

City of Kingsville
Staff Report
(A Publication of the City Manager's Office)
Monday, January 14, 2013

“The difference between genius and stupidity is that genius has its limits.”
Anonymous. Leadership...with a human touch, Lawrence Ragan Communications, Inc.

“If you really want to do something, you’ll find a way; if you don’t, you’ll find an excuse.” Anonymous. Leadership...with a human touch, Lawrence Ragan Communications, Inc.

CITY MANAGER (Courtesy of Vince Capell, City Manager)

City Achieves 100 Private Property Cleanup Milestone (with more to come!!!)

The City Manager congratulates everyone involved with reaching a significant community appearance milestone. By the end of January, city crews including staff from the Planning, Public Works, Health, Police, Finance, Legal, and Municipal Court will have worked hard to clean up, assist, administer or facilitate the cleanup of 100 private (occupied and unoccupied) properties (in addition to their other cleanup activities). Efforts by individual employees and the organizational structure and oversight of cleanup activities are producing visible and significant improvements.

Success is being achieved in large part by the way the effort is organized using a multi-department task force called the Beautification Board headed by Mike Kellam. The Beautification Board meets twice a month to discuss, plan, strategize and execute the City’s way to success on everything from routine grass cutting and alley maintenance to old sign removal and demolition of dangerous/dilapidated structures. It takes all of these departments working together and the continuing support of the City Commission to achieve the desired level of success for a more beautiful Kingsville.

Kingsville Task Force Leads the Way on Shop-with-a-Cop



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FINANCE DEPARTMENT (Courtesy of Mark Rushing, Director)

Due to Federal spending this may be of interest: What comes after a million, billion and trillion? Why a quadrillion, quintillion, sextillion, septillion, octillion and nonillion.



Administration Division

Finance held a conference call December 19th with Standard & Poor's and First Southwest to discuss a proposed \$4.275 million series 2013 Certificate of Obligation issuance and a \$1.265 million Limited Tax refunding. In attendance was Kate Choban, primary analyst for Standards and Poor's, Ann Entrekin, Sara Bedford, Gary Utkov, and Ginger Mann for First Southwest. The City of Kingsville was represented by Vincent Capell, Courtney Alvarez, Michael Kellam, Mark Rushing, James Bryson. Dick Messbarger represented the Kingsville Economic Development Council. The City was congratulated Standard & Poor's for a great job in its preparation and handling of the S&P ratings call.



Time Clock Plus Software. The "GO LIVE" date for Time Clock Plus was December 2nd. A webinar for editing and reporting was held on Friday November 30th. All departments are utilizing the program. We are still running the program concurrently with the regular punch card system to ensure that the program is functioning properly. An email pertaining to Exempt employees and how their time will be tracked will be sent out this week. A webinar for Payroll staff is scheduled for the upcoming week to receive training in exporting the data from Time Clock Plus to Incode for processing. This is the final step in fully implementing the program.

Looking for Improvement to Accounting Processes

Finance has had several conversations with Tyler Technologies regarding improving processes pertaining to Due To/From transfers, Pooled Cash, and Bank Reconcilements. Incode training is tentatively scheduled to come to the City the first week of February 2013.

Outside Auditors in the Office

John Womack & Co. P.C. was in the Finance Department from December 10th -12th performing preliminary audit work. The focus was on the transfer of the Kingsville Convention and Visitors Bureau back to the City of Kingsville which occurred in August of this year.

The Finance Department has been busy preparing to close out the books for FY 2012 while still processing regular monthly journals. The industry standard established by Incode and other general ledger software providers is to give 3 months beyond the end of the fiscal year (September 30th) to close the General Ledger. The Year End Closing is an accounting procedure undertaken at the end of

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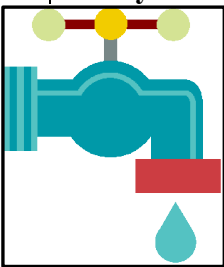
the calendar year to close out business from the previous fiscal year, carry forward balances from the previous year, and open posting accounts for the upcoming fiscal year. Calendar year-end closing is part of a City's fiscal closing operations, and is used to create a City's financial statements.

Accountants usually have some clean-up and decision making to do when preparing to close the books. They have to make sure all revenue is booked in accordance with Generally Accepted Accounting Principles (GAAP). Then they root out any and all expenses that can/should be booked in the current fiscal year. After accomplishing that, they proceed to the balance sheet and verify that all asset and liability accounts are correct and have support for every dollar.

Accountants Year End Checklist:

- Does my general ledger bank balance reconcile to the bank statement?
- Are there any accounts receivables that are worthless and should be written off?
- Is my balance in Allowance for Bad Debts a reasonable estimate of potential write offs?
- Is the inventory balance correctly stated?
- Are there inventory items that cost more than their worth and should be written down to their market value?
- Do we still have all the fixed assets?
- Is my depreciation correctly recorded for those fixed assets still in our possession?
- Are there any prepaid items that need to be adjusted such as prepaid insurance?
- Have all assets been reviewed for accuracy?
- Have we recorded all of our payables?
- Do the payroll tax liabilities coincide with our quarterly reports?
- Do the balances in the notes payable accounts (loans) agree with what the banks say we owe?
- Are there other debts that have not been included on the books?
- Are there debts on the books that no longer exist because of forgiveness or oversight?

