

# Staff Report

(A Publication of the City Manager's Office)

Friday, December 2, 2011

*“You may be very generous indeed with what is not the property of yourself or your subjects...for spending the wealth of others will not diminish your reputation, but increase it.”... Machiavelli, The Little Budget Book*

*“Lot's of folks confuse bad management with destiny.” .... Ken Hubbard, The Little Budget Book*

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

The City Manager will be out of the office over the Christmas and New Year Holidays. Vince wishes everyone a merry holiday season.

Concerns are mounting over losses of public works employees to oil field employers. The Public Works and Human Resources Directors are studying the situation in order to make recommendations to the Manager for his follow up with the City Commission.

The City Secretary is expected to return to the City Manager's Office the first part of January 2012. Thanks to City Attorney Courtney Alvarez for allowing Mary Valenzuela to fill in these past several months.

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

The Beautification Board is currently working to finalize a proposal for the corridor landscaping plan to be utilized in a pilot area for enhanced landscaping along major thoroughfares. This is tied to the many community appearance initiatives that are underway. The intent is to provide for a highly attractive street corridor that inviting but also serves an even greater purpose in providing for additional screening of necessary infrastructure such as electric substations and well tanks. Substantial research has been prepared to date and will continue with the intention of having an organized, planned approach to executing this effort and also to create a model for future projects of the same manner throughout the City. We expect the preparation to be complete sometime after January 1<sup>st</sup> for consideration by the City Commission.

Additionally, at the direction of the City Manager, the Beautification Board staff has been working to research and develop a city-wide commercial dumpster study to begin preparations and research into how we can enhance the community appearance by limiting the exposure of the dumpsters. While they are a necessity for trash removal, staff has worked to identify ways in which the appearance may be enhanced. This study is nearly complete and staff anticipates a proposal will be provided to the City Commission sometime after January first. As an aside, due to this research several other enhancements were identified in our dumpster tracking, fee collections and future maintenance considerations that will also be addressed as part of our study.

The City of Kingsville, the Kingsville Area Industrial Development Foundation, and Texas A&M Kingsville have partnered to have a third party market study performed to be utilized in future economic development initiatives. This partnership will be extremely beneficial in provide us with quantitative analysis of the current market conditions regarding housing needs, residential leakage, identified future job growth, etc. This study will be an integral piece in the attraction of developers,

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businesses, and university partners as this data can be provided to them with credibility and without assumed bias. This is one of the first steps prospective developments require and we will be able to provide the information for them on day one of discussions. We are excited about this partnership and the results it will garner.

Discussions continue among several prospective housing developments ranging from potential small scale apartment housing to single family housing development. Planning staff is working diligently to maintain dialogue and provide assistance in gathering of data by the proposed developer. Staff is also working to create new relationships and attract additional interest among the local and regional development community.

Lastly, but certainly not least, The Development Services Department staff would like to welcome Jessica Storck to the team. She joined us on December 1<sup>st</sup>, as the Planning Secretary and staff is excited to have her on board. She brings with her great experience and she was quick to jump right in on her first day.

## **Permitting**

The following permits were recently issued:

Remodel- 7, New Residential- 4, Irrigation/Sprinkler- 2, Electric- 7, Fire Inspections- 12, Gas Inspection- 7, Mechanical- 2, New Commercial- 1, Plumbing- 12, Roofing- 3, Residential Meter- 7, Signs- 1, Commercial Meter- 1. *Total Permits: 66*

## **New Construction**

The South Texas Benevolence Society has obtained permits for four new homes to be constructed in Paulson Falls Phase III. These homes will be located at 2001, 2003, 2005 and 2007 Kelly Lane.

Nature's Own RV Park has been approved for full permitting and has already been issued several permits to begin the construction effort on site. Work is fully underway on this development and rapid progress is being made.

## **Demolitions**

The Casa Ricardo demolition at 200 East Yoakum is complete. Crews are currently finalizing the collection of debris from the site.

