



REQUEST FOR PROPOSALS

23-03

Classification and Compensation Study

Proposals Due: January 31, 2023 by 2:00 PM CST

Submit Proposals to:

City of Kingsville

Purchasing Department

400 W. King Ave.

Kingsville Tx. 78363

Seal and Mark, the

Proposal:

"SEALED BID – CLASSIFICATON, COMPENSATION, & BENEFITS STUDY"

Due Date:

January 31, 2023

2:00 p.m.

INTRODUCTION

The City of Kingsville, Texas, invites proposals from qualified consulting firms to complete a Classification and Compensation Study. This project is a comprehensive study of positions, classifications, benefits, and compensation.

The City strives to competitively recruit and retain employees, motivate employees to excel in job performance, and structure work to provide the best service to the community while being good stewards of resources.

Submittal of a proposal does not create any right or expectation of a Contract with the City of Kingsville. There is no expressed or implied obligation for the City of Kingsville to reimburse responding firms for any expenses incurred preparing proposals in response to this request.

The deadline for submittal of proposals is 2:00 PM, Central Time, January 31, 2023. Any proposals received after this time and date will not be considered. Proposals must be sealed and marked "SEALED BID – CLASSIFICATION AND COMPENSATION" on the proposal. The full address for proposal delivery is as follows:

Charlie Sosa
Purchasing Manager
City of Kingsville
400 W. King Ave.
Kingsville, Texas 78363

The deadline for completion of the written work product is January 31, 2023, with continuing consultation with the Purchasing Manager, or designee, to follow.

The Request for Proposal (RFP) is available for pickup from Charlie Sosa, Purchasing Manager, at City Hall or via email at csosa@cityofkingsville.com. This RFP and any addenda will be located on the City of Kingsville website at www.cityofkingsville.com/departments/purchasing/rfp-bid-openings-fy-2023/

Questions and inquiries about this RFP shall be directed to Charlie Sosa, Purchasing Manager, at (361) 595-8025 or csosa@cityofkingsville.com. Questions should be submitted in writing on or before the date specified herein.

Proposals will be opened publicly on the date and time specified herein in the Commission Chambers of City Hall.

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1. CITY BACKGROUND

Kingsville, Texas, is a city located 45 miles southwest of Corpus Christi. Kingsville is a Home-Rule City and operates under the commission/manager form of municipal government. The City Commission hires a City Manager to execute Commission policy and manage the day-to-day operations of the City. There are five Commission members, including the Mayor. All serve in an at-large capacity. Members serve four-year terms and there are no term limits. The City provides the following services: Police, Fire, Court, Parks and Recreation (including a golf course), Public Works to include Sanitation (garbage collection, landfill and recycling), Streets, Water (construction and production), Wastewater and General Executive and Administrative Services.

The City of Kingsville, a growing city with a population of 25,069, is located 45 miles south of Corpus Christi, Texas. The City has 288 budgeted positions for FY 2022-2023 as indicated below:

	Full-time	Part-time (19-29 hours)	Seasonal
Non-Exempt	166	19	36
Exempt	36		
Police	50		
Fire	36		

The City utilizes (4) pay plans: non-exempt, exempt, civil service/collective bargaining Fire and civil service/collective bargaining Police. Additionally, employees in designated non-exempt and exempt positions may receive certification pay. Fire and Police receive both certification and education pay for required credentials as indicated in current agreements.

The City of Kingsville is a member of the Texas Municipal Retirement System. Employees contribute 7% of gross wages into pension system and the City matches 1.5:1 upon member's retirement. The plan has a 5-year vesting period and several methods of retirement.

2. OBJECTIVE

The City of Kingsville invites proposals from qualified consulting firms and desires to obtain fixed price proposals to:

1. Complete a Classification and Compensation Study of public employers who are providing equitable services.
2. Determine if changes to existing position descriptions are needed; and if so, update and/or create uniform job descriptions.
3. Prepare a comparative analysis that identifies the City of Kingsville's competitive position in a comparative labor market, including comparative city employers.
4. Provide a recommendation for total salaries and benefits, including the total compensation package, and including a recommended compensation policy.
5. Clearly outline promotional opportunities that provide recognizable compensation growth.
6. Prepare recommendations for compensation rules and policies, to maintain competitiveness, ensure equity, and position the organization for future development.

