members of the community.

Background: The Planning and Development Services Department of the City of Kingsville is currently embarking on actions that would rid the City of dilapidated and potentially dangerous/unhealthy premises and structures. The works are ongoing but the funds are fast depleting. Of particular reference and the subject of this request, is the asbestos cleanup and demolition of the Old Kleberg County Hospital located at the 400 E Caesar Blk. In order to adequately fund this exercise, and get it to completion, they wish to submit an application for a Brownfield Cleanup Grant that gives a maximum of \$500,000 which would be employed towards the asbestos abatement as well as the demolition of building, slab and contents. A public hearing is part of the requirements needed to ensure members of the community are adequately briefed on the details of the plan.

Financial Impact: None.

Recommendation: Approve the request for a Public Hearing.



RESOLUTION # 2021-_____

A RESOLUTION AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS PROGRAM FOR REMEDIATION AT SITE OF THE OLD KLEBERG COUNTY HOSPITAL BUILDING AT 400 E. CAESAR AVE., KINGSVILLE, TEXAS.

WHEREAS, the City Commission of the City of Kingsville, Texas finds that it is important to redevelop older properties that have fallen into a state of disrepair so these properties can have a positive impact on the community again;

WHEREAS, the City Commission had previously, via a report from the City's Building Official, already identified the old Hospital Building located at 400 E. Caesar Ave., Kingsville, Texas as being in a state of disrepair such that it is a danger to the community;

WHEREAS, the City believes that an environmental assessment and clean-up of this property would allow for the structure to be razed so that redevelopment of the property could occur;

WHEREAS, the property sits in a prime area for residential development in the middle of town abutted by single family homes, medical clinics, and a church;

WHEREAS, earlier this year, the City repaved the roadway on Caesar Avenue from 6th Street to 14th Street which makes the area more favorable for redevelopment;

WHEREAS, the City was able to acquire the property from the former property owner and the City does not have the funding to do an environmental remediation of the building located at 400 E. Caesar Ave.;

WHEREAS, the Environmental Protection Agency ("EPA") has grant programs to assist with such matters and staff proposes that the City apply for a Brownfields Program Grant with the EPA to try and secure such funding for this location;

WHEREAS, the City Commission has authorized the submission of applications for the purpose on November 13, 2017 and November 25, 2019;

WHEREAS, the City believes that if the grant is awarded it would be the beginning of a redevelopment project that could provide housing opportunities for citizens and improve this area and the community overall.

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

I.

THAT a grant application be submitted to the Environmental Protection Agency, requesting funding from the Brownfields Program for 400 E. Caesar Ave., Kingsville, Texas.

II.

THAT all proceeds from said grant shall be administered in conformity with the grant application, the grant award, and any other rules or regulations governing disbursement.

III.

THAT the City Manager is hereby designated as the Authorized Official to accept, alter, or reject the grant, and that the Director of Planning & Development Services will administer the program and execute and submit all certifications, reports, or contracts necessary for the administration and expenditure of such grant.

IV.

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

PASSED AND APPROVED by a majority vote of the City Commission on the 22nd day of November, 2021.

Sam R. Fugate, Mayor

ATTEST:

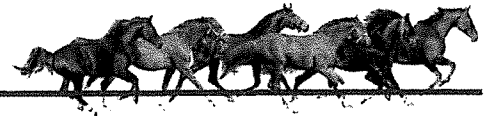
Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #7

CITY OF KINGSVILLE



P. O. BOX 1458 - KINGSVILLE, TEXAS 78364

Date: November 10, 2021

To: City Commission via City Manager Mark McLaughlin

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

From: Janine Reyes, Director of Tourism Services

Summary: The Wings Over South Texas Air Show is scheduled to return to Kingsville April 2-3, 2022. The event typically brings about 125,000 attendees to our city. In the past, the City of Kingsville has sponsored the event with use of HOT funds and General funds in addition to in-kind credit. In 2020, the City of Kingsville committed the Tiger Sponsorship level at a cost of \$7,500. The Wings Over South Texas Air Show cancelled in 2020 due to the COVID-19 pandemic.

This year, the Morale, Welfare and Recreation Department has asked the City of Kingsville to sponsor at the Title Sponsor Level, or the Hornet at a cost of \$25,000. City Manager Mark McLaughlin has identified this expense as a potential use for ARPA funds based on loss of revenue in HOT funds in the 19-20 fiscal year. Funds began to decline in March 2020 and continued to show lower than average levels through January 2021. The ARPA Revenue Replacement Calculator shows a revenue reduction of \$173,544.

Tourism staff recommends commission approve Title Sponsorship of the Wings Over South Texas Air Show at a cost of \$25,000 to be funded through ARPA. The event is such a draw to our community that additionally, the City of Kingsville Tourism Department hosts a Meet the Blues Event bi-annually to kick off the Air Show Weekend. During this event, it is the goal of tourism to provide giveaways and incentives for visitors to stay in the community and for that reason, Kingsville Tourism has asked to exchange Platinum Tent seats for Wings of Gold tickets. These giveaways help market the community to out-of-towners, giving them a reason to come for the Meet the Blues event and stay for the air show.

Additionally, the City Manager has requested an \$25,000 be put aside for other needs for the Wings Over South Texas Air Show such as comfort stations and port-a-potties for the event hosted at NAS-Kingsville.



www.cityofkingsville.com

2022

NAVAL AIR STATION KINGSVILLE

SPONSORSHIP OPPORTUNITIES

APR
02-03



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

OVERVIEW

The **Wings Over South Texas Air Show** will be coming back to NAS Kingsville on **April 2-3, 2022**. This is a special opportunity to bring together Naval Air Station Kingsville and the Kingsville Community for the celebration of Naval Aviation with the U.S. Navy Blue Angels. The Morale, Welfare, and Recreation (MWR) Department secures other civilian aviation performances that occur during the morning and early afternoon hours of the Air Show before the Blue Angels close out the afternoon.

As the only organization on NAS Kingsville authorized to offer sponsorship and exhibit space at the Air Show, we would like to welcome you as a potential supporter of our military community and invite you to become a sponsor of the 2022 Wings Over South Texas Air Show.

When your organization invests in a partnership with MWR, **you are investing in the largest military markets in South Texas**. Your investment in the 2022 Wings Over South Texas Air Show is a vital part of the show and future events held throughout the year onboard NAS Kingsville. The MWR Department's mission is to contribute to the retention, readiness and mental, physical and emotional well-being of military personnel and to the welfare of their families by providing a varied program of recreational, social and community activities.

We anticipate 125,000+ people attending this event, making this a great opportunity for mutual benefit.

Show Features:

- Modern Military Demonstration & Static Displays
- High Powered Civilian Aerobatic Demonstrations
- Historic Military & Civilian Aircraft Demonstrations & Static Displays
- Commercial & General Aviation Static Displays
- Family-Friendly Viewing Areas
- Enhanced Air Show Experiences
- Commercial Retail Displays
- Food, Drinks & Novelty Vendors



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

BRANDING AND EXPOSURE

BRANDING AND EXPOSURE

The 2022 Wings Over South Texas Air Show will once again feature the U.S. Navy Flight Demonstration Squadron, the **Blue Angels**. This show will also feature other premier military and civilian performers over the two day event. **Over 26 million people attend more than 400 air shows annually.** During the past decade, air shows drew nearly twice the attendance figures of NFL football. Air shows deliver significant and measurable results for everyone, from mature product marketers with broad customer bases, to new product marketers, or those with specialized or niche customer bases. Whatever your marketing objective – moving product, building recognition, enhancing or positioning brand image – air shows can help you accomplish your goals.

BENEFITS OF COMMERCIAL SPONSORSHIP

Support the Navy military family while promoting your brand to a loyal, vast and viable population. The Wings Over South Texas Air Show is a proven family outing which provides **FREE**, wholesome entertainment at the largest single event in Kingsville. This unique opportunity to advertise and market your company's service or product will reach **over 125,000 potential customers in two days**, as well as the weeks leading up to the Air Show. There will be no other event in Kingsville that will reach this kind of audience with your message and identity.



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WINGS OVER SOUTH TEXAS AIR SHOW

HORNET: \$25,000

2022 Title Sponsor

PROMOTIONAL ADVANTAGES

- Company logo in prominent position on website
- Back cover full color advertisement in Air Show program
- Company logo on commemorative Air Show poster at least 10% larger than other logos
- Company logo on Air Show printed media advertisements
- Company logo included on "thank you" banner located at NAS Kingsville gate for 4 weeks prior to air show and during the show (More than 19,000 cars enter the base per month)
- Company logo included on MWR funded billboards
- Company logo included on MWR printed credentials
- Company logo included on MWR printed parking passes

ON-SITE ADVANTAGES

- May have 10 company provided banners throughout event: 1 at the entrance in prime location, 1 closest to show center, remaining spread throughout show area
- Company message announced by Air Show announcer
- 20'x20' exhibit space
- Private Chalet for 50 people each day (Food not included. MWR contracted catering options will be available JAN 2022)

HOSPITALITY ADVANTAGES

- 2 tables in Platinum Tent (20 seats total) – 1 table per day
- 20 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales
- 20 person private invitation to Air Show practice day
- 2 custom framed Air Show posters
- 1 framed Blue Angel Lithograph
- Two passes to ride in civilian performer aircraft (depends on aircraft availability & weather conditions)

