

**CITY OF GONZALES, TEXAS**  
**SPECIAL CITY COUNCIL MEETING**  
**GONZALES MUNICIPAL BUILDING 820 ST. JOSEPH STREET**  
**VIA TELEPHONE CONFERENCE**  
**LIMITED IN PERSON ATTENDANCE AVAILABLE**  
**AGENDA –SEPTEMBER 3, 2020 6:00 P.M.**

NOTICE is hereby given that, pursuant to Section 551.045 of the Texas Government Code and the March 16, 2020 order by the Governor of the State of Texas, the City Council will hold a special called meeting on Thursday, September 3, 2020 at 6:00 p.m., via teleconference in accordance with Governor Abbott's order.

This meeting notice, agenda and agenda packet are posted online at [www.gonzales.texas.gov](http://www.gonzales.texas.gov).

In accordance with Governor Abbott's Executive Order 29 issued on July 2, 2020 every person attending the meeting shall wear a face covering over the nose and mouth unless the person is under 10 years of age or has a medical condition or disability that prevents wearing a face covering.

*On March 16, 2020, Governor Abbott suspended several provisions of the Texas Open Meetings Act for the duration of his statewide declaration of disaster, including the new requirement (added by H.B. 2840 last legislative session) that the public has a right to speak on agenda items. This DOES NOT apply to statutorily-mandated public hearings, such as zoning and similar hearings. The Governor has since clarified his intent and stated that citizens should be allowed to offer comments by other means.*

*In person attendance by the public will be limited to 14 which is 50% capacity of the room less Council Members and required staff and should be separated by at least six (6) feet from other groups attending the meeting together. A temporary suspension of certain provisions of the Open Meetings Act to allow telephone or videoconference public meetings has been granted by Governor Greg Abbott. These actions are being taken to mitigate the spread of COVID-19 by avoiding meetings that bring people into a group setting and in accordance with Section 418.016 of the Texas Government Code.*

*Citizens wishing to offer comments on the posted agenda items may email their comments at least two hours prior to the start of the meeting and the comments will be read into the record during the time allocated for citizen comments. Emails may be sent to [citysecretary@gonzales.texas.gov](mailto:citysecretary@gonzales.texas.gov) and must include the name of the citizen*

The public toll-free dial in number to participate in the telephone conference is hosted through FreeConferenceCall.com.

Toll-free call in number: **1-844-854-2222**

When asked for an access code enter **348787#**

It is not necessary to announce yourself when you join the teleconference.

A recording of the telephone conference will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

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## CALL TO ORDER, INVOCATION, AND PLEDGES OF ALLEGIANCE

### HEARING OF RESIDENTS

This time is set aside for any person who wishes to address the City Council. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than 3 minutes. Individuals not able to attend due to space limitations may email the City Secretary at least two (2) hours prior to the meeting.

### PUBLIC HEARING

#### **Citizens are invited to provide public comments on the following matters:**

The City Council of the City of Gonzales has approved a preliminary tax rate of \$0.3511, which exceeds the lower of the no-new revenue or voter-approval tax rate, and that if adopted, would increase the total tax revenues from properties on the tax roll in the preceding tax year by 3.88%.

- 1.1 **Public Hearing** for citizen input regarding the use of City Funds for Fiscal Year beginning October 1, 2020 and ending September 30, 2021. This budget will raise more total property taxes than last year's budget by \$246,843 or 17.78% and of that amount \$8,961 is tax revenue to be raised from new property added to the tax roll this year.

### DISCUSSION

- 2.1 Presentation, discussion and deliberation on the Proposed Budget for the Fiscal Year Beginning October 1, 2020 and Ending on September 30, 2021, including the 2021 proposed Ad Valorem Tax Rate and Amendments to the Fiscal Year 2019-2020 Budget.

### ACTION ITEMS

- 3.1 Discuss, Consider & Possible Action Approving **Resolution #2020-83** Approving the Amendment of the Job Description and Position Classification for the Chief Executive Officer for the Economic Development Corporation to Economic Development Director and Amend Duties.

### CLOSED SESSION

- 4.1 Pursuant to Section 551.071 of the Texas Government Code, the City of Gonzales will consult in closed session with its attorney to receive legal advice regarding pending or contemplated litigation, a settlement offer, or matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter", to include the following matters:
  - a. In Re Estate of J. B. Wells litigation
  - b. Patricia Bennett and Gloria Knight v. City of Gonzales, Texas Cause No. 27,500
  - c. A Guerra Enterprise LLC D/B/A Holiday Inn Express & Suites Cause No. 27,591
  - d. Utility Billing Issues

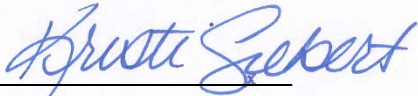
### RETURN TO OPEN SESSION

- 5.1 Discuss and Consider any Action Resulting from Closed Session as Necessary
- 5.2 Discuss, Consider & Possible Action Approving **Resolution #2020-84** Authorizing the City Manager to execute a Professional Services Agreement for a Utility Rate Study.

