

**City of Kingsville**  
**Staff Report**  
(A Publication of the City Manager's Office)  
Monday, December 10, 2012

***"Even if you are on the right track, you'll get run over if you just sit there."*** Will Rogers, [Great-Quotes.com](http://Great-Quotes.com)

***"After game, king and pawn go in same box."*** Chinese Proverb, [Famous-Success-Quotes-and-Sayings at Ask.com](http://Famous-Success-Quotes-and-Sayings-at-Ask.com)

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

**Employee Recognition and Safety Week Gets Off to a Good Start**

City Manager Vince Capell, HR Director Diana Gonzales, Risk Manager Melissa Perez, department directors, managers and supervisors attended the Years-of-Service award presentations at various department locations this week as part of Employee Recognition and Safety Week. The Years-of-Service awards initiative was started in an effort to recognize the value our long term employees bring to our City organization. The City Manager expects that he will gain ten pounds after all the donuts, breakfasts, lunches and other treats made available at the departments and another pound or two after Friday's Employee Recognition and Safety Week Banquet.

**Fire Chief Finalists Interviews on December 6<sup>th</sup>**

The City Manager and a six-member interview team will be conducting interviews on Thursday, December 6<sup>th</sup> in an effort to select the City's next Fire Chief. Vince gives a big thank you Roel Carrion who has been doing an excellent job serving as Interim Chief. Vince is hopeful that the new Chief will be appointed in the next few weeks and can commence with the duties in January.

**Something to Think about as We Try to Grow and Improve Kingsville.....**

While at the Annual Texas Municipal League Conference in Grapevine, Texas the City Manager attended a meeting on development standards with an emphasis on masonry construction. During this presentation John Webb, Planning Manager for Frisco, Texas made the following observation.....

***"Communities with lower development standards have higher tax rates."*** I thought to myself....  
*"That's exactly what my experience tells me about the City of Kingsville and is consistent with the comparative tax rate information presented to the City Commission by Anne Entrekin of First Southwest, which showed Kingsville being in the upper quartile of tax rates for comparable Texas cities."* Of the seventeen (17) Texas cities of comparable populations, Anne Entrekin's analysis showed that Kingsville is third highest in population, fifth lowest in taxable assessed valuation, and third highest in total tax rate. This is not a good position to be in.

Despite Kingsville's many advantages, it is a City that has lost millions of dollars in assessed valuation and tens or hundreds of thousands in annual property tax revenues. The primary culprits have historically been inferior planning, design, development, construction, and maintenance of the City's residential infrastructure and neighborhoods. There are hundreds, if not thousands of homes that lack hard surface driveways, concrete sidewalks, walkways to/from house entrances and other standard features that sustain and enhance property values.

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

### **Did You Know?**

The reason we use Arabic rather than Roman numerals is that Arabic numerals make it much easier to perform arithmetic because they have columns for units, tens, hundreds, thousands, etc. Roman numerals do not.

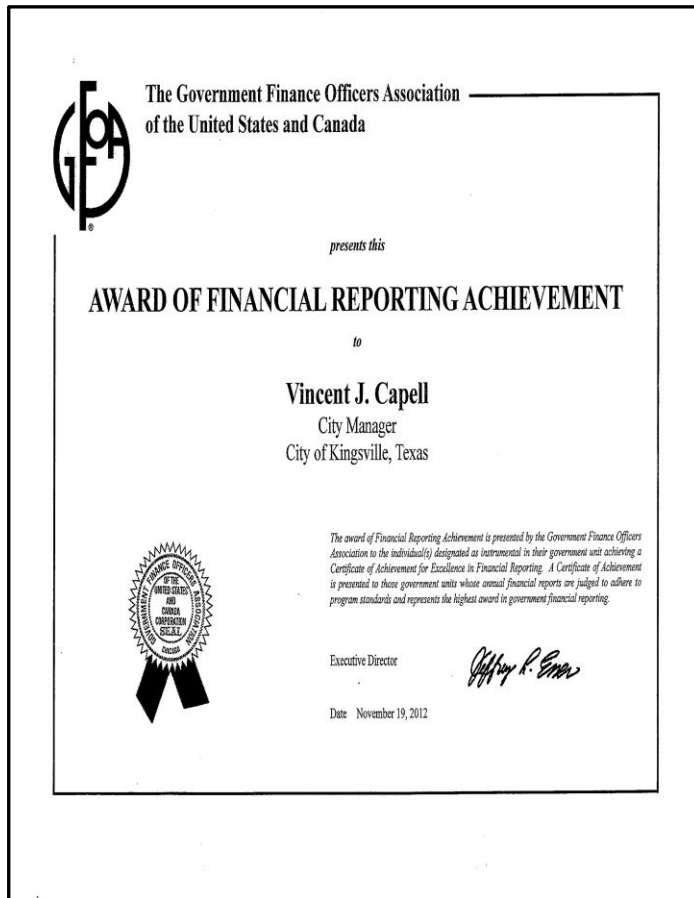


### **Finance Administration**

#### **Award of Financial Reporting Achievement (CAFR Award)**

The City's Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2011, qualified for the Certificate of Achievement for Excellence in Financial Reporting from the

Government Finance Officer's Association. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment for the City and its management. The City of Kingsville has maintained their certification since 1988 (24 years).



#### **Contract with OMNI to Improve Fine Collections**

At the November 26th Commissioner's meeting, the Board of Commissioners authorized the City Manager to enter into a Inter-local Cooperation Contract with the Texas Department of Public Safety. This agreement will deny the renewal of the Driver's License for a person who fails to appear for a complaint or citation or fails to pay or satisfy a judgment ordering payment of a fine and cost in the manner ordered by the Court. At the same meeting the Commissioner's approved a resolution authorizing publication of Notice of Intention to Issue Certificates of Obligation (Series 2013). The notice of intent to issue certificate's maximum amount would not exceed \$5,400,000. The majority, \$4,325,000, is for Storm Water Drainage Capital Outlay approved by the

Commissioner's Court on September 17, 2012 and that went into effect on October 3, 2012.

#### **Fiscal Year 2012 Audit Underway**

John Womack & Co. P.C. was here in Finance Office from November 15th-26th performing preliminary audit work on the FY12 financials. After the audit is completed, the Finance Office will prepare the Comprehensive Annual Financial Report for FY12 for submission to the GFOA by the end of March 2013.

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### Time Clock Plus Implementation Project

Software. The "GO LIVE" date is for Time Clock Plus is December 2nd. A webinar for editing and reporting is scheduled for Friday November 30<sup>th</sup>, at 10:00 a.m. An update for the implementation was provided for the Director's Meeting held on Wednesday, November 28<sup>th</sup>.

### Special Acknowledgements

Congratulations to Utility Billings and Collections Staff for an outstanding job with collections and thank you to the Citizens of Kingsville for their timely payment of utility bills in a timely manner. Utility bill collections have come in at between 96.5% and 101% of annual billings for five consecutive years. It doesn't get much better than this.



### UTILITY BILLING WATER / WASTE WATER BY FISCAL YEAR

FISCAL YEAR	AUDIT WORKPAPER REF #	DESCRIPTION	COLLECTION %	NOTES
FY12	23-XXX	Collection % Rate	99.44% * Unaudited	
FY11	23-110	Collection % Rate	98.90%	
FY10	23-118	Collection % Rate	101.00%	Diana Medina started 11/09/09
FY09	23-2	Collection % Rate	96.55%	
FY08	23-204	Collection % Rate	100.72%	

### **Utility Billing Division**

#### Working Together to Achieve More

The Collections Manager attended the Beautification meeting on November 28<sup>th</sup>, 2012. In attendance were the City Manager, the Health Director, the Finance Director, the Director of Developmental Services, the Community Appearance Supervisor, the Downtown Manager, and the Public Works Supervisor. In this meeting the Community Appearance Supervisor discussed the update on the phase 8 and phase 9 addresses and status on each property.

The Collections Manager discussed the broken demolition agreements and got confirmation from the Director of Developmental Services on how to handle this issue as it occurs. A notice will be sent to the property owner notifying them of the 15 days to pay. If the property owner does not comply then a lien will be filed. The Collections Manager will generate the notice and send it via email to the Director of Developmental Services for his review and authorization before it is mailed out. The Finance Director mentioned that it is clear that the right people are working together to get the City's and Commission's beautification efforts completed. The Collections Manager will continue to brief the board on such occurrences.

#### Accounts Receivable packet

The Collections Manager will send out approximately 120 weed lien invoices including an estimated 100 weed lien invoices (filed between 07-8, 09-10, and 10-11) and 20 weed lien invoices (filed 11-2012). The Collections Manager will be sending out an approved informational notice to the property

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owners along with the invoice. The notice/letter will explain what the invoice pertains to and why the property owner is being sent the invoice. The Collections Manager will continue to provide a status on each set of invoices going out.

