

City of Kingsville, Texas

AGENDA
CITY COMMISSION
MONDAY, OCTOBER 27, 2025
REGULAR MEETING
CITY HALL
HELEN KLEBERG GROVES COMMUNITY ROOM
400 WEST KING AVENUE
5:00 P.M. – Regular Meeting

Live Videostream: <https://www.facebook.com/cityofkingsvilletx>

I. Preliminary Proceedings.

OPEN MEETING

INVOCATION / PLEDGE OF ALLEGIANCE – (Mayor Fugate)

MINUTES OF PREVIOUS MEETING(S)

None.

APPROVED BY:

Charlie Sosa 

Charlie Sosa
City Manager

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

None.

III. Reports from Commission & Staff.²

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

IV. Public Comment on Agenda Items.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being discussed separately unless requested by a Commission Member in which event the item or items will immediately be withdrawn for individual consideration in its normal sequence after the items not requiring separate discussion have been acted upon.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 2025-2026 Budget to accept and expend donations for Parks Department Healthy Family Events. (Parks Director).
2. Motion to approve final passage of an ordinance amending the Fiscal Year 2025-2026 Budget to accept and expend Body Worn Camera Grant #5094901 funding for replacement of outdated body worn cameras. (Police Chief).
3. Motion to approve final passage of an ordinance amending the City of Kingsville Code of Ordinances section 15-6-21-Definitions to revise the definition for tiny homes. (Director of Planning & Development Services).
4. Motion to approve final passage of an ordinance amending the City of Kingsville Code of Ordinances sections 15-6-21-Definitions and 15-6-25-Cargo Containers to revise the definition and regulations for cargo/shipping containers. (Director of Planning & Development Services).

REGULAR AGENDA

CONSIDERATION OF MOTIONS, RESOLUTIONS, AND ORDINANCES:

VI. Items for consideration by Commissioners.⁴

5. Consider a resolution approving a second revised City of Kingsville Federal Grant Financial Policies and Procedures. (City Engineer).
6. Consider introduction of an ordinance regarding the City of Kingsville's Texas Municipal Retirement System benefits authorizing: (1) a change in the City's matching ratio; (2) non-retroactive repeating COOLs, for retirees and their beneficiaries under TMRS Act Section 853.404(f) and (f-1); and (3) annually accruing updated service credits. (Human Resources Director).
7. Consider a resolution approving a resolution amending the City of Kingsville Administrative Policies and Procedures Manual for Policy No. 730.00-Vacation Leave. (Human Resources Director).
8. Consider a resolution approving a resolution amending the City of Kingsville Administrative Policies and Procedures Manual for Policy No. 740.00-Sick Leave. (Human Resources Director).
9. Consider introduction of an ordinance amending the Fiscal Year 2025-2026 budget to setup budget for rolled over purchase orders. (Finance Director).
10. Consider introduction of an ordinance amending the Fiscal Year 2025-2026 budget to accept and expend the Operation Lone Star Grant award #4385704 for personnel, travel & training, equipment, supplies and direct operating expenses. (Police Chief).

11. Consider introduction of an ordinance amending the City of Kingsville Code of Ordinances sections 9-7-5 Correction by City; Lien & 9-7-6 Abatement of Nuisance Lots; Administrative Fees, providing for revision of language and fees. (Director of Planning and Development Services).

VII. Adjournment.

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

NOTICE

This City of Kingsville and Commission Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 361/595-8002 or FAX 361/595-8024 or E-Mail mvalenzuela@cityofkingsville.com 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 at City Hall, City of Kingsville, 400 West King Avenue, 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:

October 21, 2025, at 11:00 A.M. and remained so posted continuously for at least three business days proceeding the scheduled time of said meeting.

Mary Valenzuela 

Mary Valenzuela, TRMC, City Secretary
City of Kingsville, Texas

This public notice was removed from the official posting board at the Kingsville City Hall on the following date and time: _____

By: _____
City Secretary's Office
City of Kingsville, Texas

CONSENT AGENDA

AGENDA ITEM #1

Kingsville Parks & Recreation
400 W. King (mailing)
501 Santiago Park Lane (physical)
Kingsville, Texas 78363
361-221-8705
Susan Ivy, Director
361-219-9125



• Budget Item.

For information on events and facilities
www.cityofkingsville.com/department/parks
Email: sivy@cityofkingsville.com
or follow us on Facebook
Kingsville Parks and Recreation

To: Charlie Sosa, City Manager

From: Susan Ivy, Parks Director

Date: September 30, 2025

Re: City Commission Agenda Request Receipt of Donations from Healthy Family Sponsors

Summary – We are requesting Commission approve the receipt of donations for Parks Department Healthy Family Events and the associated budget amendments.

History – Parks Department started this initiative in 2015 to supplement the need for additional funds in our recreation programming budget due to increased involvement in festivals and special events and the need to offer more programming to our community that focuses on drug/alcohol/bully free and active lifestyles.

Our partners this year are: Kleberg County Attorney's Specialized Crimes and Narcotics Task force \$3500.00

Christus Spohn Hospital Kleberg \$2500.00

L'Aiglon Foundation \$3000.00

Driscoll Health Plan \$2500.00

District Attorney John Hubert \$500

King Ranch - \$2000.00

KISD Education Foundation \$1000

Ultra Screen Printing \$1000.00

Communities in Schools \$1500.00

Diva Association of Kingsville \$250

Brookshire Foundation is a named sponsor money will come in later

Vishal Baghat Raju Foundation \$1500.00

Lyte Fiber, Inc. \$2500.00

Womack and Womack CPA \$250.00

Total Donations are \$19,000.00 in cash.

Financial Impact – These Healthy Family donations will increase our recreational programming budget by \$19,000.00. We ask that \$8,000.00 be coded to special events 001-5-4513-31441 and \$11,000.00 be coded to Recreational programs 001-5-4513-31499.

We ask that you approve the receipt of these donations and authorize the expenditure of these funds for the purpose for which they were donated and approve the associated budget amendment.

ORDINANCE NO. 2025-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET TO ACCEPT AND EXPEND DONATIONS FOR THE PARKS DEPARTMENT HEALTHY FAMILY EVENTS.

WHEREAS, it was unforeseen when the budget was adopted that there would be a need for funding for this expenditure in this fiscal year.

I.

BE IT ORDAINED by the City Commission of the City of Kingsville that the Fiscal Year 2025-2026 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#2

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 001- GENERAL FUND					
<u>Revenues-4</u>					
4513	Recreation	Donations	72030	\$19,000	
<u>Expenditures-5</u>					
4513	Recreation	Special Events	31441	\$8,000	
4513	Recreation	Recreational Programs	31499	\$11,000	

[To amend the City of Kingsville FY 25-26 budget to appropriate, accept, and expend the donations for the Parks Department Healthy Family Events. Funding will come from the donations received for the stated purpose.]

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 14th day of October 2025.

PASSED AND APPROVED on this the 27th day of October 2025.

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
Police Department**

TO: Mayor and City Commissioners
CC: Charlie Sosa, City Manager
FROM: John Blair, Chief of Police
DATE: September 17, 2025
SUBJECT: Receipt of Body - Worn Camera Grant Funds

Summary:

The Kingsville Police Department is requesting approval for acceptance of funds from the Body-Worn Camera Grant Program and a budget amendment to place the funds in Fund 207-5-2100-71200. The purchase will consist of hardware and software to allow for the replacement of outdated Body Worn Cameras.

Background:

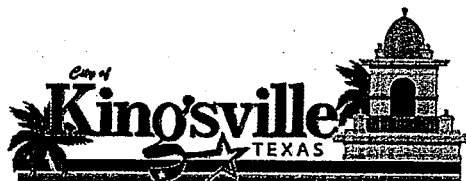
The Body-Worn Camera Grant Program, FY 2026, is a significant initiative aimed at equipping peace officers with body-worn cameras. The program is authorized under the Texas General Appropriations Act. The program requires a 25% match and complies with the Texas Grant Management Standards and Federal Uniform Grant Guidance. Funds can be used for obtaining body-worn cameras, digital video storage, retrieval systems, or cloud-based services.

Financial Impact:

A total of \$28,525.54 was received for fiscal year 2026. We are seeking approval to accept and utilize the grant sponsored by the Office of the Governor under Grant# 5094901. Funds must be used to purchase body-worn cameras, digital video storage, retrieval systems, or cloud-based services and requires a 25% cash match of \$7,131.39 by the grantee.

Recommendation:

We request that the City Commission authorize the receipt and expenditure of these funds in the manner for which they were provided by the grant as well as provide the \$7,131.39 cash match.



ORDINANCE NO. 2025-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET TO ACCEPT AND EXPEND BODY WORN CAMERA GRANT #5094901 FUNDING FOR REPLACEMENT OF OUTDATED BODY WORN CAMERAS.

WHEREAS, it was unforeseen when the budget was adopted that there would be a need for funding for this expenditure in this fiscal year.

I.

