

# Staff Report

(A Publication of the City Manager's Office)

Friday, August 26, 2011

*"A Government which robs Peter to pay Paul can always depend on the support of Paul." ... George Bernard Shaw*

*"Budgeting is a black art practiced by bureaucratic magicians." ... David Muchow*

## *CITY MANAGER (Courtesy of Vince Capell, City Manager)*

The City Manager is pleased with early efforts in the Development Services and Police Departments that will help beautify Kingsville. Efforts by Development Services will produce an improved organizational structure leading to more effective clean up partnerships with other City departments. Thanks to the Police Department for its increased focus on ridding Kingsville of junk and abandoned vehicles.

After an initial few months of budget work, catching up on and eliminating delinquent regulatory reports and communicating basic expectations to staff, the City Manager will be drilling deeper into City operations in an effort to make sure things are working optimally given budgeted resources. In this regard, the City will soon be issuing more procurement cards to eliminate all or most of the City's small dollar checks and purchase orders, both of which are time consuming and costly ways of making small dollar purchases. Stay tuned for more changes.

The City Manager and several City staff attended a meeting at Christus Spohn Hospital in Kingsville to review our respective emergency preparedness and response procedures and how our two organizations might improve those procedures by working cooperatively with each other. Thanks to John Garcia for arranging this meeting.

Once the FY2012 budget has been adopted by the City Commission, the City Manager and his staff will revisit goals established by the Commission during a Special Commission Meeting held earlier this fiscal year. The City Manager and staff will assist the Commission with a more precise definition of the goal statements while also identifying the measurable and time bound tasks needed to accomplish them.

## *DEVELOPMENT SERVICES (Courtesy of Mike Kellam, Director of Development Services)*

### **Beautification Team**

Beautification Team meetings continued toward the strategic planning and goal setting of staff in ongoing efforts to achieve the City Commission's community appearance goals. Directors have been involved in identifying strategies and goals that are specific to their departments, and the intent is to communicate this to all the involved frontline staff in a coordinated effort to achieve an improved community appearance. All relevant staff has been charged with identifying impediments and/or improvements that can be made to existing processes, policies, or code language to implement identified strategies. Additionally, we are establishing ways in which measurable data is produced that can be tracked and communicated to the public and/or staff to ensure effective implementation of new and existing community appearance initiatives. The City Manager and several directors are planning to attend the September Keep Kingsville Beautiful (KKB) meeting to communicate staff's efforts and to open a line of communication wherein staff and the KKB can make unified progress.

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## **Development Review Checklist**

Planning Staff has developed a draft of the proposed Development Review Checklist for all commercial and industrial development. This has been routed to the various departments that are involved in the comprehensive review of development plans. Planning staff is awaiting any comments/revisions upon their review prior to finalization of the document. As you may recall from my previous staff report, the intent of this document is to provide all the required information to be included in the plans in one simple checklist to make the process easier for the developer and also assist in a more efficient review of the plans by staff. We intend to have this online in the near future for easier access by the design professionals and developers.

## **Development Review Team**

In addition to the checklist, Planning staff is creating a Development Review Team, that will consist of Planning, Building, Public Works, Fire and Health staff which will meet on a regular basis as plans are submitted. This comprehensive team review will be coordinated through the planning office wherein the City will have a single contact person for questions and status updates that will be communicated to/from the developer and staff. Also all written plan review correspondence will originate from this office. This will simplify the review process for the customer while ensuring communication between departments is effective regarding plan review completion. This is intended to prevent delays in the issuance of permits due to miscommunication or other circumstances, and ensures all departments are in agreement that permits and/or certificates of occupancy can be issued.

All the pertinent development applications have been reviewed and checklists have been created to better assist the customer in preparation of required supporting documents for consideration by staff, the various Boards and the City Commission. In the near future these and other informative documents will be available online for easier access by our customers, and are currently ready to be provided in hard copy for current and future applicants.

## **Housing Interest by Developer**

Mr. Capell, Dick Messbarger and myself met with a development group that are potentially interested in doing residential development in the City. While it is prospective, it's a welcome inquiry that we hope will come to fruition and encourage additional development interest in our City.

## **Permitting**

The following permits were recently issued:

Remodel- 13, Commercial Meters- 1, Certificate of Occupancy- 3, Electric- 10, Fire Inspections- 15  
Gas Inspection- 7, Mechanical- 17, Curb Break- 1, Plumbing-7, Roofing- 3, Residential Meter- 8  
Sign 1, Sprinkler/Irrigation- 2, Moving- 3, House Leveling- 2, Commercial Building- 1, New Residential Building- 2.

*Total Permits: 86*

## **New Construction**

South Texas Benevolence Society- Building plans were submitted for new residential construction at 1703 Margaret Lane & 1904 Brook Lane. Permits have been issued.

Plans have been submitted for a 3 unit apartment building propose to be located at 530 W. Ave C. Plan review was performed by staff on August 23<sup>rd</sup>, and we are awaiting revisions to the plans prior to permitting.

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## **Issuance of Certificate of Occupancy due to completed construction**

Heights of Corral: Building 5-13 and the clubhouse have been issued their Certificates of Occupancy and tenants have begun moving in. Additionally, buildings 1-4 have had a final walk-thru completed wherein minor items required attention, but a Conditional Certificate of Occupancy has been issued. The remaining minor items will be completed in the next week to two weeks, but are not prohibitive of full use and safety of the site.

Kingsway Leadership Academy was issued their Certificate of Occupancy for the school building.

2002 Brook Lane, Texas Benevolence Society: Project complete and Certificate of Occupancy has been issued to allow move in.