Utility Billing Division



Water Fact

Approximately 85 percent of U.S. residents receive their water from public water facilities. The remaining 15 percent supply their own water from private wells or other sources. <http://www.allaboutwater.org/water-facts.html>

Working Together to Achieve More

The Collections Manager attended the Beautification meeting on December 12, 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, the Municipal Court Supervisor, and the Chief of Police. In this meeting the Community Appearance Supervisor discussed the update on the phase 9 addresses and status on each property. The Community Appearance Supervisor mentioned that two of the ten addresses were owner abated. The Community Appearance Director discussed the tentative dates for abatements listed on the phase 10 addresses. Upon the recent requests for waiver of interest on weed liens, the Collections Manager with the support of the Finance Director approached the Community Appearance Supervisor and the Director of Developmental Services to request pictures of those properties in question. The

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Commissioner have brought up the question of what type of condition the property is as of now and if any other health code violations have been sited since the new property owner purchased the property. Both the Director of Developmental Services and the Community Appearance Supervisor were very eager to help the department with that request. The Collections Manager updated the Beautification Board on the status of the demolition payment agreement plans. The recent notice advising property owners of the deadline to received payment have generated a couple to send in payments as agreed upon to originally. The Collections Manager will continue to update the Board of any updates.

Accounts Receivable packet

The Collections Manager sent out the following invoices using the Incode A/R packet:

37 weed lien invoices (filed 3/29/2012 & 10/4/2012) sent out December 12, 2012

398 monthly weed invoices were mailed out on December 5, 2012 for a total of \$179,346.52.

The Collections Manager continues to send out an informational notice to the property owners along with the invoice. The notice/letter explains what the invoice pertains to and why the property owner is being sent the invoice.

The next set of outstanding weed bills will be provided to the Legal Department on December 14th, 2012. Once the Legal Department generates the affidavits of lien the Collections Manager will forward them to the Kleberg County Courthouse for recording/filing. Then the Collections Manager will input them into the A/R packet for invoicing purposes.

The Collections Manager will continue to provide a status on each set of invoices going out.

Storm Water Study

The Collections department would like to remind the public that the final passage of the Storm Water fee was approved by commissioners on September 17th, 2012 Special Meeting. The flat rate for residential services is \$1.25 per month 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 also like to remind all involved that the deadline to receive the principal amount of any paving lien is March 12, 2013 to take advantage of the interest waive program approved by the City Commission.

The Collections Manager does request 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.

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Training

The Billing Specialist and all three CSR's have completed the assigned modules for Customer Service Certification. Congratulations to all staff on their diligence and continual drive in providing the upmost customer service in the Utility Billing Department. The Collections Manager wants to include a note of appreciation to Erica H. Bruce on her assistance in researching available options for customer service certification online services. Erica has proven to be an intricate part of the Collections/Utility Billing Department and continues to grow in her capacity in that department by taken on a positive role in ensuring all possible avenues are considered in continuing to provide great customer service.

Utility Billing Statements

The following statement was sent out on the November / December billings:

CITY HALL WILL BE CLOSED DEC 24TH & 25TH AND WILL REOPEN ON THE 26TH
ONLY 1 RESIDENTIAL SERVICE FOR TRASH PICK UP FOR THE HOLIDAYS
COMMERCIAL WED/THUR WILL BE ON THUR

There are 4 billing cycles. This notice went out November 28, December 5, December 12 or December 19 depending on the customer's billing cycle.

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 has implemented training certification for the Customer Service Representatives in order to keep updated on their skills. The Billing Specialist has completed her certification and all other customer service representatives are currently working on each of the modules.

Municipal Court Division

What the Court Does

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 December 13, 2012 through December 26, 2012, there were a total of 129 new cases filed. Of these new cases, the Kingsville Police Department filed 77 new traffic violation, 21 new state law charges, 3 Parking violations and there were 25 Failure to Appear violations filed by the state office. The City Community Appearance and Health Departments filed 3 new city ordinance violations.

Prior to the December 20, 2012 court hearing, there were 126 cases resolved, 66 payments made by the plan orders with 93 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 \$19,642.97 was collected during the period of December 13, 2012 through December 26, 2012.

Cases Heard-During this Update

December 20, 2012 court session included 148 cases (98 people) and in addition 8 inmates were transported to the court for a hearing. During this hearing, 25 defendants made court appearance. Out of the 148 cases; disposition are as listed as 26 cases were granted payment plans, 1 cases were granted thirty (30) days to pay in full, 3 cases were placed on community service, 3 cases reset for a Trial hearing, 13 cases are pending for further proceedings. A total of 5 cases were closed by full payment and 3 cases were dismissed upon compliance and finding of not guilty. By order of the court 2 cases were reset and 92 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 December 20, 2012: Officer R. Webb #76, Officer H. Cantu #93, Officer H. Cantu #84, and Officer T. Macias #87. To the City Court office staff, Joel Ramirez, Gina Salinas and Victoria Butler for the amazing team work.

Warrant Division: Enforcing Execution of Warrant Orders **NEWS NEWS NEWS!!!**

The City of Kingsville Municipal Court has contracted with the Texas Department of Public and Safety. As of December 19, 2012, the Municipal Court is now reporting to the D.P.S. to suspend or withhold the release of any Texan Driver's License & Non-Resident Driver's License. The orders will stay in place until the full settlement of the legal matter of any or all *active warrant* cases pending in this court.