BE IT ORDAINED by the City Commission of the City of Kingsville that the Fiscal Year 2024-2025 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#1

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 207 – BWC Grant					
<u>Revenues</u>					
0000	Non-Dept	Transfer from Fund 001	75001	\$7,131.39	
0000	Non-Dept	State Grants	72010	\$28,525.54	
<u>Expenditures</u>					
2100	Police	Machinery & Equipment	71200	\$35,656.93	
Fund 001 – General Fund					
6900	Transfer	Transfer to Fund 207	80207	\$7,131.39	
1030	City Special	Budget Amend Reserve	86000		\$7,131.39

[To amend the City of Kingsville FY 25-26 budget to accept and expend body worn camera grant #5094901 funding for replacement of outdated body worn cameras. Funding for the cash match will come from the unappropriated fund balance of General Fund 001.]

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 14th day of October 2025.

PASSED AND APPROVED on this the 27th day of October 2025.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #3

Planning and Development Services
410 W King
Kingsville, TX 78363
PH: 361-595-8055



MEMO

Date: September 11th, 2025

To: Charlie Sosa (City Manager)

From: Erik Spitzer (Director of Planning and Development Services)

Subject: **The City of Kingsville Planning and Development Services Department is seeking approval from the City Commissioners and Mayor to adopt the following definition of a “Tiny Home” in the existing City of Kingsville ordinances**

Summary: During a recent review of definitions within the City of Kingsville ordinances by the Planning and Development Services Department, it has been determined that our current definition of a “Tiny Home” differs significantly from the International Residential Code (IRC) definition. Based on this difference, the following definition within the ordinances should be updated as follows :

Sec. 15-6-21. - Definitions.

For the purpose of this subarticle, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Tiny Homes. A dwelling with a square footage of ~~between 200~~ less than 400 square feet ~~and 1,000~~ square feet, and not located/supported on axels and/or wheels.

Background: International Residential Code (IRC) Appendix Q of 2018 established Tiny Home Regulations throughout the United States with a new definition. We are asking to update our ordinances to reflect IRC Appendix Q.

The department recommends approval.

Erik Spitzer
Director of Planning and Development Services

ORDINANCE NO.2025-_____

AMENDING THE CITY OF KINGSVILLE CODE OF ORDINANCES SECTION 15-6-21-DEFINITIONS TO REVISE THE DEFINITION FOR TINY HOMES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE AND PUBLICATION.

WHEREAS, the definition of tiny homes has not been updated in the last six years and staff believes there is a need to do so now;

WHEREAS, the definition of tiny homes was added via Ordinance #2018-61 on November 11, 2018 did not contain a maximum size for a tiny home;

WHEREAS, the definition of tiny homes was amended via Ordinance #2019-63 on December 9, 2019 to add a maximum size for tiny homes;

WHEREAS, the staff proposes to modify the definition of tiny homes to have a maximum square footage of 400 square feet and not be located/supported on axels and/or wheels;

WHEREAS, this Ordinance is necessary to protect the public safety, health, and welfare of the City of Kingsville.

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

I.

THAT Section 15-6-21 of Article 6: Zoning of Chapter XV, Land Usage, of the Code of Ordinances of the City of Kingsville, Texas, shall be amended to read as follows:

...

§ 15-6-21 DEFINITIONS.

...

TIA/EIA-222. Telecommunications Industry Association/Electronics Industries Association Standard 222, "Structural Standards for Steel Antenna Towers and Antenna Support Structures."

Tiny Homes. A dwelling with a square footage of between 200 less than 400 square feet and 1,000 square feet and not located/supported on axels and/or wheels.

Tower, electric transmission. A self-supporting structure over 50 feet (15 meters) in height, designed to support high-voltage electric lines. This does not

include local utility or distribution poles (with or without transformers) designed to provide electric service to individual customers.

...

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 be codified and become effective on and after adoption and publication as required by law.

V.

THAT nothing in this ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

INTRODUCED on this day on the 14th day of October, 2025.

PASSED AND APPROVED on this the 27th day of October, 2025.

EFFECTIVE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #4



MEMO

Date: September 11th, 2025

To: Charlie Sosa (City Manager)

From: Erik Spitzer (Director of Planning and Development Services)

Subject: The City of Kingsville Planning and Development Services Department is seeking approval from the City Commissioners and Mayor to adopt the following requirements of "Cargo/Shipping Container(s)" used as a residence in the existing City of Kingsville ordinances

Summary: During a recent review of the use of cargo/shipping containers permitted within the City of Kingsville city limits, it was discovered that the city does not currently address the use of shipping containers to be used to construct residential structures. The Building Official is seeking approval to update the ordinances as follows:

15-6-21. - Definitions.

For the purpose of this subarticle, the following definitions shall apply unless the context clearly indicates or requires a different meaning:

Cargo/shipping containers. A metal structure specifically constructed for shipment of goods by ship, rail, or truck that is later used as a place to store goods and materials. Cargo/shipping containers may be used to construct residential structures in the city of Kingsville, provided all the requirements in Section 15-6-25 (A) 1-3 are met.

Sec. 15-6-25. – Cargo/shipping containers.

(A) Cargo/shipping containers (that are not used to construct residences) are prohibited in all residential zoning districts as of the effective date of this amendment. If cargo/shipping containers are used to construct a residential structure, the following requirements shall be met:

1. The structure shall meet all requirements contained in IBC Section 3114 and shall be submitted using the "Residential Construction Pre-Development Application & Statement of Acknowledgement" as well as the Building Permit Application; windstorm and foundation information shall be submitted with the building permit.
2. The structural design shall be representative of the style and elevation of the structures in the area, including roof and siding. If the structure will be built in the Historic District, the Historical Development Board must approve the design before construction may begin.
3. The structure shall comply with all sections of the IRC related to one and two family residential structures.

(B) Cargo/shipping containers may be allowed in all other zoning districts subject to the following conditions:

(1) The cargo/shipping containers shall be located to meet all setback requirements for the zoning district in which they will

be located.

- (2) The cargo/shipping containers may not occupy any required off-street parking spaces.
- (3) The containers may not be stacked.
- (4) The containers must be in a good sound condition, free of holes and freshly painted.
- (5) The containers may not be used for human or animal occupancy.
- (6) During construction, licensed contractors may use cargo/shipping containers in any zoning district for temporary storage of equipment and/or materials at a construction site that is authorized by a City of Kingsville Building Permit.

(C) Cargo/shipping containers must be screened from view by being enclosed by a tight board fence or a wall so that they are not visible at any time of the year from a public place, public right-of-way, or adjacent private property. The fence or wall shall be kept in a good condition. Any existing cargo containers now being maintained in the city shall be allowed three months within which to construct a fence or wall of the kind and character required hereby. No screening would be required for cargo containers put in place for temporary use for a period of 90 days or less. The cargo container placed for temporary use must be removed at the end of 90 days unless an extension is requested and granted by the Planning Department.

Background: The City of Kingsville Ordinances currently do not address the use of cargo/shipping containers to construct residential structures. We are asking to update our ordinances to allow this use.

The department recommends approval.

Erik Spitzer
Director of Planning and Development Services

ORDINANCE NO.2025-_____

AMENDING THE CITY OF KINGSVILLE CODE OF ORDINANCES SECTIONS 15-6-21-DEFINITIONS AND 16-6-25-CARGO CONTAINERS TO REVISE THE DEFINITION AND REGULATIONS FOR CARGO/SHIPPING CONTAINERS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE AND PUBLICATION.

WHEREAS, the definition and regulation of cargo containers have not been updated in the last sixteen years and staff believes there is a need to do so now;

WHEREAS, the definition of and regulations for cargo containers were added via Ordinance #2009-20 on August 10, 2009 and did not allow for the use of cargo/shipping containers to construct residential structures;

WHEREAS, the staff proposes to modify the definition of and regulations for cargo/shipping containers to be used for residential construction providing certain conditions are met;

WHEREAS, this Ordinance is necessary to protect the public safety, health, and welfare of the City of Kingsville.

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

I.

THAT Sections 15-6-21 and 15-6-25 of Article 6: Zoning of Chapter XV, Land Usage, of the Code of Ordinances of the City of Kingsville, Texas, shall be amended to read as follows:

...

§ 15-6-21 DEFINITIONS.

...

Brewpub. An establishment which holds a valid permit from the Texas Alcohol Beverage Control Board for the manufacture, processing and packaging of alcoholic beverages that can make and sell beer on-site to sell off and on site, that can self-distribute to stores and bars, that can sell other beers for on-site consumption but only their own beer to-go, and that is limited in production to 10,000 barrels a year.

Cargo/shipping containers. A metal structure specifically constructed for shipment of goods by ship, rail, or truck that is later used as a place to store goods and materials. Cargo/shipping containers may be used to construct

residential structure in the City of Kingsville provided all the requirements in Section 15-6-25 are met.

Cleaning or laundry self service shop. Self service shop with customer operated machines.

...

§ 15-6-25 CARGO/SHIPPING CONTAINERS.

(A) Cargo/shipping containers (that are not used to construct residences) are prohibited in all residential zoning districts as of the effective date of this amendment. If cargo/shipping containers are used to construct a residential structure, the following requirements shall be met:

(1) The structure shall meet all requirements contained in the International Building Code (IBC) Section 31.14 and shall be submitted using the "residential Construction Pre-Development Application & Statement of Acknowledgement" as well as the Building Permit Application; windstorm and foundation information shall be submitted with the building permit.

(2) The structural design shall be representative of the style and elevation of the structures in the area, including roof and siding. If the structure will be built in the Historic District, the Historical Development Board must approve the design before construction may begin.