## **Christus Spohn Hospital- ICU update**

A Certificate of Occupancy was issued on August 23<sup>rd</sup> due to the completion of the final inspection of the building, mechanical, plumbing, and electrical system certifying completion of the project.

## **Upcoming Plans**

Continue meetings with staff and other organizations regarding the structuring and strategic organization of the Community Appearance Program implementation.

Finalize the office infrastructure at the Recycling Center to facilitate the relocation of the Community Appearance staff.

We will be beginning the full implementation of the proposed development review process.

## **Code Enforcement Report**

82 notices were sent, 41 inspections, 22 re-inspections, 1 court cases, 39 door hangers, 7 illegal dumping case and 2 abatements. / Identified 3 properties that housed dilapidated structures, sent addresses to Building Department and sent out information on KWOP to property owners.

Working closely with Building Department to increase KWOP applications. / Picked up 15 tires and 35 garage sale signs. Meeting with Beautification Committee.

Working on paperwork for KWOP: Texas Historical Commission, City Historical Board, Police Reports and Utility Shut-off. / Identified and addressed 4 overhanging tree violations.

## *DOWNTOWN (Courtesy of Bob Trescott, Downtown Manager)*

1. Grant Research – Met with several representatives of GrantWorks. They are to make us a proposal and provide additional information and recommendations.
2. Met with the owner and toured the Texas Theater, exploring opportunities for its re-use.
3. Research opportunities for infill and green field residential development.
4. Continued training of and development of resources for the City of Kingsville Historical Development Board.
5. Reviewed plans for beautification and landscaping for downtown, including completion of first office site.
6. TV coverage for 1909 HM King School.

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Plans: August 25 – September 8, 2011

1. Organizational build out and developing work plans for of Kingsville Main Street advisory board and committees.
2. Support for Old H M King School rehabilitation
3. Support for Historical Development Board
4. Support for Beautification Board
5. Integrating agendas of downtown management and special projects with those of Development Services

*FINANCE DEPARTMENT (Courtesy of Mark Rushing, Director of Finance)*

**Finance**

Period covering this report: Weeks ending August 26, 2011

The Director of Finance received a download of information on the "Other" 999999 category to assist them with a more in-depth analysis of sales tax revenue by market sector based on information from the Texas State Comptrollers' office. He worked closely with the City Manager developing a narrative to accompany the monthly financials and analyzed the Municipal Court data from the current and past couple of years. In addition, he has been researching the GASB 54 guidelines and developed compliance instruments for the City.

The Finance Director and staff participated in the property tax hearings and discussion concerning the budget relative to the tax rate being considered by the City Commissioners.

Along with the regular business of the Finance Office, such as processing accounts payable, payroll, monthly journal entries and reconciliations, the Finance Office has been gathering year-end information for the auditors to determine if the City will need a "Single Audit" for fiscal year 2010-11. A "Single Audit" is a special audit need when an entity expends \$500,000 or more in federal grants in a fiscal year. In addition as September 30, 2011 quickly approaches, the Finance Office staff has been analyzing and pulling together the necessary information to prepare the "Year-End Budget Amendment".

**Collections**

The Collections Program will be sending out the Holiday Reminder for the Labor Day Holiday on the billing for August 24<sup>th</sup> and August 31<sup>st</sup>, 2011. Holiday Garbage Schedule is as follows:

Monday, September 5, 2011 City Hall will be closed. (No garbage pickup)

Residential: Monday route on Wednesday

Commercial: Monday and Tuesday route on Tuesday

The Collections Department recently provided the following chart to the City Manager, Finance Director, and Purchasing Director. Total collections activity for FY2009-2010 involved 91,837 transactions broken down as follows:

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	<i>WEB PAYMENTS</i>	<i>CASH/CHECK</i>	<i>BANK DRAFT</i>	<i>EFT</i>
<b>QUANTITY</b>	5,881	80,106	5,737	113
<b>AVERAGE %</b>	6.40%	87.23%	6.25%	0.12%
<b>AMT. IN \$\$</b>	\$491,463	\$9,181,081	\$632,689	\$320,183

This chart was provided to help give insight on a recent customer inquiry regarding web payments.

The Collections Department has been acquiring internal weed lien records since July and has now began addressing the Courthouse records regarding any unpaid weed liens.

Once all relevant information is gathered, a spreadsheet will be completed and the Finance Director will be notified for his review/input. After this research is completed, the next step will be to forward the information to the Legal Department for the City Attorney's review/input. Once reviewed, a notification letter will be drafted for review/input by the City Manager.

The process may be lengthy, but the Collections Department goal is to get the research done in a timely manner.

### **Municipal Court**

Municipal Court staff continues to send past due notices to defendants on delinquent payments. Municipal Court was held on Thursday, August 4, 2011 at 2:00PM, 5 In-mates were arraigned, followed by Juvenile and Adult docket of 60 defendants, 5 Trials were held. The Municipal Court Judge issued 38 Capias, and 44 Failure to appear warrants. Security officers on duty Ptlm. Webb #76, Ptlm. Contreras #96 and Ptlm. S. Flores #98. A total of 161 citations were filed. 2 code enforcement citations. 1 Health citation and \$18,947 revenue collected.

### *FIRE DEPARTMENT (Courtesy of Al Lopez, Fire Chief)*

On Monday, August 22, 2011, at approximately 1:22pm, Fire and EMS crews responded to a major accident on US Hwy 77 & Escondido Creek. A tractor-trailer lost control of the vehicle and ignited upon impact, causing one fatality. Fire crews extinguished the vehicle and surrounding grass fire. The tanker was identified as carrying a hazardous material (placard -1247) evacuation and safety perimeters were established and tanker was monitored for leakage. Scene was prepared for night operations and crew were used for body recovery. Fire protection was maintained during transferring of material to new tanker. Crews stood by until debris from scene was cleared and highway was opened.