Responding firms should have significant experience conducting salary surveys and comparative analyses, preferably involving jurisdictions of a range of sizes, including sizes similar and tax base to the City of Kingsville, Texas, and offering a set of programs and services that overlaps with the City's.

The resulting classification and compensation program shall enable the City to competitively recruit employees, motivate employees to excel in job performance, and fit with the organization's current size and culture.

3. SCOPE OF SERVICES

The project consists of furnishing all labor, materials, equipment, tools, supervision and travel necessary to complete the following tasks:

A. General

- a. In collaboration with City Management, establish appropriate benchmarking standards and conduct salary surveys as needed for similar positions with comparable Texas municipalities, and appropriate private sector competitive employers. (This will include comparing factors such as population, staff and budget size, growth rate, Ad Valorem Taxable Value, tax rate, median household value, etc.)
- b. Provide for a comprehensive evaluation of every job within the City to determine placement within the organization for internal equity and for the establishment of pay ranges and step progressions within the ranges.

- c. Provide for a comprehensive evaluation of existing position job descriptions by updating and/or creating job descriptions to reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands and working environment), and certifications/license requirements for classifications.
- d. Review all current job classifications, confirm, and recommend changes to hierarchical order of jobs using your evaluation system.
- e. Identify potential pay compression issues and provide potential solutions.
- f. Analyze and recommend changes and/or an alternative system to the present compensation structure to meet market analysis. This recommendation may include recommendations for individual positions as well.
- g. Analyze and recommend changes to the present supplemental pay structures to meet market analysis (i.e. certification pay, education pay, longevity, etc.).
- h. Analyze and recommend changes to the present benefits structure to meet market analysis paid time off structure--types and amounts; retirement, etc.).
- i. All recommendations are expected to include analysis of implementation costs.

B. Communication of Information

- a) Selected consultant will attend a City Commission meeting for introduction to Mayor and Commission and provide a brief overview of process and methodology.
- b) Consultant to schedule an initial meeting with City Management and HR to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel.
- c) Consultant to meet with department heads to explain study and process to be used.
- d) Consultant to provide frequent updates to Human Resource Director.
- e) Consultant to provide final report and recommendations to City Manager and or City Commission, in person.

C. Classification Study

- a) Consultant to review current classification grade methodology and propose recommended strategies for the City.
- b) Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
- c) Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and any travel requirements), certification/license requirements for classification, and organizational information, as needed. The consultant will ensure that content and titles are current, accurate, and consistent with FLSA (exempt/nonexempt), EEO, and ADA considerations.

- d) Consultant to present proposed recommendations to the City Manager and Human Resource Director for review prior to making any final classification determinations.
- e) Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- f) Consultant to identify career ladders/promotional opportunities as deemed appropriate.
- g) Consultant to submit recommendations for appropriate implementation measures that the Human Resources staff will need to take.
- h) Consultant to provide a straightforward, easily understood, maintenance system that Human Resources Department will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
- i) Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly detailed in the proposal.

D. Compensation Study

- a) Consultant to review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
- b) Consultant to recommend and identify a consistent and competitive market position that the City can strive to maintain.
- c) Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey.
- d) Consultant to develop and conduct a comprehensive compensation survey of the market including comparable Texas municipalities, and appropriate private sector competitive employers
- e) Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality. Prepare a new salary structure based on the results of the survey and best practices.
- f) Consultant to develop guidelines to assist City staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
- g) Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
- h) Consultant to identify any extreme current individual or group compensation inequities

and to provide a recommended corrective action plan and process to remedy these situations.

