

Staff Report

(A Publication of the City Manager's Office)

Friday, September 30, 2011

“It is common sense to take a method and try it. If it fails, admit it frankly and try another. But above all, try something”... Franklin D. Roosevelt

“The brain starts working the moment you are born and never stops working until you stand up to speak in public.”... Anonymous

CITY MANAGER (Courtesy of Vince Capell, City Manager)

The City Manager will be attending the Annual Texas Municipal League Conference in Houston and will be out of the office Tuesday, October 11th through Friday, October 14th.

Vince recently spoke to two groups including the Economic Development Council about City finances and budgets for Fiscal Year 2012 and the Javelina Club about the City's efforts and those of Keep Kingsville Beautiful to beautify our City. The Javelina Club event raised almost \$600 for KKB beautification initiatives. Also speaking at this event were Mayor Sam Fugate and Commissioner Laskowski.

Thanks to Purchasing/IT Director David Mason and others for completing the cell phone inventory/audit that results in more accurate and up-to-date cell phone records and, not surprisingly, annual cell phone expenditure savings of approximately \$5,000. Mr. Mason's report will be available for distribution in the next few days.

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

Over the past several weeks research has been performed by staff to formulate an organized housing plan. The intent of this plan is to provide a framework for the future housing development within the City of Kingsville, consistent with the approach presented in the City's adopted Master Plan. The Plan also promotes the need for diversified housing choices to meet market demand for various types of housing (i.e. single family, duplex, townhome, apartment) and also varying price points that are attractive to all income levels. Additionally, the Plan is intended to be distributed to the development community, and available the public, as a communication tool as to what the City's goals, strategies and needs are, while also communicating the level of assistance the city can provide.

The community appearance initiative is in full swing. Staff is closing in on finalizing our standardized reporting, departmental strategies, goals & measurables and monthly performance measurements goals. These documents will be centralized in the community appearance office and will be constantly updated to provide current data for follow up and compliance tracking. With the reporting of the Health Department, Police Department and Community Appearance Department in one location we can better track our follow through on violations, and also better coordinate our response between departments. We continue to meet to strategize the coordination and collaboration of the City with business owners, community service groups and the like to enhance the community appearance through small and large special projects.

The Community Appearance Supervisor position has been officially advertised. It will be posted internally for 5 working days to close on Monday, October 3rd; if necessary it will be posted externally after that date. We look forward to the hiring of this position as we are ready to move forward in our implementation of our planning efforts.

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Permitting

The following permits were recently issued:

Remodel- 7, Commercial Meters- 3, Certificate of Occupancy- 4, Electric- 7, Fire Inspections- 15
Gas Inspection- 5, Mechanical- 13, Curb Break- 1 Plumbing-4, Roofing- 5, Residential Meter- 9
Sign 1, Sprinkler/Irrigation- 1, House Leveling- 1

Total Permits: 76

Demolition

Staff is preparing 6 properties identified as dangerous structures that were either condemned for demolition and/or were signed off for demolition by the property owners as part of the K.W.O.P. The properties are currently in the final inspection stage and are scheduled to be demolished by Public Works staff in mid-November.

New Business Update

A permit application has been submitted for work to be done to open a new restaurant called Pop's Restaurant. The location of the business will be 718 N. 6th Street.

A new business in opening at 1908 E. Kenedy, called the Education Station. The Certificate of Occupancy has been issued and they are ready for business.

Coastal Bend Outpatient, located at 116 S. 7th Street, is changing ownership and will now be called Alice Counseling Center

Issuance of Certificate of due to completed construction

The Douglas Center was awarded their Certificate of Occupancy.

Kingsway Leadership Academy was awarded their 2nd Certificate of Occupancy for Building B, C and the gym.

Pronto Insurance, located at 700 S. 14th Street, obtained their Certificate of Occupancy and is now open for business.

Community Appearance Report

32 notices were sent, 37 inspections, 59 re-inspections, 6 court cases, 0 illegal dumping cases, 0 violation signs and 2 abatements.

Identified and addressed 2 overhanging tree violations.