The Office of Court Administrated (OCA) with the State of Texas has contracted with the City of Kingsville Municipal Court as of November 26, 2012 in the Collection Improvement Program. As a result, the Municipal Court is undergoing a new structure of collections and process with the counsel and assistance of the State. This new process to report all *Non-compliance & Active Warrant Cases* to the State will assist in streamlining the City Municipal Court Collection efficiency and effectiveness.

Court Hearings schedule for January 2013

January 3, 2013

January 17, 2013

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Special Reminders

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.

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

Firefighters Host Girl Scouts and 4-H Clubs

Saturday December 15, – I would like to thank Girl Scouts and St. Patrick's Young Patriots 4-H Club for taking their time out of their day to remember all firefighters on Christmas. These groups presented the Fire Department with baked cookies and more than a dozen of Poinsettias.



Community Participation/Events

Meet & Greet at Lowes

Saturday, December 22, 2012- The Kingsville Fire Department (C-Shift) was on scene to help with Meet and Greet at Lowes. They introduced themselves and explained to local residents how their equipment is used.



Firefighter Oscar Mendiola and David Guerra participated in the event that created quite a buzz. The Fire Fighters were able to get a remarkable view up in the air.

An artist/professor at Tamuk by the name of Santa Barraza created this Image on December 31, 2012. She was assisted by another local artist Daniel Cuellar. Image should be complete by the next week or so.

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Volunteers from the Tourism Department Hall of Frames and from the Fire Department were huge supporters.

The image of the Virgen de Guadalupe is approximately 70 by 40 feet and can't be seen well from the ground. Professional photojournalist Patti Trujillo was lifted by the KFD to a height from which she could photograph the entire image.

Annual Smoke Alarm Check

The Fire Fighters continue on helping local residents install smoke alarms throughout their home. Anyone that may have a question can feel free to contact our Department at 592-6445.



Fire and EMS Response Statistics

Fire/EMS crews responded to a total of 3271 total for the whole year of 2012

HEALTH DEPARTMENT (Courtesy of Emilio Garcia, Director)

Food Service Inspections (November 30-January 3, 2013)

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.

Health Inspection Scores are?

Big House Brunch-88	Knights of Columbus-76	Church's Fried Chicken-97
La Famosa Tortilla Factory-100	VIP Adult Daycare-93	Kingsville Child Dev. Center-96
Beto's Community Grocery-100	KISD-Central Warehouse-100	Wing Stop-94
Domino's Pizza-97	KISD-Gillett School-96	4 Breeze Drive Thru-97
Café 5-76	Epiphany Episcopal School-100	K2 Food Mart (6 th St.)-79

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Star's Drive in-92	KISD-Memorial School-100	Kingsville Headstart-96
Santa Gertrudis ISD-96	KISD-Harrell Elementary-100	HM King High School-96
Kentucky Fried Chicken-100	Knights of Columbus 2 nd Inspection-82	Subway-92
St. Gertrude's School-90	Wendy's-97	Granny's Tamales-93
Popeye's Fried Chicken-89	Kingsville Food Mart-97	Pizza Hut-93
Texas Star #171-93	Sonic Drive Thru-94	Boy's & Girls Club-88
McDonalds-HWY 77-93	B&B Mini Mart-100	Sunny Market-100
Pan Am School-97	Comfort Inn-87	Taqueria Jalisco #5-89
Ricardo ISD-96	Super 8 Motel-90	Chili's-88
Asian Buffet-74	Exclusive Care Service-100	Seafood Hut-97
Big Event Cake & More-100	Baffin Bay Café-97	Butch's-100
Methodist Dev. Center-77	Linda's Main St. Café-90	China West-96
Young's Pizza-100	Yen Ching-93	Taiwan Family Restaurant-93

Employee Recognition Week

The City of Kingsville held their Annual Employee Recognition and Safety Week on December 3-7, 2012. The week was filled with activities for all employees to participate in. There was a wear your best Hawaiian shirt day, a Santa Clause Hat Day, Wear your (or somebody else's) Safety Gear Day and other fun activities. This year activities included the City Manager's Years of Service Recognition at the worksite. Mr. Vincent Capell, City Manager, recognized all employees having 5, 10, 15, 20, 25 and 30 years of continuous service to the City of Kingsville.

The City-County Health Department had several employees that have reached their 5 and 10 years of continuous service. The City Manager attended a Breakfast on December 5, 2012 to recognize and present an award for their years of service to Robert Puente, Jason C. Torres, Connie D. Allen and Emilio H. Garcia who all received a 5 year Certificate of service and Jesse Ybarra received pen & pencil set for 10 years of service

Pictured above are Robert Puente, Jesse Ybarra, Jason C. Torres, Connie D. Allen, Emilio H. Garcia and Mr. Vincent Capell, City Manager.



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Training

On December 18th 2012 the Risk Manager, Melissa Perez held training for all city employees. The topic was Fire Safety in a video format. The video talked about the different classifications of fires and the difference between each one. It also explained how to correctly extinguish fires. Another section in the video explained the different types of fire extinguisher and how to properly use them. Health Dept. employees in attendance were Jason Torres, Connie Allen, Jessica Montalvo, Teresa Orr, Robert Puente, Jesse Ybarra, Thelma Trevino and Emilio H. Garcia. We look forward to next months training.