- i) Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, bilingual pay, promotional pay, and acting assignment pay.
- j) Consultant to provide system documentation and computer formats/software to administer compensation plan.
- k) Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
- l) Consultant to conduct a compression analysis to include any recommendations for implementation.
- m) Consultant to conduct a comprehensive training program for Human Resources staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly detailed in the proposal.
- n) Develop and present to administration recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.
- o) Schedule and attend meetings with City administration

E. Benefits Study

- a) Consultant to review current benefits, including but not limited to sick leave, vacation leave, flex leave, certification pay, basic life insurance and other related accrual for Police, Fire, Non-Exempt, and Exempt positions.
- b) Consultant to conduct a comprehensive benefits survey of the market including municipalities of similar size and operations, and appropriate private sector competitors.
- c) Consultant to review trends in benefit offerings and recommendations.
- d) Consultant to develop and present to administration recommendations and impact studies including costs, if any, of implementing the proposed benefits policies with current employees, and the future impact of recommended changes.

F. ADDITIVE ALTERNATE TO REQUEST FOR PROPOSAL

- a) **Employee Handbook - As an option, review and provide update to existing City of Kingsville Administrative Policies and Procedures Manual with best practices found in other comparable municipalities.**

4. CITY'S RESPONSIBILITIES

The City staff will provide the consultant with all relevant information it has pertaining to the City and its operations including existing job descriptions, organizational charts, and relevant sections

of the municipal code. The City may provide additional documents and information, as appropriate.

5. PROPOSAL FORMAT AND SUBMISSION

The offeror shall submit one original (conspicuously marked "ORIGINAL"), five complete copies, and one CD or memory stick of their written proposal in a sealed envelope shall be delivered no later than 2:00 PM on January 31, 2023, to:

City of Kingsville
ATTN: Charlie Sosa Purchasing Manager
400 W. King Ave.
Kingsville, TX 78363

All proposals must be clearly marked on the outside of the envelope:
"City of Kingsville - Classification and Compensation Study."

Faxed and emailed submittals are not accepted.

Include all information requested, organized in tabbed sections clearly identified in a table of contents as described in the paragraphs that follow. Any other information thought to be relevant, but not applicable to the enumerated categories, may be provided as a separate appendix to the proposal.

The following information/documents shall be included in the proposal package to be considered responsive to the Request for Proposals:

- A. **Cover letter** summarizing the proposal.
- B. **Scope of work.** Provide a description of the work program including a description of deliverables and activities.
- C. **Description of the Project Team.** Provide the names, title and qualifications (resumes) of the proposed project manager and support staff who will be conducting the work on this assignment, including their experience and projects in which they had "hands on" responsibility, and length of time with the firm. The project manager will be expected to be fully involved and conversant in the details of the project on a day-to-day basis. Describe the organizational structure of staff members and sub-consultants (if any).
- D. **Statement of Methods and Procedures.** Provide a statement describing the scope of work as you understand it. Describe the approach, means, methods, and procedures to be used to gather the data, analyze findings, and develop recommendations as requested. Provide a sample of reports and/or other correspondence.
- E. **Management Synopsis.** Provide a synopsis prepared for management review, covering the significant features of the proposal including overall costs and term of work.
- F. **Cost of Services.** Provide a schedule of billing rates and a specific "not to exceed" capped fee including associated fees (i.e. printing costs, attendance at meetings, travel). A requested payment schedule should accompany the work schedule.

- G. **Work Schedule.** Provide a timeline indicating tasks required and the start and completion dates for each. It is expected that the work will commence as soon as possible after the contract is awarded.
- H. **References.** Provide a list of five (5) references for similar projects, three of which are cities, including names of contract persons and telephone numbers, for your firm and for any subcontractors.
- I. **Final Product.** Provide a statement that the proposer agrees to:
 - a. Deliver at least one (1) original, five (5) copies, and a flash drive of the final report to the Purchasing Manager or his designee.
 - b. Provide the final report, tables, schedules, job descriptions, charts, spreadsheets, salary surveys, and other materials necessary for the implementation and maintenance of the compensation/classification system in an electronic medium (flash drive); and
 - c. Appear at a City Commission meeting, and or meeting with City Management, to deliver the final report.
- J. **Additional Services (Optional).** Provide any other related and recommended products or service not specified in the RFP which may be considered essential or benefitted by the firm. These services should be priced separately from “G” above and shown here.

6. BUDGET/CONTRACT

The City of Kingsville wishes to negotiate a contract with a “not to exceed” dollar total based on a clearly defined scope of work.