Halloween Carnival with the KHDDA and beginning phases of Halloween event

Pursuing the demolition of six homes that were placed on the KWOP program

Ordinance Revisions

Adopt-A-Spot Application with the Navy League

La Posada Parade Application

Upcoming Plans

Continued communication with the local and outlying area development community to address the need for more diverse housing options in Kingsville. A continuous effort is being made to schedule meetings with identified developers who are interested, maintain ongoing discussions and develop action items.

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I will be attending the Texas State American Planning Association conference in Austin October 5th - 7th. This will be a great opportunity to share our continued progress & efforts while networking with other communities to exchange ideas in the practice of city planning & development. I'll also be attending the 99th annual Texas Municipal League conference in Houston, Texas and will be out of the office October 11th -14th.

DOWNTOWN (Courtesy of Bob Trescott, Downtown Manager)

Recent Activities

As part of our services from the Texas Historical Commission, we had a one day visit from the Coordinator of the Certified Local Government (CLG) Program, a program for cities committed to historic preservation that offers technical assistance and grants.

We are going to apply for a CLG Grant to re-survey the resources within our historic district, which are the foundation of our historic preservation program.

We are continuing our efforts to comprehensively update and upgrade the City Historical Development Board. We have new training manuals, procedures and forms, as well as interactive access to the Secretary of Interior's Rehabilitation Standards for Board meetings.

We are working with the Kingsville Historic Downtown District Association to develop strategy and procedures for approving and managing downtown events.

We had a meeting with a new university initiative that is pursuing community theater in the downtown and other (down)town/gown opportunities

Continuing research on community housing needs and market analyses needs.

Plans

Scheduled for Texas Planning Association Conference

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

Finance Administration

The Finance Director and the City Manager presented the FY 2011-12 budget to the City Commission on Monday, September 12, 2011, for their final approval. After some discussion and additional calculations based on the Commission's request, the final budgets and the 2011 property tax rate for the fiscal year 2011-12 were approved on September 12, 2011.

The Finance Director continues to work with the City Manager, the Purchasing Director and the other department directors to restructure the City's Purchase Card purchasing system. The Director is restructuring the petty cash and impress system as well.

The Finance staff continues to review the current year budget information to determine the accounts that will be included on the end-of-year budget amendment and update the budget amendment as needed for the City Commission meeting on Monday, September 26, 2011.

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Along with the regular business the Finance Department takes care of, such as processing accounts payable, payroll, monthly journal entries and reconciliations, the Finance staff continued reviewing and gathering year end information including inventory information. The Finance staff has been working with the other City departments to ensure that the fiscal year-end inventory lists, fixed assets list and other year end reports are ready for the auditor's review for FY 2010-11.

Municipal Court

The Municipal Court operation includes police traffic activity reports and revenue collected. Municipal Court was held on Thursday, September 15, 2011, at 2:00 PM. Four in-mates were arraigned, followed by the Juvenile and Adult docket of 80 defendants. No Trials were held. The Municipal Court Judge issued 39 Capias, and 41 Failure to appear warrants. The security officer on duty was Ptlm. J. Dodd, #87.

A total of 273 citations were filed, including, 4 Code Enforcement citations, 0 Health Dept. citations, and \$28,895.00 revenue was collected.

Beginning October 2011, the Texas Office of Court Administration (OCA) requires a new monthly report to be submitted to the state. The Court staff, along with the help of Ms. Rose Morrow (Ms. Morrow is the Court Clerk from Falfurrias), and Incode support staff worked on setting up the new wizard, which includes setting 424 Status Codes using the State DPS codes on all of our violations. The purpose of this is to help prepare for the upcoming changes to the Texas Monthly Report. The State now tracks the full lifecycle of cases with the report by expanding the case activity which is required with this report.

Utility Billing

The Utility Billing Division included the new Brush Schedule provided to us by the Sanitation Department on the billing cycle that went out Wednesday, September 28th, 2011. The Brush Schedule covers dates from October 24, 2011-April 05, 2012.

This brush schedule will be included in the following three billing cycles dated: October 5th , 12th , and 19th .