Meeting/Conference

Jason C. Torres and Emilio H. Garcia attend the South Texas Chapter Texas Environmental Health Association Educational Conference on December 13 & 14 2012. The conference was held in South Padre Island at the Isla Grand Beach Resort. The conference was well attended by Health Departments throughout South Texas. Session included Vector Control on mosquito trapping, mosquito testing, and the Texas Mosquito Program. Sessions for Animal Control included animal issues in disaster response, foreign animal disease recognition and response, animal shelter chaos to control, Legal updates and animal shelter standards. The Conference was a great source to acquire several Continuing Educational Units for Animal Control and Vector Control.

Animal Control-Food Donations

Thanks Wal-Mart for your generous donation of dog and cat food for our Animal Shelter. A total of 70 pounds of dog food and 20 pounds of cat food was donated on December 19, 2012.

Our local Petsense store donated several large bags of dog and cat food for our shelter. Also in the donation were several chewable dog bones. Thank you for your generous donation to our animal shelter.....



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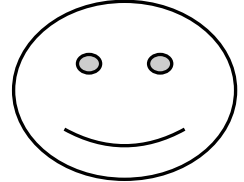
Mosquito's

The Health department is happy to announce that our last collections of mosquitoes submitted for testing in Austin, Texas came back negative to any arboviruses. The Health department will start collections for mosquitoes next May 2013.

HUMAN RESOURCES DEPARTMENT (Courtesy of Diana Gonzales, Director)

Did you know?

M&M's chocolates stands for the initials for its inventors Mars and Murrie



Workshops/Seminars

Two pre-retirement seminars were held on January December 12, 2012. The seminars were attended by approximately 12 City employees. Representatives from TMRS and Nationwide gave a presentation and answered employee questions.

On December 14, 2012, HR Director Diana Gonzales and Risk Manager Melissa Perez (Training Generals) attended to preview Texas A&M University's Continuing Education workshop titled Proactive & Situational Leadership. The workshop was informative and the Training Generals will continue to preview seminars and workshops to bring interesting and diverse speakers to the City of Kingsville's Professional Development Program.

The City's Professional Development Program is heading towards its 2nd quarter. The next session of the Professional Development Program will be held on January 24, 2013.

This training opportunity will consist of the following 2 workshops:

1st Workshop - Presenter: Ms. Liza Aguilar Wood of McKibben, Woolsey & Villarreal, L.L.P. of Corpus Christi. Topics to be covered: Harassment, Retaliation, Diversity and Discrimination.

2nd Workshop – Presenter is Dr. Shane Creel, CCEP. Mr. Creel holds a Ph.D. in Organization and Management from the Leadership Graduate School of Business and Technology, a Master's and Bachelor's degree in Psychology. Topics to be covered: Leadership, Mission, Vision, Core Values, and Code of Ethics

The Training Generals will be coordinating this event and will distribute additional information to attendees in the upcoming week.

Status of Open Positions

Animal Control Officer – Health Department

Library Director – Robert J. Kleberg Public Library

Equipment Operator I – Community Appearance

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Milestone Anniversaries - 5, 10, 15 and 20+ years

20+ years - Fire: Roel Cavazos; Police: George Crocker, Water Production: Jose Casillas, Wastewater: Lorenzo Gonzales, Daniel Gutierrez
15 Years – Police: Johnny Campos
10 Years – Water: Cecilio Obregon
5 Years – Police: Daniel Gonzalez, William Allen; Fire: Oscar Mendiola, Jose Vasquez; Library: Carolyn Thompson

New Employees



Jesus Galindo
Public Works



Magdalena Fonseca
Police Dept.



Tony Wilson
Police Dept.

Promotions/Transfers

Chuck Jennings transfer from Community Appearance to Tourism as an Equipment Operator I

Retirements - 0

Separations

Monica Benavides (Police Dept)
Joshua Smith (Engineering)

Prescription Discount Program – National League of Cities (NLC)

November 2012 – 55 prescriptions filled under this program used by a total of 21 individuals for a monthly savings of \$ 648.34. The average price savings was \$11.79 per prescription which translates to a 21.6% savings on prescriptions.

As of date, the program has been utilized by 1,645 individuals for a grand total savings of \$54,877.39 since the beginning of the program in August 2009. The plan has averaged a 20.5% savings in filling 5,946 prescriptions for persons in the Kingsville community.

General

HR personnel address employee issues daily in person, phone and by email.
New Hire orientations conducted by Ms. Beth Greenwell, HR Coordinator

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

Website Development Update

Mike Kellam reports the website development is near completion with the completion of the website construction with only content organization and inclusion to be finalized. Mike is working to set up a meeting with the designers to go over the site in detail to address any final changes/corrections to be made within the site, while preparing for a full launch in the coming weeks. This meeting will take place the week of January 7th, with a full launch to take place soon thereafter.

H.M. King High School Renovation

Mike Kellam, David Brown of Ferrel Brown Architects and Lorenzo Martinez of AG/CM performed a walk-through of Cottage building, Larkin Building & the Gymnasium on December 12th. The purpose of the walk-through was to perform an existing condition study as well as to familiarize all with the existing layouts and identified future uses for the buildings. This was needed to prepare an estimation of assumed and/or proposed renovations and construction. Subsequent to the walk-through, rough budget numbers were able to be provided by AG/CM at our December 18th coordination meeting. We'll now use these numbers to determine funding gaps and to prioritize our construction plans and phasing.