7. SELECTION CRITERIA

After city staff has reviewed the proposals, final selection will be determined. The successful contractor will be required to enter into an agreement for professional services with the City of Kingsville. Before receiving an award, the successful proposer will be required to provide copies of their current State of Texas and City of Kingsville business licenses.

Interviews may be scheduled with finalists in the process, at the discretion of the review committee.

Proposals will be evaluated using the following criteria:

- Thoroughness and understanding of the tasks to be completed. 20%
- Related public-sector experience, preferably in a municipal setting, conducting similar studies. 20%
- References, credentials and/or recommendations from past clients. 15%
- Costs associated with developing, preparing, and presenting the study. 25%
- Time required to accomplish the requested services. 20%

8. DISCRETION AND LIABILITY WAIVER

The City reserves the right to reject all proposals or to request and obtain from one or more of the consulting firms submitting proposals, supplementary information as may be necessary for City staff to analyze the proposals pursuant to the consultant selection criteria listed above.

The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

All responses will be made public on the first business day following the deadline for submittals.

9. GENERAL INFORMATION

The City's website is www.cityofkingsville.com The City of Kingsville's current budget can be found on the City's website.

10. ADDENDA

It is the proposer's responsibility to check the website for any addenda. Go to www.cityofkingsville.com and visit the "Purchasing" page.

11. QUESTIONS

Questions pertaining to this document should be submitted via e-mail with "Questions about Comp Study" in the subject line, at least two days prior to the due date to csosa@cityofkingsville.com.

CITY OF KINGSVILLE CLASIFICATION AND COMPENSATION PLAN

FY 2022-2023 NON-EXEMPT WAGE SCHEDULE

COLA = 4% increase

Class

C03	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
			\$13.00	\$ 13.37	\$ 13.77	\$ 14.19

Custodian	Maintenance Worker
Customer Service Representative I	Plant Helper
Golf Pro Shop Attendant	Recycling Technician
Kennel Attendant	Utility Worker

C04	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
			\$ 13.50	\$ 13.90	\$ 14.32	\$ 14.75

Animal Care Attendant	Evidence Clerk
Customer Service Representative II	Intake & Placement Specialist
Equipment Operator I	Pump Operator

C05	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
		\$ 13.63	\$ 14.04	\$ 14.46	\$ 14.89	\$ 15.34

Inventory Clerk	Services Technician
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C06	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
	\$ 13.76	\$ 14.18	\$ 14.60	\$ 15.04	\$ 15.49	\$ 15.95

Animal Services Specialist	GIS Technician
Deputy Clerk	Meter Reader Technician
Engineering Technician	Recreation Coordinator

C07	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
	\$ 14.31	\$ 14.75	\$ 15.18	\$ 15.64	\$ 16.11	\$ 16.59

Administrative Assistant I	Customer Billing Specialist I
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C08	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
	\$ 14.88	\$ 15.33	\$ 15.79	\$ 16.27	\$ 16.75	\$ 17.25

C09	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
	\$ 15.49	\$ 15.94	\$ 16.42	\$ 16.92	\$ 17.42	\$ 17.95

A/P Specialist	Equipment Operator II
Accounting Assistant	Help Desk Technician
Administrative Assistant II	Water/Wastewater Operator
Customer Billing Specialist II	

employees in these steps
<i>Step 8</i>
\$ 19.02

C10	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>
	\$ 16.10	\$ 16.59	\$ 17.08	\$ 17.60	\$ 18.12	\$ 18.67

Administrative Coordinator	Payroll Specialist
Human Resource Specialist	Telecommunications Operator
Lab Technician	