The water (2%) and wastewater(sewer 4%) rates increases were approved on September 26, 2011 and will become effective October 12, 2011. The Utility Billing Department anticipates calls from customers once the bills dated, October 12, 2011 are sent out. The Utility Billing Department staff is prepared to answer all customer's questions concerning the rate increases.

The Collections Department Manager is working on the final count and amount of outstanding weed liens. The spreadsheet should be ready for the Finance Director's review no later than October 3, 2011. The Utility Billing Department Manager sent out the weed notification letters for current outstanding bills that were dated from August 2011. The Utility Billing Department Manager has set this process in place to be handle on a monthly basis. The Utility Billing Manager will be filing liens on October 10th from the outstanding weed bill notices that were sent out on September 7, 2011.

On September 28, 2011 the GPS tracking systems were installed in both the Meter Readers trucks and the Utility Billing Manager should be able to monitor and review by Monday, October 3, 2011. This

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GPS system will not only monitor where the employees are located but also aid the department on disconnect days in order to see which meter readers is closer to a certain location for reconnects. The hope is that the GPS system will also further enhance the reading route they currently have in place. The Collections Manager and EMS Billing Clerk met with Felix Camarillo and staff on Friday, September 23, 2011, at the Fire House to attend the Intermedix online training. The electronic system was introduced at the beginning of September. This new electronic system will aid in controlling paper cost. Copies of documents can just be downloaded and printed directly from the system itself. Also, financial reports will be readily available when needed and one can research and find any records that may be needed.

FIRE DEPARTMENT (Courtesy of Al Lopez, Fire Chief)

On Sunday, September 17, 2011 at approximately 12:17pm, the Kleberg County Volunteer Fire Department requested mutual aid for a brush fire located in the area of U.S. Hwy 77 & Co. Rd. 2210 in Ricardo, Texas. Upon arrival, fire personnel were able to control and maintain the fire from spreading. No injuries reported at the time of the incident and all personnel returned to service.

On Thursday, September 27, 2011 from 8:00am till 12:30pm, the Department participated in a Hazmat drill exercise which was sponsored by Christus Spohn Kleberg Hospital. The drill exercise was a fully simulated interactive exercise that tests the capability of an organization to respond to a simulated event. The functional exercise strives for realism, short of actual deployment of equipment and personnel. Several entities participated in this event. (See attached photos)



On Tuesday, September 19, 2011, the Department held the First Wash Ceremony for both the new Rescue and Medic 3 units. Several H.E.B managers and staff employees attended as well as participating in the washing of the units. (See attached photos)

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Fire Department personnel will be extremely busy in the month of October due to Fire Prevention Month. Several local schools have called to set up dates and times to have fire personnel attend their school for fire prevention presentations. Fire Prevention week officially kicks off October 9th - October 15th 2011. Fire/EMS crews responded to One-hundred-and six calls between September 16-September 29, 2011.

HEALTH DEPARTMENT (Courtesy of Yolanda Cadena, Health Director)

The Kingsville area finally received some much needed rain. With those rains comes the threat of mosquitoes. Jason Torres and Chuck Jennings were busy treating standing water that accumulated in roadside ditches due to those recent rains. Mosquitoes need water in order to develop and these ditches provide the perfect breeding ground for some species of mosquito. The standing water is treated with mosquito larvacide pellets. The larvacide pellets that have been applied to these ditches kills mosquitoes in their larval stage preventing them from reaching adulthood. The areas treated were: 800-1400 Block of Santa Rosa, 1800-1900 Block of West Corral, 1300-2000 Block of Carlos Truan Blvd. and 600-700 Block of East General Cavazos. The Health Department would also like to remind everyone to empty or drain out any containers that they may have on their property that may have standing water. Doing this will also prevent mosquitoes from reaching the adult stage.

On September 12th and 13th City County Health Employees Teresa Orr, Gabriel Caldera, Jessica Montalvo, and Frank Cantu attended a South Texas Animal Control Association Seminar at South Padre Island. Their presentations topics consisted of on Animal Welfare Act, Horse Identification, Handling & Identification of Snakes, Animal Planning, and Evacuation & Shelter Issues. Employees were able to acquired 9 continued education hours for their licenses.