**ADJOURN**

EXECUTIVE SESSION: The City Council reserves the right to discuss any of the above items in Executive Closed Session if they meet the qualifications in Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, of Chapter 551 of the Government Code of the State of Texas.

CERTIFIED as posted by 4:30 p.m. on August 31, 2020. I further certify that the following News Media were properly notified of the above stated meeting: Gonzales Inquirer.



Kristi Gilbert, Administrative Services Director/City Secretary

## **COUNCIL AGENDA ITEM BRIEFING DATA**



## **AGENDA ITEM**

Discuss, Consider & Possible Action  
Approving Resolution #2020-83 Approving  
the Amendment of the Job Description and  
Position Classification for the Chief Executive  
Officer for the Economic Development  
Corporation to Economic Development  
Director and Amend Duties.

**DATE: September 3, 2020**

### **TYPE AGENDA ITEM:**

Resolution

### **BACKGROUND:**

The City of Gonzales is in the process of advertising for the position of Chief Executive Officer for the Economic Development Corporation. A review of the job description has resulted in some changes suggested by staff to better reflect the title, duties, and reporting structure.

### **POLICY CONSIDERATIONS:**

This Resolution will amend the current version of classification and approve the amended position.

### **FISCAL IMPACT:**

There are no proposed changes to the salary.

### **ATTACHMENTS:**

Job description  
Position Classification

### **STAFF RECOMMENDATION:**

Staff respectfully requests the approval of this resolution.

**RESOLUTION NO. 2020-83**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GONZALES, TEXAS, APPROVING THE AMENDMENT OF THE JOB DESCRIPTION AND POSITION CLASSIFICATION FOR THE CHIEF EXECUTIVE OFFICER FOR THE ECONOMIC DEVELOPMENT CORPORATION TO ECONOMIC DEVELOPMENT DIRECTOR AND AMEND DUTIES; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the job descriptions for the City of Gonzales employees are set in place to accurately describe the major responsibilities, essential functions and minimum requirements of each position; and,

**WHEREAS**, the City of Gonzales job description for Chief Executive Officer for the Economic Development Corporation was reviewed and a change was suggested; and,

**WHEREAS**, it is the desire of legal counsel and staff to present the proposed job description to City Council for review and final approval; and,

**WHEREAS**, City Staff is requesting changes to amend the title of Chief Executive Officer to Economic Development Director and amend the job description and position classification; and,

**WHEREAS**, the City Council finds that approving the amendment to the City of Gonzales job description as described herein will further promote the public health, safety, and general welfare of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GONZALES, TEXAS:**

Section 1. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 2. The City Council of the City of Gonzales, Texas authorizes the amendment of the Job Description for Chief Executive Officer as set forth in the attached Exhibit A and the position classification attached as Exhibit B and directs the City Manager or designee to distribute them accordingly.

Section 3. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

**PASSED AND APPROVED this 10<sup>th</sup> day of September 2020**

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Connie Kacir, Mayor

ATTEST:

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Kristi Gilbert, City Secretary

**CITY OF GONZALES  
POSITION DESCRIPTION**

**TITLE:** ~~Chief Executive Officer~~ Economic Development Director  
**DEPARTMENT:** Economic Development

**JOB CODE:** Full- Time  
**FLSA:** Exempt

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**Summary:** Under general direction, this position plans, organizes and directs Economic Development for the City by supervising the Gonzales Economic Development Corporation, strengthening the local tax base, and improving the economic environment of the community. This position directly reports to the City Manager.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Provide leadership to the Economic Development Corporation through collaboration with other community development organizations.
- Identify and assess funding opportunities for economic/community development growth and ensure viability of the organization.
- Develop and maintain a well-defined marketing strategy for the community.
- Develop and implement a business retention and expansion program to include regular verbal communication with business owners.
- Work to attract prospective commercial and retail development to the area.
- Identify and resolve issues and opportunities relative to existing businesses, their sustainability, and expansion
- Develop relationships and foster communication with City staff and boards of partnering entities.
- Assess the strengths and weaknesses of the community and area economy on an annual basis and develop strategies that will capitalize on the strengths and eliminate/reduce weaknesses.
- Respond to inquiries and complaints from residents, businesses, contractor, and consultants, related to economic development issues or problems.
- Assume an active role in organizations, institutions and activities within the community.
- Advise the Board of Directors on policies and activities.
- Develop and disseminate reports, planning and budget documents.
- Prepare grant applications or assist in the grant writing process.
- Develop and implement budget recommendations.
- Prepares and manages corporation agendas as directed by the Mayor, Board President and City Manager.
- Compiles supporting documents for agendas, prepares meeting minutes for approval by the Corporation and attends evening meetings of the Corporation and City Council, as needed.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of economic development practices and principles/
- Knowledge of applicable City, State and Federal ordinances, laws and regulations.
- Knowledge of computers and related equipment, hardware and software
- Knowledge of state and federal economic/community development agencies and programs.