On Saturday, August 20, 2011, at approximately 4:02am, fire crews received a call for a structure fire with an elderly male trapped inside. Upon arrival, all occupants of the residence were outside. Fire crews attempted to reach the fire through the front door but were unable to do so due to the extreme heat building up. Fire was accessible from side "C" and extinguishment was completed in a matter of minutes. Ventilation fans were set up by the front door (side "A"). All utilities were shut off. Crews extinguished a few hot spots that remained before leaving the scene. Fire Marshal is currently investigating the cause of the fire.

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Fire/EMS crews responded to a total of ninety-four (94) emergency calls from 08/12/11 thru 08/25/11.



## *HEALTH DEPARTMENT (Courtesy of Yolanda Cadena, Health Director)*

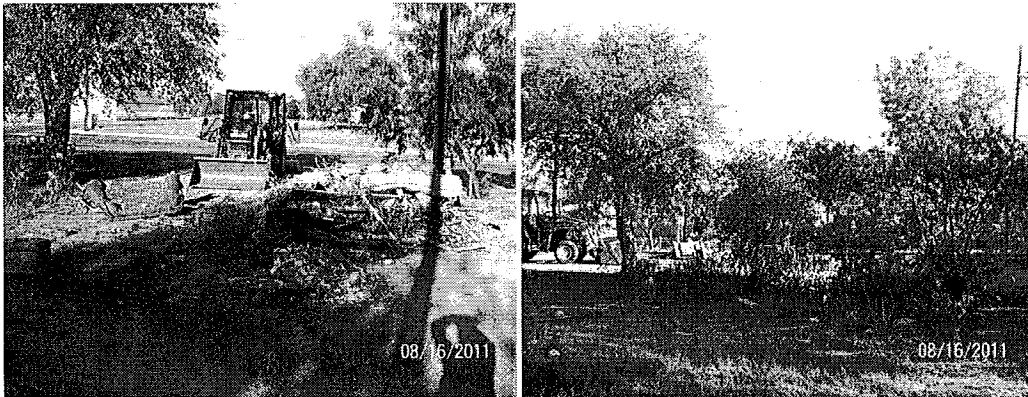
The City-County Health Unit is currently reviewing material submitted by Grant Works to install on-site sewage facilities on eight different properties in Kleberg County. Property owners were chosen by Kleberg County on an income and as need basis. These septic systems will be installed free of charge by utilizing a grant provided by the Texas Department of Rural Affairs. Upon approval of submitted planning material, construction of these on-site sewage facilities shall commence in the near future. All systems will be inspected by City-County Health Unit staff to insure that they are installed in accordance with Texas Commission on Environmental Quality regulation.

Inspector Emilio Garcia continues to aid in picking up tires that are dumped throughout the city. At the end of the program a total number of tires collected will be provided. Along with tires being picked up, Mr. Garcia continues to send notices to property owners that are in violation of city code. The owners of this property located at 204 E. Santa Gertrudis were given notification to clean the property but failed to do so. Equipment Operator Chuck Jennings abated the nuisance by cutting the high grass and hauling debris to the city landfill. Three loads of debris were taken to the landfill for a total of 3,880 pounds.

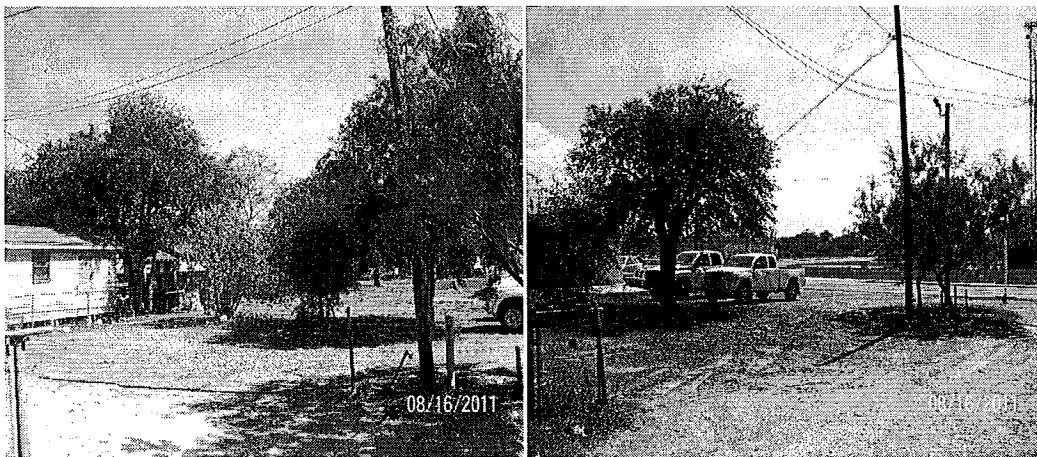
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**Before**



**After**



*HUMAN RESOURCES (Courtesy of Diana Gonzales, Human Resources Director)*

**Status of Open Positions**

Department	Position Title	Notes
170.2 – Sanitation	Solid Waste Supervisor	Position Open Until Filled
170.3 – Landfill	Equipment Operator II	Position Open Until Filled
220.0 – Fire	Firefighter	On Hold per Chief Lopez
305.0 – Street	Equipment Operator II	Pending Hire
305.0 – Street	Equipment Operator I	Pending Hire
600.0 – Water	Utility Worker	Position Open Until Filled

**New Employees - None**

**Separations**

08/15/2011	Water	Thomas Vasquez	Utility Worker
08/26/2011	Police	Genaro "Tony" Gonzales	Police Officer

**Retirements - None**

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**Evaluation Update**

July anniversary evaluations (16) distributed on 06/22/2011 and due August 31, 2011.  
 August anniversary evaluations (23) distributed on 07/27/2011 and due September 30, 2011.  
 September anniversary evaluations (18) distributed on 08/26/2011.