**Storm Water Study**

The Storm Water Fee informational insert flyer was included in the billing cycle for October 31<sup>st</sup> and November 7<sup>th</sup>, 2012. *The Collections department would like to remind the public that the final passage of the Storm Water fee was approved by commissioners on September 17<sup>th</sup>, 2012 Special Meeting. The flat rate for residential services is \$1.25 monthly (\$15.00 annually) and for commercial properties it will be dependent on the number of ERU units per parcel using the Appraisal District information (provided by HDR Engineering). This fee became effective October 8, 2012.*

**Paving liens**

*The Collections Manager would like to remind all involved that the deadline to pay the City the principal amount of any paving lien is March 12, 2013 to take advantage of the waiver of accumulated interest program structured by the City Commissioners.*

The Collections Manager requests that when calling in for a payment over the phone or paying in person that the correct paving job number is provided to the cashier for correct posting. The Utility Billing office does accept Visa and/or MasterCard, checks, money order, and cash. The Visa and/or MasterCard payment can be made over the phone at no cost to the customer. Once payment is received in full, a release of lien will be processed that must be recorded at the Kleberg County Courthouse.

**Additional duties**

The Collections Manager continues to address any additional issues or other items such as projects, and/or reports requested by other departments that may arise while also making sure all monthly Collections Reports are completed in a timely manner and ensure the upmost customer service is given to all customers that visit the Utility Billing Department. The Collections Manager is researching training sessions for the Customer Service Representatives in order to keep updated on their skills and hopes to get the training schedule worked out in order to avoid any inconvenience to their customers.

**Municipal Court Division**

The Kingsville Municipal Court operations are committed to providing quality customer service to all who appear in the court while we diligently execute the administrative duties of the Municipal Court as set forth by law. We promise to be innovative in creating methods and techniques that allow us to be more responsive to the needs of the public.



The Municipal Court is the judicial branch of the government of the City of Kingsville. The courts adjudicate Class C misdemeanor cases most of which are criminal, including traffic, city ordinance, state code, juvenile, parking and disabled parking. It is committed to administering justice in a fair, efficient, and timely manner. Court services are increasingly available online, by telephone, and through the mail which contributes to compliance in a customer service and eco-friendly way.

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Enforcing City and State Laws

During this period of court business November 7, 2012 through November 28, 2012, there were a total of 380 new cases filed. Of these new cases, the Kingsville Police Department filed 236 new traffic violation, 5 parking citations, and 99 new state law charges. The City Community Appearance and Health Departments filed 40 new city ordinance violations. Prior to the November 8, 2012 court hearing, there were 214 cases resolved, 124 payments made by the plan orders with 123 warrant orders cleared from the court system. With cases being settled through the court with payment plan orders and the execution of warrants, a sum of \$38, 560.75 was collected during the period of November 7, 2012 through November 28, 2012.

Cases Heard-During this update

November 8, 2012 court session included 381 cases (176 people) to be heard. During this hearing, 38 defendants made their court appearance. Out of these 381 cases; disposition of these cases where 62 cases were authorized for payment plans, 7 cases were granted thirty days to pay in full, 5 cases for Trial hearing, 2 cases order of probation and 7 cases are pending for further proceedings. A total of 16 cases were closed by full payment and 11 cases were dismissed upon compliance and finding of not guilty. By order of the court 46 cases were reset and 205 cases were forwarded to the warrant department for orders of arrest.

Special Thanks

To the Kingsville Police Department Chief Torres and his Staff for the court security provided November 8, 2012: Officer Santos Flores #98, Officer Felicano Reyes Jr. #92, and Officer John Crawford #83

To Joel Ramirez, a Texas A&M student, for assisting in the operations in the court room.

To Mrs. Gina Flores-Salinas and Mrs. Victoria Butler for the dedicated work in committing to providing quality customer service to all who appear in the court while thoroughly executing the administrative duties of the Municipal Court as set forth by law.

Municipal Court Manager Attends Training with Office of Court Administration (OCA)

Rose Morrow attended training from the Office of Court Administration on November 27<sup>th</sup>- 28<sup>th</sup> in Austin. Some training highlights include:

- (1) Judge Lewis (Forrest Hill, Texas) covered bidding out Collection Services.
- (2) Margaret Robbins (Consultant) presented some audit procedures, statistics that are commonly needed for Finance Offices. Margaret Robbins was one of the original founders of the Municipal Court Education Service Center.
- (3) Judge Holmes (City of Houston) presented a sample "Standard of Orders" (S.O.O.) which are standard operating procedures of the Court.

Court Hearings schedule for December

December 6<sup>th</sup> and 20<sup>th</sup>

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## Special Reminders to all Citizens

Citizens are encouraged to contact the City of Kingsville Municipal Court by calling 592-8566 or in person at 200 E. Kleberg regarding any outstanding warrants or city traffic and ordinance citations.

Now available on the city website is the option to pay for any outstanding balances due in court, including active warrant orders. Interested persons can visit the website at [www.cityofkingsville.com](http://www.cityofkingsville.com).

## ***FIRE DEPARTMENT (Courtesy of Roel Carrion, Interim Fire Chief)***

### **Fire Personnel Help Out in Community Events**

#### Assistance at Ranch Hand Breakfast

Bike Team members participated in this year's Ranch Hand Festival to ensure aid for any emergency that may have occurred.

#### Touch the Truck at Ranch Hand Breakfast

A Fire Truck was also present for our "Touch the Truck" program. Fire Department fire fighters passed out Fire Prevention materials at the event.

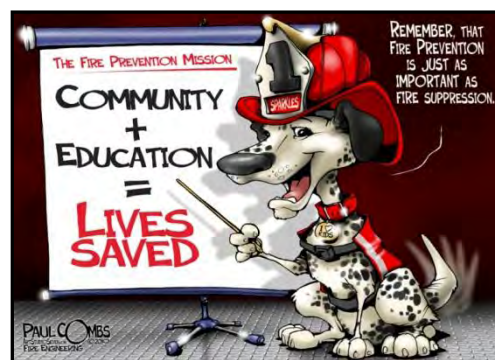


### **New B-Shift Member Brandan Rogers**

Wishing a warm welcome to our newest member to the KFD Family, Brandan Rogers, assigned to B-Shift. Probationary Fire Fighter B. Rogers is currently a certified EMT-Paramedic. He will be working on all necessary certifications to prepare for full duties, to include fire certification and earning a Class-B license to name a few.

### **Central Fire Station Assisting with Smoke Alarms**

Local families called department asking for assistance with their smoke alarms. Any resident residing within City Limits may call Central Fire Station and set up a date and time for smoke detector installation. A fire crew will go to your residence and install two (2) detectors and provide safety information. A simple form for tracking purposes will be filled out. Let the word out...Prevention is the Key.



### **Church Appreciation Show to C-Shift Firefighters**

C-Shift was presented with Two Turkeys and trimmings by a Church. Other shifts received goodies from the community in the days prior to Thanksgiving, much appreciated. Thank you.

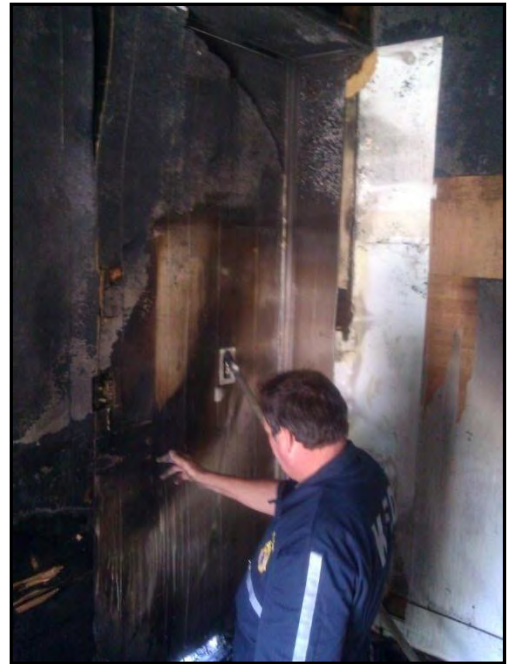
### **Fire Marshall Investigations**

Fire Marshall Cavazos investigated several structure fires that occurred. The Fire Marshall is expected to conduct investigations when warranted by the circumstances of any type of fire. Inspections are not his only job.

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## Fire Marshall at Work



## Fire Trucks Serviced

All fire trucks were recently serviced to keep them running at optimal capacity and to increase the work life of the units. Siddons-Martin Emergency Group has been working to keep our units in top shape for any emergency.

## Calls For Service



Fire/EMS crews responded to a total of one-hundred ninety-nine (199) emergency calls between 08 November to 30 November....



## Three new Segways Now in Use

EMS Bike Team conducted training on new Segways for the upcoming La Posada Parade and surrounding events. Team Leader Eng. Camarillo was able to purchase three (3) Segways with a grant and is working on obtaining three (3) more in the future. Training involved video safety and actual clock hours learning to balance and move safely on the street with residents walking around the area.

The team will be providing both bike and segway coverage during the upcoming events

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**New Segway Operatives**



Top photo, left to right, are FF. Ledesma, Eng. Camarillo, FF. Adame, FF. Bryce, Eng. Sandoval, Interim Chief Carrion, City Manager V.J. Capell and Captain Sandoval. Not present from team are Eng. Guerra and FF. Vasquez.



