



Corpus Christi

1201 Leopard Street
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cctexas.com

Meeting Minutes

City Council Workshop Session

Tuesday, August 9, 2016

9:00 AM

City Council Chambers

BUDGET WORKSHOP

Public Notice - - ITEMS ON THIS AGENDA ARE FOR COUNCIL'S INFORMATIONAL PURPOSES ONLY. NO ACTION WILL BE TAKEN AND NO PUBLIC COMMENT WILL BE SOLICITED.

THE USE OF CELLULAR PHONES AND SOUND ACTIVATED PAGERS ARE PROHIBITED IN THE CITY COUNCIL CHAMBERS DURING MEETINGS OF THE CITY COUNCIL.

A. Mayor Nelda Martinez to call the meeting to order.

Mayor Martinez called the meeting to order.

B. Invocation to be given by Chaplain Lynne Blackler, CHRISTUS Spohn Health System.

Chaplain Lynne Blackler gave the invocation.

C. Pledge of Allegiance to the Flag of the United States to be led by Gilbert Sanchez, Safety and Risk Manager.

Safety and Risk Manager Gilbert Sanchez led the Pledge of Allegiance.

D. City Secretary Rebecca Huerta to call the roll of the required Charter Officers.

City Secretary Rebecca Huerta called the roll and verified that a quorum of the City Council and the required Charter Officers were present to conduct the meeting.

Charter Officers:

City Manager Margie C. Rose, City Attorney Miles K. Risley and City Secretary Rebecca Huerta.

Present 8 - Mayor Nelda Martinez, Council Member Mark Scott, Council Member Carolyn Vaughn, Council Member Lillian Riojas, Council Member Brian Rosas, Council Member Chad Magill, Council Member Colleen McIntyre, and Council Member Rudy Garza Jr.

Absent 1 - Council Member Lucy Rubio

E. BRIEFINGS TO CITY COUNCIL:

1. Fiscal Year 2016-2017 Budget Workshop - General Fund and Internal Service Funds

Mayor Martinez referred to Item 1. City Manager Margie C. Rose stated that the purpose of this item is to present the proposed FY2016-2017 Operating Budget. The Operating Budget consists of approximately \$874.7 million, of which \$230.7 million is the General Fund. The budget was prepared using the zero-based budgeting type process. Departments prepared their budgets based on services, cost, and full-time equivalents (FTE). Departments provided decision packages in the amount of approximately \$9 million. Today's presentation will consist of two of the five major funds of the Operating Budget, the General and the Internal Service Funds. Each department will provide an overview of their departments.

Interim Assistant Director of Management and Budget Christine Garza stated that the purpose of this item is to provide an overview of the General Fund. Ms. Garza presented the following information: the mission of the General Fund; the number of General Fund employees; the General Fund revenue resources; General Fund total expenditures; projected change in fund balance; and the recommended decision packages. Ms. Garza stated that each department will present the following information: mission statements; mission elements; key services with FTEs; efficiencies; and revenues and expenditures.

Police Chief Mike Markle presented the budget information for the Police Department, Animal Care and Vector Services and the Code Enforcement Division. The Police Department's FY16 achieved efficiencies include: the consolidation of fleet and video camera system staff to Building 5 which eliminated rental costs and improved efficiencies for turn-around of units; moving overflow evidence property to a new location; and moving parking control from Wilson Plaza to La Retama Central Library. The FY17 planned efficiencies include: 125 additional body cameras; adding more automated ticket writers; electronic filing of criminal cases; increase in revenue through collection of 9-1-1 fees; and transfer of parking meters on North Beach back to the Police Department. The Animal Care and Vector Services' FY16 achieved efficiencies include: increasing the number of rescues from 30 to 142 and refining the mosquito management plan. The FY17 planned efficiencies include: decreasing the number of owner surrenders and maintaining a live release rate of 80%. The Code Enforcement Division's FY16 achieved efficiencies include: increasing the number of calls brought into voluntary compliance to exceed last year's totals and increasing the number of abatements. The FY17 planned achievements include: increase the number of abatements of problematic properties and increase the number of calls brought into voluntary compliance.

Discussion topics related to Police, Animal Care, and Code Enforcement included: the reasoning for assigning a veterinarian tech versus hiring an additional veterinarian; plans to apply for the American Society for the Prevention of Cruelty to Animals (ASPCA) grant to transport animals in FY17; whether there are issues regarding limited food for Animal Care; an additional building for Animal Care to house more animals; the reliance of Animal Care on volunteers; the perception that volunteer hours are limited; unlimited volunteer hours through the Volunteers in Police Service (VIPS) program; and the live release rate.