(3) The structure shall comply with all sections of the International Residential Code related to one and two family residential structures.

(B) Cargo/shipping containers may be allowed in all other zoning districts subject to the following conditions:

(1) The cargo/shipping containers shall be located to meet all setback requirements for the zoning district in which they will be located.

(2) The cargo/shipping containers may not occupy any required off-street parking spaces.

(3) The containers may not be stacked.

(4) The containers must be in a good sound condition, free of holes and freshly painted.

(5) The containers may not be used for human or animal occupancy.

(6) During construction, licensed contractors may use cargo/shipping containers in any zoning district for temporary storage of equipment and/or materials at a construction site that is authorized by a City of Kingsville Building Permit.

(C) Cargo/shipping containers must be screened from view by being enclosed by a tight board fence or a wall so that they are not visible at any time of the year from a public place, public right-of-way, or adjacent private property. The fence or wall shall be kept in a good condition. Any existing cargo/shipping containers now being maintained in the city shall be allowed three months within which to construct a fence or wall of the kind and character required hereby. No screening would be required for cargo/shipping containers put in place for temporary use for a period of 90 days or less. The cargo/shipping container placed for temporary use must be removed at the end of 90 days unless an extension is requested and granted by the Planning Department.

(Ord. 2009-20, § I, passed 8-10-09)

...

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 be codified and become effective on and after adoption and publication as required by law.

V.

THAT nothing in this ordinance shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

INTRODUCED on this day on the 14th day of October, 2025.

PASSED AND APPROVED on this the 27th day of October, 2025.

EFFECTIVE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

REGULAR AGENDA

AGENDA ITEM #5

**City of Kingsville
Engineering Dept.**

TO: Mayor and City Commissioners

CC: Charlie Sosa, City Manager

FROM: Juan Carlos Cardenas, P.E., City Engineer 

DATE: October 27, 2025

SUBJECT: Discuss, Consider, and Adopt an Amendment to the Local Financial Procedure pertaining to the GLO Community Development Block Grant — Mitigation (CDBG-MIT) Hurricane Harvey fund, Infrastructure Contract Number #22-082-016-D218.

Summary:

As part of a GLO Monitoring plan and report dated on August 21, 2025, the City of Kingsville must formally adopt some amendments to the Local Financial Procedure document to comply with federal procurement regulations under 2 CFR §200, as required by the Texas General Land Office (GLO) for participation in the CDBG-MIT MOD Program. This procedure outlines reviewing invoices for cost allowability resulting in the City failing to identify unallowable cost subject to recapture. This policy also outlines advance payment requirement and related interests resulting in the City depositing GLO funds into both interest-bearing and non-interest-bearing accounts and not tracking earned interest.

Background:

To maintain eligibility for CDBG-MIT funding and ensure federal compliance, the City must adopt financial standards consistent with 2 CFR §§200.305. The amendment to this policy and procedure will include:

- Reviewing Invoices for Cost Allowability
- Advance Payment Requirements

This procedure is designed to support transparent invoicing requirements when using federal funds.

Financial Impact:

There is no direct financial impact to the City's General Fund. This procedure is administrative in nature and ensures compliance with federally funded project requirements.



**City of Kingsville
Engineering Dept.**

Recommendation:

Staff recommends adoption of the attached amended Local Financial Policy and Procedure as required by the GLO. This action will ensure full compliance with federal procurement guidelines and support the successful administration of the CDBG-MIT MOD Program under Contract No. 22-082-016-D218.

Attachments:

Amendment Financial Procedures – City of Kingsville



RESOLUTION #2025-_____

A RESOLUTION APPROVING A SECOND REVISED CITY OF KINGSVILLE FEDERAL GRANT FINANCIAL POLICIES AND PROCEDURES; PROVIDING FOR REPEALING, SEVERABILITY, AND EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Kingsville (City) finds it in the best interest of the citizens of Kingsville that the City apply for grant funds whenever it is able to assist with funding community needs; and

WHEREAS, the City has previously applied for federal grants and part of the grant requirements are for the City to have certain financial policies and procedures in place;

WHEREAS, the City has already adopted several financial policies and procedures but wants to ensure full compliance with current grant requirements it is hereby proposing the adoption of the attached "Federal Grant Financial Policies and Procedures";

WHEREAS, it is the responsibility of the City, as the local government, to conduct its financial practices in compliance with federal regulations when managing projects financed in whole or in part with funds from federal grant programs;

WHEREAS, the City seeks to establish policies that govern the financial practices of the City for federal grant programs and did so by approving such a policy via Resolution #2025-65 on July 14, 2025 and adopted revisions to that policy on September 8, 2025 via Resolution on #2025-78;

WHEREAS, the City seeks to establish additional revised policies that govern the financial practices of the City for federal grant programs;

WHEREAS, there is no direct cost to the City for approving the updated "Federal Grant Financial Policies and Procedures" and the City Commission finds them to be in the best interest of the City.

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

I.

THAT the City Commission of the City of Kingsville approves the second revised Federal Grant Financial Policies and Procedures as per the documents attached hereto

II.

THAT all prior resolutions in conflict with this resolution are hereby repealed.

III.

THAT this Resolution shall be effective upon its passage and approval.

PASSED AND APPROVED by a majority vote of the City Commission on the 27th day of October, 2025.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM

Courtney Alvarez, City Attorney

City of Kingsville Financial Procedures

INTRODUCTION

The purpose of financial management policies is to provide sound guidelines in planning the City's financial future. The City of Kingsville considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods or services to exercise good judgement in spending taxpayers' money.

SCOPE OF AUTHORITY

The City Commission is responsible for the expenditure of all City funds.

Financials

A. Bank Depository

The City maintains funds in a Bank, designated as its depository for banking services. The City Commission reviews the selection every two years unless circumstances deem otherwise.

B. Accounts Payable

Three (3) individuals are authorized to sign checks written on the bank depository account: the Mayor, the City Manager, and the Finance Director. All checks require two authorized signatures. No exceptions.

C. Accounting

The Finance Director is responsible for establishing the structure for the City Chart of Accounts and for assuring that procedures are in place to properly record financial transactions and report the City's financial position. The City Manager shall provide financial reports to the City Commission monthly.

D. Audit of Accounts

An independent audit of the City accounts is performed annually. The Auditor is retained by and is accountable directly to the City Commission. The City Commission reviews the selection every five years unless circumstances deem otherwise.

E. Internal Controls

Whenever possible, written procedures will be established, maintained, and assessed per 2 CFR 200.303 by the Finance Director for all functions involving cash handling and/or accounting throughout the City. These procedures will embrace the general concepts of fiscal responsibility set forth in this policy statement.

Whenever possible, the City ensures duties and responsibilities are segregated so that no one individual has complete authority over a financial transaction.

PROCEDURES

1. Input Invoice into Record Keeping System –

What type of system is utilized for tracking invoices? Do you log them into Excel or track on a ledger? Is a purchase order issued? The City of Kingsville uses Incode System which is an automated financial software.

2. Review of Invoice –

Who reviews invoices and recommends payment? What supporting documentation is required prior to payment? The Department reviews invoices for their purchases and forwards to Accounts Payable and Purchasing. There would normally be a Purchase Order, Invoice, and Packing Receipt if goods are involved.

3. Allowability of Costs – The Finance Director will review each invoice for allowability of costs as stated in 2 CFR 200 Subpart E – Cost Principles.

4. Unnecessary or duplicative purchases – The Finance Director will review each invoice for unnecessary or duplicative purchases per 2 CFR 200.318 (d).

5. Timeline for Payment –

What is the City's standard timeframe for issuing payment? If the request is received prior to Wednesday afternoon, checks are issued on Thursday for mailout on Friday.

6. Issue Payment –

Who writes and signs the checks? Two signatures? Do they go through Commission for approval? Accounts Payable writes the check through the Accounts Payable module. Checks are issued with 2 signatures. They do not go through the Commission for approval as they have approved the budget for each line item.

7. Payment Reconciliation –

Who reconciles bank statements and payment? The main CMA bank account is reconciled by the Finance Director. Smaller bank accounts are reconciled by the Accounting Assistant.

8. Record Keeping –

Who documents all expenditures and how are records kept at City? The Incode System records all expenditures and budget checks all expenditures. If the budget does not cover the expenditure, payment cannot be processed.

PROCEDURES FOR GRANT PAYMENTS

1. Invoice is received and, if necessary, a request for payment is prepared by grant consultant and proper signatures obtained from Mayor, City Manager, and Finance Director as authorized in original grant approval. Finance office reviews the invoice and compares it to the grant budget.
2. Invoice must be approved by a city official involved in the grant implementation or the Mayor. Approval is acknowledged by initialing the original invoice or through Commission action.
3. Once grant funds are received and invoice approval acknowledged by signature on the original invoice, a demand check is entered into the system by the Finance Director's office, then printed and disbursed by the Accounts Payable. Both Mayor and City Manager signatures appear on the approved checks. Checks are then disbursed to the appropriate vendors. The Finance Director is responsible for ensuring that checks are signed and disbursed within the grant mandated timeline in the state contract.
4. Copies of the request for payment, invoice, canceled check copy, and bank statement

showing receipt of grant money is retained in the grant file in the Accounting Manager's office.