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Animal Control facilities have been housing three stray horses that were impounded from three different locations of Kleberg County. We are happy to report that two have been released by their owners. However, the third horse still remains at our facility due to an ongoing cruelty investigation being conducted by the Kleberg County Sherriff's Department since May 2, 2011.



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

Status of Open Positions

Department	Position Title	Notes
160.3 – Planning	Community Appearance Supervisor	Position Closes 10/3/2011
170.2 – Sanitation	Solid Waste Supervisor	Position Open Until Filled – interview conducted
210.2 – Police	Lateral Entry Police Officer	Open
220.0 – Fire	Firefighter	On Hold per Chief Lopez

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303.0 – Garage	Equipment Service Worker	Open	Until Filled	– applications sent to dept.
600.2 – Water Prod.	Production Operator	Open	Until Filled	– applications sent to dept.
<u>New Employees</u>				
09/22/2011-Water	Trinidad Rawlinson	Utility Worker		
<u>Separations</u>				
09/23/2011- Wastewater	Dony Cantu	Plant Operator		
<u>Retirements - None</u>				
<u>Evaluation Update</u>				
August anniversary evaluations (23) distributed on 07/27/2011 and due September 30, 2011.				
September anniversary evaluations (18) distributed on 08/26/2011 and due October 31, 2011.				
October anniversary evaluations (24) distributed on 09/29/2011 and due November 30, 2011.				
<u>General</u>				
2011 Classification and Compensation Plan Ordinance presented for 2 nd reading and approved by City Commission				
HR Department scheduling appointments for the 2011 Health Fair scheduled for October 5, 2011				
Department processing employee supplemental insurance changes resulting from 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)

The “Smart Ruler” is demonstrated at the Library

The Robert J. Kleberg Public Library hosted a presentation by local inventor, Max Pena, on Saturday, September 17, 2011. Attendees were given a demonstration of the product, shown potential uses, and given the opportunity to ask questions. Mr. Pena used his 25 plus years of experience as a math tutor to create the Smart Ruler. The device is a revolutionary, easy-to-use mathematics ruler that helps students of all ages develop their arithmetic skills from elementary to college level. Attending parents, students, and teachers were enthusiastic and excited to learn more about this useful device, with several people staying afterward to ask further questions and even purchase the Smart Ruler. Thirteen adults and eleven children attended the two-hour function, and a drawing for several door prizes was held at the end of the presentation.

Presbyterian Pan American School Students (PPAS) visit the Library

The students from PPAS made their first visit of the fall semester to the Robert J. Kleberg Public Library the last week of September. Approximately 200 students were bused in from the international school located south of Kingsville. Their visit was scheduled in order to have them sign-up and receive library cards to utilize the library's book collection. Many of these students commented that it was their first time to visit a public library. Arrangements are being made for the students to visit the library on a regular schedule to utilize the library's various resources for their school studies.

Technology Presentation at Sarita Elementary Public School - Kenedy County

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The Robert J. Kleberg Public Library is planning a presentation at the Sarita Elementary Public School in early October, 2011. This event will provide parents, students, and teachers the opportunity to learn about the various on-line homework resources available to them at the public library. Attendees will be given an opportunity to speak on a one-on-one basis with Joey Garcia, Technical Services Librarian, and receive an on-hands demonstration on how to access the library's electronic resources.

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

US Currency/Drug Seizure (\$13,666.00), Money Laundering, Poss. of Marijuana, Poss. of Controlled Substance, Poss. Drug Paraphernalia Criminal Arrest (3)

Kingsville PD Date/Time: 9/18/2011 - 3525 Location: HWY 77, Kingsville, Kleberg County, TX Kingsville PD Criminal Investigator Mike Tamez working interdiction on HWY 77 southbound initiated a traffic stop on a vehicle with three male occupants. Officer observed marijuana in plain view providing probable cause to search vehicle. Search located US Currency in the vehicle along with a baggie of marijuana, several pills of XANAX in the vehicle. Subject was arrested for Possession of Marijuana with Intent to Deliver. Subject vehicle was released to Enterprise Rent a Car as it was a rental. VERNON OLIVER LINDSAY 34YOA address out of Florida, SAMUEL A. MAYFIELD 30YOA address out of Pennsylvania, and STEVEN MOULIER 26YOA address out of New Jersey were all placed under arrest and incarcerated in the Kleberg County Jail.