Fire Chief Robert Rocha presented the budget for the Fire Department. The FY16 achieved efficiencies include: continued implementation of the recommendations made in the MGT of America, Inc. Efficiency Study 2013; starting the Fire Department Accreditation Process; Academy Class 38 near completion of Paramedic School; and implementation of Emergency Medical Dispatch (EMD). The FY17 planned efficiencies include: completion of Fire Station 18; Continuing through Year 2 of Accreditation Process; hiring Academy Class 39; and completion of the switch from analog to digital transmission of calls (Zetron upgrade).

Discussion topics regarding the Fire Department's budget included: support for the Academy Class and estimated construction dates for Fire Station 18.

Director of Solid Waste Lawrence Mikolajczyk presented the budget for Solid Waste. The FY16 achieved efficiencies include: increased refuse truck diversion to the J.C. Elliott Transfer Station; the public-private partnership with the Gulley-Hurst Landfill, increasing compaction rate; and achieved 100% compliance at all Texas Commission on Environment Quality (TCEQ) related sites, allowing focus on operations. The FY17 planned efficiencies include: to further optimize WM Logistics Routing software to streamline route efficiency; increase the DriveCam program monitoring and compliance to help reduce vehicle-related accidents and injuries; and utilize the expertise of top industry professionals in developing operational and financial strategies to keep pace with technologies and trends.

Discussion topics regarding Solid Waste included: whether the change to the return to the general fund amount is due to a debt service payment; routing software and real-time technology; use of the Reverse Alert System to inform citizens of the location of Solid Waste pick-ups; and the glass recycling program.

Interim Director of Parks and Recreation Stacie Talbert Anaya presented the Parks and Recreation budget. The FY16 achieved efficiencies include: implementation of Beach Operation's trash removal; the WellMed partnership at Zavala Senior Center; streamlining the Special Events permitting process; and disposition of park land per the Parks Master Plan. The FY17 planned efficiencies include: a playground replacement program; moving to a palm tree trimming contract; a Latchkey staff incentive and retention program; and an Request for Proposal (RFP) for Senior Centers partnerships.

Discussion topics regarding Parks and Recreation included: the loss of seven FTEs; the increase in payroll; potential revenue from the Meals-on-Wheels program; changes to the pool hours for more efficiency; the decision package for an interlocal agreement for the natatorium; additional RFP partnerships for senior centers; integration of Strike Team activities into daily operations; and the Parks Master Plan 2017.

Director of Municipal Court Gilbert Hernandez presented the budget for Municipal Court Administration. The FY16 achieved efficiencies include: development of a formal training program for employees; development of a plan to contact customers with new warrants issued to improve the rate of warrant clearances; and development of an online payment process. The FY17 planned efficiencies include: streamlining issuance of warrants and preparing for judicial signatures; to improve inbound call-handling and answer 90% of calls

100% of the time; and to improve the community service program and provide workers for city departments and non-profit organizations.

Discussion topics regarding Municipal Court Administration included: updating the City Council on the efficiency upgrades for FY17; an explanation of the juvenile case manager funds; the reason for the increase in personnel; and an explanation of the decrease in operating costs.

Director of Libraries Laura Garcia presented the Library budget. The FY16 achieved efficiencies include: replacement previous vehicle with a fuel efficient Compressed Natural Gas (CNG) cargo delivery van; utilizing volunteers and senior work programs to supplement staff shortages; implementation of Radio Frequency Identification (RFID) efficiency project; and implementing new technologies to reduce waste of supplies. The FY17 planned efficiencies include: implementing technology to increase sharing of resources to reduce purchases for programming; research expanding work program partnerships; and continue the RFID efficiency project.

A council member asked questions regarding the number of librarians and a breakdown of the number of visitors at the six libraries.

Director of Public Health District Annette Rodriguez presented the Health Department budget. The FY16 achieved efficiencies include: restructuring of the Health District's operations into four operational divisions; development of a Health District grant tracking system; installation of and training for Vital Statistics staff on new payment processing system to process customer payments more expediently and securely; re-organization of the Environmental and Consumer Health Division files; and streamlining the food handlers training class from two hours down to one hour. The FY17 planned efficiencies include: to develop a unified Community Health Services Clinic; create a centralized Health District patient intake and billing unit; and expand services to include Medicare and private insurance.

Discussion topics for the Health District included: the deficit in the Mind, Education, Nutrition, Do It! (MEND) program for the transition year; whether there were any funds lost through the MEND program; the decision package for building security; and the grant for STEP increases for grant-funded employees.

Interim Director of Human Resources Steven Viera presented the budget for Human Resources. The FY16 achieved efficiencies include: the new expedited recruitment cycle; consolidation of jobs; implementation of an electronic performance appraisal system; and complete transition to electronic Human Resources employee records. The FY17 efficiencies include: creating an in-house temporary employee program; creating new job descriptions to meet market desire; paperless employee out-processing; and implementation of Learning Management System (LMS).

Discussion topics regarding Human Resources included: the recent significant changes in the department; cost efficiencies; creation of an in-house temporary employee program; and recruitment for engineering and public safety.