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### ***HEALTH DEPARTMENT (Courtesy of Emilio Garcia, Director)***

#### **Food Service Inspections (November 9-November 29)**

Food Service inspections are conducted on a quarterly schedule per year based on the risk category to insure compliance with the Texas Food Service Establishment Regulations and local food sanitation ordinances. Risk levels include low, moderate and high risk. Establishment scoring is based on a demerit system, as per The Texas Food Establishment Rules. There are two types of violations. Critical violations are 5 and 4 points demerits per violation and non critical violations are 3 points demerit violations.

Critical Violations are improper practices and actions that directly contribute to food contamination and temperature abuse that may pose a potential risk to the public health, resulting in food borne illness. Critical violations must be corrected immediately or as directed by the Health Department.

Non-critical violations are unacceptable practices that normally relate to the physical condition of an establishment, including equipment, cleaning and storage. Non Critical violations must be corrected before the next routine inspection or as directed by the Health Department.

Agave Jalisco-67	Stripe's #2201/Riviera-96	HEB Seafood Market-100
Community Life Center-96	Dairy Queen/Riviera-86	HEB Meat Market-100
TAMUK-Catering Kitchen-100	Riviera Food Mart/Riviera-86	HEB Grocery Store-96
TAMUK-Chic-Fil-A-96	Burger King/Riviera-96	Dairy Queen-88
TAMUK-Starbucks-100	L.E. Ramey Golf Course-81	Big House Burger-96
TAMUK-Subway-100	Hampton Inn-89	Kwik Pantry #106-96
Javelina Dining Café-95	Pepe's Patio-80	TazoChel Bistro-96
El Corral-96	China One-85	Our Lady Consolation Church-97
Love's Truck Stop-100	HEB Bakery-100	The Cherry Tree-89
Arby's-96	HEB Deli-100	Holiday Express-95
IHOP-97	McDonald-94	Lydia's-79
V&J Food Mart-84	Rodeway Inn-82	Subway/Armstrong ST-95
Blue Ribbon Deli-100	Amigo Food Mart-100	Rio 7 Cinema-100
Valero Corner Store-100	Taco Bell-100	JC-3 Mart-96
Greg's Short Stop-97	L&M Superette #1-88	A&J Super Stop-100
Subway/14 <sup>th</sup> ST-100		

New food Establishment Open in Kingsville - Royal Buffet 1701 S. Brahma

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### **Training**

City-County Health Employees recently attended a Safety Training sponsored by Mrs. Melissa Perez, Risk Manager. The training occurred on November 27, 2012 at City Hall, Commissioner Chambers. The training was divided into two sessions at 10:00 a.m. and 2:00 p.m. Health Dept. Employees attended at their assigned times. Topics covered were Material Storage Safety and Stacking Material & Housekeeping. The training was very informative and educational, thanks to Mrs. Perez for the training opportunity. Pictured are Thelma Trevino, Jessica Montalvo and Emilio H. Garcia. Also in attendance, but not in picture was Jason C. Torres, Connie Allen and Jesse Ybarra.



### **Meeting of the City-County Health Department Board of Directors**

The City-County Health Department Board of Directors met on November 28, 2012 at 12 noon in the Health Dept. conference room. Those in attendance were Judy Anthony, Dr. Eduardo Sanchez, Karen Tallant, Benjamin Salinas, Joni Harrel absent was Dr. Amy Hubert. Also in attendance was Thelma Trevino, Administrative Assistance and Emilio H. Garcia, Health Director. The Board reviewed and approved the monthly reports for September and October 2012. Other issues discussed were changing the meetings from every 60 days (Bi-monthly) to every 30 days (Monthly), changing the meeting time from 12 noon to 5:30 p.m., and setting a permanent day to meet. These issues will be addressed at our next meeting schedule for January 15, 2013 @ 5:30 p.m.

### **Animal Control - Food Donations**

#### Tractor Supply

On November 15, 2012, our local Tractor Supply Store donated (15) five pound bags of dog and cat food to the City-County Health Department. This generous donation is greatly appreciated.



#### Walmart Store

On November 21, 2012, our local Walmart Store donated 5 bags of dog food to the City-County Health Department. This donation of animal food is greatly appreciated.

### **Mosquito's**

City County Health staff performed their last mosquito surveillance for the month of November on the 27<sup>th</sup>. Jason C. Torres is pictured here setting up a gravid trap and light trap for a collection of mosquitoes. The City-County Health Dept. will start mosquito surveillance trapping again in May 2013 and will last through November 2013. So far all mosquitoes submitted to the DSHS laboratory in Austin continue to exhibit no signs of being positive for West Nile. Staff will continue to monitor the activities of mosquitoes in Kingsville and Kleberg County.

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**Checking Traps**



Gravid Trap



Light Trap

***HUMAN RESOURCES DEPARTMENT (Courtesy of Diana Gonzales, Director)***

**Did You Know?**

The "Do Not Call" list was created and implemented by a team of government employees

**Announcements**

**Active Vacancies**

Equipment Operator II – Street

Legal – Legal Assistant/Paralegal

Tourism – Equipment Operator I

Individuals interested in serving on the Civil Service Commission please contact the City Secretary's Office at 361-595-8002.

**New Hires**



Lonnie Brown  
Police Officer



Cynthia Garcia  
Police Officer

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**Separations**

Jeff McFarland – Firefighter

Steven Buentello – Equipment Operator II - Street

**Promotions/Transfers/Temporary Assignments**

Ruth Valadez – Interim Library Director

**Retirements**

Robert Rodriguez – Library Director

Tamera Blackstock – Police Sergeant

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

October 2012 – 64 prescriptions filled under this program used by a total of 24 individuals for a monthly savings of \$ 721.91. The average price savings was \$11.28 per prescription which translates to a 20.7% savings on prescriptions.

As of date, the program has been utilized by 1,578 individuals for a grand total savings of \$54,229.05 since the beginning of the program in August 2009. The plan has averaged a 20.5% savings in filling 5,891 prescriptions for persons in the Kingsville community.

**Workshops/Seminars/Training**

TMRS and Nationwide pre-retirement workshop scheduled for December 12, 2012.

HR Director and Risk Manager continue to work with Texas A&M Continuing Education Department in developing the City's Professional Development Program. Both the HR Director and the Risk Manager (Training Generals) will preview one of TAMUK's seminars in their Business & Organization Training Series on December 14<sup>th</sup>.

**Employee Recognition**

The Employee of the Year and the Hero Safety Award will be announced at the 2012 Employee Recognition and Safety Banquet on December 7, 2012.

***PLANNING & DEVELOPMENT SERVICES (Courtesy of Mike Kellam, Director)***

**Administrative Division**

Website Development Update

Mike Kellam met with the website development contractors on November 28<sup>th</sup> regarding the progress to date on the creation of the new site. Also, on that day, the photographer was able to get photographs of various locations within the City to showcase the City's character. As you may recall, this was originally planned for November 16<sup>th</sup>, however the overcast and rainy weather we've had proved to be an obstacle, which delayed the photography. Now that this is complete, the last bit of information has been obtained for full build out. The site, while under construction was reviewed by Mike Kellam with the Imagine It staff to provide a report on the progress to date. The site remains on schedule as the content is being written and or inserted, as the graphics and photography is added. The target date of a

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late December launch holds true. While the site will be fully launched, some additional information will need to be entered and or edited by individual departments to refine the department pages. Each department will be responsible for initial review and updating/editing as well as ongoing updating/editing of the department page. Overall, the site is looking great, and will bring an improved functionality to our web presence as intended.

### Economic Development Council Meeting

Mike Kellam was recently appointed as an advisory member of the Economic Development Council and is happy to serve in this capacity as a representative of the City of Kingsville. At a recent meeting on November 21<sup>st</sup>, Dr. Steven Tallant provided his "State of Texas A&M University-Kingsville" wherein he reported positive growth on campus and the finalization of current construction and the formation of new construction on campus. Additionally, he reported numbers regarding student growth. One thing of note was the observation by the Texas A&M System Board of Regents, who were recently in town for a meeting, commented on the tremendous improvement of Kingsville's community appearance. Commissioner Leubert expressed she had heard this personally from some of the regents, and it was nice to hear that they also shared that observation with Dr. Tallant. This is proof positive of our impact throughout the City regarding our community appearance efforts.

### H.M. King High School Renovation

The H.M. King High School Renovation Coordination Team met on November 20<sup>th</sup> to further coordinate efforts regarding the renovation of the old high school as the city hall. Progress continues as work has been completed in preparation of the windows and door installation. A majority of the old windows have been removed and work has begun on the manufacturing of the custom windows for the building. Additionally, at our last meeting we discussed getting temporary power to the building for construction purposes and also to provide security lighting for the site. This is underway as is a dehumidification study that will be implemented to prevent moisture within the building once the building is enclosed. Mike Kellam also met with the Foundation fundraising committee to update them on the progress and to also get an update on their efforts. Lastly, AG/CM of Corpus Christi has been brought on board to perform an estimation study to determine the construction cost estimates for the remaining work for a move in ready building and site. Once we receive this information we'll be able to compare it to the available funding amounts to determine our funding position and prepare accordingly.

### Employee Recognition Week

The Planning & Development Services Department is looking forward to the upcoming Employee Recognition and Safety week. Planning & Development Services Director Mike Kellam would like to specifically thank his department staff for a job well done over the past year and looks forward to our future successes.