Drug Seizure (.124 lbs Marijuana)

9/20/2011 Location: 200 S 14th, Kingsville, Kleberg County, TX Kingsville Police Department Officers detained one male juvenile for possession of a small amount of marijuana during a traffic stop. The juvenile was released to his mother.

Drug Seizure (1 packet X-Factor Synthetic Marijuana, 4 pills Xanax, 1 pill Morphine), Criminal Arrest (1)

Date: 9/20/2011 Location: 6th St, Kingsville, Kleberg County, TX Kingsville Police Department Officers arrested one individual for possession of 1 packet of X-Factor Synthetic Marijuana, 4 pills Xanax, 1 pill Morphine during a traffic stop.

Fugitive Arrest (1), Criminal Arrest (1), Drug Seizure (.063 lbs. - Marijuana)

Date: 9/21/2011 - Location: 200 S. 14th, Kingsville, Kleberg County, TX Kingsville Police Department initiated a traffic stop on grey Nissan Altima with one male occupant. Check on subject driver came back with an active warrant and subject was arrested. Search of subject located Marijuana and subject was also charged with Possession of Marijuana. Subject was transported to the Kleberg County Jail, and the subject vehicle was impounded.

US Currency/Drug Seizure (\$8,100.00), Money Laundering No Criminal Arrest

9/26/2011 Location: Hwy 77 SB/Caesar. Criminal Interdiction Officer Mike Tamez initiated a traffic stop on a Mitsubishi Eclipse Hatchback with Mexico LP. He made contact with the driver and developed probable cause to conduct a search of the vehicle. The search yielded on bundle of currency. Subjects in the vehicle were not arrested at the time due to Child Protective Services stating that since the children were not US citizens but were here on legal status that they should be turned over to US Customs. Upon contacting US Customs they did not wish to take custody of the juvenile

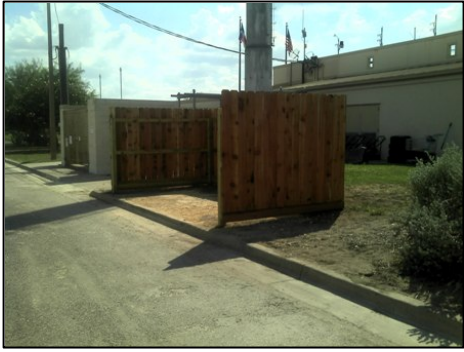
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children because they were here legally and were the responsibility of the state. Subjects were all transported to a local bus stop where they arranged transportation to their destination.

Police Department Beautification



Attached is a photo of a three sided enclosure built on the west side of our building to enhance the appearance of our facility. Previously we had a dumpster on the west side of the parking lot. This dumpster was located on the property of Kleberg County. As good neighbors we removed the dumpster and moved it onto our property. A second dumpster was located on the east side of our facility, which is where we decided to construct the enclosure. City Street Department crews assisted by constructing a pad to place the dumpsters on and we'd like to give a big "thank you" to them for their assistance.

We did have some materials left over so I asked Det. John Grief, who is a great carpenter, if he could use the material to build some flower boxes to beautify the front area of our building. He agreed to construct the flower boxes and is shown here on Friday, September 30, 2011 during construction. They will be placed by the front entrance here at the Kingsville Police Department. We will be looking into filling them with soil and some plants conducive to the "look" of our building.



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Training

Several KPD Officers attended training hosted by the KLEBERG & KENEDY COUNTIES DISTRICT ATTORNEY'S OFFICE, Midwest Counterdrug Training Center (MCTC) in conjunction with T.A.M.U.K. P.D. A four day FREE training course to develop confidence in writing search warrants as well as defending their search warrants in the courtroom. All attendees will receive 32 hours 3100 course credit and it was held from Mon-Thurs, Sept. 26-29 – 8:00 AM to 4:30 PM at Texas A & M University Kingsville 1050 W. Santa Gertrudis Ave.