## **Community Appearance Report**

Recent activity by Community Appearance Inspectors is as follows:

Notices sent—79, Inspections—34, Court cases—11, Door hangers—34, Illegal dumping—0, Violation signs—3, Abatements—7, Re-inspections—37

Community Appearance staff has been wrapping up this year's City float for La Posada Parade. The theme for La Posada this year is a "Red, White and Blue Christmas". Our float theme will be "A Salute to Christmas" featuring toy soldiers saluting Christmas and the men and women who serve our country. Special thanks to Marco Jimenez and Jessie Cavazos from the City's Water Department and also Chris Sanchez from Brush Crew for their help on the float preparation.

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Below is a recent example of our community appearance efforts:

Before

After



## Upcoming Plans

Continued meetings of the City's Beautification Board and staff team to discuss current conditions and future plans. Continued plan development and funding exploration for the citywide landscape corridor plan.

Finalization of the City of Kingsville comprehensive housing plan draft for preparation and submittal to the Planning & Zoning Commission for review and discussion prior to presentation for adoption by City Commission. Continued development of the website updates and the use of the web-based Geographical Information Systems.

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

Bob Trescott participated in meetings with Parks and Recreation Department, Sheriff's Office, Police Department and members of the Gypsy Motorcycle Club in exploring the possibility of the Gypsy Motorcycle Club hosting a Memorial Day Weekend event in Kingsville, in Dick Kleberg Park.

The Gypsy Motorcycle Club has a history dating to the 1930's and was formally established in 1968 in Corpus Christi when it registered with the American Motorcycle Association with the intent of improving the image of motorcyclists with the general public. The club spread throughout Texas and beyond, becoming a family-oriented club. We have a local chapter that recently had an event to purchase Christmas toys and that is planning a spring event to benefit the American Cancer Society

The Club has a creditable history of putting on events that are good business for the communities that host them. The intent is for 1,200 – 1,500 people (men, women and kids) to come to our town, some camping in the park, others at area hotels, some at the Nature's Own RV Park, etc. The event itself is intended to be closed to the public.

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There may be issues to work out regarding permits, fees, safety, security, etc. The event over a holiday weekend should have a significant impact on heads-in-beds, retail sales, and restaurant business.

Bob also made a presentation to the Kingsville Noontime Rotary Club that covered City achievements and plans for historic preservation, event management, downtown buildings and businesses, and community appearance. His report was well received and elicited several comments and questions.

Bob is working with the Student Government Association and Kingsville Next Generation on planning for an American Heart Association event to be held downtown in January. The HeartChase™ is an innovative community event that promotes healthy living.

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

### **Finance Administration Division**

The Finance staff is continuing to work on year-end reconciliation of various accounts to assist with the annual audit of FY 2011. Some of the activity is routine in nature, but new more extensive industry audit requirements for procedural documentation are being developed and implemented. The areas that staff assisted with include accounts payable, payroll, revenue tracing on the general ledger, grant reconciliations and fixed assets. Staff expects to close the books on the system by mid-December 2011 to have time to gear up for the annual audit in January.

The Finance Director and the Accounting Manager, along with the City Manager completed the enhanced analytical version of the September 2011 Financial Report and distributed it to the City Commission. It is available on the City's website under the Finance Department.

The Finance Director and Purchasing Director with their respective staff are in the process of in-servicing all City Departments on Finance and Purchasing issues. The focus of the in-service has been small purchase order processing, petty cash purchases, credit card purchases, account coding and travel guidelines. The purpose is to take a progressive approach in structuring the administrative processes to promote efficiency and effectiveness. The Fire and Police Departments were in-serviced on November 18th. City Hall departments, Health and Library Departments and the Task Force were in-serviced on December 1st. Then on December 6th, the Public Works Departments with the Community Appearance Department are scheduled to receive their in-service.

In addition, the Finance Director has continued meeting and working with First Southwest, the City of Kingsville financial advisor, to discuss various continuing disclosure and compliance requirements. Congratulations to Caron Vela, the Finance Office Accounting Manager for completing her MBA, with an emphasis in accounting, with Keller Graduate School of Management of DeVry University.