HORNET

The F/A-18 Hornet is the current plane flown by the
Blue Angels since 1987



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

SKYHAWK
The Blue Angels flew the A-4 Skyhawk from 1974-1986

SKYHAWK: \$10,000

PROMOTIONAL ADVANTAGES

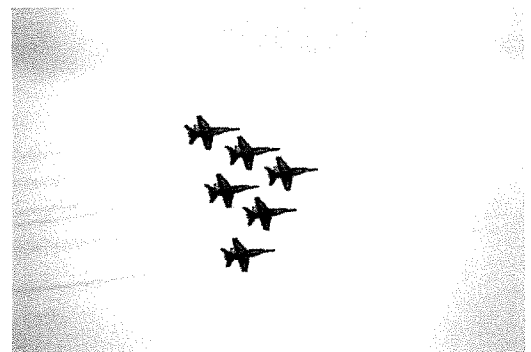
- Company logo on website
- One page full color advertisement in Air Show program
- Company logo on commemorative Air Show poster
- Company logo on Air Show printed media advertisements
- Company logo included on "thank you" banner located at NAS Kingsville gate for 4 weeks prior to air show and during the show (More than 19,000 cars enter the base per month)

ON-SITE ADVANTAGES

- May have 8 company provided banners throughout event
- Company message announced by Air Show announcer
- 20'x20' exhibit space

HOSPITALITY ADVANTAGES

- 2 tables in Platinum Tent (20 seats total) – 1 table per day
- 15 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales
- 15 person private invitation to Air Show practice day
- 1 custom framed Air Show poster
- One pass to ride in civilian performer aircraft (depends on aircraft availability & weather conditions)



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

TIGER

The Blue Angels flew the F-11 Tiger from 1957-1967

TIGER: \$7,500

PROMOTIONAL ADVANTAGES

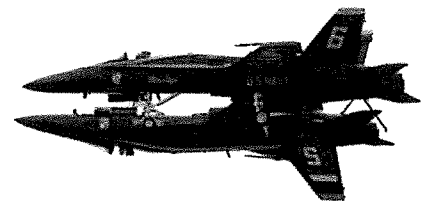
- Company logo on website
- 1/2 page full color advertisement in Air Show program
- Company logo on commemorative Air Show poster
- Company logo on Air Show printed media advertisements

ON-SITE ADVANTAGES

- May have 6 company provided banners throughout event
- Company message announced by Air Show announcer
- 10'x10' exhibit space

HOSPITALITY ADVANTAGES

- 2 tables in Platinum Tent (20 seats total) – 1 table per day
- 12 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales
- 12 person private invitation to Air Show practice day
- 1 custom framed Air Show poster



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WINGS OVER SOUTH TEXAS AIR SHOW

COUGAR: \$5,000

PROMOTIONAL ADVANTAGES

- Company logo on website
- 1/2 page full color advertisement in Air Show program

ON-SITE ADVANTAGES

- May have 4 company provided banners throughout event
- Company message announced by Air Show announcer
- 10'x10' exhibit space

HOSPITALITY ADVANTAGES

- 1 table in Platinum Tent (10 seats total) – choice of day
- 8 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales

COUGAR
The Blue Angels flew the F9F-8 Cougar from 1954-1957



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

PANTHER and BEARCAT

The Blue Angels flew the F9F Panther from 1948-1969
and the F8F Bearcat from 1947-1948

PANTHER: \$3,000

PROMOTIONAL ADVANTAGES

- Company logo on website
- 1/4 page full color advertisement in Air Show program

ON-SITE ADVANTAGES

- May have 3 company provided banners throughout event
- Company message announced by Air Show announcer
- 10'x10' exhibit space

HOSPITALITY ADVANTAGES

- 1 table in Platinum Tent (10 seats total) – choice of day
- 5 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales



BEARCAT: \$1,000

PROMOTIONAL ADVANTAGES

- Company logo on website

ON-SITE ADVANTAGES

- May have 3 company provided banners throughout event
- Company message announced by Air Show announcer
- 10'x10' exhibit space

HOSPITALITY ADVANTAGES

- 2 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

SPECIALITY AND IN-KIND SPONSORSHIPS

LANYARD SPONSOR: \$4,000 OR IN-KIND

PROMOTIONAL ADVANTAGES

- Company logo on website

ON-SITE ADVANTAGES

- May have 3 company provided banners throughout event
- Company message announced by Air Show announcer
- Company logo on lanyard

HOSPITALITY ADVANTAGES

- 5 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales



AIR SHOW PROGRAM: STARTING AT \$250

See your custom ad in the Air Show booklet. Ads start at \$250 for a business card sized ad.

Over 14,000 booklets were printed in 2018!



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

VEHICLE IN-KIND SPONSORSHIP

At minimum: One 15-passenger van, 3 minivans & 15 sedans

VEHICLE IN-KIND SPONSORSHIP

PROMOTIONAL ADVANTAGES

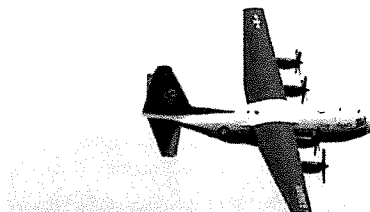
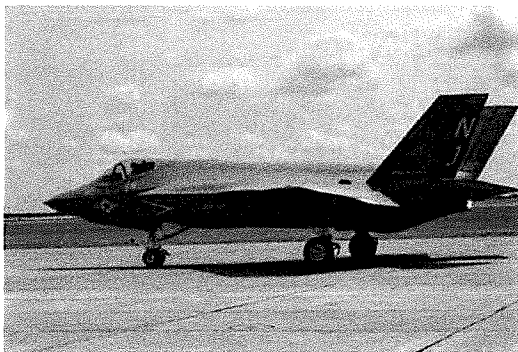
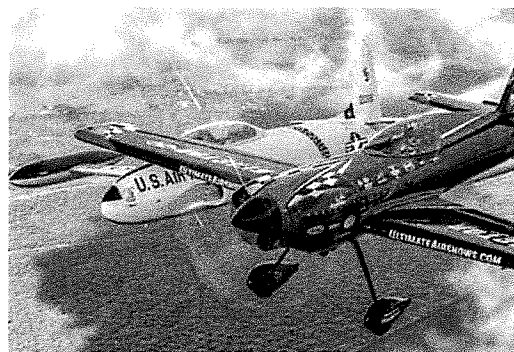
- Company logo on website

ON-SITE ADVANTAGES

- May have 3 company provided banners throughout event
- May have static vehicle on site
- Company message announced by Air Show announcer

HOSPITALITY ADVANTAGES

- 1 table in Platinum Tent (10 seats total) – Sunday only
- 5 Sponsor Parking Passes (per day)
- Early access to Wings of Gold Tent ticket sales



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW

HOSPITALITY TENTS & CHALETs

WINGS OF GOLD TENT

Enjoy food, drinks, shade or find a front row seat for all the excitement during the Wings Over South Texas Air Show! A great place to spend some time with a key client or to reward an associate for a job well done! Open seating only, with heavy hors d'oeuvres, keg beer, wine, sodas, tea and water. Access to private A/C comfort station.

Pricing

Prior to 10 MAR 2022: \$75 adult; \$35 children; 3 and under are free
After 10 MAR 2022: \$100 adult; \$50 children; 3 and under are free

PLATINUM TENT

Take your Wings Over South Texas experience up a notch! Indulge in a fully enclosed, climate controlled tent with reserved table seating; light entrées, select liquors, keg beer, wine, sodas, tea and water. Access to private A/C comfort station.

Pricing

\$1,500 per table with 10 chairs

PRIVATE CHALET

This is a great way to host your company's Employee Appreciation Day or Family Weekend! Chalet comes equipped with tent, tables, and chairs. MWR contracted catering menus will be available JAN 2022. Access to private A/C comfort station.

Pricing

\$2,500 for 50 people for one day; \$4,500 for two days
\$4,500 for 100 people for one day; \$8,000 for two days



WINGSOVERSOUTHTEXAS.COM



WINGS OVER SOUTH TEXAS AIR SHOW



CONTACT INFORMATION

To ensure all rights & benefits,
contracts must be in place by **14 JAN 2022**.
(Payment not required until 1 MAR 2022.)

Companies that are certified 501c3
organizations are eligible for a 25% discount.
Proof of certification must be provided.

To start the conversation
about your Wings Over South
Texas Sponsorship, contact
us today!

Phone: 361-516-6232

Email: naskmwr@gmail.com



WINGSOVERSOUTHTEXAS.COM



ARPA Revenue Replacement Calculator

Background Information

1) Fiscal Year End	<input type="text" value="September"/>	<u>Notes:</u>
Base Year Revenue Period	<input type="text" value="9/30/2019"/>	FY used for base year calculation
2) Calculation Date	<input type="text" value="12/31/2020"/>	
Number of Months	<input type="text" value="15"/>	Months between Base Year and Calculation Date

Estimate Revenue

3) Base Year Revenue	<input type="text" value="\$ 648,428"/>	<u>Use Worksheet to Calculate</u>
4) Growth Rate	<input type="text" value="4.1%"/>	<u>Use Worksheet to Calculate</u>
Counterfactual Revenue	<input type="text" value="\$ 681,828"/>	Estimated Revenue Without Pandemic
5) Actual Revenue	<input type="text" value="\$ 508,284"/>	<u>Use Worksheet to Calculate</u>

Reduction in Revenue

Revenue Reduction	<input type="text" value="\$ 173,544"/>
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Fiscal Year Ended

12/31/2020

AGENDA ITEM #8

**City of Kingsville
Parks & Recreation Department**

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Susan Ivy, Parks Director

DATE: October 29, 2021

SUBJECT: Agenda Request – Receipt of donations for Healthy Family Partners Events

Summary: We are requesting that Commission authorize the receipt of donations from King Ranch - \$1,200.00, La Posada de Kingsville - \$1,200.00, Kleberg County Attorney's Specialized Crimes Task Force \$2,500.00, Kleberg County District Attorney's Office - \$2,500.00, Christus Spohn Hospital Kleberg - \$2,500.00.