Calls Handled Where Case Numbers Were Issued

Attached is a log from September 18th, 2011 to September 30th, 2011 listing calls for service where a case number has been issued during that time period. The number of calls is too numerous to provide a short synopsis on each. This would also be true if we were only addressing those situations where arrests were made as we had 124 arrests for the month.

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

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Brush Pick-up

Brush Crews worked at Zone 3 from September 12 to September 23. White Goods were collected on September 23. Staff will be working at Zone 4 from September 26 to October 07. White Goods will be collected on October 07 from this zone.

Capital Improvement Projects

Hubert Construction Co., Inc. finished 7th and Ragland intersection concrete street pavement job on September 30 and have started working on 7th and Huisache as part of "Concrete Pavement Improvement Project (Bid No. 11-31)". Intersections at 7th and Doddridge and 9th and Kenedy will be repaired next.

Ragland and 7th – in process/demolition



9000 feet 12" PVC pipe has been purchased to install water line at County Road 1030 from Escondido Road to FM 772. Staff met with the County commissioner on September 16 regarding the use of County Right-of-way. Engineering crews started staking in the field.

Initial design has been done and about 3000 feet Sanitary Sewer pipes (12" and 8" PVC) and 7 manholes have been ordered to purchase. This projected is located on Young Drive from the City limit to 3000 feet south. Construction will be started after waterline installation on CO 1030.

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. Staff met with TxDOT on August 31 to discuss some issue. TxDOT did not allow putting the concrete flume all the way to Sen. Carlos Truan. Need revision in the plan. Paving work at this location has been started.

New Water Well – Staff and one of the commissioners met with the Consultant/hydrologist Mr. Joe Vickers on September 15 regarding location of new water well and rehabilitation of the Water Well # 14. As per the initial investigation, the water quality and quantity are same at all the prospective sites for new well. Staff is doing research and will sit down with TAMUK teachers to get expert opinion about the Uranium and other radioactive materials potential threat.

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South Waste Water Treatment Plant Clarifier – Field survey is done and Soil Boring for geotechnical testing is done. Consultant and the staff have visited Pharr and Mercedes to check the Wastewater Clarifier in those cities.

Corral/ Santa Rosa Drainage Project – Commission has approved this project and contractor will start the project on October 7

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

Drainage Project on Johnston from College Place to Armstrong – Additional work at the intersection of Armstrong and Johnston is added to this project.

Public Works and Engineering

The City of Kingsville is trying two different software companies for GPS unit in the City vehicles that would allow the City to demo their product. 6 units are installed from Premier GPS Tracking with Network Fleet. This system is working great and even has engine codes that allow the Garage to call the units in for preventive maintenance. The other system is Fleet Outlook Wireless Matrix GPS. 3 units were installed Thursday the 29th and will be doing some web training on October on this system.

Staff met with TCEQ on September 13 at Corpus Christi regarding a New Project. Samples from Wastewater Treatment Plant was sent for Lab test and the result is supposed to be received by October 7.

Staff is meeting on a regular basis with TAMUK -Environmental Engineering Students and the teachers for the North Wastewater Treatment Plant Lift Station design/upgrade project. Staff attended a presentation by the TAMUK design group on September 21.

City Staff and one of the County Commissioners met with a Gas Company who wanted to install their Pipe on the County ROW located on the North side of the landfill. Staff proposed to the company to reroute the layout and put on CO 2130 within the County ROW. Gas Company will revise their route. Staff is waiting to receive the revised drawings from the Gas Company.

City Staff met with the County on September 16 about the County ROW located on the North Side of the Landfill where several Ground Water Monitoring well and Gas monitoring wells are located.

House Hold Hazardous Waste Collection event will be held at Public Works (1300 E. Corral) on October 15.

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

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.