### **Municipal Court Division**

The Municipal Court staff continues to operate on a daily busy schedule, answering, phone calls and attending customers. The Warrant Officer and another police officer have been making phone calls and serving individuals with outstanding warrants. As a result, the volume of calls and people coming in to pay their tickets and outstanding warrants continues to increase. Rose Morrow, the Senior Chief Deputy Clerk from the City of Falfurrias, a long-time Kingsville resident, has also been working in the department assisting with Municipal Court initiatives.

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Court session was not held during this period due to the Thanksgiving holidays. A total of 179 citations were filed, including 12 City Ordinance Junk Vehicle, 5 Code Enforcement, and 3 City County Health citations, with a total revenue of \$22,662.00 collected.

The Municipal Court Judge issued 52 Failure to appear warrants and 57 Capias Pro Fine.

On December 8, 2011, the Kingsville Police Departments will be conducting a WARRANT ROUNDUP. **Citizens are encouraged to contact the City of Kingsville Municipal Court at 592-8566, or at 200 E. Kleberg regarding any outstanding warrants.**

## **Utility Billing Division**

The Utility Billing Department included the reminder about City Hall Holiday business hours on the billing statements that went out on November 30th, 2011. The Utility Billing Department will include the same announcement on the billing statements dated December 7<sup>th</sup>, December 14th, December 21st, and December 28, 2011. The statement reads as follows:

*City Hall closed Dec 23rd and 26th, 2011, and Jan. 2, 2012 for the Holidays. Please see local newspaper or the City website for the trash pickup schedule or call Sanitation at 361-595-8094 or Utility Billing at 361-592-5281.*

The Collections Manager provided the completed review of the commercial dumpsters to the drafting tech, City Engineer, Director of Developmental Services, and the Finance Director on November 29th, 2011. The Finance Director had suggested the Rehrig system be used to inventory the commercial dumpsters. The Collections Manager is currently working on getting more information from the contact person from Rehrig to see how this will be implemented. The Rehrig program is already in use with the roll out carts at Sanitation and it has been a helpful tool that both Sanitation and the Utility Billing Departments inventory control and billing.

The Collections Manager and Finance Director continue to compile and review outstanding weed lien billing information from 1987 to date.

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

Fire and Engineering personnel have been actively working on construction plans for Station II renovations to finalize these plans and begin working on the bid process.

The Department is continuing to work on the bid process for the installation of the Central Station emergency generator.

EMS bike teams will be participating in La Posada parade and events held on Saturday, December 3<sup>rd</sup> beginning at 10:00am and ending at 10:00pm. Personnel will be available to render aid if needed. The Local 2390 Firefighters will be hosting their annual in-house children's Christmas party for Department personnel on Saturday, December 3, 2011 from 3:00 to 5:00pm.

Fire/EMS crews responded to One-Hundred three (103) emergency calls between November 18<sup>th</sup> thru December 1, 2011. **The Fire Department wishes everyone a Safe and Happy Holiday Season!**

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

Inspections at food service establishments are conducted on a quarterly schedule to insure compliance with the current regulations on food service sanitation. These inspections were conducted from November 17<sup>th</sup> through November 29<sup>th</sup>.

Arby's-89	Asian Buffett-79	Boat-N-Net-97
Butch's-100	CB's Bar BQ-100	Hampton Inn-100
Holiday Inn Express-97	Kingsville Headstart Kitchen-100	Pit Stop Drive Thru-100
Kwik Pantry #107-87	Little Caesar's Pizza-94	Pizza Parlor-88
Rio "7" Cinema-96	Subway(Armstrong)-87	Taqueria Martinez-89
Wendy's-94	Whataburger(77)-100	Young's Pizza-94
Seller's Market-100	Subway(14 <sup>th</sup> )-100	

A notice was sent to the owner of **1115 East King** due to tenants moving out and leaving a mess of trash, garbage, junk, and furniture scattered throughout the property. The violations were corrected. The owners abated the nuisance of their rental property.

Before

After



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We have had 13 students volunteer at the animal shelter from **Texas A&M University-Kingsville** in the past two weeks. They have volunteered a total of 48 hours in cleaning the horse manure from pasture, feeding and watering the animals, walking the dogs outside around the compound and many other chores. The City County Health Unit staff would like to thank the students for their interest in helping out the animal shelter. We would also like to acknowledge and thank **Mr. Julio Suarez III**, HEB employee and Texas A&M University-Kingsville student for volunteering a total of 43 hours from June to November. Mr. Suarez is a dedicated volunteer that makes time, with his busy schedule, to volunteer at the animal shelter.