**National League of Cities (NLC) Prescription Discount Program Update**

<u>Month</u>	<u>Total RX's</u>	<u>Price Savings</u>	<u>Avg. Price Savings</u>	<u>% Price Savings</u>	<u>Total Utilizers</u>
July 2011	150	\$ 1,639.30	\$10.93	22.8%	50
<i>Cumulative Totals August 2009 - Present</i>	4,993	\$46,059.97	\$ 9.22	20.9%	1,311

**General**

HR Department coordinated make-up Day for supplemental benefits with National Group Benefits on 08/24  
 Introduction of City of Kingsville Classification and Compensation Plan to City Commission on 08/22  
 HR Dept. submitted information for the 09/12/11 Commission meeting for the 2011 Health Fair  
 Addressed open records requests  
 Processing health and dental employee changes resulting from insurance open enrollment  
 HR personnel address employee issues daily in person, phone and by email.  
 Continued monthly review of insurance summaries for Finance.

*LIBRARY (Courtesy of Robert Rodriguez, Library Director)*

**Children's Services**

With the summer over and children back in school, it is time for the library staff to focus on student services for the remainder of the year. The library is currently preparing and expanding the book collection to assist children with their homework assignments. To meet the students' needs, the Cataloging Librarian, Connie Herrera, is busy processing new children's books including new copies of Classic Fiction aimed at young readers, a collection of books on Native American Tribes, and many other genres. These books will help juvenile patrons with both school projects and with their AR (Accelerated Reader) book points.

In September, Mr. Max Pena, a teacher, math tutor, and inventor, will be visiting the library to showcase his creation, "The Smart Ruler." This ruler is a unique tool that helps children learn the basic mathematics of addition, subtraction, and multiplication as well as the more complex tasks such as algebra and geometry. The library will be publicizing the event in the local newspaper, inviting parents, students and teachers to what promises to be an interesting and educational presentation.

The Children's Librarian, Danielle Friend, is also currently in the early stages of planning a Halloween story time in October, a bilingual story time in November, and a teen "Twilight" party in November, and our annual La Posada story time in December. Details and dates of these events will be announced at later time.

**Computer Tech Services**

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The Computer Tech Librarian, Joey Garcia, is currently working with the Adult Reference and Children's librarians in reviewing the computer lab policies and procedures. Since their introduction, computer usage has drastically evolved; therefore the library is revising the policies to reflect actual usage by patrons. In addition, the library is also reviewing and revising its children's Internet policies to ensure the library is in compliance with all federally mandated guidelines. The library is planning to seek private funding to acquire at least four new terminals with the latest operating systems that are more capable of handling the media-heavy websites that many of our patrons access on a daily basis.

## Reference Services

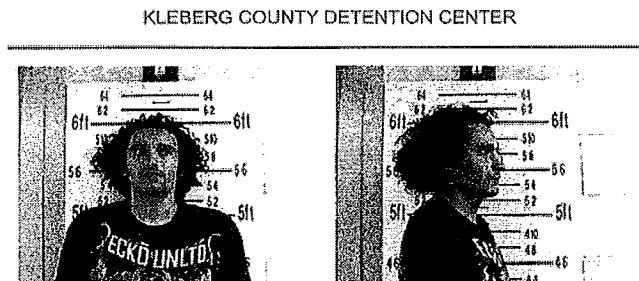
The Reference Librarian, Mary Ann Escamilla, is approximately half way through evaluating the Reference book collection. The Acquisitions Librarian, Hector Vela, is keeping an inventory of the reference subjects that will need to be ordered for replacement. In the library's need to economize, the periodical and newspaper titles were evaluated and the collection was cut to stay within the subscription budget. The revised Adult Computer Lab usage policies are currently being posted on each terminal as well as being posted in the lab room. The adult computer lab terminals have received their regular scheduled maintenance and updates. As of mid-August, the Computer Tech Librarian has completed the entire process.

## POLICE DEPARTMENT (Courtesy of Ricardo Torres, Chief of Police)

### Tuesday, August 23<sup>rd</sup>, 2011

On Tuesday evening (9:31 PM), a Kingsville Police officer attempted to stop a 1994 Dodge pickup for a minor traffic infraction. The pickup turned onto the campus of Texas A&M University-Kingsville and attempted to evade the officer, running stop signs and driving recklessly. On the west side of the campus, the driver exited the vehicle and ran into a nearby neighborhood. Officers discovered that the pickup was stolen from the city of South Houston while the license plates on the vehicle were stolen in Houston.

Several officers from PD responded. The same male ran from the officer. After a short chase, officers found the driver hiding in a garage of a nearby house. Franklin Leiva (25) admitted that he was paid \$500 to drive the Kingsville and to convenience store



Name  
LEIVA, FRANKLIN ADALBERTO

KPD and TAMUK Minutes later, the a TAMUK Police amount of time, driver hiding in a house. He was taken incident. Franklin that he was paid stolen vehicle to park it at a parking lot.

Leiva was charged with Evading Arrest-Vehicle (State Jail Felony) and Unauthorized Use of a Motor Vehicle (State Jail Felony). He is in the Kleberg County Jail with a bond of \$10,000 on each charged. He is also being held for the U.S. Border Patrol, since he is in the US illegally (from Honduras).

## Installation of New Generator

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The work continues on the new generator project. It appears that the vendor will be ready to make the final connections on Monday, August 29th, 2011 at approximately 12 noon. The backup generator provided by Holt Caterpillar, will still only power the dispatch office while the last connections are made. I have given the option to our office staff to work or take vacation or holiday time after the noon hour. It will be extremely uncomfortable without air conditioning in the building.