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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)

Street Division

Paving project

- i. Johnston: Sealcoat Paving from Frances to Lantana is finished. Staff is waiting on the contractor to finish the Curb and Gutter job from Lantana to college Place and at the intersection of Armstrong and Johnston.
- ii. Crews started working on Lawndale from Lawrence to Circle Drive on September 19.
- iii. Next project – Wanda from Ave. F to Corral

Harvey School crosswalk striping



Mowing

Corral Road from 14th Street to US 77; 6th Street from Dick Kleberg Park to North City Limit; Armstrong from Corral to Sage Road; Franklin Adams up to Trant Road; 6th Street at Ave B, Kendy and Johnston Area.

c. Patching: As needed throughout the City

d. Curb & Gutter Cleaning: Area in between Corral to King and 14th to Armstrong

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Wastewater Collection and Treatment Plant

Wastewater Collection

Sewer Tap at 124 W. Corral; Killed Sewer Tap at 1131 W. Kenedy and 431 E. Nettie 1405 E. Henrietta; repaired 4 services; Installed 3rd pump at 1717 Lift Station; replaced caved in at 729 W. King. Staff went to Pharr and Mercedes Wastewater Treatment Plant to check clarifiers with LNV Engineering; review specifications from Standard Cement for manhole rehabilitation; Worked on Inventory/worksheet.

Treatment Plant

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, Primary Clarifier at North Plant is down, Secondary Clarifier is working; Pump 2 at North plant is in need of repairs; samples of effluent sent off to lab; working on the Bids on CO-05 and Fund 54 projects.

Water Distribution

From 9/12 to 9/27 - Staff repaired 23 main breaks and completed approximately 84 service calls for various problems such as cutoffs, backfills and meter leaks; 1-2" Tap at KFD Annex; replaces a damaged Fire Hydrant at North Armstrong and Sage; checked water meters for the houses to be demolished (3 had meter and 3 were abandoned before); exposed water line casing at US 77 and Caesar for proposed Caesar overpass; adjust the water valve at Johnston; helped engineering department to stake out 12" water line on CO 1030

Water Production

Since the Staff did not hear from Friedel Drilling for pump test for well no. 14, Alsay Drilling was awarded the job for \$11,500. They will start working on October 05. Well # 19, Friedel Drilling started working on September 29 at Well # 19. Staff initially thought the motor was bad but Friedel drilling found the water column pipe (total 24 joints, 480 feet pipe) was corroded. Preliminary cost estimate to replace the water column pipe (\$15,000), motor (\$17,000) and survey (\$2,000) is \$34,000. Detail survey will be conducted on October 03.

City Garage

From 9/6 to 9/20 - Staff finished 3 Oil Change; 12 Scheduled work order & 21 Non-scheduled work, 5 Service calls, 2 Call out; 6 New Tires on heavy equipment and Truck; 4 Flat repairs and balance; 9 Pending work order; 19 received work order.

Unit 336 Residential Garbage Truck is at Frightliner in Corpus (Warranty repair)

Landfill

Ground water data shows that for MW 28 Significant Statistically Increase (SSI) for Benzene, MW 28 and MW 12 show SSI for Arsenic and Barium, MW 13 and MW 14 show SSI Barium. These Ground Water Monitoring wells will be re-sampled on October. The mud pit sample was collected and analyzed, does show very high barium concentration. TCEQ Notification for Household Hazardous Waste event has been sent so the event can be held on October 15.

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Notice of intention to amend the landfill permit is in process of drafting, this notice will be addressing all of the Sub-J (well spacing) issues and any other issues from the past that must be amended. Litter collection on-going and making great progress.

Tire collection event- 9 tire trailers with approximately 800 tires per trailers (total 7200 tires)

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

Sealed bids for annual diesel contracts were opened on September 20th 2011. Bids for lube & oil & filters were approved by City Commission on September 26, 2011.

Installation of the fuel tank monitoring system has been completed at Public Works.

Rolled out server updates on Friday on September 23, 2011

Purchasing Director & City Engineer made onsite inspections of construction progress of the concrete streets improvement projects & along with the Street Foreman inspected several additional areas to analyze and prioritize the need for improvements.

Tony Verdin attended the Watch Guard Seminar in San Antonio on September 22, 2011 he also met with ESRI on September 23, 2011 to discuss mapping software.