Background: In 2018, Kingsville Parks established the Healthy Family Events Partners initiative soliciting funding from local entities to support the special events and recreation programs offered by our department throughout the year. Our programs offer a drug/alcohol/bully free message and alternative recreational opportunities to our community.

Financial Impact: These donations will increase our funding for recreational needs as follows:

Recreational Programming: 001-5-4513-31499 - \$4,900.00

Special Events & Festivals: 001-5-4513-31441 - \$ 5,000.00

Recommendation: We ask that Commission authorize the receipt of up to \$9,900.00. in donations and approve the associated budget amendment needed to record the funds in the Parks Department line items as shown above.



AGENDA ITEM #9

**City of Kingsville
Parks & Recreation Department**

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Susan Ivy, Parks Director

DATE: October 29, 2021

SUBJECT: Agenda Request – Receipt of donations for Healthy Family Partners Events

Summary: We are requesting that Commission authorize the receipt of donations from King Ranch - \$1,200.00, La Posada de Kingsville - \$1,200.00, Kleberg County Attorney's Specialized Crimes Task Force \$2,500.00, Kleberg County District Attorney's Office - \$2,500.00, Christus Spohn Hospital Kleberg - \$2,500.00.

Background: In 2018, Kingsville Parks established the Healthy Family Events Partners initiative soliciting funding from local entities to support the special events and recreation programs offered by our department throughout the year. Our programs offer a drug/alcohol/bully free message and alternative recreational opportunities to our community.

Financial Impact: These donations will increase our funding for recreational needs as follows:

Recreational Programming: 001-5-4513-31499 - \$4,900.00

Special Events & Festivals: 001-5-4513-31441 - \$ 5,000.00

Recommendation: We ask that Commission authorize the receipt of up to \$9,900.00. in donations and approve the associated budget amendment needed to record the funds in the Parks Department line items as shown above.



ORDINANCE NO. 2021-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021-2022 BUDGET TO ACCEPT AND EXPEND DONATIONS FOR PARKS DEPARTMENT FROM KING RANCH, LA POSADA DE KINGSVILLE, KLEBERG COUNTY ATTORNEY'S SPECIALIZED CRIMES TASK FORCE, KLEBERG COUNTY DISTRICT ATTORNEY'S OFFICE, AND CHRISTUS SPOHN HOSPITAL KLEBERG.

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 2021-2022 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#06

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 001 – General Fund					
<u>Revenues – 4</u>					
4513	Recreation	Park Donations	58003	\$9,900.00	
<u>Expenditures - 5</u>					
4513	Recreation	Recreational Programs	31499	\$4,900.00	
4513	Recreation	Special Events & Festiv	31441	\$5,500.00	

[To amend the City of Kingsville FY 21-22 Budget to accept and expend Parks Donations received. Funding will come from the donations received.]

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 22nd day of November 2021.

PASSED AND APPROVED on this the __13th__ day of __December____, 2021.

EFFECTIVE DATE:_____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #10

**City of Kingsville
Finance Department**

TO: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

FROM: Deborah Balli, Finance Director

DATE: November 16, 2021

SUBJECT: Budget Amendment for Broadband Feasibility Study

Summary:

This Budget Amendment request appropriates ARP Funding to complete a Broadband Feasibility Study. The completed study will include a Broadband Market Analysis that will be used to develop a feasibility assessment of deploying a municipal broadband network in the City of Kingsville. Also included is a conceptual design to test the feasibility of deploying broadband services to businesses, homes, and community anchor organizations. When completed, the Study will lay out core strategies for the City of Kingsville in development of the broadband initiatives.

Financial Impact:

The budget amendment request appropriates \$49,950 of available and eligible ARP funding to be established in Fund 121 – GF ARP Funding.

Recommendation:

Staff recommends the approval of the budget amendment.



ORDINANCE NO. 2021-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2021-2022 BUDGET TO APPROPRIATE FUNDING FOR A BROADBAND FEASIBILITY STUDY.

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 2021-2022 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#05

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 121 – GF ARP Funding					
1030	City Special	Professional Services	31400	\$49,950	

[To amend the City of Kingsville FY 21-22 Budget to appropriate funding for a broadband feasibility study. Funding will come from the ARPA funding allocation not appropriated.]

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 22nd day of November 2021.

PASSED AND APPROVED on this the 13th day of December, 2021.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #11

**City of Kingsville
Human Resource Department**

TO: Mayor and City Commissioners
CC: Mark McLaughlin, City Manager
FROM: Diana Gonzales, Human Resource Director
DATE: November 12, 2021
SUBJECT: Premium Pay

Summary: This resolution is presented for consideration in recognition of the continued importance of our employee's health and safety while performing their duties during this coronavirus public health crisis, it is proposed to compensate employees with additional pay for time worked from January through March 2021

Full-time and Part-time employees active as of the City Commission approved resolution are eligible for this additional pay. Pay categories are as follows:

	Full-time Employee	Part-time Employee
Police Officers & Firefighters (First Responders)	\$ 200 per month	
Essential Public Works & Other Select Personnel	\$ 100 per month	\$ 50 per month

Background: The American Rescue Plan Act 2021 (ARPA) allows for the use of federal funds for payment of certain expenses. The monies to pay first responders and essential personnel is a qualified expense under ARPA.

Financial Impact: For the City, the total cost is approximately \$105,020 including applicable fringe benefits. Employees who are actively employed and were hired after January 2021 shall have pay pro-rated as to month of hire.

For the Employee, required deductions for FICA, federal taxes and TMRS apply to this additional premium pay.

Recommendation: To consider the proposed additional one-time premium pay to eligible employees.



RESOLUTION NO. 2021-_____

A RESOLUTION ADOPTING THE CITY OF KINGSVILLE PREMIUM PAY POLICY.

WHEREAS, the City Commission desires to adopt a Premium Pay Policy to be effective January 1, 2021 through March 31, 2021 for eligible employees due to the coronavirus public health crisis; and

WHEREAS, the requested change does not significantly impact the City financially as the premium pay is covered as a qualified expense under the ARPA funds and any such funds paid out to employees should be reimbursed to the City under the Act;

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

I.

THAT the Premium Pay Policy, attached as Exhibit A, is hereby approved;

II.

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

III.

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

PASSED AND APPROVED by a majority vote of the City Commission on the 22nd day of November, 2021.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

Number	Name-Last	Name-First	Primary Title
10	Valenzuela	Mary	City Secretary
1364	McLaughlin	Mark	City Manager
20	Gonzales	Diana	Human Resource Director
614	Rogers	Carol	Human Resource Specialist
796	Whittington	Stephanie	Human Resource Specialist
1090	Solis	David	Risk Manager
24	Alvarez	Courtney	City Attorney
1228	Mascorro	Monika	Paralegal
999	Resendez	Stephannie	Administrative Assistant II
1373	Echeozo	Uchechukwu	Planning & Development Services Director
586	Cavazos	Theresa	Permit Technician
1428	Daniels	Nicholas	Building Official
683	Buentello	Manuel	Building Inspector
828	Phillips	Kristina	Code Compliance Inspector
882	Oviedo	Eric	Equipment Operator 1
669	Trejo	Maryann	Code Compliance Inspector
1049	Solis	Herlinda	Administrative Assistant I
1153	Fuentes	Concepsion	Equipment Operator 1
187	Rios	Daniel	Equipment Operator 2
760	Acuna	Robert	Equipment Operator 2
766	Garcia	Salvador	Equipment Operator 3
911	Cantu	David	Equipment Operator 2
1064	Longoria	Edward	Equipment Operator 2
1123	Huerta	Jose	Foreman
429	Soliz	Emilio	Equipment Operator 2
1362	Rivera	John	Equipment Operator 2
1412	Garza	Robert	Equipment Operator 2
208	Munoz	Gertrudis	Foreman
732	Balboa	Roel	Equipment Operator 2
883	Mejia	Cristobal	Equipment Operator 2
553	Flores	Timothy	Equipment Operator 2
927	Martinez	Allen	Equipment Operator 2
1019	Chavez	Gilberto	Equipment Operator 2
1303	Leander	Tyrone	Equipment Operator 2
1374	Mills	Darrell	Solid Waste Supervisor
47	Saenz	Celina	A/P Specialist
583	Cavazos	Norma	Payroll Specialist
875	Balli	Deborah	Finance Director
913	Sosa	Charles	Purchasing & Facilities Manager
926	Bodiford	David	Accounting Manager
966	Benson	Edwin	Information Technology Manager
1131	Echols	Vanessa	Administrative Assistant II
1159	Williams	Derek	Systems Specialist
1309	Sandoval	Jessica	Accounting Assistant
1434	Rangel	Elisa	Accounting Assistant
454	Krueger	Michael	Municipal Court Judge
799	Cavazos	Victoria	Deputy Clerk
975	Zamora	Aurora	Deputy Clerk
765	Butler	Victoria	Municipal Court Supervisor
1421	Soliz	Misheall	Deputy Clerk