The City Manager and Finance Director authorize payments and issues of checks. Two signatures are required on each check, either the Mayor, City Manager, or Finance Director. The Finance Director is responsible for reconciling the monthly bank statements.

CASH MANAGEMENT AND DISBURSEMENT - TIMELY EXPENDITURES

The City shall make timely payments to vendors and minimize the time between transferring funds from the State Treasury and disbursement of funds to vendors in compliance with the terms and conditions of the federal contract, grant, regulation, or statute.

The City will pay vendor invoices within thirty (30) days of receipt, unless using the advance payment procedures under CDBG grants, per the Prompt Pay Act and Chapter 2251 of the Texas Government Code.

The City shall ensure that reimbursement requests are submitted to the funding agency on at least a quarterly basis to the greatest extent possible.

To ensure vendor compliance, invoices/pay applications/pay estimates will be reviewed for accuracy for such items but not limited to change order approvals, outstanding lien/payments to subcontractors, labor standards, and verification of work completed as invoiced prior to disbursement or request for funds from State Agency. The City shall notify a vendor of an error in an invoice submitted for payment by the vendor.

ADVANCE PAYMENT PROCEDURES

All advanced payments using federal grant funds will be disbursed within the grant mandated timeline in the state contract and in accordance with 2 CFR 200.305(b), and in accordance with the provisions in the contract with the vendor.

Advance payments of federal grant funds will be deposited and maintained in a separate insured account. The City will maintain advance payments of federal awards in interest-bearing accounts, unless the following apply: City County receives less than \$120,000 in Federal awards per year; the City is not expected to earn interest in excess of \$500 per year on Federal cash balances; or the depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources. (2 CFR 200.302(b)(6) and 200.305)

INTEREST EARNED PROCEDURES

The City will verify interest earned remains under \$500 per fiscal year by tracking interest earned on each grant deposit in the grant ledger; if interest does exceed \$500 per fiscal year the City will remit interest earned to the Department of Health and Human Services per 2 CFR 200.305.

These Policies and Procedures are implemented through the City of Kingsville's administrative team of:

City Manager

City Attorney

Finance Director

City Engineer

Purchasing Manager

Sam R. Fugate, Mayor

Date

AGENDA ITEM #6

City of Kingsville
Human Resource Department

TO: Mayor and City Commissioners
CC: Charles Sosa, City Manager
FROM: Diana Gonzales, Human Resource Director
DATE: October 16, 2025
SUBJECT: Texas Municipal Retirement Changes for January 2026

Summary:

During budget presentation for Fiscal Year 2025-2026, the proposal to change TMRS plan design was presented. The proposed changes allow the City to reach a goal of increasing employee matching from 1.5 to 2:1. The modification to the plan as indicated below allows this to be a viable option for FY25-26. The City Manager included the changes and applicable additional costs in the presented and subsequently approved budget.

TMRS Comparison of Optional Plan Design(s)

2026 Rates • Kingsville

Plan Provisions	Current	Option 1
Employee Contribution Rate	7%	7%
City Matching Ratio	1.5 to 1	2 to 1
Updated Service Credit (USC)	100% (Repeating)	50% (Repeating)
Transfer USC *	Yes	No
COLA	70% (Repeating)	70% (Repeating)
Retroactive COLA	Yes	No
Retirement Eligibility	20 years	20 years
Vesting	5 years	5 years
Supplemental Death Benefit	None	None

Background:

The City of Kingsville has been a member of the Texas Municipal Retirement Systems (TMRS) since 1968. All full-time employees are required to be enrolled in the pension plan as mandated by TMRS. There is a record of modifications to the original plan as follows:

Year

1985	Added Military Service Credit
2000	Added annual repeating calculation for Updated Service Credits
2000	Added annual repeating calculation for Annuity increases
2000	Added Restricted Prior Service Credit option
2010	Changed to 5-year vesting requirement

City of Kingsville
Human Resource Department

Financial Impact:

Change in City contribution from 9.34% to 10.06%. Added cost is estimated at \$ 90,000. Estimates are provided as the amount is dependent on the total compensation including longevity, certification, education, clothing, and overtime hours.

Total estimated TRMS contribution for FY 2025-2026 is \$1,646,634.

Recommendation:

Consideration of ordinance to change TMRS plan design as the additional contribution was included and approved in the FY 2025-2026 budget.



July 17, 2025

Diana Gonzales
Director of Human Resources
City of Kingsville
P.O. Box 1458
Kingsville, TX 78364-1458

Dear Ms. Gonzales:

We are pleased to enclose a model ordinance for your city to adopt:

**2 to 1 City Matching Ratio
&
50% Updated Service Credit without Transfers
70% Non-retroactive Cost of Living Adjustment Increase to Annuitants
Both Annually Repeating**

All Effective January 1, 2026

By adopting this ordinance, your city will not need to adopt an ordinance each year to reauthorize the calculation of the Updated Service Credits and Cost of Living Adjustments. These benefits will remain in effect for future years until they are discontinued by an ordinance adopted by the City Council.

As reflected in the Plan Change Study you previously received, the city's contribution rate will be **10.06%** beginning January 1, 2026.

Please make sure the ordinance is adopted and signed before the effective date. When the ordinance is adopted, please send a copy to City Services at cityservices@tmrs.com.

If you have any questions about the model ordinance or anything else, please call me at 512-225-3742.

Sincerely,

A handwritten signature in black ink, appearing to read "Colin Davidson".

Colin Davidson
Director of City and Member Services

TMRS Comparison of Optional Plan Design(s)

FOR CITIES

2026 Rates • Kingsville

July 15, 2025

Plan Provisions	Current	Option 1
Employee Contribution Rate	7%	7%
City Matching Ratio	1.5 to 1	2 to 1
Updated Service Credit (USC)	100% (Repeating)	50% (Repeating)
Transfer USC *	Yes	No
COLA	70% (Repeating)	70% (Repeating)
Retroactive COLA	Yes	No
Retirement Eligibility	20 years	20 years
Vesting	5 years	5 years
Supplemental Death Benefit	None	None
Contribution Rates	2026	2026
Normal Cost Rate	7.30%	8.24%
Prior Service Rate	2.26%	1.82%
Retirement Rate	9.56%	10.06%
Supplemental Death Rate	0.00%	0.00%
Total Contribution Rate	9.56%	10.06%
Unfunded Actuarial Liability	\$4,229,904	\$3,358,248
Funded Ratio	94.9%	95.9%
Benefit Increase Amortization Period	20 years	20 years

* As of the December 31, 2024 valuation date, there were 25 employees with service in other TMRS cities eligible for transfer USC.

ORDINANCE # 2025-_____

AN ORDINANCE REGARDING THE CITY OF KINGSVILLE'S TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS AUTHORIZING: (1) A CHANGE IN THE CITY'S MATCHING RATIO; (2) NON-RETROACTIVE REPEATING COLAS, FOR RETIREES AND THEIR BENEFICIARIES UNDER TMRS ACT §853.404(f) and (f-1); AND (3) ANNUALLY ACCRUING UPDATED SERVICE CREDITS.

Whereas, the City of Kingsville, Texas (the "City"), elected to participate in the Texas Municipal Retirement System (the "System" or "TMRS") pursuant to Subtitle G of Title 8, Texas Government Code, as amended (which subtitle is referred to as the "TMRS Act"); and

Whereas, each person who is or becomes an employee of the City on or after the effective date of the City's participation in the System in a position that normally requires services of 1,000 hours or more per year ("Employee") shall be a member of the System ("Member") as a condition of their employment; and

Whereas, pursuant to TMRS Act §855.501, the City is electing to change its "current service annuity reserve on retirement" for its Members, which is more commonly referred to as its City matching ratio; and

Whereas, House Bill 2464, 88th Texas Legislature, R.S., 2023 ("HB 2464"), added Subsections 853.404(f) and (f-1) to the TMRS Act and authorized cities participating in the System to provide certain retirees and their beneficiaries with an annually accruing ("repeating") annuity increase (also known as a cost of living adjustment, or "COLA") based on the change in the Consumer Price Index for All Urban Consumers for the one-year period that ends 12 months before the January 1 effective date of the applicable COLA (a "non-retroactive repeating COLA"); and

Whereas, new TMRS Act §853.404(f) and (f-1) allow participating cities to elect to provide non-retroactive repeating COLAs under certain circumstances, as further described by this Ordinance, by adopting an ordinance to be effective January 1 of 2024, 2025 or 2026, in accordance with TMRS Act §854.203 and §853.404; and

Whereas, TMRS Act §853.404(f-1) provides the non-retroactive repeating COLA option applies only to a participating city that, as of January 1, 2023, either (1) has not passed an annually repeating COLA ordinance under TMRS Act §853.404(c) or had previously passed a repeating COLA ordinance and then, before January 1, 2023, passed an ordinance rescinding such repeating COLA, or (2) does provide an annually repeating COLA under §853.404(c) and elects to provide a non-retroactive repeating COLA under §853.404(f) for purposes of maintaining or increasing the percentage amount of the COLA; and

Whereas, the City Commission acknowledges that the City meets the above-described criteria under §853.404(f-1) and is eligible to elect a non-retroactive repeating COLA under §853.404(f)

and that such election must occur before January 1, 2026, and after that date future benefit changes approved by the City may require reversion to a retroactive repeating COLA; and

Whereas, the City Commission finds that it is in the public interest to: (1) in accordance with TMRS Act §855.501, authorize a change in the City's matching ratio so that the City's match of an Employee's contributions at retirement is increased, (2) adopt annually accruing non-retroactive COLAs for retirees and their beneficiaries under TMRS Act §853.404(f) and (f-1), and (3) in accordance with TMRS Act §853.404 and §854.203(h), authorize annually accruing Updated Service Credits; now:

BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF KINGSVILLE, TEXAS:

I.