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

### **Special Christmas Wishes to All**

Christmas time is here and the Robert J. Kleberg Public Library is helping ring in the festivities by providing an online playlist of Christmas music for patrons to access anytime and anywhere they have an Internet connection. Patrons can visit the library's website and click on the "*Deck the Halls*" holiday banner. The Christmas playlist, compiled and streamed by Grooveshark®, an online music service, includes contemporary Christian artists performing renditions of favorite holiday tunes, with a mix of Country and Spanish artists as well. The Library Board and staff would like to wish everyone a very Merry Christmas and a safe and Happy New Year.

### **La Posada Holiday Story time**

In conjunction with La Posada de Kingsville, the Robert J. Kleberg Public Library will host its third annual holiday story time, Saturday, December 10, from 10:30 – 11:30 a.m. The story time will take place at the Community Life Center located at 123 North 5<sup>th</sup> Street (corner of Yoakum Avenue and 5<sup>th</sup> Street.) The Children's Services Librarian, Danielle Friend, will be reading various holiday stories, leading the children in Christmas carols, and presenting Christmas holiday fun facts and trivia. There will be snacks and door prizes for all, as well as a free holiday book for the first forty children in attendance. The Children's Librarian looks forward to reading *A Soldier's Night before Christmas*, using the Red, White, and Blue Christmas theme of this year's La Posada festivities to remind community patrons of our soldiers away from home during this holiday season.

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

### **November 17, 2011**

5:31PM at 208 S. 14<sup>th</sup> Carlos Santana 22YOA arrested for Reckless Driving by Cpl. T. Figueroa after observing Santana driving recklessly in and out of traffic at high speed endangering other drivers and pedestrians.

5:40 PM at 600 E. Ave D

Michael Salazar 17YOA arrested on a Warrant by Sgt. Brad Lile

6:44 PM at 1500 E. King

Miguel Nunez 23YOA warrant served by Sgt. Lile at Kleberg County Jail.

9:03 PM 18<sup>th</sup> & Kenedy

Jessica Riojas 25YOA, Justin Maldonado 19YOA, Shawn Michael Navarro 20YOA, Jacob Tajalle 22YOA and Monica Vela 27YOA arrested for Possession of Marijuana/Furnishing Alcohol to Minors/Minors in Possession of Alcoholic Beverages by C.I. Daniel Gonzales with assistance of BP Agents during a traffic stop.

11:37 PM 1<sup>st</sup> & Yoakum

Leonel Gonzalez 20YOA arrested on a Warrant by C.I. Daniel Gonzales.

### **November 18, 2011**

3:38 PM at Brahma & General Cavazos

Stephen Tucker 57YOA arrested for Public Intoxication by Ptlm. Joshua Grant.

### **November 24, 2011**

James Meadows was involved in several disturbances with his wife during the course of the evening. After he fell asleep she called the PD and reported that Mr. Meadows had burglarized his bosses house and taken a TV, DVD Player and 8 firearms which were in the apartment. Officers responded to the residence recovered the stolen items and placed Mr. Meadows under arrest.

### **November 30, 2011**

Kingsville Police are investigating a rash of vandalism that took place in the overnight hours from Tuesday night until Wednesday morning. Approximately 22 vehicles had their windows shot out. No specific neighborhood was targeted, though the majority of the damaged vehicles were on the south side of the city. It appears that a BB or pellet gun was used to cause the damage.

If you have any information on this case, please contact Kingsville Crime Stoppers at 361-592-INFO or [www.tipsubmit.com](http://www.tipsubmit.com). If your tip leads to an arrest or indictment, you may be eligible for a cash reward.