- Skill in preparing, developing and presenting information to public officials, developers, contractors, consultants and the general public.
- Skill in effective oral and written communication.

**Required Education, Experience, and Certification:**

- ~~Associate's~~ Bachelor's Degree in Business Administration, Public Administration or other similar ~~relevant~~ field of study. or
- A minimum of 5 ~~years experience~~ years' experience in community and economic development in a senior management position with a record of success in economic development projects.
- Certification in economic development is preferred.
- Must pass a post-offer pre-employment drug screening and post-offer physical exam.
- Must possess a valid State of Texas ~~Drivers~~ Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in both internal and external environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to long hours and evening meetings.
- May be subject to repetitive motion such as typing and vision to monitor
- May be subject to bending, reaching, kneeling, and lifting (up to 50 lbs.)

**Equipment and Tools Utilized:**

- Equipment utilized includes City vehicle, personal computer, copier, calculator, fax machine and standard office equipment.

**~~Residency Expectation~~**

~~Must live within the City limits once hired.~~



POSITION CLASSIFICATION

DEPARTMENT	EEO CLASS	FLSA
100-102 Administration		
City Manager	Professional-01	Exempt
Superintendent of Public Works	Officials/Administrative-15	Exempt
Special Project Manager	Officials/Administrative-15	Exempt
100-103 Community Development		
Building Official	Officials/Administrative-10	Exempt
Building Inspector	Officials/Administrative-10	Non-exempt
Code Compliance Officer	Administrative Support-15	Non-exempt
100-105 Main Street		
Main Street Manager	Administrative Support-01	Exempt
100-106 Economic Development		
Economic Development Director	Officials/Administrative-01	Exempt
100-107 Building Maintenance		
Janitor	Service/Maintenance-15	Non-exempt
Maintenance	Skilled Craft-15	Non-exempt
Building Maintenance Superintendent	Skilled Craft-15	Non-exempt
100-108 City Secretary		
Administrative Services Director/ City Secretary	Officials/Administrative-15	Exempt
100-109 Finance		
Director of Finance	Officials/Administrative-01	Exempt
Accountant I	Administrative Support-01	Non-exempt
Accountant II	Administrative Support-01	Non-exempt
100-110 Hotel/Motel		
Tourism Director	Professional-01	Exempt
100-201 Parks		
Parks and Recreation Director	Officials/Administrative-15	Exempt
Administrative Assistant	Administrative Support-01	Non-exempt
Crew Leader	Service/Maintenance-15	Non-exempt
Equipment Operator I (6)	Service/Maintenance-15	Non-exempt
Equipment Operator (Part-time)	Service/Maintenance-15	Non-exempt
100-202 Swimming Pool		
Pool Manager	Service/Maintenance-15	Non-exempt
Lifeguard (6)	Service/Maintenance-15	Non-exempt
Pool Cashier	Service/Maintenance-15	Non-exempt
100-204 Recreation		
Camp Supervisor	Service/Maintenance-15	Non-exempt
Camp Instructor (11)	Service/Maintenance-15	Non-exempt
100-206 Golf		
Golf Course Superintendent	Service/Maintenance-15	Non-exempt
Grounds Keeper	Service/Maintenance-15	Non-exempt
Cashier (Part-time 6)	Officials/Administrative-01	Non-exempt