**City of Kingsville Classification & Compensation Plan
FY 2022-2023 EXEMPT Wage Schedule**

COLA = 4% increase	Minimum	Midpoint	Maximum
EXECUTIVE OFFICER – 1 City Manager	\$ 138,346	\$ 166,893	\$ 195,441
EXECUTIVE OFFICER - 2 City Attorney Municipal Court Judge	\$ 105,406	\$ 139,444	\$ 173,481
EXEMPT CLASS - 1 City Engineer Finance Director	\$ 85,316	\$ 103,414	\$ 121,510
Fire Chief Police Chief			
EXEMPT CLASS - 2 Assistant City Attorney Economic Development Director	\$ 81,752	\$ 98,490	\$ 115,725
Public Works Director Planning & Development Services Director			
EXEMPT CLASS - 3 Human Resources Director Parks and Recreation Director	\$ 70,190	\$ 85,078	\$ 99,967
Tourism Services Director			
EXEMPT CLASS - 4 Health Director	\$ 66,848	\$ 81,028	\$ 95,208
EXEMPT CLASS - 5 City Secretary Information Technology Manager	\$ 60,633	\$ 73,495	\$ 86,355
Public Information Officer Risk Manager			
EXEMPT CLASS - 6 Accounting Manager Building Official Capital Improvements Manager Golf Course Superintendent	\$ 52,376	\$ 63,487	\$ 74,598
Parks Manager Purchasing & Facilities Manager Public Works Supervisor			
EXEMPT CLASS - 7 Collection's Supervisor Communication's Supervisor Municipal Court Supervisor Senior Planner/Historic Preservation Officer (HPO)	\$ 47,507	\$ 57,584	\$ 67,661
Staff Accountant Systems Specialist			
EXEMPT CLASS - 8 Special Events/Downtown Manager	\$ 37,440	\$ 46,280	\$ 55,120

EXEMPT CLASS STEP PROGRAM - ANNIVERSARY INCREASES BASED ON CURRENT POSITION

1ST YEAR	3%	10TH YEAR	3%	25TH YEAR	3%
3RD YEAR	3%	15TH YEAR	3%		
6TH YEAR	3%	20TH YEAR	3%		

LONGEVITY PROGRAM

\$ 5 per month per year of service

CERTIFICATION PAY - NON-EXEMPT AND EXEMPT EMPLOYEES

(EXCLUDES CIVIL SERVICE PERSONNEL)

* Rounding may be required for payroll purposes.

Per Pay

<u>Period</u>	<u>Agency</u>	<u>Level/Class</u>
\$ 11.54	TCFP - Fire Inspector TCFP - Fire Instructor	
\$ 13.85	DSHS-Animal Control EPA - Refrigerant Recovery and Recycling FMCSA - Brake Inspectors TCFP - Fire Investigator TCFP - Fire Officer TCEQ TCEQ TCEQ - Backflow Prevention Assembly Tester TCEQ - Landscape Irrigator TCEQ - Landscape Technician TCEQ - Underground Storage Tank TMCEC - MC Deputy TXDPS - Hazardous Material Endorsement TXDPS	Basic Authorized EPA Section 609 Approved Authorized FMCSA 49CRF 396.25 1 D I CDL
\$ 16.00	TDLR -Code Enforcement Officer TMCEC - MC Deputy PARALEGAL	Basic II
\$ 18.47	TCEQ TDA - Pesticide Applicator	C License
\$ 25.39	TCEQ TCEQ TCOLE - Telecommunications	II B License
\$ 39.24	TCEQ TCEQ TCOLE - Telecommunications GFOA IIMC SHRM	III A Advanced CGFO CMC SCP
\$ 46.15	TCOLE - Telecommunications TCOLE - Police TCFP - Firefighter CPA TMCC HRCI	Master Master Master TRMC SPHR

