

SPECIAL MEETING

CITY COMMISSION

HARLINGEN, TEXAS

July 20, 2010

A Special Meeting of the Harlingen Elective Commission was held on Tuesday, July 20, 2010 at 5:30 p.m. at City Hall, Town Hall at 118 E. Tyler, Harlingen, Texas. Those in attendance were:

Mayor and City Commission

Chris Boswell, Mayor
Joey Trevino, Mayor Pro Tem
Gustavo C. Ruiz, Commissioner District 1
Robert Leftwich, Commissioner District 2
Kori Marra, Commissioner District 3
Jerry Prepejchal, Commissioner District 4

Staff Present:

Gabriel Gonzalez, Interim City Manager
Roxann Pais Cotroneo, City Attorney
Roel Gutierrez, Finance Director
Elvia Trevino, Assistant Finance Director
Elena Garza, Assistant City Secretary

Mayor Boswell called the meeting to order.

DISCUSSION ON THE CITY'S PROPOSED BUDGET FOR FISCAL YEAR 2010-2011.

Gabriel Gonzalez, Interim City Manager stated that all the major departments had been previously addressed and tonight they would be discussing the smaller departments. Starting with the Internal Auditor's budget.

Sandra Gonzalez, Internal Auditor stated that she makes sure that there is internal control in all City departments. Also, that all procedures are consistent with city policies. She oversees and reports to the Audit Committee.

Mr. Gonzalez reported that the Internal Auditor budget salaries decreased by \$1,052, from \$58,118 to \$57,066. The overall budget decreased by \$25.00.

He continued with the Legal Department and stated that budget salaries decreased by \$18,353. The collective bargaining budget went up \$3,000 and this is the third and final year of the collective bargaining agreement. The overall budget decreased \$22,131.

Charlie Kidder, MIS Director gave a brief overview of his department. He stated that the department consists of six full-time employees, a Systems Programmer Analyst, three Computer Technology nerds, one Graphic Art Specialist and an MIS Director. The goal of his department is to maintain the best technology needs for the City of Harlingen.

Mr. Gonzalez proceeded with the MIS department budget and stated the one major cost that they are looking at this time is getting the agendas scanned and placed online. Those expenditures are not listed on this budget, but the City will find the funds.

Roxann P. Cotroneo, City Attorney stated this will be a one-time expense for a high tech scanner.

Mr. Gonzalez stated the next goal for the City is transfer to paperless agendas so the City Council will be able to view the agenda packet via an iPad or a laptop. The overall budget decreased by \$18,000.

Mr. Gonzalez continued with the Arts & Entertainment budget and stated that Joel Humphries was not present to present to discuss his budget. One of the major changes in this department is that in the past the City had funded the productions that would come in. What the City is doing now is leasing the facility to the promoters and have them put on the productions. The overall budget for the department decreased \$129,632.

The Museum consists of three office personnel; two are full-time and one is part-time. The department salary budget had an increase of \$2,206. The overall budget had a decrease of \$1,613.

The Mayor and City Commission overall budget is \$43,279. The City Manager's budget salaries decreased \$7,379. The overall budget also decreased \$25,773.

Under Administrative Services there was a \$300,000.00 in savings that was plugged into the budget. There are no election expenses. The overall budget went up \$173,729. He informed the Commission of the \$77,604 that was provided to the Harlingen Boys and Girls Club for operations. The Emergency Medical Service has a budget of \$423,000 that remains unchanged.

Roel Gutierrez, Finance Director gave a brief overview of the departments that he administers which are Purchasing, MIS and Municipal Court. A total of 30 employees fall under his supervision.

Gabriel Gonzalez stated that the department salary budget went up \$13,136. The overall budget also went up \$30,852.

Commissioner Trevino questioned if the TMRS System falls under the Finance Department.

Mr. Gonzalez replied every department takes care of their own TMRS account.

Mayor Boswell congratulated the Finance Department for doing an excellent job in managing the City's finances.

Mr. Gonzalez continued with Municipal Court and stated that budget salaries decreased \$23,096. The Bailiff Warrant Officer was budgeted at \$53,729. The overall budget increased \$65,045.

Discussion followed on the Stabilization Fund and Transfer Fund.

Under the Hotel/Motel account the City has the Birding Festival with a budget of \$33,000 and HPAT with a budget of \$27,000.

Danny Hoehne briefed the Commission on the Birding Festival. He stated that the registration for the festival was increased 25% last year and this year they are increasing it 50%. Just recently a magazine by the name of "Birdzilla" rated the birding festivals in the United States and the Harlingen Birding Festival was rated a number one. There is another group called "Birds Australia" which is a counter part to the American Birding Association. They conducted a review of eight global festivals and the Harlingen Birding Festival was the only one mentioned in the Western Hemisphere.

Commissioner Trevino asked if those honors were promoted. Mr. Hoehne replied it was posted on their website and in their brochure.

Lucy Hillard gave a brief discussion to the Commission on the operations of HPAT.

Commissioner Trevino made a motion to go into Closed/Executive Session pursuant to Chapter 551, Subchapter C., *V.T.C.A. Government Code* (Section 551.074): personnel matters to deliberate the appointment, employment, duties and evaluation of applicants for the position of City Manager. Commissioner Prepejchal seconded the motion and it carried unanimously.

**CLOSED/EXECUTIVE SESSION PURSUANT TO CHAPTER 551, SUBCHAPTER C.,
V.T.C.A. GOVERNMENT CODE (SECTION 551.074): PERSONNEL MATTERS TO**

**DELIBERATE THE APPOINTMENT, EMPLOYMENT, DUTIES AND
EVALUATION OF APPLICANTS FOR THE POSITION OF CITY MANAGER.**

The Executive Session convened at 6:55 p.m. and concluded at 7:18 p.m. with no action taken in closed session.

ANNOUNCED SEMI-FINALISTS FOR THE POSITION OF CITY MANGER.

Mayor Boswell announced the names of the seven semi-finalists for the position of City Manager.

Carlos Yerena
Gabriel Gonzalez
Marie Gelles
David Vela
Thomas Mattis
Robert Herrera
Lanny Lambert

Commissioner Leftwich made a motion to accept the names of the seven finalists and to instruct Efren Fernandez, Human Resources Director to conduct background check and arrange interviews for the seven finalists. Commissioner Prepejchal seconded the motion and it carried unanimously.

**DISCUSSION HELD TO INSTRUCT CITY STAFF ON HOW TO PROCEED WITH
THE HIRING PROCESS TO SELECT THE CITY MANAGER.**

Mayor Boswell advised Mr. Fernandez to setup four interviews on one day and the others on the following day.

**DISCUSSION HELD TO SCHEDULE DATES AND TIMES TO INTERVIEW THE
SEMI-FINALISTS FOR THE POSITION OF CITY MANAGER.**

Mayor Boswell asked the Commissioners if the dates of August 5 and 6 for the interviews were agreeable to all. Some of the Commissioners were not able to attend. He then suggested August 11 and 12 and Commissioner Ruiz and Prepejchal stated they would be out on training. Everyone agreed on August 10 and August 11, 2010 at 5:30 p.m. The amount of time for each interview will be 30 minutes to an hour.

Commissioner Leftwich made a motion to accept the dates of August 10 and August 11, 2010 at 5:30 p.m. for the City Manager interviews. Commissioner Marra seconded the motion and it carried unanimously.

There being no further business the meeting adjourned at 7:25 p.m.

Chris Boswell, Mayor

Attest:

Elena Garza, Assistant City Secretary