### **December 2, 2011**

KPD Assisted the Texas A&M Kingsville Police Department with Regional Playoff game involving Harlingen and San Antonio Madison. We provided the use of 20 800 MHz radios for use by officers that will be working security for the event. The officers are from the Texas A&M System in Laredo,

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Corpus Christi, the Valley as well as Kingsville. The radios will allow them to communicate with each other via a dedicated frequency. KPD also coordinated street closures to insure the safety of the patrons attending the playoff game.

## **Installation of New CCTV Cameral AT KPD**

JAG Satellite has installed CCTV camera at KPD. The equipment includes 16 camera for the interior and exterior of the facility to monitor 360° around the building, ingress and egress into the facility as well as monitoring of critical areas inside the facility. The equipment includes 2 Point, Tilt and Zoom camera which can be controlled via dispatch. We are awaiting delivery and install of a 42 inch monitor/tv which will be placed in the communications center. Total cost for equipment and installation was roughly \$15,000.00 paid for by Chapter 59 funds.

## **Community in Schools, Chapter 59 Donation**

The Texas Code of Criminal Procedure under Chapter 59 allows awarded funds to be used to assist in the funding of nonprofit programs for the prevention of drug abuse. Communities In Schools is a tax-exempt organization and due to funding shortfalls has become more dependent upon support from individuals, corporations, and private foundations in our community.

KPD is in receipt of an application from the Communities In Schools soliciting a donation for the Kingsville, Texas program. The drug, tobacco and alcohol prevention programs being proposed provide a proactive means to address our continued battle against the abuse of chemicals and their addiction.

As directed by the City Council for the City of Kingsville a procedure has been implemented for a person/entity seeking a donation via Chapter 59 Forfeiture Funds. This item will be the next City of Kingsville, City Council agenda for approval. We request the approval of a donation in the amount of **\$5,000.00** to assist Communities In Schools with our mission to help young people and families recover from chemical abuse and addiction.

## **Community Beautification Efforts**

KPD officers issued 62 citations and warnings for City Code Violations for Junked Vehicles during the month of November 2011.

## **Warrant Officer Program**

Ptlm. Daniel Gonzalez has been temporarily assigned as warrant officer to assist in serving warrants. Ptlm. Gonzalez has been proactive in serving the "freshest" warrants. He is also being assisted by Officer Thomas Davis who has returned on light duty status. Officer Davis is our warrants "Phone Bank." He has made many contacts over the last few days leading to additional revenues being collected by Municipal Court. Unfortunately Officer Davis will be joined by Officer Justin Dodd who was injured on duty during a scuffle with an arrestee.

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

### **Capital Improvement Projects**

South Waste Water Treatment Plant Clarifier – Consultant has finished drawings. Staff met with the consultant on December 01 to review the plans and they had a few comments to address. The project will go for bid by the end of December.

9000 feet 12” PVC pipe was purchased to install water line at County Road 1030 from Escondido Road to FM 772. County Commissioners Court approved this waterline installation within County Right-of-way on November 02. Staff is working on the “30 feet Temporary Easement” documents for the property owners. TxDOT is reviewing the permit application.

Design for 3000 feet sewer line (12” and 8” PVC) on Young Drive was done. During field survey, staff found 20” water crossing. Engineering Department is revising the design.

Drainage Project between Lawndale and Carlos Truan (4’ Concrete Flume with 6” curb on both sides) – The project was 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 issues. TxDOT did not allow putting the concrete flume all the way to Sen. Carlos Truan. Plan has been revised. Contractor has started working at this area to replace curb & gutter. Contractor could not meet the dead line of November 30. Staff has extended the deadline for one more week after that they will be charged for liquidated damage. As per the conversation with the contractor on December 02, this job will be finished by December 09.

New Water Well – Staff met with a teacher from TAMUK Environmental Engineering Department to discuss the Uranium issue. Water sample was sent to TAMUK as per the request for analysis. TAMUK teacher who is helping the City for the Uranium and other heavy metal issues wants to collect the sample one more time. He sent us preliminary calculations which shows the transfer time for uranium radiation from the source to our City limit will take several thousand years. Staff is working with him.

Corral/ Santa Rosa Drainage Project – Contractor could not submit the necessary bond papers. Staff will start bidding process soon.