## 9/11 Commemorative Badges

In remembrance of September 11, 2001 all officers are authorized to wear their commemorative badges throughout the month of September 2011 in recognition of those who gave the ultimate sacrifice in the performance of their duties and the citizens who gave their lives as a result of the terrorist acts perpetrated against our country. Those officers who did not purchase a commemorative badge can wear a mourning band to cover their shields during the week of September 11<sup>th</sup>, thru September 17<sup>th</sup> 2011. All personnel are requested to take a moment on September 11<sup>th</sup> to remember the Americans

who died during the attacks as listed below:

**8:46:4** Flight 11 crashes at roughly 490 mph (790km/h or 219m/s or 425 knots) into the north face of the North Tower (1 WTC) of the World Trade Center, between floors 93 and 99. **8:46 to 10:28**: At least 100 people (some accounts say as many as 250), primarily in the North Tower, trapped by fire and smoke in the upper floors, jump to their deaths. **9:03:04**: Flight 175 crashes at about 590 mph (950 km/h) into the south face of the South Tower (2 WTC) of the World Trade Center, banked between floors 77 and 85. **9:37:46**: Flight 77 crashes into the western side of the Pentagon and starts a violent fire. **10:08**: Air Traffic Control System Command Center in Herndon reports to FAA headquarters that Flight 93 may be down near Johnstown, Pennsylvania; at **10:17** the Command Center concludes it is so. As citizens of our great country we should do all we can so these types of actions are never again repeated on American soil.

**Detective Genaro "T-Bone" Gonzales** Det. Gonzales resigned effective August 26, 2011 to take a job with the State of Texas Office of the Attorney General. T-Bone will be sorely missed by all of us that have worked with him over the last 11 years here at the Kingsville Police Department. We wish for him to have a long and successful career and don't forget us when we need your assistance in the future.

Kingsville PD Patrol Division continues its efforts to assist others with cleaning up our city. Below are the total amount of Junked Vehicle citations issued since August 1<sup>st</sup>, 2011.

Citation No	Date	Result	Officer	Violator	Offense
E216294	8/10/2011	CITATION	Martinez 81	RODRIGUEZ, MARIA	Prohibited Junk Vehicles
E216295	8/10/2011	CITATION	Martinez 81	RIVERA, DEBRA	Prohibited Junk Vehicles
E216778	8/17/2011	CITATION	Martinez 81	PUNTE, SAN JUANITA	Prohibited Junk Vehicles

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E217758	8/5/2011	Citation	Murray 80	LUNA, RANDY	Prohibited Junk Vehicles
E217759	8/5/2011	Citation	Murray 80	LUNA, RANDY	Prohibited Junk Vehicles
E217760	8/5/2011	Citation	Murray 80	LUNA, RANDY	Prohibited Junk Vehicles
E217761	8/5/2011	Citation	Murray 80	KING, LAWRENCE	Prohibited Junk Vehicles
E217762	8/5/2011	Citation	Murray 80	KING, LAWRENCE	Prohibited Junk Vehicles
E217763	8/5/2011	Citation	Murray 80	ABUNDEZ, CELSO	Prohibited Junk Vehicles
E217772	8/10/2011	Citation	Murray 80	TREVINO, ANGELITA	Prohibited Junk Vehicles
E217773	8/10/2011	Citation	Murray 80	TREVINO, ANGELITA	Prohibited Junk Vehicles
E217774	8/10/2011	Citation	Murray 80	AMARO, ALEJANDRA	Prohibited Junk Vehicles
E217775	8/10/2011	Citation	Murray 80	SUAREZ, JOSE	Prohibited Junk Vehicles
E217776	8/10/2011	Citation	Murray 80	SUAREZ, JOSE	Prohibited Junk Vehicles
E217778	8/11/2011	Citation	Murray 80	HERAS, MARIA	Prohibited Junk Vehicles
E217797	8/15/2011	CITATION	Sandoval 82	JIMENEZ, SORINA	Prohibited Junk Vehicles
E217798	8/15/2011	CITATION	Sandoval 82	AMANDA, RYSAVY	Prohibited Junk Vehicles
E218529	8/4/2011	CITATION	Amador 65	IVY, MICHAEL	Prohibited Junk Vehicles
E218530	8/5/2011	CITATION	Amador 65	RIOS, OSCAR	Prohibited Junk Vehicles
E218531	8/5/2011	CITATION	Amador 65	MONCIVAIS, ORELIA	Prohibited Junk Vehicles
E218532	8/5/2011	CITATION	Amador 65	KING, LAWRENCE	Prohibited Junk Vehicles
E218548	8/10/2011	Citation	Cantu 84	FLORES, ROLANDO	Prohibited Junk Vehicles
E218549	8/10/2011	Citation	Cantu 84	GARZA, JOHN	Prohibited Junk Vehicles