76 Frost	Mark	Police Captain 2101
420 Torres	Ricardo	Police Chief
958 Sosa	Noe	Information Technology Manager
1133 Gonzalez	Corina	Administrative Coordinator
89 Lile	Bradley	Police Commander 2102
64 Campos	Johnny	Police Captain 2102
298 Sandoval	John	Police Officer -Training 2105
441 Flores	Jorge	Police Captain 2102
456 Garcia	Sandra	Police Lieutenant 2102
496 Rodriguez	Gilberto	Police Lieutenant 2102
498 Gonzalez	Gilbert	Police Officer - Patrol 2102
369 Greif	John	Police Officer - Patrol 2102
349 Padilla	Haydee	Administrative Assistant I
575 Allen	William	Police Captain 2102
624 Gonzalez	Jose	Police Officer - Patrol 2102
642 Cervantes	Tony	Police Officer - Patrol 2102
773 Aleman	Javier	Police Captain 2102
821 Fonseca	Magdalena	Police Officer - Patrol 2102
967 Martinez	Kevin	Police Lieutenant 2102
1068 Denton	Richard	Police Officer - Patrol 2102
1241 Jenkins	David	Police Officer - Patrol 2102
1259 Uribe	Felipe	Police Officer - Patrol 2102
1307 Aguilera	Javier	Police Officer - Patrol 2102
1315 Tatum	Adrian	Police Officer - Patrol 2102
1336 Beltran	Richard	Police Officer - Patrol 2102
1335 Garcia	Omar	Police Officer - Patrol 2102
1357 Salinas	Isaac	Police Officer - Patrol 2102
1358 Ramirez	Vivianna	Police Officer - Patrol 2102
1012 Sosa	Ruben	Police Officer - Patrol 2102
1385 Segura	Israel	Police Officer - Patrol 2102
1387 Avalos	Raymond	Police Officer - Patrol 2102
102 Martinez	Rosa	Lead Telecommunications Operator
468 Flores	Monica	Communications Supervisor
925 Ramirez	Kymberly	Lead Telecommunications Operator
1262 Rodriguez	Allison	Telecommunications Operator
1338 Sebaly	Eugene	Telecommunications Operator
549 Chapa	Jose	Telecommunications Operator
985 Puente	Michelle	Telecommunications Operator
1435 Pruneda	Isela	Telecommunications Operator
1437 Ahumada	Javier	Telecommunications Operator
70 Cavazos	Julian	Police Commander 2104
336 Salinas	Ricardo	Police Officer - Investigations 2104
335 Reyes	Jesus	Police Officer - Investigations 2104
443 Michalski	Joseph	Police Officer - Investigations 2104
448 Ruiz Jr	Augustine	Police Officer - Investigations 2104
515 Pittman	Toma	Police Lieutenant 2104
576 Gonzalez	Daniel	Police Lieutenant 2104
597 Murray	Vincent	Police Captain 2104
682 Trevino	Megan	Administrative Assistant I
743 Reyna	Feliciano	Police Officer - Investigations 2104
755 Cervantes	Angelita	Crime Scene Specialist
907 Chavana	Michael	Police Officer - Investigations 2104
75 Flores	Cynthia	Police Officer - Investigations 2104
1243 Gonzalez	Celinda	Police Officer - Investigations 2104
513 Davis	Thomas	Police Officer-Warrants 2106

118 Camarillo	Felix	FIRE Engineer
130 Garcia	Michael	FIRE Engineer
140 Palacios	Steve	Fire Marshal
147 Valentine	Terry	FIRE Captain
125 Creek	James	FIRE Lieutenant
117 Cabrera	Jose	FIRE Lieutenant
132 Guerra	David	FIRE Lieutenant
145 Sandoval	Miguel	FIRE Captain
320 Adame	Joseph	FIREFIGHTER
486 Torres	John	FIREFIGHTER
13 Tate	Shea	FIREFIGHTER
319 Mendiola	Oscar	FIRE Captain
647 Pickard	Daniel	FIREFIGHTER
146 Smithwick	Sam	FIRE Engineer
702 Basaldu	Ruben	FIRE Engineer
809 Loudon	Christopher	FIRE Engineer
819 Rogers	Brandan	FIREFIGHTER
1089 Baird	Clinton	FIREFIGHTER
591 Ross	Randall	FIRE Engineer
1125 Hernandez	John	FIREFIGHTER
1184 Greif	Dennis	FIREFIGHTER
1208 Qualls	Jacob	FIREFIGHTER
1240 Speaker	Kevin	FIREFIGHTER
1273 Landoll	Anthony	FIREFIGHTER
1285 Castillo	Moises	FIREFIGHTER
1292 Marfell	Joshua	FIREFIGHTER
894 Rodriguez	Rafael	FIREFIGHTER
1332 Dominguez	Christopher	FIREFIGHTER
1329 Taylor	Randaniel	FIREFIGHTER
1383 Adame	Juan	Fire Chief
1429 Garcia	Angel	FIREFIGHTER
1417 Silguero	Annie	Customer Service Representative II
161 Donnell	William	Public Works Director
1416 Germain	Enedelia	Administrative Assistant I
172 Perez	Arturo	Garage Supervisor
494 Basaldu	Jose	Welder/Fabricator
767 Fernandez	Jose	Maintenance Technician
701 Pierce	Freddie	Maintenance Technician
1214 Galvan	Juan	Inventory Clerk
430 Torres	Juan	Maint. Worker 3050
554 Cadena	Apolonio	Equipment Operator 2
724 Garcia	Michael	Equipment Operator 2
664 Foster	Kelly	Equipment Operator 2
922 Pena	Daniel	Maint. Worker 3050
1126 Lopez	Jeremy	Maint. Worker 3050
212 Valadez	Avelino	Street Supervisor
1260 Hallett	Jeremy	Equipment Operator 2
1293 Cruz	Hector	Maint. Worker 3050
787 Chavez	Ramon	Equipment Operator 2
1348 Meyer	Jeremy	Foreman
1183 Stidham	Roger	Equipment Operator 3
1441 Peralez	Robert	Maint. Worker 3050
408 Torres	Jason	Health Inspector II
528 Garcia	Emilio	Health Director
573 Allen	Connie	Health Inspector I

661 Montalvo	Jessica	Customer Service Representative I
510 Longoria	Monica	Administrative Assistant II
1162 Ortegon	Richard	Animal Care Specialist
1288 Chavana	Michael	Animal Care Specialist
599 Bernal	Jennifer	Parks Manager
933 Ivy	Susan	Parks and Recreation Director
972 Martinez	Nora	Administrative Assistant II
1107 Alegria Salinas	Juan	Foreman
1154 Soliz	Israel	Maintenance Worker 4502
1443 Castillo	Ricardo	Equipment Operator I - 4502
936 Flores	Martin	Foreman
1082 Castillo	Eloy	Maint. Worker 4503
1209 Gonzalez	Arnold	Equipment Operator 1
1270 Navarro	Alberto	Equipment Operator 1
997 Fernandez	Jose	Maint. Worker 4503
1409 Madrid	Dallas	Golf Pro-Shop Attendant
930 Tijerina	Alicia	Special Events/Downtown Manager
1222 Reyes	Janine	Tourism Services Director
246 Garcia	Jose	Utility Worker
255 Silva	Jose	Equipment Operator 3
421 DeAses	Ernesto	Equipment Operator 2
291 Cruz	Arturo	Utility Worker
424 Saldana	Jose	Equipment Operator 2
388 Obregon	Cecilio	Equipment Operator 3
611 Vela	Aaron	Equipment Operator 3
1426 Whittington	Cameron	Water Supervisor
1433 Sanabria	Miguel	Utility Worker
261 Casillas	Jose	Water Production Supervisor
339 Polanco	Hector	Maintenance Worker 6002
750 Cantu	Michael	Water Production Operator
1112 Ramos	Robert	Water Production Operator
1051 Garcia	Celso	Equipment Operator 2
1376 Bencze	Ryan	Maintenance Worker 6101
260 Trevino	Jerry	Foreman
476 Flores Salinas	Gina	Customer Service Representative II
638 Hinojosa-Bruce	Maria	Customer Billing Specialist
808 Escamilla	Aileen	Customer Billing Specialist
709 Vela	Rosa	Customer Service Representative II
908 Shaw	Sharon	Collection's Supervisor
1116 Peterson	Candice	Customer Service Representative II
461 Medrano	Robert	Meter Reader Technician
275 Castillo	David	Maintenance Technician
268 Garcia	Francisco	Wastewater Supervisor
738 Garza	George	Wastewater Operator 7001
272 Villarreal	Joe	Foreman
960 Jaramillo	Gerardo	Pump Operator
1248 Narron	Marsha	Administrative Assistant II
1310 Medrano	Veronica	Lab Technician
1334 Ramirez	Andrew	Wastewater Operator 7001
923 Estrada	Juan	Plant Helper
531 Winchester	Shawn	Foreman
1081 Garza	Jonathon	Equipment Operator 3
1327 Vega	Alex	Equipment Operator 2
1436 Munoz	Ruben	Utility Worker 7003
795 Colin	Tanya	Administrative Assistant II

1218 Mora	Rutilio	City Engineer
353 Ramirez	Joseph	Engineer's Assistant
1419 Medrano	Martin	Engineer's Assistant
1420 Mora	Michael	Capital Improvements Manager
1353 Macarena	Marcos	Maintenance Worker 8020
1020 Salazar	Manuel	Economic Development Director
1298 Delagarza	Belinda	P/T Administrative Assistant I
1157 Helms	Maria	P/T Customer Service Representative I
761 Sanchez	Benita	P/T Deputy Clerk
1369 Martinez	Anja	P/T Evidence Clerk
1018 Garza	Rolando	P/T Golf Pro-Shop Attendant
1296 Rivas	Nicholas	P/T Golf Pro-Shop Attendant
1356 Garcia	Leylani	P/T Kennel Attendant
1355 Weber	Michael	P/T Kennel Attendant
825 Hinojosa	Robert	P/T Maint. Worker 4503
1150 Basaldu	Charles	P/T Maintenance Worker 8020
1312 Mendez	Ruben	P/T Maintenance Worker 8020
1378 Chavez	Santos	P/T Maintenance Worker 8020
932 Delgado	Jorge	P/T Services Technician 8020