Site Selection Professional in Town to Consider Kingsville

Mike Kellam, in cooperation with Dick Messbarger, met with a site selector for a proposed business to potentially locate their services in Kingsville. The site selection process is in its early stages but the visit was very positive and we're excited about the potential of business locating here. We'll continue to provide additional follow information in a collective effort to attract this business to our city, while anticipating we'll make the "short list". More to come on this in the future.

Building Services Division

Permitting

The following permits were recently issued:

Remodel- 14, Electric- 39, Fire Inspections- 21, Plumbing- 17, Mechanical- 5, Roofing- 9, Residential Meter- 7, Commercial Meter- 5, Gas Inspection- 11, Swimming Pool- 1, New Residential-3, Commercial Building- 4, Curb Cut- 3, Demolition- 4, Sprinkler/Irrigation- 8, Sign- 3. *Total Permits: 154*

New Business

- Royal Fusion Seafood Buffet, located at 1701 S. Brahma Blvd., is now open for business.
- 1 Stop Muscle Shop, located at 819 W. King, is now open for business.
- ESP Ink, located at 620 Armstrong, is now open for business.

Plan Submittals

A preliminary site plan for a national chain pizzeria was submitted and we are awaiting a full plan submittal.

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Building Official's Report

Building Official Daniel Ramirez reports that as of December 12, 2012, all properties on Private Road 2004 (Riojas/Cavazos Young Drive Properties) are now tied into the City's sanitary sewer. This brings a long standing sanitary and safety concern to a close, wherein the City provided a sanitary sewer main north along Young Drive thereby making the sewer main available to the residents. Upon the completion of that, the Building Services provided additional guidance and timelines for completion to bring all properties into compliance, and prevent and human danger due to raw sewage exposure.

Finalization Economic Development Guidelines

The finishing touches are being made to the updated Economic Development Guidelines for incentives to be utilized by the City of Kingsville. The current guidelines are expired and require updating every two years. Mike Kellam has drafted the updated version and is prepared to submit it to the City Attorney in the next week for final review to be placed on the next available City Commission agenda for consideration. This will provide the required guidelines to offer/approve incentive packages in compliance with the state authorized economic development incentives for local governments.

GIS Workshop III

Mike Kellam will be attending a Geographical Information Systems (GIS) Workshop III in mid-January 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 staff attended the GIS I class on November 16th and the GIS II workshop on November 20th. This free service of Texas A&M-Kingsville is welcomed and appreciated.

Dumpster Enclosure Phase II

Phase II of the dumpster enclosure project has progressed with the updated survey of the remaining dumpsters condition and locations having been completed. With the survey complete this information will now allow us to determine the number of dumpsters to be enclosed, thereby attaching a budgeted amount for the enclosures. Once the proposed budget is complete we can then present it to the City Commission for consideration and potential funding with future fund availability.

Community Appearance Division

Recent activity (November 28-January 2) by Community Appearance Inspectors is as follows

Activity:	Results:
Notices Sent- 133	Compliances-108
Inspections- 276	Abatements-31
Re-Inspections- 183	Court Cases-1
Illegal Dumping Cases-1	Referral to other Department-3
Obsolete Sign Violations-6	

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

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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

320 W Ave A – Abated by property owner



1240 E Yoakum – Abated by Property owner



Community Appearance Division

Cleaning up the City's Heavily Traveled Thoroughfares

Community Appearance inspectors and operators continue their focus on major thoroughfares and maintain success with the obsolete/dilapidated sign issue. The majority of business owners have complied by either removing the dilapidated sign or replacing the broken/obsolete sign with white inserts ready to advertise for the next business opening up.

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Reinspections of Properties Already Cleaned Up

Inspectors have been busy reinspecting the previous 6 top ten phases. A new inspection must be done by code enforcement officers to appropriately notice the property owners. An important part of the City's beautification efforts is to monitor the properties we worked so hard to clean up to ensure they don't return to a non compliant state. The properties that are cleaned up have to remain cleaned up.

Basic Code Training

Jennifer Bernal and Cyndi Flores-Falcon will be attending Basic Code Enforcement training Jan. 14-18 in Corpus Christi TX. This will be the first step in obtaining full certifications as a code enforcement officer. This training will give the Community Appearance Division added education and experience in the enforcement of city codes by learning ways to enforce and educate our citizens, yet maintaining the focus on beautification.

Community Clean up Activities

Upcoming dates for this year's major cleanup projects are set as follows:

- City of Kingsville Trash Off Day - *January 26th and September 21st* (We are still asking city employees for assistance with this cleanup. Please contact Jennifer Bernal for more information.
- Community Cleanups.....March 16th and May 25th

Community Appearance Supervisor Jennifer Bernal asks that department heads schedule available staff to assist with these incredible project. For all other volunteers, please contact her at 361-221-2940.

Demolition Initiative

The "Demo Team", is preparing demolition for two structures that were recently granted an order by Commissioners. 418 E Lee and 523 E Henrietta are scheduled for demo on Jan. 28. This is all in effort to rid the city of dangerous and unsafe building initiative. This route is taken when the building department receives no response from the property owners. As of October 1, 2012, 9 structures have been demolished through this process, out of those 9, 2 have been demolished by the property owner.