THAT:

Section 1. Authorization of a Change in City Matching Ratio on the Retirement of TMRS Members Who Were Employees.

(a) For each month of current service rendered to the City by a Member after the effective date of this Section, the City elects to provide at the time of such Member's retirement, a sum that is **200%** of such Member's accumulated contributions (as defined in the TMRS Act) for such month of employment and said sum shall be a liability of the City's account in the System's benefit accumulation fund (the "City's BAF") in accordance with TMRS Act §§854.002 and 855.501.

(b) The change in City contributions pursuant to this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1.

Section 2. Adoption of Non-Retroactive Repeating COLAs.

(a) On the terms and conditions set out in TMRS Act §854.203 and §853.404, the City authorizes and provides for payment of the increases described by this Section to the annuities paid to retired City Employees and beneficiaries of deceased City retirees (such increases also called COLAs). An annuity increased under this Section replaces any annuity or increased annuity previously granted to the same person.

(b) The amount of the annuity increase under this Section is computed in accordance with TMRS Act §853.404(f) as the sum of the prior service and current service annuities, as increased in subsequent years under TMRS Act §854.203 or TMRS Act §853.404(c), of the person on whose service the annuities are based on the effective date of the annuity increase, multiplied by **70%** of the percentage change in the Consumer Price Index for All Urban Consumers during the 12-month period ending in December of the year that is 13 months before the effective date of the increase under this Section.

- (c) An increase in an annuity that was reduced because of an option selection is reducible in the same proportion and in the same manner that the original annuity was reduced.
- (d) If a computation under this Section does not result in an increase in the amount of an annuity, the amount of the annuity will not be changed under this Section.
- (e) In accordance with TMRS Act §853.404(f-1)(2), an increase under this Section only applies with respect to an annuity payable to a TMRS Member, or their beneficiary(ies), which annuity is based on the service of a TMRS Member who retired, or who is deemed to have retired under TMRS Act §854.003, not later than the last day of December of the year that is 13 months before the effective date of the increase under this Section.
- (f) The amount of an increase under this Section is an obligation of this City and of the City's BAF.
- (g) The initial increase in annuities authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the Board of Trustees of the System ("Board"). Pursuant to TMRS Act §853.404, an increase in retirement annuities shall be made on January 1 of each subsequent year, provided that, as to such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

Section 3. Authorization of Annually Accruing Updated Service Credits.

- (a) As authorized by TMRS Act §854.203(h) and §853.404, and on the terms and conditions set out in TMRS Act §§853.401 through 853.404, the City authorizes each Member who on the first day of January of the calendar year immediately preceding the January 1 on which the Updated Service Credits will take effect (i) has current service credit or prior service credit in the System by reason of service to the City, (ii) has at least 36 months of credited service with the System, and (iii) is a TMRS-contributing Employee of the City, to receive "Updated Service Credit," as that term is defined and calculated in accordance with TMRS Act §853.402.
- (b) The Updated Service Credit authorized and provided under this Ordinance shall be **50%** of the "base Updated Service Credit" of the TMRS Member calculated as provided in TMRS Act §853.402.
- (c) If the City previously adopted an ordinance authorizing Updated Service Credit for unforfeited prior service credit and/or current service credit with another System participating municipality (also known as "Transfer USC"), the calculations and adjustments set forth in TMRS Act §853.601 apply to any such prior Transfer USC.
- (d) Each Updated Service Credit authorized and provided by this Ordinance shall replace any Updated Service Credit, prior service credit, special prior service credit, or antecedent service credit previously authorized for part of the same service.

(e) The initial Updated Service Credit authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the System's Board. Pursuant to TMRS Act §853.404, the authorization and grant of Updated Service Credits in this Section shall be effective on January 1 of each subsequent year, using the same percentage of the "base Updated Service Credit" stated in Subsection (b) in computing Updated Service Credits for each future year, provided that, as to such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

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, as required by the Open Meetings Act, it is officially found and determined that the meeting at which this Ordinance is passed was open to the public and that the public notice of the time, place and purpose was given.

V.

THAT this Ordinance shall be codified and become effective on and after adoption and publication as required by law.

INTRODUCED on this the 27th day of October, 2025.

PASSED AND APPROVED on this the 10th day of November, 2025.

Effective Date: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #7

City of Kingsville
Human Resource Department

TO: Mayor and City Commissioners
CC: Charles Sosa, City Manager
FROM: Diana Gonzales, Human Resource Director
DATE: October 14, 2025
SUBJECT: Proposed Policy Amendment – Policy 730.00 Vacation Leave

Summary:

This revision to Policy 730.00 Vacation Leave is to eliminate time restrictions for utilization which will provide new employees with the opportunity to utilize accrued leave as it becomes available and not be required to wait 180 days. There are many situations that may require work absences which are out of the employees' control, and with proper approval this will allow employees to utilize accrued leave for those situations.

Background:

Policy 730.00 was previously revised on September 22, 2025 by City Commission for clarification and to update maximum allowed Vacation Leave at separation to correspond with Policy 630.04.

Financial Impact:

No additional costs.

Recommendation:

Amend Policy 730.00 Vacation Leave.



RESOLUTION NO. 2025-_____

A RESOLUTION AMENDING THE CITY OF KINGSVILLE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL FOR POLICY NO. 730.00 – VACATION LEAVE.

WHEREAS, the City Commission previously adopted an administrative policy handbook for employees which included Policy No. 730.00 – Vacation Leave, which was approved on 08/28/2006;

WHEREAS, the policy was amended on 9/22/25 via Resolution #2025-86 to clarify some language and to update the maximum allowed vacation leave at separation to correspond with Policy 630.04;

WHEREAS, the City is now proposing an amendment to eliminate time restrictions for utilization which will allow new employees the opportunity to utilize accrued leave as it becomes available;

WHEREAS, there is no additional cost to the City by approving this policy amendment.

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

I.

THAT Policy 730.00 – Vacation Leave, 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 this the 27th day of October, 2025.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

POLICY NO. 730.00 VACATION LEAVE

Non-exempt and exempt regular, full-time Non-Civil Service Employees shall accrue paid vacation leave as follows:

- Regular full-time Employees with less than five (5) years of consecutive City service shall accrue 3.07 hours paid vacation leave for each bi-weekly pay period. All regular full-time Employees with five (5) years or more of service shall accrue 4.62 hours of vacation for each bi-weekly pay period.
- Employees under this policy may not accrue more than 120.12 hours of paid vacation leave during any fiscal year.
- Vacation leave shall be credited as earned and may be taken in increments of one hour, or fraction thereof, upon proper approval. ~~after the Employee has completed the 180 days probationary period.~~
- Department heads shall schedule vacation, giving due consideration to the needs of the City and the ability of the remaining staff to perform the work of the department. Employees shall be permitted to take vacations at such times in the judgment of the department heads, which will best serve the interest of the City and the Employees. No more than 120.12 hours of vacation may be taken at one time.
- No cash payments for unused vacation shall be authorized except upon separation of employment as per Policy 630.04 - Separation Pay. Vacation credits are not transferable between Employees.
- Vacation Leave shall not be used to extend an employee's separation date. The last day worked shall be the official separation date.
- Employees shall take accrued paid vacation leave concurrently with any FMLA leave for which they are eligible in appropriate circumstances.
- Employees on Vacation leave are subject to recall to duty in emergency situations as deemed appropriate by the Employee's supervisor.

Updated - Effective 10/01/2025

DRAFT – Amendment - Proposed Effective Date 10/27/2025

AGENDA ITEM #8

City of Kingsville
Human Resource Department

TO: Mayor and City Commissioners
CC: Charles Sosa, City Manager
FROM: Diana Gonzales, Human Resource Director
DATE: October 14, 2025
SUBJECT: Proposed Policy Amendment – Policy 740.00 Sick Leave

Summary:

This revision to Policy 740.00 Sick Leave is to eliminate time restrictions for utilization which will provide new employees with the opportunity to request to utilize accrued leave as it becomes available and not be required to wait 90 days. There are many situations that may require work absences which are out of the employees' control, and with proper approval this will allow employees to utilize accrued leave for those situations.

Background:

Policy 740.00 was included in the City of Kingsville Policies and Procedures Manual approved on 08/28/2006 by City Commission. There has been no revision since the 08/28/2006 approval date.

Financial Impact:

No additional costs.

Recommendation:

Amend Policy 740.00 Sick Leave.



RESOLUTION NO. 2025-_____

A RESOLUTION AMENDING THE CITY OF KINGSVILLE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL FOR POLICY NO. 740.00 – SICK LEAVE.