Dept	Fund	Hire Date	Category	Monthly Amount	# of Months	Total Due
001-1010	G	10/16/1996	Full Time	100	3	300
001-1010	G	12/2/2019	Full Time	100	3	300
001-1100	G	4/23/2001	Full Time	100	3	300
001-1100	G	8/25/2008	Full Time	100	3	300
001-1100	G	8/13/2012	Full Time	100	3	300
001-1100	G	5/24/2016	Full Time	100	3	300
001-1400	G	7/5/2000	Full Time	100	3	300
001-1400	G	3/26/2018	Full Time	100	3	300
001-1601	G	5/18/2015	Full Time	100	3	300
001-1601	G	2/18/2020	Full Time	100	3	300
001-1602	G	4/14/2008	Full Time	100	3	300
001-1602	G	12/7/2020	Full Time	100	3	300
001-1603	G	4/26/2010	Full Time	100	3	300
001-1603	G	3/6/2013	Full Time	100	3	300
001-1603	G	10/28/2013	Full Time	100	3	300
001-1603	G	2/5/2014	Full Time	100	3	300
001-1603	G	10/5/2015	Full Time	100	3	300
001-1603	G	12/19/2016	Full Time	100	3	300
001-1702	G	8/22/1983	Full Time	100	3	300
001-1702	G	2/6/2012	Full Time	100	3	300
001-1702	G	4/23/2012	Full Time	100	3	300
001-1702	G	4/25/2014	Full Time	100	3	300
001-1702	G	12/28/2015	Full Time	100	3	300
001-1702	G	9/9/2016	Full Time	100	3	300
001-1702	G	4/16/2019	Full Time	100	3	300
001-1702	G	11/15/2019	Full Time	100	3	300
001-1702	G	9/9/2020	Full Time	100	3	300
001-1703	G	8/12/2008	Full Time	100	3	300
001-1703	G	7/12/2011	Full Time	100	3	300
001-1703	G	10/28/2013	Full Time	100	3	300
001-1703	G	12/4/2013	Full Time	100	3	300
001-1703	G	8/19/2014	Full Time	100	3	300
001-1703	G	6/15/2015	Full Time	100	3	300
001-1703	G	3/26/2019	Full Time	100	3	300
001-1703	G	2/18/2020	Full Time	100	3	300
001-1801	G	8/8/1986	Full Time	100	3	300
001-1801	G	3/26/2008	Full Time	100	3	300
001-1801	G	10/7/2013	Full Time	100	3	300
001-1801	G	5/5/2014	Full Time	100	3	300
001-1801	G	8/19/2014	Full Time	100	3	300
001-1801	G	11/4/2014	Full Time	100	3	300
001-1801	G	10/25/2016	Full Time	100	3	300
001-1801	G	2/6/2017	Full Time	100	3	300
001-1801	G	4/30/2019	Full Time	100	3	300
001-1801	G	1/20/2021	Full Time	100	3	300
001-1803	G	7/13/2004	Full Time	100	3	300
001-1803	G	8/7/2012	Full Time	100	3	300
001-1803	G	12/17/2014	Full Time	100	3	300
001-1803	G	12/1/2015	Full Time	100	3	300
001-1803	G	11/16/2020	Full Time	100	3	300

001-2101	G	1/19/1999	Full Time	200	3	600
001-2101	G	11/10/2003	Full Time	200	3	600
001-2101	G	10/17/2014	Full Time	100	3	300
001-2101	G	1/22/2018	Full Time	100	3	300
001-2102	G	8/19/1996	Full Time	200	3	600
001-2102	G	1/12/1998	Full Time	200	3	600
001-2102	G	8/27/2001	Full Time	200	3	600
001-2102	G	3/8/2004	Full Time	200	3	600
001-2102	G	8/16/2004	Full Time	200	3	600
001-2102	G	8/8/2005	Full Time	200	3	600
001-2102	G	8/8/2005	Full Time	200	3	600
001-2102	G	11/7/2005	Full Time	200	3	600
001-2102	G	5/14/2007	Full Time	100	3	300
001-2102	G	12/11/2007	Full Time	200	3	600
001-2102	G	11/10/2008	Full Time	200	3	600
001-2102	G	4/1/2009	Full Time	200	3	600
001-2102	G	5/18/2012	Full Time	200	3	600
001-2102	G	12/12/2012	Full Time	200	3	600
001-2102	G	11/4/2014	Full Time	200	3	600
001-2102	G	1/11/2016	Full Time	200	3	600
001-2102	G	5/7/2018	Full Time	200	3	600
001-2102	G	6/18/2018	Full Time	200	3	600
001-2102	G	4/16/2019	Full Time	200	3	600
001-2102	G	5/7/2019	Full Time	200	3	600
001-2102	G	6/11/2019	Full Time	200	3	600
001-2102	G	6/11/2019	Full Time	200	3	600
001-2102	G	10/15/2019	Full Time	200	3	600
001-2102	G	10/22/2019	Full Time	200	3	600
001-2102	G	6/15/2020	Full Time	200	3	600
001-2102	G	6/15/2020	Full Time	200	3	600
001-2102	G	6/17/2020	Full Time	200	3	600
001-2103	G	12/22/1996	Full Time	100	3	300
001-2103	G	1/18/2011	Full Time	100	3	300
001-2103	G	8/4/2014	Full Time	100	3	300
001-2103	G	7/2/2018	Full Time	100	3	300
001-2103	G	6/11/2019	Full Time	100	3	300
001-2103	G	9/9/2020	Full Time	100	3	300
001-2103	G	1/1/2021	FT	100	3	300
001-2103	G	2/3/2021	Full Time	100	2	200
001-2103	G	2/26/2021	Full Time	50	2	100
001-2104	G	1/8/1986	Full Time	200	3	600
001-2104	G	3/11/2002	Full Time	200	3	600
001-2104	G	3/11/2002	Full Time	200	3	600
001-2104	G	4/12/2004	Full Time	200	3	600
001-2104	G	6/7/2004	Full Time	200	3	600
001-2104	G	1/17/2006	Full Time	200	3	600
001-2104	G	12/11/2007	Full Time	200	3	600
001-2104	G	6/16/2008	Full Time	200	3	600
001-2104	G	4/19/2010	Full Time	100	3	300
001-2104	G	10/24/2011	Full Time	200	3	600
001-2104	G	1/17/2012	Full Time	200	3	600
001-2104	G	4/14/2014	Full Time	200	3	600
001-2104	G	12/18/2015	Full Time	200	3	600
001-2104	G	5/7/2018	Full Time	200	3	600
001-2106	G	1/17/2006	Full Time	200	3	600

001-2200	G	10/27/1980	Full Time	200	3	600
001-2200	G	7/10/1990	Full Time	200	3	600
001-2200	G	9/21/1990	Full Time	200	3	600
001-2200	G	1/22/1991	Full Time	200	3	600
001-2200	G	2/5/1992	Full Time	200	3	600
001-2200	G	12/26/1996	Full Time	200	3	600
001-2200	G	1/11/1999	Full Time	200	3	600
001-2200	G	3/15/1999	Full Time	200	3	600
001-2200	G	12/17/2001	Full Time	200	3	600
001-2200	G	5/23/2005	Full Time	200	3	600
001-2200	G	2/6/2007	Full Time	200	3	600
001-2200	G	1/8/2008	Full Time	200	3	600
001-2200	G	4/6/2009	Full Time	200	3	600
001-2200	G	9/27/2010	Full Time	200	3	600
001-2200	G	11/9/2010	Full Time	200	3	600
001-2200	G	9/18/2012	Full Time	200	3	600
001-2200	G	11/21/2012	Full Time	200	3	600
001-2200	G	5/17/2016	Full Time	200	3	600
001-2200	G	8/22/2016	Full Time	200	3	600
001-2200	G	9/19/2016	Full Time	200	3	600
001-2200	G	8/16/2017	Full Time	200	3	600
001-2200	G	1/8/2018	Full Time	200	3	600
001-2200	G	5/7/2018	Full Time	200	3	600
001-2200	G	8/22/2018	Full Time	200	3	600
001-2200	G	12/3/2018	Full Time	200	3	600
001-2200	G	1/7/2019	Full Time	200	3	600
001-2200	G	6/4/2019	Full Time	200	3	600
001-2200	G	6/4/2019	Full Time	200	3	600
001-2200	G	6/11/2019	Full Time	200	3	600
001-2200	G	6/1/2020	Full Time	200	3	600
001-2200	G	12/14/2020	Full Time	200	3	600
001-2200	G	3/1/2021	Full Time	50	1	50
001-3000	G	6/9/1997	Full Time	100	3	300
001-3000	G	10/5/2020	Full Time	100	3	300
001-3030	G	6/3/1994	Full Time	100	3	300
001-3030	G	5/25/2007	Full Time	100	3	300
001-3030	G	5/1/2012	Full Time	100	3	300
001-3030	G	6/17/2016	Full Time	100	3	300
001-3030	G	1/8/2018	Full Time	100	3	300
001-3050	G	12/15/2003	Full Time	100	3	300
001-3050	G	5/24/2007	Full Time	100	3	300
001-3050	G	4/18/2011	Full Time	100	3	300
001-3050	G	2/12/2014	Full Time	100	3	300
001-3050	G	7/1/2014	Full Time	100	3	300
001-3050	G	9/19/2016	Full Time	100	3	300
001-3050	G	9/27/2016	Full Time	100	3	300
001-3050	G	6/20/2018	Full Time	100	3	300
001-3050	G	1/7/2019	Full Time	100	3	300
001-3050	G	4/16/2019	Full Time	100	3	300
001-3050	G	8/8/2019	Full Time	100	3	300
001-3050	G	5/27/2020	Full Time	100	3	300
001-3050	G	3/10/2021	Full Time	100	1	100
001-4400	G	7/14/2003	Full Time	100	3	300
001-4400	G	4/10/2006	Full Time	100	3	300
001-4400	G	8/31/2007	Full Time	100	3	300

