

DECEMBER 15, 2022

A SPECIAL MEETING OF THE CITY OF KINGSVILLE CITY COMMISSION WAS HELD ON THURSDAY, DECEMBER 15, 2022, IN THE HELEN KLEBERG GROVES COMMUNITY ROOM, 400 WEST KING AVENUE, KINGSVILLE, TEXAS AT 5:00 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  
Emilio Garcia, Health Director  
Deborah Balli, Finance Director  
Uchechukwu Echeozo, Director of Planning & Development Services  
Charlie Sosa, Purchasing Manager  
Bill Donnell, Public Works Director  
Diana Gonzales, Human Resources Director  
Rudy Mora, Engineer  
Janine Reyes, Tourism Director  
Susan Ivy, Parks Director

**I. Preliminary Proceedings.**

**OPEN MEETING**

Mayor Fugate opened the meeting at 5:00 P.M. with all five Commission members present.

**INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)**

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

**MINUTES OF PREVIOUS MEETING(S)**

None

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

None.

**III. Reports from Commission & Staff.<sup>2</sup>**

*“At this time, the City Commission and Staff will report/update on all committee assignments which may include but is not limited to the following: Planning & Zoning Commission, Zoning Board of Adjustments, Historical Board, Housing Authority Board, Library Board, Health Board, Tourism, Chamber of Commerce, Coastal Bend Council of Governments, Conner Museum, Keep Kingsville Beautiful, and Texas Municipal League. Staff reports include the following: Building & Development, Code Enforcement, Proposed Development Report; Accounting & Finance – Financial & Investment Information, Investment Report, Quarterly Budget Report, Monthly Financial Reports, Utilities Billing Update; Police & Fire Department – Grant Update, Police & Fire Reports; Streets Update; Public Works; Building Maintenance, Construction Updates; Park Services - grant(s) update, miscellaneous park projects, Emergency Management, Administration –Workshop Schedule, Interlocal Agreements, Public Information, Hotel Occupancy Report, Quiet Zone, SEP, Legislative Update, Proclamations, Health Plan Update, Tax Increment Zone Presentation, Main Street Downtown, Chapter 59 project, Financial Advisor, Wastewater Treatment Plant, Water And Wastewater Rate Study Presentation. No formal action can be taken on these items at this time.”*

Mr. Mark McLaughlin, City Manager reported that the project for West Sage Road will begin in January 2023. He further updated the Commission on the two commercial garbage trucks which will be delivered at the beginning of the new year, February, or March.

Ms. Courtney Alvarez, City Attorney reported that the next commission meeting is scheduled for January 9, 2023, with December 28<sup>th</sup> as the deadline for staff to submit their agenda items. She further reported that city offices will be closed for the holidays, December 23<sup>rd</sup>, December 26<sup>th</sup>, December 30<sup>th</sup>, 2022, and January 2, 2023.

#### IV. Public Comment on Agenda Items.<sup>3</sup>

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

No public comments made.

#### V.

##### Consent Agenda

##### Notice to the Public

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

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

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

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

**1. Motion to approve final passage of an ordinance amending the zoning ordinance by granting a Special Use Permit for mobile home as a business office use in I2 (Heavy industrial District) at Garcia Ind Ac, Block 11, Lots 1-3, Kingsville, Texas, also known as East Santa Gertrudis, Kingsville, Texas; amending the comprehensive plan to account for any deviations from the existing comprehensive plan. (Director of Planning & Development Services).**

**2. Motion to approve final passage of an ordinance amending the zoning ordinance by granting a Special Use Permit for daycare use in R1 (Single Family District) at 1915 Oklahoma, Kingsville, Texas, also known as Town & Country, Block 11, Lot 8; amending the comprehensive plan to account for any deviations from the existing comprehensive plan. (Director of Planning & Development Services).**

**3. Motion to approve final passage of an ordinance amending the Fiscal Year 2022-2023 Budget to accept and expend donation from Texas & Southwestern Cattle Raisers Association for the purchase, repair, and maintenance of wildland brush firefighting equipment. (Fire Chief).**