LONGEVITY PROGRAM - \$ 5 per month per year of service - maximum 25 years

CITY OF KINGSVILLE
POSITION SUMMARY BY FUND/DEPARTMENT FY 2022-2023

Department	Position Title	Exempt	#FT	#PT (29 hrs per week)	#PT (19 hrs per week)	# Temp Seasonal	Total
001 - General Fund							
1000-City Commission	Mayor		1				
	Commissioner		4				5
1010-City Manager	City Manager	X	1				
	City Secretary	X	1				2
1100-Human Resources	Human Resources Director	X	1				
	Risk Manager	X	1				
	Human Resource Specialist		2				4
1400-Legal	City Attorney	X	1				
	Paralegal		1				2
1600-Planning & Development Services							
1601-Development Services	Planning & Development Svcs Director	X	1				
	Senior Planner/Historic Preservation Officer (HPO)	X	1				
	Administrative Assistant II		1				3
1602-Permits	Building Official	X	1				
	Administrative Assistant I		1				2
1603-Code Compliance	Administrative Assistant I		1				
	Building Inspector		1				
	Code Compliance Inspector		2				
	Equipment Operator I		2				
	Maintenance Workers					2	8
1700-Solid Waste Management							
1702-Sanitation Collection	Foreman		1				
	Equipment Operator III		1				
	Equipment Operator II		12				
	Recycling Technician		1				15
1703-Landfill	Supervisor	X	1				
	Foreman		1				
	Equipment Operator II		7				9
1800-Finance							
1801-Finance Administration	Finance Director	X	1				
	Accounting Manager	X	1				
	Purchasing & Facilities Manager	X	1				
	Accounts Payable Specialist		1				
	Accounting Assistant		3				
	Information Technology Manager	X	1				
	Systems Specialist	X	1				
	Help Desk		1				
	Administrative Assistant II		1				
	Payroll Specialist		1				12
1803-Municipal Court	Municipal Court Judge	X	1				
	Municipal Court Supervisor	X	1				
	Deputy Clerk		3		1		6
2100-Police							
2101-Police Administration	Chief of Police	X	1				
	Administrative Coordinator		1				
	Captain		1				
	Help Desk Technician		1				
	Information Technology Manager	X	1				5
2102-Police Uniform	Administrative Assistant I		1				
	Commander		1				

Department	Position Title	Exempt	#FT	#PT (29 hrs per week)	#PT (19 hrs per week)	# Temp Seasonal	Total
	Captain		4				
	Lieutenant		3				
	Police Officer		27				36
2103-Police Communications	Communications Supervisor	X	1				
	Lead Telecommunications Operator		4				
	Telecommunications Operator		11				16
2104-Police Criminal Investigations	Administrative Assistant I		1				
	Crime Scene Specialist		1				
	Evidence Clerk				1		
	Commander		1				
	Captain		1				
	Lieutenant		2				
	Police Officer		9				16
2106-Warrant Enforcement	Police Officer		1				1
2200-Fire	Fire Chief	X	1				
	Administrative Assistant II		1				
	Fire Marshal		1				
	Customer Service Representative II		1				
	Captain		3				
	Lieutenant		3				
	Engineer		6				
	Firefighter (Previous 21)		23				39
3000-Public Works Administration	Public Works Director	X	1				
	Administrative Assistant I		1				2
3030-Garage	Garage Supervisor	X	1				
	Inventory Clerk		1				
	Lead Maintenance Technician		1				
	Maintenance Technician		4				
	Welder/Fabricator		1				8
3050-Streets	Street Supervisor	X	1				
	Street Foreman		1				
	Street Equipment Operator III		1				
	Street Equipment Operator II		10				
	Maintenance Worker		6				19
4400-Health	Health Director	X	1				
	Administrative Assistant II		1				
	Animal Services Specialist		4				
	Intake & Placement Specialist		1				
	Health Inspector II		1				
	Health Inspector I		1				
	Animal Care Attendant		1				
	Kennel Attendant				2		12
4500-Parks & Recreation							
4501-Parks Administration	Parks & Recreation Director	X	1				
	Parks Maintenance Manager	X	1				
	Administrative Assistant II		1				3
4502-Golf Course Maintenance	Foreman		1				
	Equipment Operator I		1				
	Maintenance Worker		1	2	2		7
4512-Golf Course Pro Shop	Golf Course Superintendent	X	1				
	Pro Shop Attendant		1	2	0		4
4503-Parks Maintenance	Foreman		1				
	Equipment Operator I		2				
	Maintenance Worker		4	3			10
4513-Seasonal & Recreation	Recreational Coordinator		1				
	Seasonal Workers					30	31