001-4400	G	9/3/2009	Full Time	100	3	300
001-4400	G	8/27/2013	Full Time	100	3	300
001-4400	G	2/27/2017	Full Time	100	3	300
001-4400	G	1/2/2019	Full Time	100	3	300
001-4501	G	6/30/2008	Full Time	100	3	300
001-4501	G	10/1/2014	Full Time	100	3	300
001-4501	G	11/20/2014	Full Time	100	3	300
001-4502	G	6/15/2016	Full Time	100	3	300
001-4502	G	1/4/2017	Full Time	100	3	300
001-4502	G	3/25/2021	Full Time	100	1	100
001-4503	G	10/1/2014	Full Time	100	3	300
001-4503	G	3/30/2016	Full Time	100	3	300
001-4503	G	1/8/2018	Full Time	100	3	300
001-4503	G	8/6/2018	Full Time	100	3	300
001-4503	G	9/10/2018	Full Time	100	3	300
001-4512	G	8/18/2020	Full Time	100	3	300
002-1071	G	9/3/2014	Full Time	100	3	300
002-1071	G	2/26/2018	Full Time	100	3	300
051-6001	U	9/4/1992	Full Time	100	3	300
051-6001	U	2/13/1996	Full Time	100	3	300
051-6001	U	10/18/2010	Full Time	100	3	300
051-6001	U	10/22/2012	Full Time	100	3	300
051-6001	U	7/23/2014	Full Time	100	3	300
051-6001	U	12/1/2014	Full Time	100	3	300
051-6001	U	6/5/2018	Full Time	100	3	300
051-6001	U	12/1/2020	Full Time	100	3	300
051-6001	U	12/29/2020	Full Time	100	3	300
051-6002	U	12/7/1987	Full Time	100	3	300
051-6002	U	4/29/2002	Full Time	100	3	300
051-6002	U	1/9/2012	Full Time	100	3	300
051-6002	U	9/17/2020	Full Time	100	3	300
051-6101	U	7/26/2018	Full Time	100	3	300
051-6101	U	3/18/2020	Full Time	100	3	300
051-6201	U	9/25/1990	Full Time	100	3	300
051-6201	U	5/3/2005	Full Time	100	3	300
051-6201	U	9/1/2009	Full Time	100	3	300
051-6201	U	9/13/2012	Full Time	100	3	300
051-6201	U	1/14/2013	Full Time	100	3	300
051-6201	U	4/14/2014	Full Time	100	3	300
051-6201	U	8/12/2016	Full Time	100	3	300
051-6201	U	3/1/2019	Full Time	100	3	300
051-7001	U	1/27/1993	Full Time	100	3	300
051-7001	U	6/9/1997	Full Time	100	3	300
051-7001	U	7/18/2011	Full Time	100	3	300
051-7001	U	10/3/2011	Full Time	100	3	300
051-7001	U	10/17/2014	Full Time	100	3	300
051-7001	U	5/21/2018	Full Time	100	3	300
051-7001	U	4/30/2019	Full Time	100	3	300
051-7001	U	6/4/2019	Full Time	100	3	300
051-7002	U	7/7/2014	Full Time	100	3	300
051-7003	U	8/7/2007	Full Time	100	3	300
051-7003	U	3/14/2016	Full Time	100	3	300
051-7003	U	6/4/2019	Full Time	100	3	300
051-7003	U	2/3/2021	Full Time	100	2	200
051-8000	U	8/6/2012	Full Time	100	3	300

051-8000	U	1/22/2018	Full Time	100	3	300
051-8000	U	12/11/2018	Full Time	100	3	300
051-8000	U	10/29/2020	Full Time	100	3	300
051-8000	U	11/16/2020	Full Time	100	3	300
051-8020	U	9/17/2019	Full Time	100	3	300
098-1060	G	6/15/2015	Full Time	100	3	300

002-1071	G	3/11/2019	Part Time	50	3	150
002-1071	G	2/1/2017	Part Time	50	3	150
001-1803	G	9/9/2016	Part Time	50	3	150
001-2104	G	10/14/2020	Part Time	50	3	150
001-4512	G	6/15/2015	Part Time	50	3	150
001-4512	G	3/1/2019	Part Time	50	3	150
001-4400	G	9/17/2019	Part Time	50	3	150
001-4400	G	9/17/2019	Part Time	50	3	150
001-4503	G	3/25/2021	Part Time	50	1	50
051-8020	U	12/14/2016	Part Time	50	3	150
051-8020	U	4/30/2019	Part Time	50	3	150
051-8020	U	3/18/2020	Part Time	50	3	150
051-8020	U	9/15/2014	Part Time	50	3	150

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AGENDA ITEM #12

To: Mayor and City Commissioners

CC: Mark McLaughlin, City Manager

From: Manny Salazar, President/CEO, Kingsville Chamber of Commerce and Greater Kingsville Economic Development Council

Date: November 17, 2021

Subject: Economic Development Grant (EDG) Program

BACKGROUND:

The City of Kingsville has been a steadfast supporter of local businesses and economic development programs, and understands the challenges that exist when creating a business.

The proposed Economic Development Grant (EDG) program is designed to be a catalyst for growth by bridging the funding gap for projects.

The Economic Development Grant program is an evolution of the Façade Grant program.

The EDG will have city-wide applicability as well as a more stringent application process.

The intended funding for the EDG is \$500,000 annually, this increased amount requires additional vetting of applicants/applications to ensure that the City is not only being a good steward of public money but to also ensure that projects that are funded are completed.

~The Grant:

The grant's stated goals are as follows:

The EDG intends to improve the economic climate of the Kingsville community by focusing on the following:

- The EDG will help to diversify the economy of Kingsville by encouraging new businesses to locate within its boundaries, especially those businesses that are growth oriented to, and would utilize, the local labor force.
- The EDG may require the creation of permanent, full time jobs for each project.
- The EDG will be used to encourage, develop and assist business start-ups, retentions and expansions, especially those businesses that promote the efforts of women, minorities, the handicapped, and the low-skilled workers.
- The EDG may be used to encourage and aid in expansion of existing businesses, especially those who would provide jobs to permanent residents of the community.
- The EDG will be used to fill financial gaps for small incubator companies that utilize and promote innovative technologies.

- The EDG may be used to fully utilize the natural resources of the region, being consistent with recognized conservation practices in the development of agricultural and industrial expansion, especially in the area of value-added processing of the region's agricultural products.

The City of Kingsville, as stewards of public dollars, must ensure that the funds allocated provide a benefit to the community. The EDG requires, with certain exceptions, that 1 job per \$10,000 awarded is created.

Grant award amounts range from \$10,000 to \$250,000 with an option for a micro grant of below \$10,000. Micro grant applications require less information and are designed to be a faster process.

~Acceptable Uses of the Grant:

Activities to be financed by the EDG may include, but not be limited to:

- Business and industrial acquisitions, construction, conversion, enlargement, repair, modernization, or development costs including improvements to the façade of a building.
- Purchase and develop land, easements, right of ways, buildings, facilities, leases, or materials.
- Purchase equipment, machinery, or supplies.
- Pollution control and abatement.
- Startup costs and working capital.
- Job training programs.

~Non-Acceptable Uses:

EDG Grants may not be used for:

- Costs of incorporating a business.
- Purchase of vehicles.
- Any project outside of the Kingsville, Texas city limits.
- Purchase of technology/equipment or software.
- Collateral for private loans or other grants.
- To pay off debt of any kind.
- Consulting fees.
- Marketing or advertising fees.
- Professional services including but not limited to: architecture, legal, accounting, finance or any other professional service.
- Plats and permitting fees or associated costs.
- Costs associated with storage units.
- Utility costs or deposits.
- Down payment for the purchase of property.

~Grant Stipulations:

The EDG is designed to improve the economy within the Kingsville city limits and as such has certain stipulations that are aimed at doing just that.

All grant projects must make a commitment, to the fullest extent possible, to hire local residents and to purchase equipment and materials locally.

Grants will only be approved for those projects that fall within the city limits and preferential consideration will be given to residents of Kingsville and Kleberg County.

There are also a number of documents and information that are required through the application. The process is designed to weed out those who may seek to profit off of the City without intentions of actually opening a business. There are reporting requirements and repayment requirements if conditions are not met by grant recipients.

~The Process:

The Kingsville Chamber of Commerce will accept the applications on behalf of the City. The Chamber is also creating a grant administrative board, consisting of Chamber Board Members who will represent a cross section of the business community. Additionally, the Planning Director will serve as an advisory member on this committee.

The EDG Administrative Board will vet grant applications and provide an executive summary and recommendation to City Commission, who will have the ultimate approval authority.

FINANCIAL IMPACT:

The City has allocated \$500,000 of ARPA funds for this purpose in the adopted budget in line item #123-5-1060-34900 (pg. 354 in the Budget Worksheet section of the adopted budget).

RECOMMENDATION:

Request approval of the City of Kingsville Economic Development Grant Program and Administrative Manual.

RESOLUTION #2021-_____

A RESOLUTION ADOPTING CITY OF KINGSVILLE ECONOMIC DEVELOPMENT GRANT PROGRAM AND ADMINISTRATIVE MANUAL; AND PROVIDING FOR EVALUATION OF EACH APPLICATION FOR CONFORMITY WITH SUCH PROGRAM AND CRITERIA PRIOR TO SUBMISSION TO THE COMMISSION.

WHEREAS, the City Commission desires to establish the City of Kingsville Economic Development Grant Program and Administrative Manual because they see a need for economic development in the city;

WHEREAS, the City believes offering local economic incentives will stimulate new economic development within the city;

WHEREAS, improvements to property in the city increase assessed values thereby expanding the tax base and adding new businesses or expanding existing businesses also increases economic activity through sales tax, new or retained jobs, and new ad valorem taxes; and

WHEREAS, the City has received funding which will allow for the creation of this Economic Development Grant Program within the City of Kingsville;

WHEREAS, the City of Kingsville desires to establish and provide for the administration of a program that provides economic incentives to promote local economic development in the city, pursuant to authority found in federal, state, and local law.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE:

I.