WHEREAS, the City Commission previously adopted an administrative policy handbook for employees which included Policy No. 740.00 – Sick Leave, which was approved on 08/28/2006 and has not been updated since then;

WHEREAS, the City is now proposing an amendment to eliminate time restrictions for utilization which will allow new employees the opportunity to utilize accrued leave as it becomes available;

WHEREAS, there is no additional cost to the City by approving this policy amendment.

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

I.

THAT Policy 740.00 – Sick Leave, 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 this the 27th day of October, 2025.

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

Policy NO. 740.00 SICK LEAVE

This policy applies to all non-exempt and exempt, regular full-time non-civil service Employees

Paid sick leave shall be earned and used as follows:

- All regular full-time Employees earn 3.07 hours of sick leave for each bi-weekly pay period worked, up to a maximum of 80 hours per twelve (12) consecutive calendar months.
- All non-civil service Employees will be allowed to accumulate a maximum of thirty (30) days (240 hours) sick leave. In December of each year, the City shall buyback sick leave in excess of 240 hours at a rate of 50% and the hours in excess of 240 shall be removed from the employee's accrual banks. This policy does not affect sick leave earned prior to January 1, 1984.
- Sick leave shall be credited as earned and may be taken in increments of one hour or fraction thereof, ~~after the Employee has completed 90 days of consecutive City service.~~
- Sick leave may be used only for absence from duty because of personal illness, illness in the immediate family, injury, or routine medical or dental appointments which cannot be reasonably scheduled outside of working hours. Eligible Employees shall take paid sick leave concurrently with FMLA leave when appropriate under the circumstances. Appendix D-1 Leave Request Form.
- The City may request and obtain verification of the circumstances surrounding any use of sick leave beginning from the first day of absence. After an absence of 3 days a medical release is mandatory before an employee may return to work.
- Accrued vacation leave may be used to supplement sick leave upon the request of the Employee. Pay shall be discontinued when authorized leave is exhausted.
- An Employee shall use accrued paid sick leave concurrently with Family and Medical Leave Act ("FMLA") leave when the Employee's reasons for such leave falls within those covered under the FMLA. Once an employee has exhausted all leave accruals shall discontinue.
- Sick leave credits are not transferable between Employees.
- Abuse of sick leave may be grounds for disciplinary action up to and including termination of employment.

Civil Service Employees shall accrue leave as specified in collective bargaining contracts.

Approved: August 28, 2006

Proposed Amendment Effective Date: 10/27/2025

AGENDA ITEM #9



**City of Kingsville
Finance Department**

TO: Mayor and City Commissioners

CC: Charlie Sosa, City Manager

FROM: Deborah Balli, Finance Director

DATE: October 9, 2025

SUBJECT: BA #03 - Request to roll end of year purchase orders for items ordered or projects started in FY 24-25 that are expected to be received or completed in FY 25-26.

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 if the project has been started but not yet completed. If there are purchase orders in that state, the purchase order and the associated budget must both be rolled to the next fiscal year 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, 2025. 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:

- Fund 001-PO 252592-R1 – Name Plate & Signature Stamps - \$69.22
- Fund 001-PO 252601-R1 – (3) Evidence Supplies - \$467.00
- Fund 001-PO 252359-R1 – (1) 2025 Ford F 150 Police Responder, (1) Factory Options, (1) Additional Delivery, and (1) Unpublished Options - \$92,552.33
- Fund 001-PO 252652-R1 – (1) Motor for Scag Mower - \$2,500.00
- Fund 001-PO 252210-R1 – (1) AED Package for Pool - \$1,524.93
- Fund 051-PO 251420-R1 – Utility Rate Study COK - \$25,000.00
- Fund 051-PO 251721-R1 – Lift Station Repairs South Creek & Golf Course - \$7,295.00
- Fund 051-PO 250983-R1 – Technician to troubleshoot blowers North/South Pit- \$7,672.30
- Fund 051-PO 251168-R1 – Parts and Class I Turbplex Maintenance - \$25,532.94



**City of Kingsville
Finance Department**

- Fund 051-PO 250053-R1 – Generator Maintenance South, North, and Lift Stations - \$7,047.16
- Fund 055-PO 252163-R1 – Low Water Crossing (W. D Ave) - \$72,165.00
- Fund 055-PO 252106-R1 – Water Crossing Repair Project (W Ave D) - \$98,164.60
- Fund 055 and Fund 068-PO 252258-R1 – City Wide Misc Concrete & Drainage Imp Phase 3- \$651,179.39
- Fund 092-PO 241197-R2 – Resurfacing of Kleberg Ave- \$30,273.11
- Fund 113-PO 240273-R2 – GLO Sanitary Sewer Projects- \$123,652.34
- Fund 113-PO 240274-R2 – Admin Services GLO Contract 22-082-016-D218- \$71,993.62
- Fund 113-PO 250870-R1 – Project 6 10th Street 22-082-016-D218- \$78,855.60
- Fund 113-PO 252066-R1 – Project 1 14th Street 22-082-016-D218- \$ 2,398,330.21
- Fund 116, Fund 117, Fund 118, and Fund 119-PO 221138-R4 – TWDB Master Plan for Locations 1 (Fairview Heights), 3 (Warren Ave), 4 (Alexander Ave), 7 (Pasadena)- \$436,765.40
- Fund 122-PO 231279-R3 – GLO Storm Water Project (GLO-MIT Contract No. 22-085-009-D237- \$1,305,045.00
- Fund 122-PO 240275-R2 – Admin Services for GLO Storm Water Project D237 (GLO-MIT Contract No. 22-085-009-D237)- \$325,682.40
- Fund 122-PO 252452-R1 – GLO SW Pro.2 N 19th St Storm Water Imp- \$1,453,333.03
- Fund 122-PO 252453-R1 – GLO No 10th Armstrong SW- \$1,008,793.45
- Fund 128-PO 231640-R3 – TWDB Master Plan for Location 8 (Paulson Falls)- \$372,570.00
- Fund 130-PO 252209-R1 – Bid No. 25-10 for 2024 Generator for Pumphouse at Water Well No. 14 FEMA-DR-4586- \$15,900.00
- Fund 151-PO 240858-R2 – (2) Residential Garbage Trucks- \$674,084.14
- Fund 153-PO 250975-R1 – 6506 MTS PWRPRO Cot High Cnfig, Power Load and Lifepak 15V4 Monitor/Defib, Lucas Chest Compression- \$93,652.81
- Fund 153-PO 241898-R2 – One Pierce Enforcer Ascendant Single Axle Ladder, Buy Board 651-21 (Fire), and One Pierce Enforcer Pumper- \$2,448,461.00
- Fund 153-PO 242101-R2 – HGAC AM10-23 (EMS) and 2024 Ford F-450 4x2 EMS Ambulance Unit- \$394,050.00
- Fund 153-PO 241973-R2 – New Fire Station Design BRW- \$97,568.00
- Fund 153-PO 252463-R1 – Construction of Fire Station #3- \$8,178,123.06

Failure to roll forward the budgets for the rolled purchase orders will require current FY 25-26 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 24-25.

Recommendation:

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

ORDINANCE NO. 2025-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET TO SETUP BUDGET FOR ROLLED OVER PURCHASE ORDERS.

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 2025-2025 budget be amended as follows:

**CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#3**

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 001 – General Fund					
<u>Expenditures - 5</u>					
1010	City Mgr.	Supplies	21100	\$69.22	
2102	Patrol Div.	Supplies-CID	21104	\$467.00	
2102	Patrol Div.	Vehicle	71100	\$92,552.33	
4503	Parks Maint.	Minor Eq/Furniture	21700	\$2,500.00	
4513	Parks- Rec	Minor Eq/Furniture	21700	\$1,524.93	
Fund 051 – Utility Fund					
7001	WW North	Prof. Services	31400	\$3,313.46	
7002	WW South	Prof. Services	31400	\$1,631.72	
7003	WW Sewer	Prof. Services	31400	\$2,101.98	
7001	WW North	Utility Plant	54300	\$25,000.00	
7001	WW North	Utility Plant	54300	\$7295.00	
7001	WW North	Utility Plant	54300	\$7,672.30	
7001	WW North	Utility Plant	54300	\$5,510.94	
7002	WW South	Utility Plant	54300	\$20,022.00	
Fund 055 – Stormwater Drain Cap Project					
8600	Stormwater	Drainage	71600	\$72,165.00	
8600	Stormwater	Drainage	71600	\$98,164.60	
8600	Stormwater	Drainage	71600	\$203,603.02	