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E218550	8/10/2011	Citation	Cantu 84	MATA, SABRINA	Prohibited Junk Vehicles
E218822	8/5/2011	Citation	Perez 71	GARCIA, FAUSTINA	Prohibited Junk Vehicles
E218823	8/5/2011	Citation	Perez 71	LOPEZ, ALBERTO	Prohibited Junk Vehicles
E218824	8/5/2011	Citation	Perez 71	HERNANDEZ, MARIA	Prohibited Junk Vehicles
E218831	8/9/2011	Citation	Murray 80	CANALES, NATASHA	Prohibited Junk Vehicles
E218832	8/9/2011	Citation	Murray 80	GARCIA, ELEAZAR	Prohibited Junk Vehicles
E218835	8/10/2011	Citation	Crocker 50	TEST, TEST	rohibited Junk Vehicles
E219880	8/2/2011	Citation	Cantu 84	RODRIGUEZ, JESSICA	Prohibited Junk Vehicles
E219881	8/2/2011	Citation	Cantu 84	VEGA, MONICA	Prohibited Junk Vehicles
E220393	8/4/2011	Citation	Murray 80	SAAVEDRA, SAUL	Prohibited Junk Vehicles
E220396	8/5/2011	Citation	Allen (85)	MUNOZ, BRYAN	Prohibited Junk Vehicles
E220410	8/18/2011	CITATION	Martinez 81	GOFF, FRANKLIN	Prohibited Junk Vehicles
E220411	8/18/2011	CITATION	Martinez 81	GOFF, FRANKLIN	Prohibited Junk Vehicles
E220412	8/18/2011	CITATION	Martinez 81	GOFF, FRANKLIN	Prohibited Junk Vehicles
E221304	8/16/2011	Citation	Murray 80	MORENO, MICHELLE	Prohibited Junk Vehicles
E221308	8/17/2011	Citation	Murray 80	RENAUD, ORLANDO	Prohibited Junk Vehicles
E221309	8/17/2011	Citation	Murray 80	RENAUD, ORLANDO	Prohibited Junk Vehicles
E221310	8/17/2011	Citation	Murray 80	MORRIS, ANNA	Prohibited Junk Vehicles
E221316	8/18/2011	Citation	Murray 80	JIMENEZ, RAFAEL	Prohibited Junk Vehicles
E221320	8/18/2011	Citation	Murray 80	TREJO, JUAN	Prohibited Junk Vehicles

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E221325	8/19/2011	CITATION	Amador 65	WICKHAM, VELMA	Prohibited Junk Vehicles
E221340	8/23/2011	Citation	Murray 80	GARZA, HIPOLITO	Prohibited Junk Vehicles
E221341	8/23/2011	Citation	Murray 80	GARZA, HIPOLITO	Prohibited Junk Vehicles

*PUBLIC WORKS DEPARTMENT (Courtesy of Naim Khan, Public Works Director/City Engineer)*

**Brush Pick-up**

Brush Crews worked at Zone 1 from August 15 to August 26. White Goods were collected on August 26. Staff will be working at Zone 2 from August 29 to September 9. White Goods will be collected on September 9 from this zone.

**Capital Improvement Projects**

Hubert Construction Co., Inc. will be working at the intersection of 7<sup>th</sup> and Kenedy from August 29 to September 9 as part of "Concrete Pavement Improvement Project (Bid No. 11-31)". Intersections at 7<sup>th</sup> and Ragland, 7<sup>th</sup> and Huisache, 7<sup>th</sup> and Doddridge and 9<sup>th</sup> and Kenedy will be repaired next.

South Waste Water Treatment Plant Clarifier – Field survey is done and Soil Boring for geotechnical testing has been started. Staff is going to meet with LNV Engineers to discuss the details soon.

New Water Well – Hydrologist and the consultant Joe Vickers has done his research about the location of the new water well on the basis of water quality and quantity. He will send his report to us by September 02.

1<sup>st</sup> reading for Budget Amendment for 9000 feet of 12" water line was approved by the commission on August 22. After budget amendment approval, pipes will be purchased to install at County Road 1030 from Escondido Road to County Road 2120

Corral/ Santa Rosa Drainage Project – will be presented to the Commission for Approval on September 12.

18" Water line on Kenedy Street connecting East and West Elevated Water Tanks – Field Survey is done. Design work is in-progress

Drainage Project between Lawndale and Carlos Truan (4' Concrete Flume with 6" curb on both sides) – The project is awarded to South Plains Contracting, Inc. The City has approval from AT&T to share their easement to install the flume. TxDOT has some issues. Staff will meet with TxDOT on August 31 to discuss the issues.

Drainage Project on Johnston from College Place to Armstrong – This job is awarded to the lowest bidder – South Plains Contracting, Inc. Construction is going on.

**Public Works and Engineering**

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Staff from Public Works, Engineering and Planning Department did preliminary walk through at West part of Heights of Corral (Housing Authority project at the intersection of Corral and Armstrong) on August 24. Conditional Certificate of Occupancy will be issued on August 30.

Staff met on August 25 with Verizon GPS – another vendor to explore the GPS system and services for the City's vehicle.

Staff met with KISD on August 10 to discuss the Solar Panel School zone sign, drainage and other related issues at Harvey Elementary School. City's Street division already took care of the signs. KISD needs to install Solar Panel flashing School Zone sign.

Staff will meet with KNAS on September 01 to further discuss the Water and Wastewater service to the KNAS and related issues.

Staff met with TxDOT on August 26, 2011 to discuss the Advanced Funding Agreement for Caesar Drainage Project.

Staff is arranging a webinar on August 31 on CAMS (Computer Asset Management Services). About 20 people will participate including City Commissioner, TxDOT, EDC, PD, Development Services, Downtown manager, Public Works and Engineering.

Engineering Department sent the Fire Station Site Plan to the consultant on July 27 for detail design. Staff will review the plans as soon as the consultant sends the drawings.

Working with the Architect for HM King High School for the Space allocation for different Departments.

Design work for replacing 18" RCCP water line with 18" PVC water line between East and West Elevated Water Tower is in progress.