### GIS Workshop II

Mike Kellam will be attending a Geographical Information Systems (GIS) Workshop II November 30<sup>th</sup> at Texas A&M University-Kingsville. This training is the successive step in learning the GIS program which has endless possibilities in the planning & engineering professions. As you'll recall, several city

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staff attended the GIS I class on November 16<sup>th</sup>. This free service of Texas A&M-Kingsville is welcomed and appreciated.

**Director Out of Office**

Mike Kellam will be out of the office beginning the afternoon of December 19<sup>th</sup> through January 2<sup>nd</sup>. If you need immediate assistance you can reach Jessica Storck at (361)595-8055. Other department staff will be taking vacation during this time, however staff levels will be maintained to a level to allow functionality for our customers.

**Building Services Division**

**Permitting**

The following permits were recently issued:

Remodel- 12, Electric- 22, Fire Inspections- 11, Plumbing- 9, Mechanical- 8, Roofing- 5, Residential Meter- 3, Commercial Meter- 3, Gas Inspection- 6, Swimming Pool- 1, New Residential-1, Curb Cut- 3, Demolition- 3, Sprinkler/Irrigation- 5. *Total Permits: 96*

**New Business**

Gulf Coast Rehabilitative Services, located at 205 E. King Street, Suite 3, is now open for business. Performance Factor Fitness, located at 217 E. Caesar, Suite A, is now open for business.

**Plan Submittals**

None to report at this time.

**Building Official's Report**

Building Official Daniel Ramirez reports that work continues on the emergency department expansion for Christus Spohn Hospital. The structural foundation is now in place with wall sections to come.

Daniel Ramirez also reports that work continues on our demolition efforts. While two structures have recently been removed, more work continues. Building services staff is currently strengthening our processes, most notably updating our correspondence and forms to provide additional information for the City Commission when needed.

**Community Appearance Division**

Recent activity (November 7-November 27) by Community Appearance Inspectors is as follows:

Activity:	Results:
Notices Sent- 128	Compliances- 112
Inspections- 123	Abatements- 11
Re-Inspections- 171	Court Cases- 5
Illegal Dumping Cases- 0	Referral to other Department- 2
Obsolete Sign Violations- 0	

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*Community Appearance monthly performance measurements to be met- **minimum 320 notices/150 compliance cases per month.***

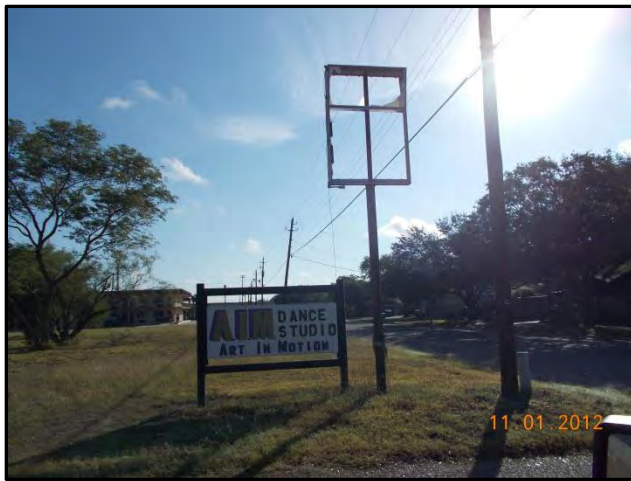
**Typical Violations & Compliances:**

Below are photos of recent examples of success in the removal of trash and debris due to our community appearance division efforts:

**BEFORE**

**AFTER**

**1908 E Kenedy – Abated by property owner**



**1027 E Ella – Abated by Property owner**



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**Community Appearance Division**

Community Appearance inspectors and operators have been focusing beautification efforts on major thoroughfares to prepare our city for upcoming holiday events. We've had huge success with the obsolete/dilapidated sign violations. The majority of business owners have complied by either removing the dilapidated sign or bringing life back into them. The best and most recent example is Lawson's Automotive as seen to the right. Compliance rate has gone up in the past few months. A big pat on the back to the inspectors bringing forth the increased effort to help citizens maintain their property by informing them of several abatement options the city offers.



Abatement Programs

With all abatement equipment in full swing, so too are our operators. Operators have been hitting abatements at an efficient pace, while performing within the standards set by the City codes. Not to mention various tasks throughout the city as we work toward our beautification goals.

Future Community Appearance Events

Planning for next years major cleanup projects have been *tentatively* set as follows:

*City of Kingsville Trash Off Days* - Jan 19<sup>th</sup> and Sept 21<sup>st</sup>

*Community Cleanups* - March 16<sup>th</sup> and May 25<sup>th</sup>

The Community Appearance Division and Planning & Development Services Deaprtments welcomes all department heads assistance in promoting involvement and availabliity of available staff to assist with these successful projects.

Demolition Initiative

The "Demo Team", is preparing for the demolition of two structures that were recently granted a demolition order by the City Commission. Seven more structures will be presented in January. This is part of the ongoing effort to rid the city of dangerous and unsafe buildings. This involuntary condemnation process is required when the building services division receives no response from the property owners regarding corrective action on the structures to bring them into compliance. As of the beginning of this fiscal year, October 1, 2012, two structures have been demolished utilizing this process.

As the Building Official notices the unsafe and dangerous structures, many have signed the incentivized voluntary property owner agreement for demolition. As of the beginning of this fiscal year, October 1, 2012, 10 structures have been demolisihed utilizing this program.

Below is an update pertaining to the noticed properties in violation awaiting a demolition order and the already agreed upon and approved properties scheduled for upcoming demolition:

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<i><b>Date</b></i>	<i><b>Property Location</b></i>
<i>Pending</i>	519 N. 6 <sup>th</sup> St.- Demolition Order Granted, tentative demolition date in place
<i>Pending</i>	807 E Henrietta – Per Signed Property Owner Agreement
11/19/12	621 E Nettie - Per Signed Property Owner Agreement
11/26/12	1030 E Kleberg – Per Signed Property Owner Agreement
1/26/13	418 E. Lee St.- Demolition Order Granted
1/26/13	523 E. Henrietta St.- Demolition Order Granted

### Top Ten Private Property Clean Ups

Community Appearance Inspectors are following up on previous City abatements to ensure compliance since abatement. Additionally, inspectors have determined the properties, sent notices and obtained photos of those to be listed in the top ten clean ups for the 9<sup>th</sup> phase to be completed in December. As in the past, owners or occupants of the properties have failed to abate these nuisances after being noticed. The current top ten properties are as follows:

### 9<sup>th</sup> Phase

Property Address	Tentative Date of Abatement
525 W Ave C	12/21/12
1005 S 14 <sup>th</sup>	12/4/12
429 W Ave C	12/11/12
312 W Ella	12/17/12
1103 S 11 <sup>th</sup>	12/5/12
1204 E Ave B	12/13/12
1240 E Yoakum	12/14/12
1236 E Ave B	12/19/12
226 E Alice	12/26/12
818 E Richard	12/28/12

**BEFORE**

**AFTER**

**319 W Lee - Abated by City Crew 11/21/12**



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**BEFORE**

**811 N. 14<sup>th</sup> –Abated by City Crew 11/19/12**

**AFTER**



**Cumulative count of abatements conducted by the property owner for “Top Ten” monthly private property cleanups:**

As shown in the below table the number of owner abatements on noticed properties within the “top ten” monthly clean ups has risen. The intent is to get to 100% property owner compliance with no reoccurring junk and debris violations. These numbers indicate that property owners are increasingly taking the initiative to come into compliance, thereby indicating a change in behaviors hopefully due to increase public awareness of City codes. The increased rate of private property cleanups is a positive outcome and victory for City clean up efforts.

Top Ten Phase #	# of Cleanups by Owner
PHASE 1	0 out of 10
PHASE 2	2 out of 10
PHASE 3	2 out of 10
PHASE 4	3 out of 10
PHASE 5	3 out of 10
PHASE 6	3 out of 10
PHASE 7	4 out of 10
PHASE 8	7 out of 10

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

#### **K-9 Teams Certified by NNDDA**

On Wednesday, November 28<sup>th</sup>, 2012 Brian Carney trainer for the National Narcotics Detector Dog Association certified Ptlm. Ryan Webb and his partner K-9 Britt as well as Ptlm. Tony Macias and his partner K-9 Kayden as having met the standards established by NNDDA, Inc. for the year for marijuana, cocaine, heroin, and methamphetamine.



Ptlm. Ryan Webb and his partner K-9 Britt have been partnering for less than a year and Ptlm. Tony Macias who just recently was released himself from field training has been with his partner for less than two months. Both team performed excellently without any false alerts. Chief Ricardo Torres stated "Corporal Brad Allen has taken charge of training for the K-9 teams and his efforts have been rewarded by the performance of the K-9

teams during the certification process. I would be remiss if Cpl. Allen was not recognized for his hard work. Congratulations to Cpl. Allen, Ptlm. Webb and Ptlm. Macias their excellent performance during their certification process.



#### **100lbs. of Marijuana Seized Case #1200009107**



On November 20<sup>th</sup>, 2012 a lawful traffic stop was conducted on a White '05 Ford F-150 traveling North on U.S. Highway 77 was conducted by Criminal Investigator Daniel Gonzalez of the Kingsville Police Department Street Level Operations Team.