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

### **Public Works and Engineering**

Staff walked with a County Commissioner and Director of Kleberg County Parks and Recreation on November 30 along the proposed hiking trail in Dick Kleberg Park to investigate the condition of the trail and to make sure that it was ready to pave. The City will provide the labor and equipment for Hot-mix asphalt pavement for this hiking trail in the week of December 05.

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TxDOT installed a new sign for "Kleberg Co. Courthouse" on King Street. The City contacted TxDOT, drew a plan for the location of the sign; get the approval from TxDOT and bought the sign. Total cost of the sign was \$291.00



Staff met with TAMUK Environmental Engineering design group on November 14 to review and comments of Lift Station design at North Wastewater Treatment Plant. Design is 100% done. Final presentation is scheduled on December 09 at 11:30 am. The City has requested TAMUK to provide a copy of the final design. The City Commission approved TxDOT Advanced Funding Agreement for Caesar Drainage Project on

November 28; staff sent the agreement to TxDOT on December 01.

City Staff met with the County Judge on October 6 to discuss the possibility of using the County Right-of-way located on the North Side of the Landfill where several Ground Water Monitoring well and Gas monitoring wells are located. City attorney prepared the agreement document and sent to the County. It will be placed to County Commissioner Court for approval.

Staff reviewed the plans submitted for new apartment complex on 711 W. Ave. B Street Division crews will work on December 03 on street closer for La Posada parade. Staff has finished the preliminary Siteplan for Firestation #2.

GIS Technicians finished developing a database and detail report of all of the dumpsters throughout the City of Kingsville. Although the main objective of this project is part of improving the community appearance effort by installing enclosure around the dumpster, it will help Sanitation and Collection division by providing most updated inventory and condition of the dumpsters. The City is planning to install GPS system in the Dumpsters in the same way the roll-outs currently have.

Staff met with TCEQ on September 13 at Corpus Christi regarding a New Project. Test results of the Wastewater Treatment Plant samples were received and sent to TAMUK for recommendation. City staff met with TAMUK Agriculture Department teacher on October 27 to discuss in details the feasibility and different types test related to this project. Soil samples are sent for analysis. Staff visited the site on November 29.

City staff has contacted TxDOT to install a "Protected Left Turn" signal on east bound traffic on Santa Gertrudis at Armstrong intersection. Staff met with TxDOT on October 17 and authorized TxDOT to do this project.

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.

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## **Street Division**

### Paving

Wanda from Ave. F to Corral was supposed to be done by November 21 but crews could not finish that because of a water leak that flooded the area.

Crews started working on Lawndale from Lawrence to Circle Drive on September 19. Currently contractor is working on the curb & gutter and valley gutter job. Street Division will start working as soon as contractor finishes his job.

Next project – 10<sup>th</sup> Street from Kleberg to Yoakum.



Crews working at Yoakum Street

### Patching

Worked on 22 work orders and other locations as needs. Hump from Yoakum Ave. was removed and patched with Hot-mix.

### Trimming

Started trimming trees and cleaning brushes on 6<sup>th</sup> Street towards South up to the City limit.

### Weed eating

Finished Caesar ditch, 77 and Carlos Truan, culvert on 14<sup>th</sup> Street from Trant road to Kleberg park, culverts on Franklin Adams, lot between Fordyce and Johnston on Armstrong, Loop 428 from Alexander to Ailsie, Shelly Street ditch and ditch along Alexander.

## **Wastewater Collection and Treatment**

### Wastewater Collection

Had 20 calls for sewer backups, had one line locate, crews cleaning sewer mains on south side of town behind Lowes, repaired broken service at 312 N. 6<sup>th</sup> Street, repaired 3 manhole ring and cover, running backup generator on full load at lift stations, replaced manhole ring and cover at 4000 S. Brahma Blvd.

### Wastewater Treatment Plant North

Operator and helpers cleaned clarifier troughs and weirs, operator shoveled sludge from sand drying bed, helper cleaned UV lights, wasting in sand drying beds, running backup generator on full load, Plant helpers mowing grass around plant and lift stations.

### Wastewater Treatment Plant South

Operator cleaned clarifier troughs, operator shoveled sludge from sand drying bed, wasting in sand drying beds and Plant helpers cleaned the fence line at the South Plant.