THAT the City of Kingsville Economic Development Grant Program and Administrative Manual (attached as Exhibit A) is hereby approved for two years from the effective date of this resolution;

II.

THAT the Guidelines at the end of a term of two (2) years may be readopted, modified, amended or rewritten as the conditions may warrant;

III.

THAT the Guidelines once adopted may be amended or repealed by a vote of three-fourths of the members of the City Commission during the term for which they are effective.

IV.

THAT the city staff shall evaluate each application for conformity with such Guidelines prior to submission to the City Commission.

V.

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

PASSED AND APPROVED by a majority vote of the City Commission on the 21st day of November, 2021.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

CITY OF KINGSVILLE ECONOMIC DEVELOPMENT GRANT PROGRAM AND ADMINISTRATIVE MANUAL

November 2021

**Contact:
Manny Salazar
President/CEO
Kingsville Chamber of Commerce
Greater Kingsville Economic Development Council
(361) 592-6438
Manny@Kingsville.org**



CITY OF KINGSVILLE ECONOMIC DEVELOPMENT GRANT (EDG) PROGRAM AND ADMINISTRATIVE MANUAL

PART I. The Economic Development Grant Strategy

Part I. Economic Grant Program Background and Objectives

Part I. A. 1: Background

The City of Kingsville recognizes the challenges of economic development as well as the incredible opportunities that a strategic approach can create. In an effort to bolster the economic development efforts of the Kingsville Chamber of Commerce, the City is partnering to create a grant program designed to assist in the creation and/or expansion of businesses in the community.

Since 2005, the City of Kingsville has seen negative job growth. From the high point of 13,235 in April 2018, Kingsville has lost 2,643 jobs.

Kingsville's poverty rate currently sits at 29.7%, nearly double the state average of 14.9%. The median income for Kingsville is \$38,343, well below the state average of \$59,570.

These factors have led to flat population growth, which hurts the prospects of recruiting development partners to the community.

The Economic Development Grant will seek to address and mitigate one of the most frequent barriers to job creation, project funding.

Part I. A. 2: Grant Objectives

The City of Kingsville and the Kingsville Chamber of Commerce formalized a partnership in 2015 to enhance economic development efforts. Since then, the two organizations have worked aggressively to recruit new development partners to Kingsville. In that time frame the Chamber has successfully recruited eight new businesses who have hired over 300 employees with development costs of over \$13 million.

Previous efforts have been primarily focused on recruiting external dollars to the community. The economic development grant adjusts that approach to focus on incentivizing local residents to create or expand jobs.

It is understood that some resources, whether public or private financing, do not fully meet the needs of a potential project. One of the primary goals of the EDG is to assist those potential business projects by filling the gap in funding needed to launch the project. The EDG is not intended to be the sole source of funding for any project in Kingsville.

Only projects within the city limits of the City of Kingsville will be eligible to apply for the EDG.

The EDG intends to improve the economic climate of the Kingsville community by focusing on the following:

- The EDG will help to diversify the economy of Kingsville by encouraging new businesses to locate within its boundaries, especially those businesses that are growth oriented to, and would utilize, the local labor force.
- The EDG may require the creation of permanent, full-time jobs for each project.
- The EDG will be used to encourage, develop and assist business start-ups, retentions and expansions, especially those businesses that promote the efforts of women, minorities, the handicapped, and the low-skilled workers.
- The EDG may be used to encourage and aid in expansion of existing businesses, especially those who would provide jobs to permanent residents of the community.
- The EDG will be used to fill financial gaps for small incubator companies that utilize and promote innovative technologies.
- The EDG may be used to fully utilize the natural resources of the region, being consistent with recognized conservation practices in the development of agricultural and industrial expansion, especially in the area of value-added processing of the region's agricultural products.

Part I. B Grant Overview

Part I. B. 1: Cost/Job Ratio

One of the primary outcomes of each EDG grant is the creation or retention of jobs in Kingsville. Eligible grant applications will be required to create or retain one job per each \$10,000 that is funded through the grant program. These jobs must be created or retained at the location in the City of Kingsville.

Should an applicant fail to reach the minimum job ratio, the applicant may apply for a waiver by meeting one or more of the following considerations:

- a. Historic preservation/revitalization,
- b. Community need,
- c. Community support, and/or
- d. Long term community value.

Part I. B. 2: EDG Funding Projection

The EDG intends to focus 30% to 50% of the grant funds for working capital. Grants for fixed assets will be the primary focus of the grant and may represent more than 50% of grant disbursements.

Fixed assets are defined for the purposes of this grant as assets which are purchased for long-term use and are not likely to be converted quickly into cash, such as land, buildings, and equipment.

Working capital is defined for the purposes of this grant as the capital of a business which is used in its day-to-day operations.

Part I. B. 3: Anticipated EDG Investments

The EDG will primarily target, but not be limited to, the creation and retention of jobs in the following areas: industrial, research and development, aerospace, manufacturing, logistics, professional services, high-tech, retail, food establishments, processing, value-added agricultural products, and the service sector. These businesses will be targeted because of the

high number of full-time, living wage employment opportunities that these businesses produce.

Activities to be financed by the EDG may include, but not be limited to:

1. Business and industrial acquisitions, construction, conversion, enlargement, repair, modernization, or development costs including improvements to the façade of a building.
2. Purchase and develop land, easements, right-of-ways, buildings, facilities, leases, or materials.
3. Purchase equipment, machinery, or supplies.
4. Pollution control and abatement.
5. Start-up costs and working capital.
6. Job training programs.

Grants may be made to applicants for start-up costs, expansion and retention of jobs, and while large companies may submit applications for EDG assistance, emphasis will be placed on assisting small businesses and residents of the City of Kingsville.

EDG Grants may not be used for:

1. Costs of incorporating a business.
2. Purchase of vehicles.
3. Any project outside of the Kingsville, Texas city limits.
4. Purchase of technology/equipment or software.
5. Collateral for private loans or other grants.
6. To pay off debt of any kind.
7. Consulting fees.
8. Marketing or advertising fees.
9. Professional services including but not limited to: architecture, legal, accounting, finance or any other professional services.
10. Plats and permitting fees or associated costs.
11. Costs associated with storage units.
12. Utility costs or deposits.
13. Down payment for the purchase of property.

Standards to be achieved through the EDG include, but are not limited to:

1. Projects which have a direct economic impact on the community including the creation of jobs and tax base for the City of Kingsville.
2. Minority enterprise development.
3. Women owned business development.
4. Veteran owned business development.
5. Growth potential of applicant companies including number of employees as well as sales.
6. Commitment to hire City of Kingsville or Kleberg County residents including contractors and subcontractors to the fullest extent possible.
7. Commitment to purchasing equipment and materials in the City of Kingsville to the fullest extent possible.
8. Revitalization of agriculture and industrial economy.
9. Revitalization of downtown district.
10. Generation of tax revenues for governmental entities which will enable them to upgrade infrastructure that may result in additional industry expansion.

11. Employment of the handicapped.
12. Linkages with area's existing business economy.
13. Ability of borrower's company to meet TCEQ pollution control standards and other environmental requirements.
14. Proposed commitment of private lending institutions to the project.
15. Other projects approved by the Grant Administrative Board and Kingsville City Commission.

Part I. B. 4: Private Investment Leveraging

The EDG portfolio will work to maintain the minimum ratio of two private investment dollars for each EDG dollar (2:1 ratio). The private investment dollars can come from, but are not limited to, the following: area banks, savings and loan associations, investment companies, personal capital, and venture capitalists.

Reasonable assurances must be provided by the applicant that the grant proceeds will not be used to substitute for private capital. These assurances will include execution of the Bank Commitment Letter and Bank Certification of Surplus Asset Unavailability. In addition, personal financial statements will be reviewed in order to determine the availability and accessibility of private capital.

Part I. B. 5: Business Assistance Needs

It is understood that financing is but one of the business development components needed for a successful EDG program. All aspects of business management assistance will be necessary for a successful grant application.

The Kingsville Chamber of Commerce has strategic partnerships with the SBA and SBDC who can assist applicants with business plan development and other items necessary for a successful application.

Part I. C: EDG Application Criteria

Part I. C. 1: Application Criteria

The following criteria for an Economic Development grant must be considered before an application is submitted:

- Permanent residents of the City of Kingsville will receive preferential consideration.
- Must be 18 years of age or older.
- Project must fall within the city limits of Kingsville, Texas.
- Must provide a history and description of the business and an analysis of management ability.
- Must provide a statement detailing use of grant proceeds.
- Must provide an analysis of economic impact.
- Resumes of those involved in day-to-day management.
- A balance sheet and income statement for the previous three years or the life of the business if less than three years old.
- A current (within 90 days of application) balance sheet and income statement.
- For a new business, a pro forma balance sheet and annualized income statement for the first two years.
- A monthly cash flow analysis for 12 months, or 3 months beyond break-even point, if longer than 12 months.

- A schedule of debts which includes the original date, amount, payment, interest rate, balance owed, maturity, to whom payable and collateral securing loan. Indicate if loan is current or delinquent.
- Description of jobs created or retained along with position titles and wage information.
- A schedule of debt financing planned for the next 12 months.
- If the business is a franchise, include a copy of the franchise agreement and the franchisor's disclosure statement that is required by the Federal Trade Commission.
- The names of affiliated (ownership or management) or subsidiary businesses and year-end financial statements for each.
- A copy of any previous government financing received by any principals or affiliated companies. Include the name of the agency, the original date and amount, outstanding balance, loan status and collateral securing the loan.
- If a corporation, a resolution from the board of directors authorizing the company to borrow.
- If a partnership, a copy of the partnership agreement.
- If applicable, a copy of the existing or proposed lease agreement and "Landlord's Waiver Agreement."
- A quote from an independent contractor that is registered with the City of Kingsville for construction projects on an "as completed basis."
- Preliminary plans and specifications, including copies of key cost documents such as real estate purchase agreements, contractor cost estimates, vendor quotes for machinery and equipment, etc.
- If applicable, a statement of costs incurred in the application preparation & by whom.
- Bank certification of no surplus assets availability.
- Certification that the applicant or project partners have not previously filed for bankruptcy protection.