Contact was made with the driver and only occupant in the truck. Several criminal indicators were observed by Investigator Gonzalez during the traffic stop and roadside interview of the driver. Investigator Gonzalez requested consent to search the truck. Consent to search was granted by the driver of the truck. A thorough search of the truck was conducted by Investigator Gonzalez, Senior Patrolman David Garza, Senior Patrolman Joe Michalski and K-9 Officer Ryan Webb, all of the Kingsville Police Department. Officers located 37 bundles of marijuana which were concealed throughout the inside of the truck to include the roof, the back wall, the seats and an aftermarket speaker box. The approximate weight of the marijuana is

100 pounds. The Driver was arrested for the Possession of Marijuana 50-2000 pounds, a second degree felony. The driver was held in the Kleberg County Jail.

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### **\$9,200 Seizure Case #120010270**

On November 27<sup>th</sup>, 2012 a lawful traffic stop on a green '99 Buick Century traveling South on U.S. Highway 77 was conducted by Criminal Investigator Daniel Gonzalez and Corporal Sinica Pittman of the Kingsville Police Department Street Level Operations Team.

Contact was made with the driver and front passenger. During the roadside interview of the driver and passenger several criminal indicators were observed by Investigator Gonzalez. Investigator Gonzalez requested consent to search the vehicle. Consent to search the vehicle was granted by both the driver and passenger.



A thorough search of Investigator Gonzalez of U.S. Currency were void of the trunk area. vacuum sealed and amount of currency vehicle was arrested for in the Kleberg County pending criminal



the vehicle was conducted by and Cpl. Pittman. Two bundles located concealed in a natural The bundles of currency were wrapped in duct tape. The total was \$9,200.00. The driver of the money laundering and was held Jail. The passenger was released charges for money laundering.

### **Reinstated/ Lateral** The Police Department

Garza, has returned for a second stint as a police officer. Her background includes having graduated from TAMUCC in 1998 with a Bachelor Degree in Criminal Justice. She was employed for a short time with Port Aransas PD from 2000-2001 and KPD from 2001 to 2007. Since that time she has been a Criminal Justice Instructor for Robstown ISD from 2007 to 2011 as well as a Del Mar Regional Police Academy Instructor from 2007 to 2011. Ms. Garza has been a Standardized Field Sobriety Instructor since 2004.

### **Entry Officers**

is fortunate in that, Ms. Cindy

Augustine Ruiz is originally from Corpus Christi Texas and has 17 years of law enforcement experience. Ruiz made Kingsville, Texas his home when he began his career in Law Enforcement in October of 1995 with the Kleberg County Sheriff's Department on patrol then as a gang investigator, K-9 handler eventually promoting to the rank of Lieutenant. Ruiz left Kleberg S.O. in June 2004 to work for the Kingsville Specialized Crimes and Narcotics Task Force where he made numerous narcotic and currency seizures. Ruiz is now bringing his expertise to assist KPD where he plans in helping making a difference in our community.

Lonnie Allen Brown, joining us from San Saba, Texas with 17 years of law enforcement experience. He has focused on narcotics interdiction & community policing during his tenure. His last job was as the Sheriff of San Saba County. Officer Brown looks forward to being a mentor to the children of our community.

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**New IT Technician Employed with KPD**

TONY WILSON is a new transplant to South Texas from Indianapolis, Indiana. He brings fifteen years of technical and web experience with him to the Information Technology Specialist position with the Kingsville Police Department. He is a 2008 graduate from Indiana University – Indianapolis with a Bachelors of Science in Media Arts & Science and a minor in Film.

He is a published author of several short stories and loves to procrastinate about actually completing his first novel. In addition to writing, Tony enjoys reading, watching bad movies, playing video games, woodworking, and weaving chainmail (crafting things out of hundreds of small metal rings, not writing letters that must be passed on to ten people lest something dire happen to you). He is also a shameless Indianapolis Colts fan who looks forward to the day when they can steal control of the division back from the Texans. But don't hold that against him.

He currently resides in Kingsville with his wife (who thinks the Oilers still play in Houston) and a disgustingly handsome French bulldog named Gus. Tony is quickly becoming the best liked employee here at the PD due to his energy and commitment to insuring that our information technology needs are met.

Thanks to the Mayor and City Commission for approving the City Manager and Police Chief's request for this new position.

**Eddie Eagle Gun Safety Program**

The Kingsville Police Department was approved by the Kingsville City Commission to apply for and have applied for an Eddie Eagle costume from the NRA Foundation. Eddie Eagle GunSafe® Program teaches children in pre-K through third grade four important steps to take if they find a gun. These steps are presented by the program's mascot, Eddie Eagle®, in an easy-to-remember format consisting of the following simple rules:

**If you see a gun:**

**STOP!**

**Don't Touch.**

**Leave the Area.**

**Tell an Adult.**

Begun in 1988, The Eddie Eagle GunSafe® Program has reached more than 25 million children – in all 50 states. This program was developed through the combined efforts of such qualified professionals as clinical psychologists, reading specialists, teachers, curriculum specialists, urban housing safety officials, and law enforcement personnel.

Anyone may teach The Eddie Eagle GunSafe® Program, and NRA membership is not required. The program may be readily incorporated into existing school curriculum, taught in a one- to five-day format, and used to reach both levels or simply one or two grades. Materials available through this

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program are: student workbooks, 7-minute animated video (available on DVD), instructor guides, brochures, and student reward stickers. Program materials are also available in Spanish.

The NRA is committed to helping keep America's young children safe. In efforts to do so, we offer our program at a nominal fee. Schools, law enforcement agencies, hospitals, daycare centers, and libraries may be eligible to receive [grant funding](#) to defray program costs. Grant funding is available in many states to these groups to cover the cost of all program curriculum materials.

The purpose of the Eddie Eagle Program isn't to teach whether guns are good or bad, but rather to promote the protection and safety of children. The program makes no value judgments about firearms, and no firearms are ever used in the program. Like swimming pools, electrical outlets, matchbooks and household poison, they're treated simply as a fact of everyday life. With firearms found in about half of all American households, it's a stance that makes sense.

Eddie Eagle is never shown touching a firearm, and he does not promote firearm ownership or use. The program prohibits the use of Eddie Eagle mascots anywhere that guns are present. The Eddie Eagle Program has no agenda other than accident prevention – ensuring that children stay safe should they encounter a gun. The program never mentions the NRA. Nor does it encourage children to buy guns or to become NRA members. The NRA does not receive any appropriations from Congress, nor is it a trade organization. It is not affiliated with any firearm or ammunition manufacturers or with any businesses that deal in guns and ammunition. (Information available on at <http://www.nrahq.org/safety/eddie/>)

**Narcotics Raid 530 ½ W. Alice**

Officers of the Kingsville PD executed a drug search warrant at this residence. A search of the residence led to the seizure of cocaine. Arrest warrants will be drafted for the residents for Possession of Controlled Substance in a Drug Free Zone, 1<sup>st</sup> degree felony, for 20 grams of cocaine and Possession of Controlled Substance Penalty Group III in a Drug Free Zone, State Jail Felony for 10 grams of Hydrocodone.



**Words for Law Enforcement Personnel to Live By**

Those of us at the Kingsville PD are always looking for a valuable tidbit to assist us as we go about performing our duties. Chief Ricardo Torres was in receipt of correspondence sent to him by a third party from a good friend who has retired after serving with a federal entity for over 28 years. Chief Torres felt that the words had really summed up what those of us in law enforcement should aspire to do and be every day that we serve. Below is an excerpt of that retirement correspondence:

- Integrity must be the core value of any law enforcement agency.
- Do the right thing... every time!
- Every person and every task is vital to the overall success of an organization.

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- Recruit people more talented than you, set meaningful goals then get out of the way.
- A strong partnership with those we serve and real teamwork are hallmarks of a winning strategy.
- Your contributions should be greater than your rewards.
- Make your cooperation greater than your status.
- Your gratitude should be greater than your success.
- Leave a legacy of good government, one in which we all can take pride.

### ***PUBLIC WORKS DEPARTMENT (Courtesy of Naim Khan, Director)***

#### **Capital Improvement Projects**

##### Concrete Intersection Reconstruction Projects

Elite General Contractors, LLC has finished the reconstruction/repair of ten worst concrete intersections in between 6<sup>th</sup> to 14<sup>th</sup> Street and Kenedy to Ragland Avenue (Bid #12-39). This project includes the following areas: 8<sup>th</sup> and Johnston, Ragland between 6<sup>th</sup> and 7<sup>th</sup>, 7<sup>th</sup> and Warren, 10<sup>th</sup> and Fordyce, Huisache between 6<sup>th</sup> and 7<sup>th</sup>, Huisache between 7<sup>th</sup> and 8<sup>th</sup>, 10<sup>th</sup> and Huisache, 614 E. Lott, 411 E. Lott and 530 E. Huisache. Preliminary walk-thru is scheduled on December 07.

##### Curb and gutter Projects

Contractor worked on curb and gutter replacement project at 21<sup>st</sup> and Warren, and 13<sup>th</sup> and Lott area. These projects will resolve the Storm water ponding problem in these areas.