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 068 – CO Series 2013- Drainage					
3050	Street	Drainage	53100	\$447,576.37	
Fund 092 – Street Fund					
3050	Street	Street & Bridge	52100	\$30,273.11	
Fund 113 – Citywide Wastewater Collection System Improv					
7003	Sewer Const	Prof. Services	31400	\$123,652.34	
7003	Sewer Const	Prof. Services	31400	\$71,993.62	
7003	Sewer Const	CW WW Collection Improv	72202	\$78,855.60	
7003	Sewer Const	CW WW Collection Improv	72202	\$2,398,330.21	
Fund 116- Drainage Master Plan- LOC 7 Improv- Project #40135					
8600	Stormwater	Drainage- Loan	71600	\$94,822.39	
Fund 117- Drainage Master Plan- LOC 1 Improv- Project #40142					
8600	Stormwater	Drainage- Loan	71600	\$102,002.51	
Fund 118- Drainage Master Plan- LOC 3 Improv- Project #40143					
8600	Stormwater	Drainage- Loan	71600	\$105,118.50	
Fund 119- Drainage Master Plan- LOC 4 Improv- Project #40144					
8600	Stormwater	Drainage- Loan	71600	\$134,822.00	
Fund 122- General Land Office Hurr. Harvey Mit Grant					
3050	Street	Prof. Services	31400	\$1,305,045.00	
3050	Street	Prof. Services	31400	\$325,682.40	
3050	Street	Drainage	71600	\$1,453,333.03	
3050	Street	Drainage	71600	\$1,008,793.45	
Fund 128 - Drainage Master Plan- LOC 8 Improv- Project #40192					
8600	Stormwater	Drainage- Loan	71600	\$372,570.00	
Fund 130 - TX Severe Winter Storm Grant- Backup Generator					
6002	Water Prod	Machinery & Equipment	71200	\$15,900.00	
Fund 151 – CO Series 2023A- GF					
1702	Sani Collect	Machinery and Equipment	71200	\$674,084.14	
Fund 153 – CO Series 2024					
2200	Fire	Vehicle	71100	\$93,652.81	
2200	Fire	Vehicle	71100	\$2,448,461.00	

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
2200	Fire	Vehicle	71100	\$394,050.00	
2200	Fire	Building	71300	\$97,568.00	
2200	Fire	Building	71300	\$8,178,123.06	

[To amend the City of Kingsville FY 25-26 budget to set up budget for rolled over purchase orders. Funding will come from the unappropriated fund balance of the associated fund. Rolled over Purchase Orders include:

- 252592-R1 – Name Plate & Signature Stamps - \$69.22
- 252601-R1 – (3) Evidence Supplies - \$467.00
- 252359-R1 – (1) 2025 Ford F 150 Police Responder, (1) Factory Options, (1) Additional Delivery, and (1) Unpublished Options - \$92,552.33
- 252652-R1 – (1) Motor for Scag Mower - \$2,500.00
- 252210-R1 – (1) AED Package for Pool - \$1,524.93
- 251420-R1 – Utility Rate Study COK - \$25,000.00
- 251721-R1 – Lift Station Repairs South Creek & Golf Course - \$7,295.00
- 250983-R1 – Technician to troubleshoot blowers North/South Pit- \$7,672.30
- 251168-R1 – Parts and Class I Turblex Maintenance - \$25,532.94
- 250053-R1 – Generator Maintenance South, North, and Lift Stations - \$7,047.16
- 252163-R1 – Low Water Crossing (W. D Ave) - \$72,165.00
- 252106-R1 – Water Crossing Repair Project (W Ave D) - \$98,164.60
- 252258-R1 – City Wide Misc Concrete & Drainage Imp Phase 3- \$651,179.39
- 241197-R2 – Resurfacing of Kleberg Ave- \$30,273.11
- 240273-R2 – GLO Sanitary Sewer Projects- \$123,652.34
- 240274-R2 – Admin Services GLO Contract 22-082-016-D218- \$71,993.62
- 250870-R1 – Project 6 10th Street 22-082-016-D218- \$78,855.60
- 252066-R1 – Project 1 14th Street 22-082-016-D218- \$ 2,398,330.21
- 221138-R4 – TWDB Master Plan for Locations 1 (Fairview Heights), 3 (Warren Ave), 4 (Alexander Ave), 7 (Pasadena)- \$436,765.40
- 231279-R3 – GLO Storm Water Project (GLO-MIT Contract No. 22-085-009-D237- \$1,305,045.00
- 240275-R2 – Admin Services for GLO Storm Water Project D237 (GLO-MIT Contract No. 22-085-009-D237)- \$325,682.40
- 252452-R1 – GLO SW Pro.2 N 19th St Storm Water Imp- \$1,453,333.03
- 252453-R1 – GLO No 10th Armstrong SW- \$1,008,793.45
- 231640-R3 – TWDB Master Plan for Location 8 (Paulson Falls)- \$372,570.00
- 252209-R1 – Bid No. 25-10 for 2024 Generator for Pumphouse at Water Well No. 14 FEMA-DR-4586- \$15,900.00
- 240858-R2 – (2) Residential Garbage Trucks- \$674,084.14
- 250975-R1 – 6506 MTS PWRPRO Cot High Cnfig, Power Load and Lifepak 15V4 Monitor/Defib, Lucas Chest Compression- \$93,652.81
- 241898-R2 – One Pierce Enforcer Ascendant Single Axle Ladder, Buy Board 651-21 (Fire), and One Pierce Enforcer Pumper- \$2,448,461.00
- 242101-R2 – HGAC AM10-23 (EMS) and 2024 Ford F-450 4x2 EMS Ambulance Unit- \$394,050.00

- 241973-R2 – New Fire Station Design BRW- \$97,568.00
- 252463-R1 – Construction of Fire Station #3- \$8,178,123.06

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 27th day of October 2025.

PASSED AND APPROVED on this the 10th day of November 2025.

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
Police Department**

TO: Mayor and City Commissioners

CC: Charlie Sosa, Interim City Manager

FROM: John Blair, Chief of Police

DATE: January 16, 2025

SUBJECT: FY2026 Operation Lone Star Grant Program (OLS)

Summary:

The Police Department respectfully requests the City Commission's approval of a resolution to apply for and, if awarded, accept and expend FY2026 Operation Lone Star (OLS) Grant Program funds. The grant period spans from September 1, 2025, to August 31, 2026.

Background:

The FY2026 Operation Lone Star Grant Program is designed to enhance interagency border security operations to support the ongoing objectives of Operation Lone Star. This initiative aims to deter and interdict criminal activity, reduce border-related crimes, and improve intelligence-sharing and operational efficiency among law enforcement agencies.

The program focuses on the following key objectives:

1. Enhancing the effectiveness of border security operations.
2. Reducing border-related criminal activities, including drug smuggling and human trafficking.
3. Implementing improved operational strategies and increasing coordination between local and state law enforcement agencies.
4. Disrupting criminal organizations, including gangs and cartels.
5. Increasing the number and quality of actionable intelligence products to target the most significant threats.

Program funding can be used for overtime pay, temporary personnel, equipment, training, and travel costs, among other eligible activities. The program is critical to our department's ability to contribute effectively to statewide border security efforts.



City of Kingsville Police Department

Financial Impact:

The Operation Lone Star Grant is a reimbursement-based program, requiring no cash match from the City of Kingsville. This grant will allow us to fund the following law enforcement activities:

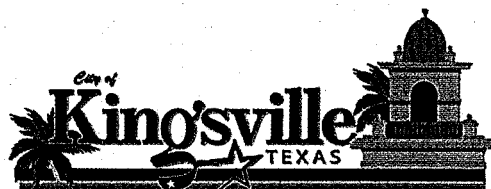
- **Personnel Costs:** Overtime, staffing positions, and backfill costs for both peace officers and support staff.
- **Equipment and Technology:** Procurement or rental of equipment to enhance border security operations.
- **Supplies and Operating Costs:** Fuel, maintenance, and other direct operational expenses incurred during OLS activities.
- **Travel and Training:** Reimbursement for travel, lodging, and per diem associated with personnel engaged in OLS operations.

By leveraging these funds, the department can support critical border security activities without impacting the city's budget.

The grant for "Operation Lone Star" is a reimbursement grant and does not require any cash match.

Recommendation:

The Police Department recommends that the City Commission approve the resolution authorizing the department to apply for, accept, and administer the FY2026 Operation Lone Star Grant Program. This resolution is essential for ensuring our continued contribution to border security and enhancing the safety and security of our community.



ORDINANCE NO. 2025-_____

AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET TO ACCEPT AND EXPEND THE OPERATION LONE STAR GRANT AWARD #4385704 FOR PERSONNEL, TRAVEL & TRAINING, EQUIPMENT, SUPPLIES AND DIRECT OPERATING EXPENSES.

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 2025-2026 budget be amended as follows:

CITY OF KINGSVILLE
DEPARTMENT EXPENSES
BUDGET AMENDMENT – BA#4

Dept No.	Dept Name	Account Name	Account Number	Budget Increase	Budget Decrease
Fund 208 – Lonestar Grant					
<u>Revenues- 4</u>					
2100	Police	State Grants	72010	\$475,809.21	
Fund 001 – General Fund					
<u>Expenditure</u>					
2100	Police	Overtime	11200	\$125,000.00	
2100	Police	Salaries	11100	\$113,043.50	
2100	Police	Longevity	11300	\$1,320.00	
2100	Police	Group Health Insurance	11600	\$46,468.92	
2100	Police	TMRS	11400	\$11,357.26	
2100	Police	FICA	11500	\$8,793.82	
2100	Police	Workers Compensation	11700	\$3,234.75	
2100	Police	Unemployment	11800	\$244.00	
2100	Police	Life Insurance	12300	\$216.00	
2100	Police	Certification Pay	11900	\$479.96	
2100	Police	Training	31600	\$7,000.00	
2100	Police	Computers & Assoc Equip	22600	\$113,536.00	
2100	Police	Minor Equipment	21700	\$16,255.00	
2100	Police	Machinery & Equipment	71200	\$7,360.00	
2100	Police	Supplies	21100	\$21,500.00	

[To amend the City of Kingsville FY 25-26 budget to accept and expend the Operation Lone Star grant award #4385704 for personnel, travel & training, equipment, supplies and direct operating expenses. Funding will come from the Grant awarded for the stated purpose.]