P-Cards have been ordered for the entire staff of The City of Kingsville. This will eliminate the small P.O. system for purchases under \$100.00. This will also help eliminate checks for same day travel.

Cell Phone inventory/audit has been completed resulting in more accurate and current records and generating anticipated annual expenditure savings of \$5,000.

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

Risk Management investigated and filed several claims as follows:

Fire department was assisting the county by responding to a brush fire on FM722. While fighting the fire the vehicle hit a tree trunk causing minor damage to the right side of the vehicle. No one was injured and the vehicle was drivable.

City waste water crew were working near west lee street on a backed up sewer line. The vacator sewer cleaning truck was used to jet the line. While jetting the line claimant notice a loud bursting water rushing noise and found the toilet had back flowed on to her floor. Although the home did receive back flow the damage was minimal. This claim was also filed with TML.

Street department water tank truck was crossing 6th St. on Ailsie, he was going west bound as he crossed the street. There is a slight incline over the railroad at this location. He tried to shift and the truck stalled on him and rolled backwards and hit the vehicle behind him. The impact caused minor

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damage. The driver behind the water tank truck may have been following to close. Neither driver was injured or received a citation.

John Garcia traveled to College Station for OSHA training. This course covered OSHA policies, procedures, and standards as well as industry safety and health principles. Special emphasis is placed on those areas that are the most hazardous, using the OSHA standards found in 29 CFR 1910 as a guide.

Recordkeeping

Subpart D - Walking/Working surfaces

Subpart E - Exit routes, emergency action plans, fire prevention plans

Subpart I - Personal Protective Equipment

Subpart L - Fire Protection

Subpart J - Permit Required Confined Space

Subpart N - Materials Handling

Subpart O - Machine Guarding

Subpart S - Electrical

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

On September 19, 2011 the Kingsville Boys & Girls Club of Kingsville advised that they were putting on a Haunted House / Fall Festival this year and were in need of materials. Mr. John Perez, Chief Professional Officer made the request for these items and the Task Force was glad to assist. The Kingsville Task Force loaned the Boys & Girls Club much of the props and materials used in their past Halloween Haunted House events.

On September 21, 2011 Kingsville Task Force Command Staff attended a presentation by the U.S. Border Patrol at the Kleberg County Courthouse Annex. The presentation "Homeland Security Presence in the Kleberg/Kenedy County Communities" was given to several law enforcement agencies and the public from this area.

On September 23, 2011 Task Force K-9 Agents conducted highway interdiction training utilizing an 18-wheel truck and trailer that had been seized and awarded to the Kingsville Task Force. Special Agent Ruben Guajardo, the Task Force's first graduate from the Del Mar College CDL Driving School drove the big rig on U.S. Hwy 77 while the K-9 Agents trained with their K-9 Partners.

Also on September 23, 2011 the Kingsville Task Force again hosted one police officer from the Corpus Christi Police Department, who trained with the remaining KTF Interdiction Unit, Special Agent Jason McGee. Both officers exchanged criminal interdiction techniques and procedures to better their skills in highway interdiction traffic stops.

On September 26-29, 2011 Kingsville Task Force Command Staff and Special Agents attended a four day training course on "Writing Search Warrants". The training was held at Texas A&M University Kingsville and hosted by our District Attorney's Office. Attendees learned the legal requirements for search warrants and the proper writing formats to use on specific search warrant needs.

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

Regular Commission Meetings	Monday, October 10th	6 pm
Special Commission Meetings	None Scheduled	
Events		
Fire Prevention Week	October 9 th – 15 th	
Texas Municipal League Conference Houston, Texas	October 11 th – 14 th	
Household Hazardous Waste Event Public Works at 1300 E. Corral	October 15 th	
NIMS Training – ICS 300 & 400 EOC Kleberg Co Courthouse Basement	October 17 th – 21 st	
National League of Cities Phoenix, Arizona	November 9 th – 12 th	
Reminders		
Need Commission Member Nominations for the Following Vacant Board Positions		
<u>Board Name</u>	<u>Vacancies</u>	<u>Recommendations</u>
Zoning Board of Adjustments	1	0
Joint Airport Zoning Board	1	0