**Curb & Gutter Contractor at 13<sup>th</sup> & Lott**

##### Street Improvement Projects

Street Division of the Public Works Department commenced with improvements on Armstrong Street on April 12, 2012 as part of a larger 2.4 mile Street improvement project along Ailsie Street (1.3 miles) and Armstrong Avenue (1.1 miles). The entire 2.4 mile project was completed on November 16 as it was scheduled. Initial cost estimate for this project was \$507,147 paid from the City's FY 2011 budget surplus of which \$467,826 has been spent. Rest of \$39,321 will be used to repair the bad areas of Armstrong and stripping.

Corral/ Santa Rosa Drainage Project – A preliminary walk-thru was completed on October 23<sup>rd</sup>. The contractor will be making some corrections to the projects for final walk-thru in December. Street crews have installed the ditch markers.

South Wastewater Treatment Plant Secondary Clarifier –Project is on schedule. Clarifier wall has been poured by CSA Construction. Contractor is currently working on the backfilling.

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9000 feet 12" PVC water line along County Road 1030 from Escondido Road to FM 772- Project continues as crews have installed 7000 linear feet of pipe. Bore under FM 772 is done. Expected completion date is December 07, 2012.

Potholes Repair

From October 13, Street Division with the help of Water Division, Wastewater Division, and Sanitation Division started the "pothole blitz". Public Works crews are finished filling up the potholes in all 15 zones of the City. Now, the Street Division crews are double checking the potholes all over the town.

Keeping the Lights on

In the past, City's burned out Street lights were not replaced until those were noticed by the citizen or the staff. From November 2011, staff started doing the inventory for the burned out street light throughout the City. Street Division crews drives for several hours at nights and collect the data every month and the information is sent to AEP for necessary action. The burned out street lights are taking care of immediately.

**Street Division (11/07-11/25)**

Paving - Crews scarified road, scarified old base of road, zipped up old base, set blue tops, cut road, watered, rolled, made final cuts, removed excess material, cleaned curbs and hot mixed on Ailsie between Annette and 14<sup>th</sup> Street.

Patching - Crews repaired potholes on 10<sup>th</sup> from King to Santa Gertrudis; Lee from 14<sup>th</sup> to 6<sup>th</sup> Street; 10<sup>th</sup> from Santa Gertrudis to Ave I; Zone 6 – 10<sup>th</sup> and Santa Gertrudis, 8<sup>th</sup> and Lee, 11<sup>th</sup> and Lee, and 12<sup>th</sup> and Lee; Zone 8 – Santa Fe, Santa Elena, Santa Maria, Santa Monica, Santa Dolores, Santa Clara, Santa Barbara, Santa Anita, Santa Cecilia, Santa Rosa, and Corral; Zone 3 – 13<sup>th</sup> from Santa Gertrudis to Ave A, 10<sup>th</sup> from Santa Gertrudis to Corral and 9<sup>th</sup> from Santa Gertrudis to Corral.

Gutters – Crews cleaned gutters on Ella from 5<sup>th</sup> to Armstrong; Nettie from 5<sup>th</sup> to Armstrong; Ave A from 5<sup>th</sup> to Armstrong; Ave B from 5<sup>th</sup> to Armstrong; Wells from Santa Gertrudis to Nettie; 5<sup>th</sup> from Nettie to Ave B; 4<sup>th</sup> from Santa Gertrudis to Ave B; 3<sup>rd</sup> from Santa Gertrudis to Ave B; 2<sup>nd</sup> from Santa Gertrudis to Nettie; 1<sup>st</sup> from Santa Gertrudis to Ave B; Warren from 3<sup>rd</sup> to Armstrong; Ragland from 3<sup>rd</sup> to Armstrong; Caesar from 2<sup>nd</sup> to Armstrong; 5<sup>th</sup> from Santa Gertrudis to Nettie; all of Zone 1; Ave C from 5<sup>th</sup> to Armstrong; Ave D from 5<sup>th</sup> to Armstrong; Mesquite from 6<sup>th</sup> to Armstrong; 1<sup>st</sup> from Ave C to Corral; 2<sup>nd</sup> from Ave D to Corral; 3<sup>rd</sup> from Ave D to Corral; 4<sup>th</sup> from Ave D to Corral.

Sweeping - Crews swept on Lott from 14<sup>th</sup> to 10<sup>th</sup> Street; Huisache from 14<sup>th</sup> to 10<sup>th</sup>; Fordyce from 14<sup>th</sup> to 10<sup>th</sup>; Johnston from 14<sup>th</sup> to 10<sup>th</sup>; Doddridge from 14<sup>th</sup> to 10<sup>th</sup>; Warren from 14<sup>th</sup> to 10<sup>th</sup>; Ragland from 14<sup>th</sup> to 10<sup>th</sup>; 10<sup>th</sup> from King to Caesar; 11<sup>th</sup> from King to Caesar; 12<sup>th</sup> from King to Caesar; 13<sup>th</sup> from King to Caesar; Ave C from Armstrong to 4<sup>th</sup>; Ave B from Armstrong to 3<sup>rd</sup>; Nettie from Armstrong to 2<sup>nd</sup>; Ella from Armstrong to 2<sup>nd</sup>; 1<sup>st</sup> from Santa Gertrudis to Corral; 2<sup>nd</sup> from Santa Gertrudis to Corral; and on 14<sup>th</sup> from Corral to General Cavazos.

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Mowing - Crews picked up paper, trash, mowed and trimmed on N. Hwy 77 and E. Corral near Business Center; 6<sup>th</sup> between Business 77 "Y" and Corral; cut grass on N. Hwy 77 and E. Corral by bridge; King Street between 9<sup>th</sup> and 8<sup>th</sup>; 6<sup>th</sup> from General Cavazos to City Limit sign; General Cavazos between Hwy 77 and 14<sup>th</sup> Street; trimmed grass on Kleberg between 3<sup>rd</sup> and 8<sup>th</sup>; trimmed from King between 8<sup>th</sup> and 6<sup>th</sup> up to the railroad tracks; from Santa Gertrudis between 6<sup>th</sup> and Corral; from Kleberg between 3<sup>rd</sup> and 11<sup>th</sup> Street; picked up barricades from downtown; picked up tree limbs and paper and trimmed on Escondido Creek; cut and trimmed grass at Southgate Mall; and mowed entrance of NAS Kingsville from Carlos Truan Blvd. to Hwy 77.

Miscellaneous - Crews changed all light bulbs, sprayed weed killer and put up garland decorations around light poles Downtown and at City Hall. Crews set up Mourning signs on Mesquite between 10<sup>th</sup> and 13<sup>th</sup>; took barricades to Kleberg and 7<sup>th</sup>, Kleberg and 6<sup>th</sup>, Yoakum and 7<sup>th</sup>, and Yoakum and PTC; helped with hot mix at the yard; trimmed high grass on Kleberg Street; helped clean curbs on Ailsie; replaced Stop sign on Carlos Truan Blvd. and W. Circle Drive; helped with "Touch the Trucks" booth; worked on cables for downtown garland decorations; installed lights on buildings and Depot; worked on lights for Ranch Hand Breakfast; put up garland decorations at Recycling Center building; picked up Mourning signs on Mesquite; and put up wreath for Gazebo. Crews worked in alleys of 112 E. Corral, 521 E. Corral, 400 block of W. Alice, 17<sup>th</sup> and King and at the 300 block of E.



Lee. Crews also hauled off debris to Landfill.

### **Street Division Crews Working on Downtown Holiday Decorations**

#### **Wastewater Collection and Treatment Plant (11/10-11/24)**

Wastewater Treatment North Plant - Operators and helpers cleaned clarifier troughs and weirs; operators shoveled sludge from sand drying bed; helpers and operators replaced UV lights; wasting in wedge wire and sand drying beds; plant helpers mowed grass around Treatment Plant & Lift stations; helpers sprayed weed killer around Plant; operators cleared brush along fence line; plant helpers cleaned sides of roads and trimmed under overpass.

Wastewater Treatment South Plant - Operator cleaned clarifier troughs; operator shoveled sludge from sand drying beds; wasting in wedge wires and sand drying bed; mowed grass around the plant; wasting sludge into drying beds; CSA Construction filled dirt around clarifier.

Wastewater Collection - Had 24 calls for sewer backups. Crews vacuumed sewer from manhole at 5<sup>th</sup> and King and hauled sludge from North and South Plant to Landfill. Crews repaired service at 1133 E. Corral, 1108 W. King, and 601 E. Santa Gertrudis. Water Crews installed new sewer taps at 126 W.

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Corral and 315 Seale. Crews also did 10 sewer line locates and finished main crossing Tranquitas Creek at Flores Park.

**Water Production (11/13-11/20)**

Well #22 is down due to booster pump repairs. Odessa Pump is overhauling booster pump and repairs should be completed by the end of the month. STWA was out of service due to the booster pump breakdown. STWA is getting quotes for 1500 gpm pumps. Grounds are being maintained at three (3) well sites. Crews repaired water leak at Well #14 and flushed out dead-end lines. Fence slat installation continues. Generator pad was completed and generators should arrive by end of month. TCEQ Inspection report is in. Staff is talking to Backflow Systems Incorporated (BSI) for backflow program at a cost of: \$495.00 annual cost; \$20.00 filing fee/test report.