As the Building Official notices the unsafe and dangerous structures, many have signed the property owner agreement. As of October 1, 2012, 10 structures have been demolished.

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:

<i>Date</i>	<i>Property Location</i>
<i>Pending</i>	519 N. 6 th St.- Awaiting direction from City Attorney
<i>Pending</i>	807 E Henrietta – Per Signed Property Owner Agreement
<i>1/28/13</i>	418 E. Lee St.- Demolition Order Granted
<i>1/28/13</i>	523 E. Henrietta St.- Demolition Order Granted
<i>1/30/13</i>	616 ½ W Santa Gertrudis- Per Signed Property Owner Agreement
<i>2/4/13</i>	801 S. Wells- Per Signed Property Owner Agreement

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(A Publication of the City Manager's Office)

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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 10th phase to be completed in January. 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:

10th Phase

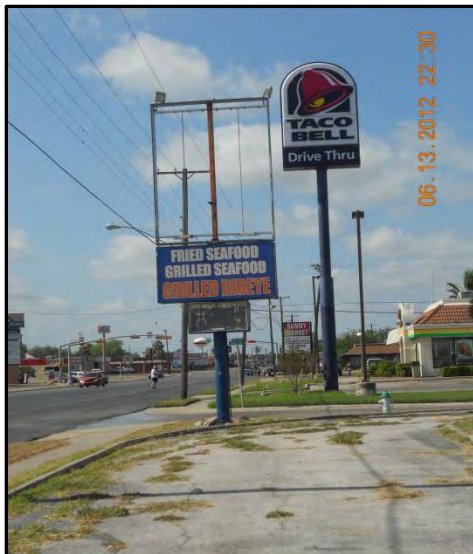
Property Address	Tentative Date of Abatement
113 W Corral	1/3/13
607 W Ragland	1/17/13
512 W Fordyce	1/24/13
316 W Ave A	1/10/13
619 W Yoakum	1/8/13
908 E Vela	1/15/13
934 E Ave B	1/22/13
734 E Ave B	1/23/13
639 E Ave C	1/29/13
807 E Ave A	1/31/13

Obsolete Sign Removal

BEFORE

AFTER

934 S. 14th St. – Abated by City Crew 12/15/12



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Self-Abatements by Property Owners on the Rise

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 the 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.

Top Ten Phase #	#of Cleanups Conducted by property 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
PHASE 9	5 out of 10

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

Kingsville PD on Social Media

Kingsville PD continues to grow its base in social media. A report from FACEBOOK on December 19th, 2012 had KPD with 100 "New Likes," 1 "New Check-ins," 175+ 2,816.7% increase in "Talking About This," and 2,490 + 1,339.3% increase in "Weekly Total Reach."

After posting a story later that day where Lisa Wood (29YOA) was arrested for making a Terroristic Threat at the Methodist Child Development Center the story went viral with KPD's FACEBOOK page seeing 372 "New Likes," 3 "New Check-ins," 1,024+ 485.1% increase in "Talking About This," and 14,553 + 484.53% increase in "Weekly Total Reach."



On Wednesday, January 2nd, 2012 two children were reported as missing after running away from 814 E. Fordyce. Information on the runaways was provided to the public via Nixle, Facebook and Twitter. Every regional television outlet called requesting photographs of the children within minutes of the information going out. While officers obtained a photograph Kleberg County Sheriff's Deputy Franco Longoria located the children near South Creek estates on South US77.

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The power of social media is assisting our department in getting information out quickly to our citizens. Chief Ricardo Torres stated, "We here at KPD are building on a tried and true formula which is now working as part of our beautification efforts here at the City of Kingsville. We want our citizens to come to our social media sites as a "One Stop Shop" for information relating to up to the minute criminal activity." We encourage our citizens to register via NIXLE to receive real time information via their cell phones, e-mail, Facebook and Twitter. To register go to the City of Kingsville website at www.cityofkingsville.com or search NIXLE on the web.

Burglaries on West Side

We continue to see a rise in burglaries on the west side of our city. Officers walked the 700, 600 and 500 blocks of West Richard, West Alice and West Lee to inform citizens of the crimes occurring in the area. Flyers containing information listed below was handed out to the residents in those areas.

The Kingsville Police Department is taking this opportunity to provide information on how to deter your vehicle, residence or business from being burglarized. Vehicle, residential or business burglaries are most often a crime of opportunity. Our own carelessness is often causing our vehicle, residences and or businesses to be broken into; however, you can minimize your chances of being a victim by taking away the opportunity.

Here are 5 simple tips to help you prevent theft from your automobile. Theft and burglaries are the most typical crimes, but they are often preventable. Listed are some tips for preventing these crimes.

#1- You should park your car in a secure area like your garage. Many people use their garages to store all their stuff and they leave their car or truck parked out in the open. Use your garage to store your vehicle.

#2- If you are at a store or other place of business, park in a well lit area. Many of the car burglaries occur at night.

#3- This may sound like common sense, but many people forget to lock their car doors and roll up their windows. If you leave the doors unlocked, it will take 10 seconds for a thief to reach in and grab whatever they want and then be gone. Lock up and roll up.