## **Water**

### Water Production

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Alsay Drilling Company has finished with pump/motor installation and replacing of 400 feet of water column pipe. Electrician will connect the electrical hook up and test for motor rotation soon. The rest of the plumbing that was order to complete the installation to the tank will be done by December 05. This well will be in operation by December 09. Total production from this well will be 400 gpm as per the recommendation from the Groundwater Hydrologist and City Consultant Mr. Joe Vickers.

Friedel Drilling has started with the well rehab at water well 19 on November 09. They have already cleaned the bottom, brushed screen. The permanent pumping equipment was supposed to be installed but because of the hole in the pump, the original bid was \$48017.00 (fund 054). At the beginning the staff thought that only the motor was shorted out but the pump was expected to be good. Upon inspection during pump testing on November 16, contractor found a hole in the pump causing additional expense to repair in the amount of \$3435.00. This additional cost will be paid from regular budget (051). Friedel Drilling informed the staff that the materials ordered for well 19 was in transit and may arrive at their yard by December 06. The City is next in line on their schedule and they will call the City as soon as the materials arrive to give a definite day for the installation

## Routine job

Collected 8 routine Bacteriological samples – all samples TC negative, delivery Ammonia five sites, delivered Chlorine to five sites, flush fire hydrant.

## Water use

Water pumped to Distribution (from 11/21/11 to 11/27/11) – From Water wells- 21,792,000 gal, from STWA surface water – 4,235,000 gal., Total 26,027,000 gal., and Average 3,718,000 gal/day.



Old Well head with 8" pipe at well #14



New Wellhead with 4" pipe at well #14

## **City Garage**

From 11/23 to 11/28 - Staff finished 5 Oil Changes on preventive maintenance; 13 Scheduled work order & 24 Non-scheduled works, 3 Service calls, 0 Call out; 6 New Tires on heavy equipment and Truck; 9 Flat repairs and balance; 5 Pending work order.

## Welder

5 received work order, Need to fix 2-4 cu. yd and 2-3 cu. yd dumpster, 3 service calls and 3 Non-schedule Work order.

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## **Solid Waste**

### Landfill

Annual TCEQ Solid Waste Summary (September 01, 2010 to September 30, 2011) was received and due on December 30<sup>th</sup>. Staff finished the report and it is ready to send to TCEQ; Brush burner is in operation; responding TCEQ letter regarding the Groundwater Sampling and Analysis Plan (GWSAP) by December 07 to meet the deadline; verification re-sampling for MW 12,13, 14 and 28 was completed on October 14, MW 28 has high level of Benzene –staff is thinking to drill one monitoring well in between oil well outside of the permitted area to demonstrate alternate source, all other wells in this verification events are good; two employees have passed the annual Haz Screening examination, 4 more to pass.

### Sanitation

Residential Waste collected from November 21 to November 25 – 198,100 pounds, Commercial Waste collected 317,060 pounds and Brush collected 22,060 pounds.

The following holiday garbage schedule is in place for December 19 to December 31 due to Christmas holidays:

Week of December 19-24

Residential Monday/Thursday – change to Monday/Wednesday

Residential Tuesday/Friday – change to Tuesday / Thursday

Commercial Friday service will be done on Thursday – 12/22/11

Week of December 26-31

Residential Monday/Thursday – change to Tuesday/Thursday

Residential Tuesday/Friday – change to Wednesday / Friday

Commercial Monday service will be done on Tuesday – 12/27/11

### Brush Pick-up

Brush Crews worked at Zone 4 from November 21 to December 02. White Goods were collected on December 02. Staff will be working at Zone 1 from December 05 to December 16. White Goods will be collected on December 16 from this zone.

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

Commission approved the purchase of two front end loaders and they are on order. The new computer for the Downtown Manager is in and installed. Water and Wastewater supplies bid is out and will be opened on December 6<sup>th</sup>, 2011. Quotes for replacement of pumps at the fueling station at Public Works should be in by the end of the week of December 9, 2011.