Routine job: Collected 12 routine Bacteriological Samples; collected 14 daily chlorine residuals; daily water system monitoring; delivered Ammonia to 5 sites; delivered Chlorine to 5 sites.

Water pumped to distribution (11/13-11/20) - Wells – 55,449,000 gallons; Surface – 0 gallons; 3,910,000 gallons for Ricardo bypass; Total 51,539,000 gallons; Average – 3,681,000 gals/day

**Water Distribution (11/12-11/25)**

Water Division Crews repaired 14 Main Breaks and answered approximately 34 Service Calls (meter leaks, cutoffs and backfills). Crews relocated a fire hydrant at Caesar and Armstrong to new PVC line on Caesar. Crews continue installing 12" PVC line on CR 1030 project. Approximately 7,000 feet of line has been installed. Water Crews, with the help of City welder, prepared 20" casing to cross FM Road 772. Water Crews assisted Utility Billing locate water meter for new house on FM 1717, cleaned up equipment to show for Touch the Truck program, and helped the Fire Department haul rocks from Station #2 on Armstrong to the back of the warehouse.

**City Garage (11/5-11/26)**

Maintenance

16 Oil changes on preventive maintenance; 43 scheduled work orders; 28 non-scheduled work; 3 Service calls; 4 Call outs; 24 New tires on heavy equipment and trucks; 22 flat tire repairs and balances; 23 pending work orders.

Welder

6 received work orders; 10 pending work orders; 13 non-scheduled work orders; 3 scheduled work orders; and 6 service calls. Welder also worked on dumpster for Sanitation Division and cutting down poles for Community Appearance Division.

**Solid Waste (11/10-11/24)**

Landfill

Landfill crews cleared vegetation off fences, applied more seed to slopes, applied safety yellow tape to all stairs and platform drop-offs and applied reflective tape to new wind screens for better visibility.

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Crews also painted more markers around landfill, exposed capped oil well for survey firm for Windrush Oil and cleaned and organized shop.

**Santa Gertrudis Creek Clean Up**

Landfill employees continue to pick up trash at Santa Gertrudis Creek. Trash collected has been over 800 lbs. so far.

MSW – 716.44 tons; Brush – 85.87 tons; Concrete (commercial and residential) – 123.75 tons; Construction and Demolition (C & D) – 234.05 tons; Tires – .02 tons; Dirt – 200.51 tons; Sludge – 56.37 tons; Litter - 1.45 tons; Asphalt – 95.99 tons

**Sanitation**

Residential waste collected from 11/10-11/24 – **461,140** pounds; Commercial waste collected **677,440** pounds; Brush collected **36,520** pounds and construction debris collected **71,160** pounds. Brush crews collected Zone 2. Crews completed demolition at 621 E. Nettie and two (2) structures on 1030 E. Kleberg. Crews abated 919 W. Lee which was hotly contested by the owners. Crews also cleared a concrete pile at the Fire Department Annex on Armstrong and worked on abatements when possible.

**Sight Obscuring Fence Slats**

Crews continue to work on the east side fencing at the Public Works complex. The fence slats were approved by Commission from FY2011 budget surpluses and should improve facility appearance as well as the security of public works vehicles and equipment within the fence boundary.

**Gearing Up for the Holidays!**

The Sanitation Department ran four (4) commercial vehicles to handle the extra holiday load. They also ran five (5) trucks on residential to handle the holiday surge.

***PURCHASING AND TECHNOLOGY DEPARTMENT (Courtesy of David Mason, Director)***

**Purchasing Division**

Purchase Orders

For the period of 11-08-12 through 11-29-12, 143 purchase orders were issued totaling approximately \$1,698,500.00.

Texas Public Purchasing Association Conference

The Purchasing Director attended the 2012 Texas Public Purchasing Association Conference in San Antonio, November 7-9. The conference covered several different topics including Internal Controls and Fraud Prevention, Protests, DIR Cooperative Contract Program, Simplify the Purchasing Process through the State of Texas Co-Op Program, Basic Public Purchasing- Specification Development, Negotiation Strategies in the Public Sector, 2012 Pre-Legislative Roundtable, and Overcoming the Five Dysfunctions of a Team.



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**Emergency Waterline Project Bid**

The Purchasing Department along with the Engineering Department has been working on “**Bid No. 13-04 General Cavazos Blvd. NAS Kingsville 16” Emergency Waterline Project**”. This bid is set to open on December 21, 2012 at 1:30 p.m. There will be a non-mandatory Pre-Bid meeting on December 13, 2012 at 1:00 p.m.



**Technology Division**

IT staff has begun working on upgrading remote sites with proper equipment to streamline operations. We appreciate all of the assistance in troubleshooting and testing the new equipment. In addition, IT has addressed the telephone and networking issues at the Tourism department. The new schematic will utilize VoIP technology along with proper network drops and isolation. Additionally, to organize the networking closet we have purchased a server rack. This will increase space and reduce power inefficiencies.

***R. J. KLEBERG PUBLIC LIBRARY (Courtesy of Robert Rodriguez, Director)***

**La Posada Children's Story Time**

The Robert J. Kleberg Public Library will host its annual La Posada Story Time on Saturday, December 15. The event will take place at 10:00 a.m. in the Community Life Center on the corner of 5<sup>th</sup> St. and Yoakum Avenue. This annual La Posada event is open to children of all ages and promises to be an excellent opportunity to add fun and enjoyment to the Christmas season. Activities will include holiday stories, songs, and interesting seasonal trivia. There will be door prizes, as well as a free holiday book for the first forty families arriving for the event. To conclude the festivities, light refreshments of cookies and juice will be served.



**New Technology Game Introduced**

Treasure hunting in the 21<sup>st</sup> century has taken on a new meaning thanks to today's GPS technology and devices. An outdoor treasure hunting game known as geocaching, that utilizes coordinates to lead a geocacher to hidden treasure planted by other geocachers, will soon be making an appearance at the library. This is a new and innovative way to increase public interest in the library. The Information & Technology Services Department is currently working on a plan to couple both the PirateBox project and geocaching to create a unique find for geocachers who visit the area, as well as the library. In the Kingsville and Kleberg County area alone, there are over 50 geocaches that range from bottles that have simple log sheets for people to write in, to elaborate containers that have actual items for people to take and



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trade. The outcome of this project is expected to be a successful one, making it the first digital cache placed in Kleberg County. Expect to see this collaborative project to be introduced to the community in January 2013.

## ***RISK MANAGEMENT DEPARTMENT (Courtesy of Melissa Perez, Risk Manager)***

### **TML 100<sup>TH</sup> Anniversary and Annual Conference**

The City's Risk Manager, other City Staff and City Commissioners attended the 100<sup>th</sup> Annual TML Conference Grapevine, Texas November 13th through 16<sup>th</sup>. The Risk Manager attended several educational sessions including (1) Update on Texas Municipal Retirement System, (2) A primer for non-financial officials and managers, (3) A session titled, "Master you World, Leadership Techniques for Greater Productivity" and (4) Achieving Effective Customer and Employee Relationships



### **TML Officials**

### **TML Vendor Exhibitions**

### **Monthly Training - Conducted @ Commission Chambers November 27<sup>th</sup> 2012**

Conducting regular monthly training is a great tool to utilize to decrease employee injuries and claims.



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The Risk Manager conducted monthly safety training on November 27<sup>th</sup> 2012 at City Hall Commission Chambers. Employees had a choice of attending a 10:00am or 2:30 pm Meeting. (32) Thirty-two employees attended to include Directors, Department Supervisors, Managers and staff. The November topics were:

Housekeeping – Work locations to include offices, vehicles, buildings, shops, yards etc. should be kept Clean and orderly at all times.

Material Storage – Material shall be stored in such a manner that it will be safe from damage. Special care must be taken to assure that stored material poses no hazard to anyone working around it.

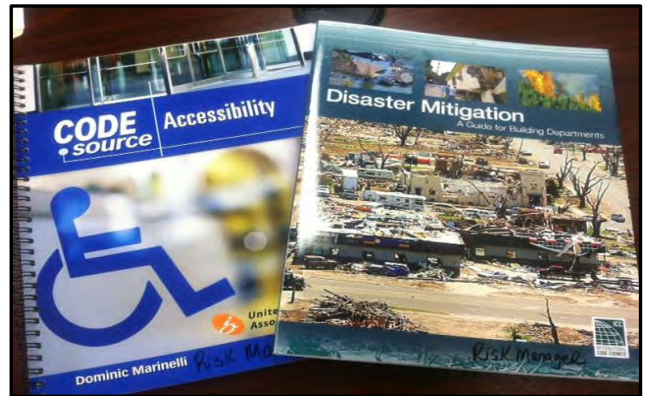
Stacking Material – When material is stacked (like boxes), all possible precautions must be taken to assure that it will remain stable. The lower level must be blocked or tied to prevent slipping.

Employees were engaged in conversation about the different topics and were also given hand-outs to take to their departments for future training. Pictures of examples of what to do and not to do were also passed out.