All the old green roll outs have been sold and ready to haul off from Public Works (1/2 truck load)

Staff rearranged recycling center furniture and storage shelf to make room for new employees

## **Street Division**

a. Paving project:

- i. Johnston: Currently working at College Place to the west end, will be finished by September 01.
- ii. Douglas Center - Paving is done. Street division will put the striping and handicap sign
- iii. Next projects –Johnston from College Place to Armstrong (contractor is currently working on curb and gutter), Lawndale from Elizabeth to Center Avenue (after contractor finished the Concrete flume from Lawndale to Carlos Truan)

b. Mowing and Weed Killer Spraying: As needed through

c. Patching: As needed throughout the City

d. Curb & Gutter Cleaning: As needed throughout the City.

e. Cleaning the inlet and storm pipe with mobile Jetter (from Wastewater) and street sweeper.

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## **Wastewater Collection and Treatment Plant**

### a. Wastewater Collection:

Working on replacing sewer main at 800 block of West Kenedy Street; Replacing ring and cover on manhole at 7<sup>th</sup> and Ragland; Cleaned main sewer lines on 9<sup>th</sup> and Ave C, D, Mesquite and Corral Street; Expose manhole at 300 block of East Corral and at Young Drive for the City Map; Old sewer line was replaced on 11<sup>th</sup> and 12<sup>th</sup> block on West Kenedy; manhole ring and cover was replaced at 5<sup>th</sup> and Santa Gertrudis; Expose 3 manholes at Ragland and 8<sup>th</sup> Street; 1726 Mildred sewer main was cleaned; worked on 4 sewer back-ups

### b. Treatment Plant:

Installation of Electric Panel at North Plant is done. Staff is working on process control sampling, sampling weekly state samples, wasting, replacing UV lights, shoveling sludge out of sand drying beds, cleaning out algae from clarifier troughs, cleaned out Primary Clarifier at North Plant.

## **Water Distribution**

Staff repaired 22 main breaks and completed approximately 28 service calls for various problems such as cutoffs, backfills and meter leaks; Replaced fire hydrant on 4000 blocks of Jamilee; Completed 1000 feet of 2" water line for Border Patrol construction trailer; completed concrete repairs at 8<sup>th</sup> and Henrietta and 9<sup>th</sup> and Johnston; will be replacing Fire Hydrant on 8<sup>th</sup> and Alexander

## **Water Production**

Collected 8 routine Bacteriological Samples; construction sample @ 3320/425 New Border Patrol Station; Delivered Ammonia five sites and Chlorine 5 sites; monitor ammonia levels at NASK north gate (0.00 to 0.39 mg/l); Production meter was tested on August 10 (total accuracy is 99.72%). Drilling contractor Alsay Inc. sent the cost estimate for pump test (\$11,000). Staff is working to get another bid. Water pumped to distribution system from 8/8 to 8/15- from Water Wells -34,395,000 gal, Surface water 3,676,000 gal, Total 38,071,000 gal- Average 5,438,000 mgd

## **City Garage**

From 8/16 to 8/22 - Staff finished 4 Oil Changes; 10 Scheduled work orders & 15 Non-scheduled work, 4 Service calls, 1 call out; 7 new tires on heavy equipment and truck; 11 flat repairs and balance; 7 pending work order; 15 received work order.

### Unit 329 Commercial: (Warranty repair)

1. Been at Freightliner since June 10<sup>th</sup> for rear leaf spring bushing on driver side with excessive wear for replacing also for not building air pressure. Replaced entire leaf spring and replaced 4 slack adjusters for air system.
2. Finished August 17<sup>th</sup> brought to Kingsville and put on route.
3. Returned to Freightliner August 19<sup>th</sup> for loss of air pressure again.
4. Freightliner is replacing the air compressor head and should be complete Saturday 27<sup>th</sup>.

### Unit 306 Old Commercial:

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1. Rollers on ramp need replacing August 17<sup>th</sup> rollers replaced August 26<sup>th</sup> and back on route late afternoon.
2. Unit 336 Residential: (Warranty repair)
3. Sent to Freightliner August 2<sup>nd</sup> for check engine light and loss of power under warranty.
4. Removing heads to determine why engine is losing power.

Unit 337 Residential: (Warranty repair)

1. Air leak on valve today, need to send to Freightliner for warranty repair.

All new trucks have had problems with building air pressure due to slack adjusters and have been in and out of the shop for warranty repairs. No truck has been modified to void any warranty of any kind.

## Landfill

Moving brush from old brush storage site to burning area; Tire Collection event will be held on September 10; Household Hazardous Waste will be on October 15; Litter Collection at landfill is going on and making progress; Phase 1 of Permit Amendment approved by the City Commission on August 22, Surveying to commence by September 02; dust suppression activities is going on.

## *PURCHASING / TECHNOLOGY DEPARTMENT (Courtesy of David Mason, Purchasing Director)*

After much wrangling with AT&T over telephone service at the Recycling Center, it was decided to go with a VOIP system with CMA Communication. The wire is being installed and the system should be ready to test, Friday, 8/26 or Monday 8/29. The existing numbers for Code Enforcement will be ported to their new office in 5-10 working days. New "All in One" Printers are on order for the City Secretary and City Attorney, Finance has received theirs.

City Commission awarded the "Concrete Pavement Improvement Project" to Hubert Construction of Kingsville in the amount of \$200,000. The Commission also approved the first reading of the budget transfer for the purchase of the pipe for the Escondido Water Main extension, with the second reading on 8/29. Purchasing has been working with the Street Department on specs and prices for a backhoe under CO2011. The Purchasing Director also attended a meeting with the City Engineer and Finance Director at TXDOT concerning the Caesar Street overpass on US77.

## *SAFETY AND RISK MANAGEMENT (Courtesy of John Garcia, Safety and Risk Manager)*

Mr. Garcia met with HR Director, Diana Gonzales and HR Coordinator, Beth Greenwell to discuss what emergency plans needed updating and what role HR will play in the event of an emergency.