Continued work with TAMUK on the proof of concept Point to Point Station continues. A speed test indicated 14.62 mbps down and 4.91 mbps up. These speeds are dramatically faster than our current provider is capable of. IT will be meeting with Motorola and TAMUK in the near future to achieve additional progress on the is project.

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

John Garcia, Risk & Emergency Manager attended a COG meeting in Corpus Christi, Texas. Plans for the 2012 Hurricane season were discussed. The COG regional Hurricane Conference is tentatively

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scheduled for May 14<sup>th</sup> 2012. The group also discussed problems that have occurred with the 911 emergency call systems. Several communities have had problems with service disruptions. AT&T is currently working with the state officials to correct the problem. Although the disruptions are minimal they are increasing in several areas. It appears the problem may be in switch locations in and around the state. A work shop is planned for next week for further discussion of this matter. The committee also discussed the grants that were awarded earlier this year.

The City of Kingsville was awarded \$57,508.00 for an EOC emergency trailer mounted generator. The COG had \$44,733.00 in LETPA funds and \$8,810.00 in SHSP funds in surplus funds that needed to be reallocated. These funds were available because the jurisdictions that the funds were originally awarded to were disqualified because there organizations were not up to date on NIMS. This is why NIMS is very important to every organization.

Risk Management assisted CMI in a random drug test on December 1, 2011. Our City policy requires that all employees are subject to random drug testing along with Department of Transportation requirements of all CDL drivers.

Mr. Garcia has been in contact with TML and Intermedix and is working closely with both to try and resolve the reimbursement claim for bunker gear that was damaged while fighting the fire at Bedingfield pest control.

Final arrangements are being completed for this year's Safety Awards Banquet. This year's banquet is December 9<sup>th</sup> and promises to be an enjoyable event. We hope to see you there.

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

On Tuesday November 22, 2011 Kingsville Task Force Agents delivered turkey dinners with all the trimmings to 25 needy families in the Kingsville area. Commander Vera spoke with Gloria Bigger from the Kingsville Record, and she is writing a story for the local newspaper. The Task Force received the names of these families from Jessica Hernandez at the Women's Shelter of South Texas and from Mr. Ed Sanders of the St. Vincent de Paul Society, St. Gertrude Church. The funds used for this project are proceeds earned from past Haunted House events and donations given to the Task Force in the past for those projects. None of these funds come from Chapter 59 seized monies. The Kingsville Task Force has been handing out turkey dinners to those in need for the last several years. The turkey dinners included a 10-12 pound turkey, stuffing, gravy, mashed potatoes, green bean casserole, yams with pecan praline topping, cranberry sauce, rolls, pumpkin pie, whipped cream, and a bottle of soda. These gift boxes should provide a family of 6-10 a good meal for Thanksgiving.

On Thursday December 1, 2011 Kingsville Task Force Commander Vera and Ms. Anita Stewart, Administrative Assistant, attended in-service training provided by City of Kingsville Staff. The training on P-Card, Petty Cash, and Account Coding will enable city departments to be more efficient on purchases and accounting procedures.

On Saturday December 3, 2011 Kingsville Task Force Patrol Agents participated in the City of Kingsville's La Posada Christmas Parade. Marked patrol units joined in the annual parade to wish everyone a joyous Christmas season.

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

<b>Regular Commission Meetings</b>	Monday, December 12 <sup>th</sup> Tuesday, December 27 <sup>th</sup>	6 p.m. 6 p.m.
<b>Special Commission Meetings</b>	None Scheduled	
<b>Events &amp; Dates</b>		
Safety Awards Banquet 1600 N. 14 <sup>th</sup> Street	Friday, December 9 <sup>th</sup>	Dinner 6 – 7:30 p.m. Dancing 8-12 a.m.
Employee Holiday Luncheon 1 <sup>st</sup> Floor City Hall	Wednesday, December 14 <sup>th</sup>	11 a.m. – 1 p.m. City Hall Closed
Christmas Holiday	December 23 <sup>rd</sup> and 26 <sup>th</sup>	City Offices Closed
New Year's Holiday	Monday, January 2, 2012	City Offices Closed
<b>Reminders</b>		
City Secretary requests 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
Civil Service Commission	1	0