Director of Financial Services Constance Sanchez presented the budget for Financial Services. The FY16 efficiencies included: closing the financial books

on a monthly basis; shortening the time to close the books at year end; and cleaning up the bank reconciling process by decreasing the number of reconciling items. The FY17 efficiencies include: implementation of reporting software to shorten the time needed to prepare the Comprehensive Annual Financial Report (CAFR); implementation of a specialized grant application package to enhance the financial management of grants and automate the payroll process by upgrading time-keeping software.

Discussion topics regarding Financial Services included: procurement of CAFR software in the current fiscal year; on-going efforts to catch up on Texas Municipal Retirement System (TMRS) contributions; income projections for TMRS; and a discussion on employee step increases in relation to TMRS.

City Attorney Miles K. Risley presented the budget for the Legal Department. City Attorney Risley reported on the FY16 achieved efficiencies: improved training opportunities by providing the availability of at least 50 hours/year of in-house training for attorneys; established litigation, labor-employment and construction divisions that are comparable to City's largest law firms in training and skill; provided in-house legal services to the maximum extent that can be provided by legal generalists from within the local area; reduced lawsuits filed against the City by vigorously defending claims and lawsuits; analyzed the ability of software to reduce Public Information Act (PIA) staffing burden; and developed and documented policies and procedures to regularize and professionalize legal operations. There was a brief discussion on the operating revenue.

Interim Budget Officer Reba George presented the budgets for General Government consisting of the following departments: Mayor's Office, City Secretary's Office, City Council, City Auditor, Municipal Court - Judicial, City Manager, Deputy City Manager, Assistant City Manager - Safety, Health & Neighborhoods, Intergovernmental Relations, Communications, Office of Management & Budget and Office of Strategic Management.

Discussion topics regarding the General Government budgets included: the savings from the zero-based budgeting type process; the increase in proposed expenditures for City Council due to internal service allocations; staff time dedicated to the Mayor's 4th of July Big Bang Celebration; and that anticipated election costs are to be reflected in the schedule of adjustments in the budget.

After the presentation on General Fund departments, there was a brief discussion regarding the financial policy related to the \$1 million transfer from the General Fund for streets.

Interim Budget Officer Reba George presented the budgets in the Internal Services Fund, including the following information: the mission and mission elements; the departments in the Internal Service Fund; the number of internal service fund employees; revenue; total expenditures; and the projected change in fund balance. Ms. George stated that each department director will present the following information: mission statements; mission elements; key services with FTE; efficiencies; and revenues and expenditures.

Director of Engineering Services Jeff Edmonds presented the Engineering Services budget. The FY16 achieved efficiencies include: a focus on reducing cycle times for key functions: invoice processing, change order processing,

and small architectural/engineering (AE) contract execution. The FY17 planned efficiencies include: create and fill two new Assistant Director positions; and continue to streamline and standardize processes as part of the performance improvement plan.

Interim Director of Facilities Maintenance Edgar Leonard presented the budget for Facilities Maintenance. The FY16 achieved efficiencies include: maximized force account by using outsourcing only for specialty services, emergencies, and for surge needs beyond the capacity and capability of force account; managed real estate and space needs with Microsoft Access or Excel in lieu of Tririga Space Management Application Program; and centralized P-Card validation. The FY17 planned efficiencies include: require a cost estimate for all procurements to determine that prices are fair and reasonable; maintain low-limit inventory on critical, long lead-time parts or components; and institute a comprehensive preventative maintenance program.

Discussion regarding Facilities Maintenance included: an inventory of facilities not utilized and underutilized; disposing of properties; that there is a current excess of two Class 2 buildings; and reviewing the ability to co-locate various services during the needs assessment.

Assistant Director of Finance Kim Baker presented the budget for the Purchasing Stores Fund. The FY16 achieved efficiencies include: created procurement and contract templates to increase the efficiency of purchases; reorganized staff into teams to better support department needs; created reports to monitor purchases citywide for better efficiency in buying and future cost savings; achieved getting warehouse roof repaired; changed the allocation method for warehouse sales to reduce costs to departments and encourage increased use of the warehouse; and revisions were made to the P-Card policy to reduce risk and losses. The FY17 Planned efficiencies include: development of more standard templates to streamline purchases; review co-op purchasing and train staff on usage of co-ops to decrease time to purchase; increase use of the warehouse to streamline purchasing efforts; improve education on purchasing and contract administration; implement a barcoding system at the warehouse; and create more consolidated contracts for economies of scale and increased efficiencies to improve that process.

The remaining portion of the Internal Services Fund and the Enterprise Fund, Special Revenue Funds and Debt Service Funds presentations will be provided at the next City Council Workshop on August 16, 2016.

F. ADJOURNMENT

The meeting was adjourned at 11:12 a.m.