#4- Don't leave your car running while you run back inside to get something. Even if you are gone for 1 minute, it is plenty of time for a thief to steal your car or the property in the car. This has happened to more people then you would think. They warm up the car before going to work, run in the house to grab their briefcase, and come back to an empty driveway.

#5- Hide your valuables or take them with you. Many people get the stereos with the removable face plate, but they don't remove it. Lots of us have a portable GPS in our car, if you can't take it with you, at least hide it under your seat or in the trunk. Thieves peak quickly into car windows to look for easy property to grab. If they don't see something valuable in that quick time, they often move on to the next car.

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There is no 100% way to prevent someone from trying to break into your vehicle or steal it, but you can make it harder for them. Almost everyone has had a car burglarized at some point, it is a horrible feeling. If you see that your car has been burglarized, try not to touch anything so that police can attempt to lift fingerprints. Immediately write down what was taken, if you wait, you tend to forget all that you have lost. (<http://www.examiner.com/article/tips-to-prevent-vehicle-burglaries>)

Tips for Avoiding Home Burglaries

1. Make sure your doors are metal or solid wood.
2. Make sure you have deadbolts on your doors and reliable locks on your windows to secure them well.
3. Install wide angled peep holes so that people at door can be identified.
4. Sliding glass door should be secured with a keyed locking device.
5. Lock on garage door to secure automatic door openers.
6. Home security system. (Burglary alarm with panic button)
7. Outside lighting so that someone approaching the residence can be identified.
8. Trim and prune bushes around the residence so that no one can hide.
9. If you return home from being away and something doesn't look right, such as a split door screen, open window etc. call the police.
10. Lock your residence behind you even if you are only stepping out for five minutes.

Citizens Should Always Call Local Law Enforcement

If you see something suspicious, please call the Kingsville Police Department at 592-4311.

If there is a life threatening emergency, please call 911.

When reporting suspicious activity, it is helpful to give the most accurate description possible, including:

- Brief description of the activity
- Date, time and location of the activity
- Physical identifiers of anyone you observed
- Descriptions of vehicles
- Information about where people involved in suspicious activities may have gone
- Your name and contact information (optional)

Citizens are also encouraged to call the police department and have a Crime Prevention Specialist do a "Home Security Survey" to assist our citizens in doing everything possible to insure that their residences are not targeted for crimes.

No Fatality Accidents During Holiday Season 2012 in Kingsville due to No Tolerance Initiative!

The City of Kingsville was fortunate in that we did not have a single fatality accident in our city during this holiday season. Chief Ricardo Torres attributes this fact to KPD officers being out in full force during the last few months during most evenings and into the early morning hours and actively making arrests for intoxicated drivers as well as targeting minors who have been drinking at local establishments as well as those who have been arrested at parties or leaving parties.

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Our young people in the community are being more responsible and insuring that they do not have too much to drink while they are out. In cases where they have had too much to drink a designated driver or friend is being called as well as the local taxi service reports an increase in use of their services due to KPD's no tolerance initiative.

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 6th to 14th Street and Kenedy to Ragland Avenue (Bid #12-39). Preliminary walk-thru was done on December 07. Contractor is currently working on the City's punch list.

Curb and gutter Projects

Staffs have located several bad flooding areas. The city is working to resolve the ponding problem in these areas by constructing new inlets, repairing old curb & gutter, constructing new curb gutter and valley gutter, increasing inlet throat opening and constructing concrete flume. In all new curb and gutter job, the City is installing handicap ramp. Recently contractor worked on curb and gutter replacement project at 21st and Warren, and 13th and Lott area. New concrete flume is installed from low spot in Avenue B (in between 6th and 7th Street) to the creek so that water can drain from this low spot directly to the creek.



New Curb & gutter and Inlet at 21th and Warren

Street Improvement Projects

Armstrong & Ailsie: Staff drove and then walked along Armstrong Street from Santa Gertrudis to Caesar Avenue on Thursday, December 06 to determine the worst areas. 28 bad areas were detected in this street. City crews will work at these areas to rectify quality issues on Armstrong and, to a lesser extent, Ailsie. Armstrong will be striped after all the other items are addressed.

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New Concrete flume at Ave B



**New curb & gutter at 13th street from
Lott to Huisache**

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

Alert delineators/ditch markers are installed along Corral and Santa Rosa Ditch



South Wastewater Treatment Plant Secondary Clarifier –Project is on schedule. Plumbing is done, Clarifier floor and wall has been poured by CSA Construction.



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9000 feet 12" PVC water line along County Road 1030 from Escondido Road to FM 772- This project was done on 2nd week of December.



Water Division finished 9000 feet of water line installation on CO 1030, Ernie is installing Air Release valve

Public Works and Engineering

New City Limit/Population Signs from TxDOT

Staff contacted TxDOT to replace the City limit sign with the new population numbers as per the 2010 census on it. TxDOT has replaced the signs



Street Map

Staff has driven the entire town to determine the street condition and eventually to develop a street rating map. The streets are classified as "Good", "Fair" and "Poor". Staff is working on developing a dynamic street improvement model which will be used for prioritizing and scheduling of repair and maintenance work.

Municipal Solid Waste License B Class

Seven City of Kingsville, two City

of Laredo and several private company employees attended Municipal Solid Waste License B class form December 10 to 12 which was held in Kingsville Public Works building.