Risk Management also met with TML adjuster and Fire Department staff to examine damaged bunker suits used in the Bedingfield fire.

On 08-17-2011 Risk Management and Administrative Secretary, Carol Rogers assisted CMI in a routine random Drug Testing of City Staff. Risk Manager also joined City Manager and Staff Directors in a very informative tour of the King Ranch.

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On 08-19-2011 Emergency Management Team Members met with John Besignano, System Education Coordinator and Norman McBride, CEO of the CHRISTUS Spohn Health System to discuss emergency plans and needs in the event of an emergency. Several items were discussed to include communications and Hazmat events. City staff and hospital staff also toured the hospital which included recent improvements to the ICU and several changes of the facility.

On 08-22-2011 an eighteen wheeler transporting a chemical (Methyl Methacrylate Monomer) crashed and caught fire on US 77 resulting the death of the vehicle driver. Kingsville Police quickly rerouted traffic with assistance from Kingsville Task Force and several local agencies. Kingsville Fire Department contained the fire and secured the area until a second vehicle would arrive to safely remove the chemical. TECQ was on site to assist with the circumstances. South Creek residents were evacuated for their own personal safety. Kingsville Independent School District assisted by opening a shelter at H.M. King High School but when no one showed up the shelter was later closed. NAS Kingsville and U.S. Border Patrol sent over portable generators with areal lights to help with the cleanup. TXDOT did a tremendous job in providing traffic control devices. All emergency personnel and first responders did a great job of protecting our community. Special thanks go out to everyone who joined ranks to help with this emergency.

## *TASK FORCE (Courtesy of Guillermo "Willie" Vera, Task Force Commander)*

The week of August 15th, Task Force Command Staff and Special Agents attended training conferences throughout the U.S. Asst. Cmdr. Ken Starrs attended the Fraternal Order of Police Bi-Annual Conference in Salt Lake City, Utah. Agent Richard Kirkpatrick attended and instructed classes at the Motor Vehicle Criminal Interdiction Training Conference in Glendale, Arizona. Task Force Cmdr. Willie Vera and the remainder of Special Agents attended the Annual Texas Narcotics Officers Association State Conference in South Padre Island, Texas. The annual TNOA Conference was made possible thanks to the continued support of our District Attorney, Mr. John Hubert. The District Attorney's Office utilized Chapter 59 Asset Forfeiture Funds to pay for Task Force members to attend the training.

On Monday, August 22, 2011, Task Force Patrol Units assisted the Kingsville Police Department with a fatality crash, hazmat spill, and fire involving a truck tractor and trailer on U.S. Hwy. 77. The one vehicle crash with one fatality, the driver, closed the major highway for several hours continuing till the next morning. Special Agent Gus Ruiz assisted with traffic control for the entire closure of the highway through Kingsville. Special Agent Arnold Salinas was called out to assist with local shelters for evacuees.

On Wednesday, August 24, 2011, Agents of the Kingsville Specialized Crimes and Narcotics Task Force executed a search and arrest warrant at 805 East Kenedy in Kingsville, Kleberg County, Texas, the residence of GONZALES, Daniel David, DOB: 08/21/1983. Special Agent Arnold Salinas was the affiant for the affidavit for the search warrant. Special Agent Salinas met with 105th District Judge Angelica Hernandez who reviewed and signed the search warrant for the residence.

Agents of the Kingsville Specialized Crimes and Narcotics Task Force conducted visual surveillance

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on the GONZALES' residence. GONZALES arrived at this residence as Agents moved in and detained him. Agent Salinas later arrived and informed GONZALES of the search warrant for his residence. Agent Salinas escorted GONZALES into his residence and provided GONZALES with his copy of the search warrant. Agents located approximately 12 grams of cocaine inside the residence along with drug paraphernalia such as a digital scale and clear plastic baggies which were being used to distribute the cocaine. GONZALES was arrested for POSSESSION OF A CONTROLLED SUBSTANCE over 4 grams under 28 grams namely COCAINE. GONZALES was transported and booked into the Kleberg County Jail by Kingsville Police Department Patrolman Eric Perez without incident. GONZALES was out on bond for the offense of MURDER prior to this arrest.

On Saturday, August 27, 2011, Kingsville Task Force Special Agents set a static display at the 2nd Annual Air Fair held at the Kleberg County Airport. Agents were able to meet and greet attendees of this year's Air Fair. Community awareness of the Kingsville Task Force is essential for its success.

*MEETINGS, EVENTS AND REMINDERS (Courtesy of Vince Capell, City Manager)*

**Regular Commission Meetings**

2<sup>nd</sup> Reading and Vote on Budget &  
Tax Rate; 2<sup>nd</sup> Reading of  
Compensation Plan

Monday, Sept 12<sup>th</sup>

6 pm

**Special Commission Meetings**

None Scheduled

**Events**

TML Region 11 Meeting  
Port Lavaca, Texas

Friday, Sept. 16<sup>th</sup>

tba

Texas Municipal League Conference  
Houston, Texas

October 11<sup>th</sup> – 14<sup>th</sup>

NIMS Training – ICS 300 & 400  
EOC Kleberg Co Courthouse Basement

October 17<sup>th</sup> – 21<sup>st</sup>

National League of Cities  
Phoenix, Arizona

November 9<sup>th</sup> – 12<sup>th</sup>

**Reminders**

Need Commission Member Nominations for the Following Vacant Board Positions

<u>Board Name</u>	<u>Vacancies</u>	<u>Recommendations</u>
Planning & Zoning Commission	2	2
Zoning Board of Adjustments	1	0

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Joint Airport Zoning Board	1	0
Health Board	1	0

City staff has become aware of a citizen interested in serving on the Health Board. That name will be forwarded to the City Commission for its consideration in the near future.