POSITION CLASSIFICATION

DEPARTMENT	EEO CLASS	FLSA
100-301 Fire Department		
Chief (Part-time)	Officials/Administrative-05	Exempt
Battalion Chief	Officials/Administrative-05	Exempt
Captain (3)	Professional-05	Non-exempt
Lieutenant (3)	Professional-05	Non-exempt
Firefighter (3)	Protective Services-05	Non-exempt
Firefighter (Part-time as needed)	Protective Services-05	Non-exempt
Firefighter Trainee	Protective Services-05	Non-exempt
100-501 Police Department		
Chief of Police	Officials/Administrative-04	Exempt
Captain	Professional-04	Exempt
Criminal Services Lieutenant	Professional-04	Exempt
Support Services/Admin Lieutenant	Professional-04	Exempt
DEA Task Force Investigator	Technicians-04	Non-exempt
Patrol Sergeant (4)	Technicians-04	Non-exempt
Patrol Officer (12)	Protective Services-04	Non-exempt
Cadet	Protective Services-04	Non-exempt
Telecommunication Sergeant	Administrative Support-15	Non-exempt
Telecommunication Operator (4)	Administrative Support-15	Non-exempt
Telecommunication Operator (Part-time 1)	Administrative Support-15	Non-exempt
Police Records Clerk	Administrative Support-15	Non-exempt
100-504 Animal Control		
Animal Control Officer	Service/Maintenance-15	Non-exempt
100-550 Municipal Court		
Court Clerk (2)	Administrative Support-01	Non-exempt
100-603 Street Department		
Street Director	Officials/Administrative-02	Exempt
Crew Leader/ Equipment Operator II	Skilled Craft-02	Non-exempt
Equipment Operator II (2)	Skilled Craft-02	Non-exempt
Equipment Operator I (3)	Skilled Craft-02	Non-exempt
100-650 Library		
Library Director	Officials/Administrative-15	Exempt
Librarian I (3)	Professionals-15	Non-exempt
Part-Time Librarian Assistant (1)	Professionals-15	Non-exempt
100-660 Museum		
Museum Director	Administrative Support-15	Non-exempt
Museum Worker (Part-time 1)	Administrative Support-15	Non-exempt
203-203 J.B. Wells Park		
Arena Operations Manager	Officials/Administrative-15	Exempt (frozen)
Revenue Collections Clerk	Administrative Support-01	Non-exempt
Crew Leader	Service/Maintenance-15	Non-exempt
Equipment Operator I (4)	Service/Maintenance-15	Non-exempt
Equipment Operator (Part-time)	Service/Maintenance-15	Non-exempt
210-710 Electric Department		
Electric Director/Liaison	Officials/Administrative-12	Exempt
Lineman I/Meter Reader	Skilled Craft-12	Non-Exempt
Hydro Plant Station Technician (Part-time 1)	Skilled Craft-12	Non-Exempt

POSITION CLASSIFICATION

DEPARTMENT	EEO CLASS	FLSA
210-750 Revenue Collections		
Revenue Collections Supervisor	Administrative Support-01	Exempt
Revenue Collections Clerk (3)	Administrative Support-01	Non-exempt
220-720 Water Department		
Water Department Director	Officials/Administrative-13	Exempt
Crew Leader	Skilled Craft-13	Non-exempt
Water Operator I (2)	Skilled Craft-13	Non-exempt
Water Operator II	Skilled Craft-13	Non-exempt
230-730 Wastewater Department		
Wastewater Superintendent	Officials/Administrative-13	Exempt
Crew Leader	Skilled Craft-13	Non-exempt
Operator I (3)	Skilled Craft-13	Non-exempt
Operator II (2)	Skilled Craft-13	Non-exempt
240-740 Solid Waste		
Equipment Operator I (2)	Skilled Craft-02	Non-exempt

## **COUNCIL AGENDA ITEM BRIEFING DATA**



## **AGENDA ITEM**

Discuss, Consider & Possible Action  
Approving **Resolution 2020-84** Authorizing  
the City Manager to Enter into a Professional  
Services Agreement for a Utility Rate Study.

**DATE: September 3, 2020**

### **TYPE AGENDA ITEM:**

Resolution

### **BACKGROUND:**

The City of Gonzales had a Rate Study completed by McLain Decision Support Systems in 2014. The City Council held discussions in their August 11<sup>th</sup> and August 19, 2020 Budget Work Shops regarding contracting with a third party to prepare a rate study and comparison with other jurisdictions. This item will allow for the City Manager to execute a professional services agreement to move forward with this project. Staff contacted the following companies for a quote: EnerVision, NewGen Strategies & Solutions, LLC., Lockwood, Andrews & Newman, Inc. and Lewis F. McLain, Jr. dba CityBase.Net.

### **POLICY CONSIDERATIONS:**

This is consistent with what has been done in the past.

### **FISCAL IMPACT:**

A budget amendment will be completed at a later date and the funds will come from the enterprise funds.

### **ATTACHMENTS:**

Proposals are attached.

### **STAFF RECOMMENDATION:**

Staff is seeking Council direction.

**RESOLUTION NO. 2020-84**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GONZALES, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT OF A UTILITY RATE STUDY; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, on August 11, 2020 and August 19, 2020 the City Council conducted budget work shops and discussed conducting a utility rate study; and,

**WHEREAS**, the City Council finds that entering into a professional services agreement for a Utility Rate Study is in the best interest of the City and its citizens and will further promote the public health, safety, and general welfare of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GONZALES, TEXAS:**

Section 1. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section 2. The City Council of the City of Gonzales hereby authorizes the City Manager to enter into a professional services agreement for a Utility Rate Study.

Section 3. All resolutions or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

Section 8. This Resolution shall not be construed to require or allow any act which is prohibited by an Ordinance.

**PASSED AND APPROVED this 3 day of September, 2020.**

\_\_\_\_\_  
Mayor, Connie L. Kacir

ATTEST:

\_\_\_\_\_  
Kristi Gilbert, City Secretary