### **Risk Management Library Coming Our Way**

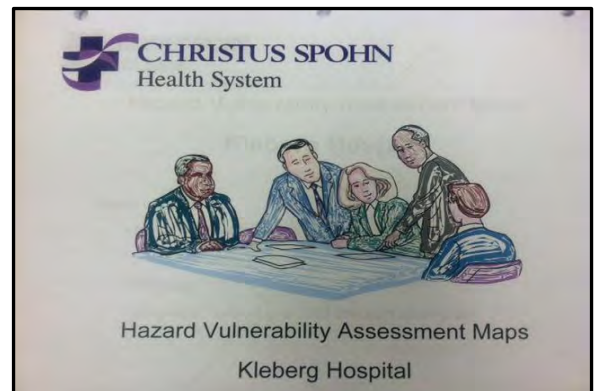
The Risk Manager is utilizing (ICC) International Code Council to start the Department's Risk Management Library. Some of the Risk Managers responsibilities require several resources; one is manuals and books that give important information like Accessibility for Disabled Citizens, Disaster Mitigation, Fire Plans and City Inspections. The Risk Manager is tasked with several job focus areas and good education found through these resources is a must. The books are filled with important information like:

- (1) Guidelines for disaster response management / Guidelines for mutual aid and inspections
- (2) Accessibility routes for wheelchairs, curb ramps and accessible parking
- (3) Information on city inspections
- (4) Fire Plans



### **Meeting with Christus Spohn Emergency Preparedness Manager John Besignano**

The Risk Manager had a meeting with Christus Spohn Emergency Preparedness Manager John Besignano in the Risk Management office on Thursday morning @ 9:00am. We met to discuss the City of Kingsville's Hazard Vulnerability Assessment Maps. A Hazard Vulnerability analysis (HVA) is a process for identifying natural and man-made hazards and the direct and indirect effect these hazards may have on the community and the hospital. The HVA provides the City and Hospital with a basis for determining



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potential demands on emergency services and other resources that could occur during a crisis so that preventive measures can be taken and a coordinated disaster response plan can be developed. Some areas identified as concerns are:

*Naval Air Field + Major Highway + Railroad + Chemical, Natural gas, and uranium mine/plant*

Mr. Besignano and the City's Risk Manager are planning future meetings with Chief Torres and County EMC Tom Sanchez to discuss in more details the community and hospitals areas of concern and Hazard assessment. All necessary measures are being taken to ensure the community is safe.

**Employee Recognition & Safety Committee (ERSC) Meeting Held Friday November 30, 2012**

An Employee Recognition & Safety Committee Meetings was held in the Public Works building at 2:00pm Friday, November 30th. The agenda of discussion items included a discussion of the following Employee Recognition and Safety Banquet topics:

- (1) Assigned duties to members before, during and after the Banquet
- (2) Committee voted for Employee of the Year, Injury Free Award & Safety Hero Award



The Risk Manager also surprised Committee members with new jackets complete with ERSC patch and City of Kingsville emblem in recognition of the hard work they do. These same style of jacket will be given to employees having 20 or more years of service during the Years-of-Service presentations held during Employee Recognition and Safety Week.

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

**Community Involvement**

On Friday November 16, 2012 Kingsville Task Force Agents participated in John S. Gillett Middle School's Fall Festival. Agents Kirkpatrick and Tamez set up a static display and visited with attendees. The Gillett PTO hosted the event and everyone enjoyed great food and the festivities.

**Law Enforcement Specialized Training**

On Wednesday November 21, 2012 Kingsville Task Force Commanders and Agents attended a training seminar hosted by our local District Attorney's Office at Texas A&M University Kingsville. The training course updated law enforcement on the basics and current trends involving arrest, search and seizure. All attendees will receive 3.5 hours of TCLEOSE credit which will be added towards the State's minimum training requirements.

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**Currency and Vehicle Seizure**

On Monday November 26, 2012 at approximately 3:34 pm, Kingsville Task Force Agents conducted a traffic stop on a white Toyota sedan heading south on Highway 77 at County Road 2230. Upon contacting the driver, a 40 year old Hispanic female, Agents noticed her nervousness. The driver gave Agents consent to search her vehicle. Upon doing so, Agents noticed fresh bondo in the area of the right front passenger wheel well. Further inspection of the vehicle revealed a hidden compartment that lead into the firewall. Inside the compartment were 26 bundles of U.S. currency that totaled \$189,000.00. The female driver was charged with Money Laundering and booked into the Kleberg County Jail. The Toyota sedan was seized and stored at the Task Force's impound lot.

**City of Kingsville Safety Training**

On Tuesday November 27, 2012 Assistant Commander Starrs attended safety training in the City Commission Chambers with City personnel. The City's Risk Manager, Ms. Melissa Perez, provided training on Material Storage, Safety Stacking Material and Housekeeping. Assistant Commander Starrs then presented the safety training to Kingsville Task Force Agents at their headquarters.

**Community Specialized Assistance**

On Thursday November 29, 2012 ownership and safety & personnel coordinators from Franklin Welding Service, Inc. in Kingsville requested assistance from the Kingsville Task Force. The company needed K-9 Agents to visit their facility and investigate the possible sale of illegal drugs in their parking lot. Task Force K-9 Agents responded and were able to deter the sale and possession of illegal drugs of company employees.

***TOURISM SERVICES/DOWNTOWN (Courtesy of Bob Trescott, Director)***

**Report: November 9 – November 30, 2012**

We continue to work and redeveloping our municipal tourism efforts and at repositioning Kingsville in the marketplace.

We have three fulltime employees on board and are beginning a review of applicants for a fourth (and final?) position.

We are also rebuilding our communications in internet, phones, and printed material. A new phone system is being installed today. We have suffered through a transition that sometimes left us with no incoming, no outgoing, and no voicemail phone service.

We went to a regional meeting of the Texas Coastal Bend Regional Tourism Council and are tying Kingsville into regional tourism networks and efforts.

We partnered with the King Ranch on having a presence at the Rio Grande Valley Birding Festival, 7-11 November.

Much of the repair work on the building and on landscaping is complete; we still would like to repair and improve the access and parking.

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Much effort during this period was expended in expanding and supporting the community's efforts for the 22<sup>nd</sup> Annual Ranch Hand Breakfast.

The Ranch allowed us to build around their longstanding event and we worked with several community and university groups to expand in geography and in time. We had several events downtown on Friday. We had an array of events downtown on Saturday after the Ranch Hand Breakfast as well as events in other parts of town and at the university. Some events we helped to manage, others we helped to market and for some we did both. We learned a lot about logistics, markets, marketing and media and we are scheduling debriefings and planning sessions for community event management and marketing.

Many individuals, groups, and organizations pitched in. I can't list them all here. I will note that the extensive, professional, and enthusiastic support of city departments and city employees was truly remarkable and even humbling.

We moved immediately into the La Posada events which culminate with the Parade on December 1. Cynthia Martin, as the new employee, was honored with the chore of overseeing the decoration of the City parade float.

We are developing new partnerships, local and regional; some were initiated during the Ranch Hand event and will be built upon.

Art is emerging as an area of special interest and we are working on regional efforts in that arena. The University is hosting regional, national and even international academic events and is anticipating the hosting of sports tournaments. The Tourism department is looking to support, enhance and lengthen stays related to those events.

Cynthia is building out our efforts in historic preservation, working with the historic board, the Texas Historical Commission, and the university. Several years of effort will be paying off – in enhanced and expanded information about our historic resources and in professional capacity within the City, the Community and the university.

We are removed from City Hall and get pretty busy out here. We do buy strange things and get involved in activities unfamiliar with some City Hall denizens. If anyone has a question, just ask or come visit. You might learn something about your town and about tourism.

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TAMUK Art Show Downtown



John Wayne Movie Downtown



New Lights on Depot



HMKing lighted up



New Graphics on Javelina Building  
Downtown



TV in the street



TAMUK Downtown Art Impresarios



Harrel's on TV

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The Ranch Hands



The Breakfast



Downtown Car Show



Welcome



The Crowd



‘Nuf said



Touch the Trucks

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Shiny Truck



HM King School Booth



Yeehaw



Entertainment



1924 fire truck at new business



Steamroller Art

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***MEETINGS, EVENTS AND REMINDERS (Courtesy of Mary Valenzuela, City Secretary)***

<b>Regular Commission Meetings</b>	Monday, December 10 <sup>th</sup>	6:00 p.m.
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**Board Meetings (Commission Chambers)**

Planning and Zoning Board	Wednesday, December 12 <sup>th</sup>	7:00 p.m.
Historic Development Board	Wednesday, December 19 <sup>th</sup>	2:00 p.m.
Zoning Board of Adjustments	Thursday, December 13 <sup>th</sup>	6:00 p.m.
Civil Service Commission	tba	11:00 a.m.

**Board Meetings (Respective Location)**

Library Board	Wednesday, January 30, 2013	4:00 p.m.
City/County Health Board	(3 <sup>rd</sup> week of every other month @	5:30 p.m.)

**Events –**

**City Holidays (City Hall and most offices closed)**

Christmas Holiday	Monday, December 24 <sup>th</sup> & Tuesday, December 25 <sup>th</sup>
New Year's Day	Tuesday, January 1 <sup>st</sup> , 2013

**Reminders**

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	0	0
Civil Service Commission	1	0
Historic Development Board	0	0
Planning & Zoning Commission	0	0