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 27th day of October 2025.

PASSED AND APPROVED on this the 10th day of November 2025.

EFFECTIVE DATE: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney

AGENDA ITEM #11



MEMO

Date: October 7th, 2025

To: Charlie Sosa (City Manager)

From: Erik Spitzer (Director of Planning and Development Services)

Subject: **The City of Kingsville Planning and Development Services Department is seeking approval from the City Commissioners and Mayor to modify language in the existing City of Kingsville Ordinance Sections 9-7-5 (Correction by city; lien) and 9-7-6 (Abatement of nuisance lots; administrative fees) .**

Summary: During a recent review of the City of Kingsville ordinances, Sections 9-7-5 (Correction by city; lien) and 9-7-6. (Abatement of nuisance lots; administrative fees), it was determined that existing language in both sections requires modification to accurately label fees approved last year for property abatement and avoid customer confusion with respect to the word, "administrative."

Background: The City of Kingsville Commissioners approved amending Kingsville Code of Ordinances Section 9-7-6 on September 23rd, 2024. The ordinance (# 2024-73) became effective on October 14th, 2024.

Sec. 9-7-5. - Correction by city; lien.

(A) That the provisions of this section shall be cumulative of any criminal penalties or civil remedies provided for herein.

(B) Upon a determination that noxious matter exists upon a premises, the owner of the premises shall be given notice to abate such noxious matter within seven days after the receipt of such notice. Should the owner of the premises fail to comply with such notice of abatement within seven days, the city may:

- (1) Do the work or make the improvements required; and
- (2) Pay for the work done or improvements made and charge the expenses to the owner of the property.

(C) The city in the notice of violation may inform the owner:

- (1) By mail and a posting on the property; or
- (2) By personally delivering the notice that if the owner commits another violation of the same kind or nature that poses a danger to the public health and safety on or before the first anniversary of the date of the notice, the city without further notice may correct the violation at the owner's expense and assess the expense against the premises.

(D) After the work has been completed and paid for by the city, a statement of expenses incurred by the city to abate such conditions and administrative fees as prescribed by separate ordinance shall be mailed to the owner of the property. The owner of the property shall pay for work and administrative fees within 30 days of the date of mailing thereof.

(E) In the event that the amount shown on the said statement for the work and administrative fees has not been paid within 30 days of mailing, the city shall assess expenses incurred under this section as follows:

(1) The Mayor or City Manager shall file a statement of such expenses and administrative fees incurred, giving the amount of such expenses, date on which the work was done or improvements made, state the name of the owner (if known) and the legal description of the property. The statement shall be filed with the County Clerk, and the city shall have a privileged lien on such lot or real estate upon which the work was done or improvements made to secure the expenditures so made, in accordance with the provisions of Tex. Health & Safety Code § 342.006 et seq. This lien shall be second only to tax liens and liens for street improvements; and the amount shall bear 10% interest per annum on the amount due from the date of payment by the city.

(2) It is further provided that for any such expenditures and interest, suit may be instituted and recovery and foreclosure of the lien may be had in the name of the city, and the statement of expenses and administrative fees so made, or a certified copy thereof, shall be prima facie proof of the amount expended for such work or improvements. Should the City file suit to foreclose on any liens to recover unpaid expenditures, fees, interest, and expenses, it shall also be entitled to collect the maximum interest rate allowed, reasonable attorney's fees and other court costs and fees allowable under the law.

(F) The remedy provided by the assessment and foreclosure of lien is in addition to any criminal penalties or other civil remedies provided for herein.

(G) The city may foreclose a lien on property established herein in a proceeding relating to the property brought under Subchapter E, Chapter 33, Tax Code, as amended or hereinafter amended.

(Ord. 2014-08, § I., 3-10-14; Ord. No. 2014-74, § I, passed 12-15-2014, eff. 12-31-2014; Ord. No. 2020-11, passed 1-27-20)

Sec. 9-7-6. - Abatement of nuisance lots; administrative fees.

For each abatement of nuisance lots that are in violation of § 9-7-1 through § 9-7-3 of this code, the fee for abatement of administration is \$150.00 \$300 for the first violation, \$400 for the second violation and \$500 for the third and each subsequent violation for the same property. This fee is to cover the labor, fuel, vehicle expenses, photographic expenses, notice and postage expenses from the initial inspection through the time of abatement and submittal for invoicing.

(Ord. 2014-08, § I., 3-10-14; Ord. No. 2020-11, passed 1-27-20)

The department recommends approval.

Erik Spitzer

Director of Planning and Development Services

ORDINANCE NO. 2025-_____

AMENDING THE CITY OF KINGSVILLE CODE OF ORDINANCES SECTIONS 9-7-5 CORRECTION BY CITY; LIEN & 9-7-6 ABATEMENT OF NUISANCE LOTS; ADMINISTRATIVE FEES, PROVIDING FOR REVISION OF LANGUAGE AND FEES; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE AND PUBLICATION.

WHEREAS, the cost to provide these services has gone up since this ordinance was last amended and there is customer confusion regarding terminology;

WHEREAS, this Ordinance is necessary to protect the public safety, health, and welfare of the City of Kingsville.

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

I.

THAT Sections 9-7-5 & 6 of Article 7: Nuisances of Chapter IX, General Regulations, of the Code of Ordinances of the City of Kingsville, Texas, shall be amended to read as follows:

...

§ 9-7-5. - Correction by city; lien.

- (A) That the provisions of this section shall be cumulative of any criminal penalties or civil remedies provided for herein.
- (B) Upon a determination that noxious matter exists upon a premises, the owner of the premises shall be given notice to abate such noxious matter within seven days after the receipt of such notice. Should the owner of the premises fail to comply with such notice of abatement within seven days, the city may:
 - (1) Do the work or make the improvements required; and
 - (2) Pay for the work done or improvements made and charge the expenses to the owner of the property.
- (C) The city in the notice of violation may inform the owner:
 - (1) By mail and a posting on the property; or
 - (2) By personally delivering the notice that if the owner commits another violation of the same kind or nature that poses a danger to the public health and safety on or before the first anniversary of the date of the

notice, the city without further notice may correct the violation at the owner's expense and assess the expense against the premises.

(D) After the work has been completed and paid for by the city, a statement of expenses incurred by the city to abate such conditions and administrative fees as prescribed by separate ordinance shall be mailed to the owner of the property. The owner of the property shall pay for work and administrative fees within 30 days of the date of mailing thereof.

(E) In the event that the amount shown on the said statement for the work and administrative fees has not been paid within 30 days of mailing, the city shall assess expenses incurred under this section as follows:

(1) The Mayor or City Manager shall file a statement of such expenses and administrative fees incurred, giving the amount of such expenses, date on which the work was done or improvements made, state the name of the owner (if known) and the legal description of the property. The statement shall be filed with the County Clerk, and the city shall have a privileged lien on such lot or real estate upon which the work was done or improvements made to secure the expenditures so made, in accordance with the provisions of Tex. Health & Safety Code § 342.006 et seq. This lien shall be second only to tax liens and liens for street improvements; and the amount shall bear 10% interest per annum on the amount due from the date of payment by the city.

(2) It is further provided that for any such expenditures and interest, suit may be instituted and recovery and foreclosure of the lien may be had in the name of the city, and the statement of expenses and administrative fees so made, or a certified copy thereof, shall be prima facie proof of the amount expended for such work or improvements. Should the City file suit to foreclose on any liens to recover unpaid expenditures, fees, interest, and expenses, it shall also be entitled to collect the maximum interest rate allowed, reasonable attorney's fees and other court costs and fees allowable under the law.

(F) The remedy provided by the assessment and foreclosure of lien is in addition to any criminal penalties or other civil remedies provided for herein.

(G) The city may foreclose a lien on property established herein in a proceeding relating to the property brought under Subchapter E, Chapter 33, Tax Code, as amended or hereinafter amended.

(Ord. 2014-08, § I., 3-10-14; Ord. No. 2014-74, § I, passed 12-15-2014, eff. 12-31-2014; Ord. No. 2020-11, passed 1-27-20)

§9-7-6 ABATEMENT OF NUISANCE LOTS; ADMINISTRATIVE FEES

For each abatement of nuisance lots that are in violation of § 9-7-1 through § 9-7-3 of this code, the administrative fee for abatements is \$300 for the first

abatement, \$400 for the second abatement, and \$500 each for the third or more abatement at the same location. This fee is to cover the labor, fuel, vehicle expenses, photographic expenses, notice and postage expenses from the initial inspection through the time of abatement and submittal for invoicing.

(Ord. 2014-08, § I., 3-10-14; Ord. No. 2020-11, passed 1-27-20)

.....

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 be codified and become effective on and after adoption and publication as required by law.

INTRODUCED on this the 27th day of October, 2025.

PASSED AND APPROVED on this the 10th day of November, 2025.

Effective Date: _____

Sam R. Fugate, Mayor

ATTEST:

Mary Valenzuela, City Secretary

APPROVED AS TO FORM:

Courtney Alvarez, City Attorney