Part I. C. 2: Economic Development Grant Amounts

The EDG grants will range from a minimum of \$10,000 to a maximum of \$250,000. However, should the nature of a project be such that it would help achieve the stated goals of the EDG, (i.e. creation of a large number of jobs, etc.), the City of Kingsville may elect to recommend approval for an EDG grant that exceeds \$250,000 provided there is an affirmative recommendation from Chamber of Commerce and City of Kingsville staff, the Grant Administrative Board and approval by the Kingsville City Commission.

Part I. C. 3: Economic Development Micro Grants

EDG applicants wishing to request an amount less than \$10,000 can apply for a micro grant.

Applicants for micro grants must complete the full application process, demonstrate that they meet all other application requirements with the exception of the 1 job they have created/retained per \$10,000 awarded.

Micro grant application will undergo the same review process as larger EDG grant applications.

The project must provide a clear and defined need for the prospective business and must directly relate to the opening, expansion, or upgrade of the business.

Part I. C. 4: Credit Reports

The following credit, and other, reports will be used in order to determine the credit worthiness of the applicant and/or principals.

1. Personal credit report of applicant.
2. Personal credit report of principals.
3. Business credit reporting utilizing TRW, Dun & Bradstreet, or any other reporting agency.
4. Telephone verification of creditors not reflected on credit reports.
5. Letters of recommendation by public and community business leaders if credit reports have insufficient credit listings.

All credit reports and other information collected by the EDG Administrative Grant Board processor will be incorporated into the grant application which is presented to the Kingsville City Commission.

Personal and confidential information will be redacted from the reports. Personal and confidential information will consist of personal addresses, dates of birth, bank account information, credit report information, drivers license information, and social security numbers, or other information deemed confidential under the law.

Part I. C. 5: Appraisal Reports

Independent appraisal reports will be required for the purchase of land, construction projects, or improvements to an existing facility which is owned by the applicant.

Appraisal reports from the Kleberg County Appraisal District will not be sufficient.

In some cases, where an appraisal has previously been completed, but is one to two years old, a letter of update will be requested. EDG projects involving construction will require an "as built appraisal." Appraiser certifications will be the minimum "state certified" or better. The appraisal information is incorporated into the grant application.

PART II. GRANT OPERATIONAL PROCEDURES

Part II. Organizational Structure

Part II. A. 1: Overview of Organizational Structure

The Kingsville Chamber of Commerce, in conjunction with City of Kingsville staff, will possess the ability to:

1. Find projects.
2. Screen and package grants.
3. Process applications.
4. Close and monitor grants.

Kingsville Chamber of Commerce and City of Kingsville staff will not provide any legal, accounting, or professional assistance for applicants. Applicants needing assistance for professional services will be required to seek such assistance from other sources.

Part II. A. 2: EDG Administrative Board

The Kingsville Chamber of Commerce will appoint an EDG Administrative Board consisting of members of the Chamber Board of Directors. The EDG Administrative Board will work with Kingsville Planning Department and Kingsville Chamber of Commerce staff to review applications and make recommendations to the Kingsville City Commission.

The Board will consist of five (5) members appointed by the Kingsville Chamber of Commerce Board of Directors and represent a cross section of the local business community. The members of the board must have extensive business and financial expertise. The City of Kingsville Planning Director will serve as an advisory member of the Grant Administrative Board.

The committee shall meet on a monthly basis or as needed to expedite the projects.

Part II. A. 3. EDG Selection Criteria

EDG applicants will submit their application and documentation and questions to designated staff at the Kingsville Chamber of Commerce:

Manny Salazar
President/CEO
Kingsville Chamber of Commerce
231 E. Kleberg Avenue
Kingsville, Texas 78363
Manny@Kingsville.org
(361) 592-6438

Upon completion of application and submission of necessary documentation, staff will review all applications internally. Upon staff recommendation, the EDG Grant Administrative Board will make a formal recommendation to City Commission. City Commission alone can grant final approval for any and all applications.

Part II. A. 4: Performance Assessment Process

The EDG Performance Assessment will be achieved under several processes. The response to EDG marketing efforts will be monitored to assess the types of proposed projects, the financing needs, and to determine public sector support for business development and/or retention in their community.

The EDG portfolio will be monitored to see how key components of the EDG Plan are being accomplished. A more accurate picture will develop when the six month or semi-annual reports are developed. The semi-annual EDG Performance Assessment update will be presented to City Commission twice a year, while other updates may be presented throughout the year as requested by City Commission.

Part II. B. Grant Processing Procedures

Part II. B. 1. EDG Selection Criteria

EDG applicants will submit their application and documentation and questions to designated staff at the Kingsville Chamber of Commerce:

Manny Salazar
President/CEO
Kingsville Chamber of Commerce
231 E. Kleberg Avenue
Kingsville, Texas 78363
Manny@Kingsville.org
(361) 592-6438

Upon completion of application and submission of necessary documentation, staff will review all applications internally. Upon staff recommendation, the Chamber of Commerce Grant Administrative Board will make a formal recommendation to Kingsville City Commission. City Commission alone can grant final approval for any and all applications.

Part II. B. 2: Grant Application Write-up

Kingsville Planning Department and Chamber of Commerce staff will provide an executive summary of each EDG application for presentation to the EDG Administrative Board and Kingsville City Commission. The EDG applications are to be received by the Grant Administrative Board at least ten days before a scheduled meeting in order to provide the members with ample time to review the applications before the meeting.

Part II. B. 3: Grant Approval Procedures

The Grant Administrative Board will consider each grant request at a meeting and make a recommendation to the Kingsville City Commission.

The Grant Administrative Board may take action to recommend the grant with standard conditions; recommend the grant with additional conditions; defer the grant until additional information is obtained, or not recommend the grant. The Kingsville City Commission must then agree to either approve or reject the Grant Administrative Board's recommendation.

A successful EDG applicant will receive a commitment letter containing the grant amount, terms of the grant and grant conditions as approved by the Kingsville City Commission. The letter should be signed and returned to the Chamber of Commerce office within thirty days. The applicant will receive a thirty-day commitment letter. An extension of time may be granted upon request by the applicant if approved by the EDG Administrative Board.

An unsuccessful EDG applicant will receive a denial letter, which will list reasons for the denial. The letter will be without prejudice and will allow the applicant to reapply if the negative conditions should change or if additional information can be offered for Grant Administrative Board's consideration.

Part III. : Grant Closing and Fund Allocation

Part III. A. 1: Grant Disbursement Requirements

Once a grant application has been approved by the Kingsville City Commission and the executed commitment letter has been returned to the Chamber of Commerce office, the applicant will work with Chamber of Commerce and City of Kingsville Staff to transfer the

approved funding amount to the applicant pursuant with the terms of the grant and grant application within 30 days of staff receiving the executed commitment letter.

Should a grant recipient fail to make contact with Kingsville Chamber of Commerce or City of Kingsville staff within 30 days, the grant will be considered abandoned. Should a grant recipient wish to pursue a grant after the 30-day window, they must provide a letter to the Grant Administrative Board detailing the failure to comply with the terms of receipt for funds and remedy for the failure. The Grant Administrative Board may recommend to City Commission an extension for the applicant to receive funds or deny the extension. If a grant is not approved by City Commission for extension, the applicant must begin the process again from the beginning.

Part III. A. 2: Grant Monitoring Procedures

The EDG administration, monitoring, and servicing responsibilities, will include the following tasks:

- a) Make periodic visits to the recipient to review the use of funds to ensure compliance with terms approved by Kingsville City Commission.
- b) Request and review receipts and other documents from the applicant to affirm that funds have been spent for the approved purpose.
- c) Request and review documents to verify the requirement of the creation or retention of one job per each \$10,000 that is funded through the grant program has been met, unless the micro-grant exception applies.
- d) Require that the applicant shall follow all permitting procedures and any other applicable laws of federal, state, and City government.

Approval of an EDG Grant does not create an exemption from the permitting and review process as required by the City of Kingsville.

Part III. A. 3: Grant Non-Compliance Procedures

Should an applicant be found to be out of compliance with the terms of the grant, the Grant Administrative Board will send a letter to the recipient indicating which terms are out of compliance.

The grant recipient shall be provided 10 days from the date of the letter to respond and take the necessary steps to correct items that are out of compliance.

Should a grant recipient fail to respond and/or fail to take necessary steps to correct items that are out of compliance within the 10-day timeframe, the grant will be considered void and the recipient must repay the City of Kingsville 100% of the grant award without regard for the amount of funds that have been previously spent by the recipient.

The City of Kingsville may place a lien on the property for non-compliance in the amount of the award, and take other legal action as allowed by law.

Part IV. Administrative Procedures

Part IV. A. 1: Grant Files and Closing Documentation

Electronic files will be maintained by Chamber of Commerce staff for each grant for a period of three years from the date of grant completion.

Files will contain the following documents:

- a) Grant Application and supporting documents,
- b) Grant approval documents and correspondence, and
- c) Copies of all other required documents for the processing of the grant from start to completion.

Part IV. A. 2: Accounting Procedures

All EDG accounts will be deposited by the grant recipient in an FDIC insured financial institution.

EDG grant funds must be deposited by grant recipient in an independent account or subaccount to prevent mixing of grant funds with other funds.

Grant funds must remain segregated until all such funds are expended.

The EDG Administrative Board may request and grant recipient must provide documents to verify segregation of funds.