**4. Motion to approve final passage of an ordinance amending the Fiscal Year 2022-2023 Budget to accept and expend grant funds from the Ed Rachal Foundation for baseball field lighting. (Parks Director).**

**5. Motion to approve final passage of an ordinance amending City of Kingsville Code of Ordinances Chapter VII, Article 8, Section 3-Traffic Control Devices, providing for the authority to place a stop sign on Franklin Adams Road at West Trant Road for northbound and southbound traffic. (City Engineer).**

**6. Motion to approve final passage of an ordinance amending the Fiscal Year 2022-2023 Budget to appropriate funding for a portion of the City Hall Landscape Project. (Mayor Fugate).**

##### REGULAR AGENDA

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

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

7. **Consider awarding RFP #23-01 for Grant Administration Services for Texas CDBG-MIT Regional Mitigation Programs Methods GLO. (Purchasing Manager).**

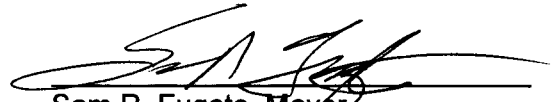
Mr. Charlie Sosa, Purchasing Manager stated that this item authorizes the City to negotiate a contract with Langford Community Management Services, for Administration services for the CDBG-MIT Regional Mitigation Program's Method of Distribution Development GLO Grant for the City of Kingsville. Staff published a Request for Proposals #23-01 in the newspaper on December 1, 2022, and December 8, 2022. Responses were accepted until 2:00 PM on December 13, 2022. Two responses were received from Grant Works and Langford Community Management Services. Staff reviewed the responses received and found the information received to be responsive. The CDBG-MIT Regional Mitigation Program's Method of Distribution Development GLO Grant Selection Review Committee reviewed qualifications and

scored the two firms based on the Administration/Professional Service Rating Sheet provided by the CDBG MIT-MOD Procurement Checklist. The firms were scored based on a point evaluation system. Based on the scoring by the Committee, the highest ranked firm was Langford Community Management Services of 9017 W. HWY. 29, Ste. 206, Liberty Hills, Texas 78642, and determined to be the most highly qualified provider based on the Administration/Professional Service Rating Sheet. The CDBG-MIT Regional Mitigation Program's Method of Distribution Development GLO Evaluation Committee recommends Langford Community Management Services for the City of Kingsville Grant Administration Services. The CDBG-MIT Regional Mitigation Program's Method of Distribution Development Grant Evaluation Committee consisted of Commissioner Norma Alvarez, Courtney Alvarez, Mary Valenzuela, Deborah Balli and Charlie Sosa. Please see Ratings below. Mr. Sosa further stated that the scoring for each were as followed, Grant Works 437 and Langford Community Management Services scoring 449. It is recommended that the City Commission: 1) award the Grant Administration services RFP 23-01 to Langford Community Management Services and 2) authorizes staff to negotiate a contract with Langford Community Management Services of 9017 W. HWY. 29, Ste. 206, Liberty Hills, Texas 78642 Grant Administration Services for the City of Kingsville in the event the City is successful in receiving CDBG-MIT Regional Mitigation Program's Method of Distribution Development GLO Grant funding awarded to the City, and that will be brought back to the City Commission for approval at a future meeting.

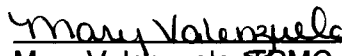
**Motion made by Commissioner Lopez to approve the award of RFP #23-01 for Grant Administration Services for Texas CDBG-MIT Regional Mitigation Programs Methods GLO, seconded by Commissioner Alvarez. The motion was passed and approved by the following vote: Alvarez, Lopez, Torres, Hinojosa, Fugate voting "FOR".**

**VI. Adjournment.**

There being no further business to come before the City Commission, the meeting was adjourned at 5:09 P.M.

  
Sam R. Fugate, Mayor

**ATTEST:**

  
Mary Valenzuela, TRMC, CMC, City Secretary