Department	Position Title	Exempt	#FT	#PT (29 hrs per week)	#PT (19 hrs per week)	# Temp Seasonal	Total
General Fund Totals			232	7	6	32	277
002 - Tourism Fund							
1070-Tourism							
1071-Administration	Tourism Services Director	X	1				
	Administrative Assistant I		1				
	Special Events/Downtown Manager	X	1				
	Customer Service Representative I				1		
	Customer Services Representative II				1		
	PT Seasonal Workers					4	9
Tourism Fund Totals			3	0	2	4	9
051 - Utility Fund							
6000-Water							
6001-Water Construction	Water Supervisor	X	1				
	Equipment Operator III		3				
	Equipment Operator II		3				
	Utility Worker		6				13
6002-Water Production	Water Production Supervisor	X	1				
	Wastewater/Water Operator		3				
	Maintenance Worker		1				5
6101-Grounds Maintenance	Equipment Operator II		1				
	Maintenance Worker		3				4
6200-Utility Billing							
6201-Collections	Collections Supervisor	X	1				
	Customer Billing Specialist I		1				
	Customer Billing Specialist II		1				
	Customer Service Representative II		3				
	Foreman - Meters		1				
	Meter Reader Technician		1				8
7000-Waste Water							
7001-Waste Water Plant	Waste Water Supervisor	X	1				
	Administrative Assistant II		1				
	Foreman		1				
	Lab Technician		1				
	Maintenance Technician		1				
	Pump Operator		1				
	Plant Helper		1				
	Wastewater/Water Operator		2				9
7002-Waste Water South Plant	Wastewater/Water Operator		1				
	Plant Helper		1				2
7003-Sewer Construction	Foreman		1				
	Utility Worker		2				
	Equipment Operator II		3				
	Equipment Operator III		2				8
8000-Public Works							
8000-Engineering	City Engineer	X	1				
	Administrative Assistant II		1				
	Capital Improvements Manager	X	1				
	Engineer Assistant		2				
	Engineering Technician			1			
	GIS Technician		1				7
<i>Note: General Fund will transfer in 50% of costs.</i>							
8020-Facilities Maintenance	Maintenance Worker		2	2			
	Service Technician			1			5
<i>Note: General Fund will transfer in 50% of costs.</i>							

<u>Department</u>	<u>Position Title</u>	<u>Exempt</u>	<u>#FT</u>	<u>#PT (29 hrs per week)</u>	<u>#PT (19 hrs per week)</u>	<u># Temp Seasonal</u>	<u>Total</u>
	Totals Utility Fund		57	4	0	0	61
098 - Economic Development Fund							
<u>1060-Economic Development</u>							
1060-Economic Development	EDC Director	X	1				1
	Totals Economic Development Fund		1				1
	City of Kingsville Total Positions		293	11	8	36	348

**ATTACHMENT A - CERTIFICATE OF INTERESTED PARTIES
TEXAS ETHICS COMMISSION (FORM 1295)**

Texas Government Code effective January 1, 2016 requires that a governmental entity receive a Certificate of Interested Parties Texas Ethics Commission Form 1295 before entering into a contract with Victoria County. This included new, amended, extended, or renewed contracts that meet one or both of the following criteria:

1. Requires an action or vote by the Commissioners Court
2. Has a value of at least \$1 million.

The Vendor must:

1. Go to: <https://www.ethics.state.tx.us/FiJe/> click on Form 1295 Filings, click on the click here if you do not have a user ID, and follow the instructions to set up an account. If you already have an account then you may log in and proceed with the process.
2. Submit and print a copy of the form which will contain a unique certification number
3. An authorized agent of the Respondent must sign the printed copy of the form
4. The completed Form 1295 must be included with your solicitation when it is submitted to City of Kingsville. (Scanning and emailing this form is sufficient for renewals & maintenance of solicitations)

ATTACHMENT C - HOUSE BILL 89 VERIFICATION FORM

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section I. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

1. does not boycott Israel; and
2. will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

(1) "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

(2) "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly-owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exist to make a profit.

I, _____, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract; and
3. is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at
<https://comptroller.texas.gov/purchasing/publications/divestmeot.php>

Company Name

Signature of Authorized Official

Title of Authorized Official

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

 Signature of vendor doing business with the governmental entity

 Date