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



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crews drive 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 (12/17-12/28)

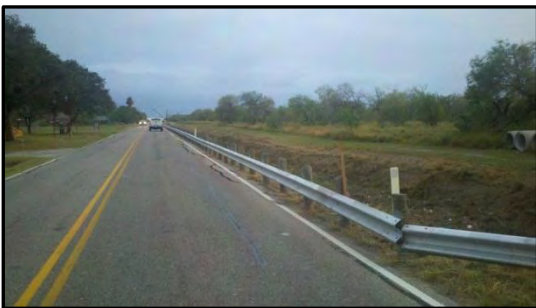
Paving - Crews cut all sections, hauled off one (1) load of debris, cut asphalt where curbs were replaced, tore up and hauled off old asphalt, finished tearing out asphalt and put in new limestone, watered and rolled on 13th St. between Lott & Huisache, back filled sidewalk in front of Perez Elementary, cut road on 7th & Warren and replaced with new limestone, cut road where concrete was replaced, tore out asphalt and replaced with new limestone on Fordyce & 10th, tore out old road on 4th and replaced with new limestone on 4th & King.

Patching - Crews repaired potholes on 21st, 22nd, 23rd, 24th, John St, King Avenue east of Hwy 77 to the end, from Huichase to Johnston between 17th & 18th St, Huisache & Fordyce, Warren Street, Hall Street, and on 16th Street between Huisache & Lott.

Gutters – Crews cleaned gutters on Kenedy from Jackson to Dead End and on William from Kenedy to Hwy 141.

Sweeping - Crews swept on Las Palmas from Loop 428 to Dead End, Annette from Ailsie to Kathleen, Lawndale from Annette to Kathleen, Lawrence from Kathleen to Lawndale, Sherwood from Ailsie to General Cavazos, Kenedy from 14th to 6th St, Lott from 14th to 6th, Huisache from 14th to 6th, Kenedy from Armstrong to University Blvd, Wanda from Kenedy to King, William from Kenedy to King, Lantana from Kenedy to King, Fordyce from 14th to 6th, Johnston from 14th to 6th, Doddridge from 14th to 6th, Warren from 14th to 6th, Ragland from 14th to 6th, 3rd from Santa Gertrudis to Ave D, Lee from Yoakum to Kleberg, 4th from Kleberg to Lee, 5th from Lee to Kleberg, 2nd from Santa Gertrudis to Corral, Ave D from 6th to Armstrong, Ave C from 4th to Armstrong, 5th from Santa Gertrudis to Ave C, 4th from Santa Gertrudis to Ave C, Ave F from Armstrong to 1st, Ave J from Armstrong to 1st, Ave G from Armstrong to 1st, Wells from Corral to Ave J, and on 1st from Corral to Ave J.

Mowing - Crews mowed on Pasadena & Loop 428, Caesar ditch, Dick Kleberg Park, on Loop 428 from 14th to 6th St, Escondido Road, on General Cavazos from 6th to Bypass, 6th St from Ailsie to General Cavazos, 6th St from General Cavazos to Escondido Rd, 6th St from General Cavazos to City Limit sign, near the creek from 15th St to 10th St, Tranquitas Creek from 9th to 6th near North Y, and on 6th St from General Cavazos South.



Weed Killing – Crews sprayed weed killer on Zone 6 & 11, on Lott from 14th to 10th, 13th from King to Richard (all on the north & south side of curb), on Lott from

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10th to 6th, Lott from 6th from 14th, Huisache from 14th to 6th, and Huisache from 6th to 11th (all on north side of curb)

Miscellaneous - Crews painted barricades and set them on 5th & Nettie, replaced barricades at Alexander & 14th, fixed sign that fell down on 16th & Corral, cut pole on 6th & General Cavazos and on Richard & 7th St, replaced Dip sign on 5th & Ave A, straightened out a leaning sign on 5th & Nettie, picked up tables & chairs at JK, replaced barricades at Caesar & 24th, put stakes at Railroad & Ave D, replaced sign between Lott & Huisache, replaced Dip sign on Huisache & Fordyce, fixed broken sign at 1302 E Alice, installed We Love our Children signs on Ave D & Railroad and Ave C & 5th St, turned off flashing lights at school zone by Kleberg and Santa Gertrudis, watered palm trees on the north side of General Cavazos from E Hwy 77 to Brahma Blvd, picked up trash on Bypass at Carlos Truan & Bypass at General Cavazos, cleaned near Tranquitas Creek, picked up paper, trash, trimmed and mowed grass on Alice to Henrietta, cleaned storm inlets on King from City Limit sign to 77 Bypass, cleaned 2 inlets on Richard & 7th, cleaned 4 inlets on Richard & 8th, cleaned 2 inlets on Lott & 8th, and cleaned 4 inlets on Richard & 10th St.

Wastewater Collection and Treatment Plant (12/17-12/28)

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; cleaned grease out of concentration boxes; plant helpers painted guardrail around aeration tanks.

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 worked on Secondary Clarifier.

Wastewater Collection - Had 25 calls for sewer backups. Crews vacuumed sewer from manhole at 5th and King. Construction crew started 5th & King Project. Crews repaired service at 822 S. 9th St. Crews also did 10 sewer line locates and installed a new sewer tap at Lamar School on 10th and Fordyce.



Supervisor Joe Casillas is testing the back flow service line at 509 Wanda Preventer Device at Wastewater Plant



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Water Distribution (12/17-12/30)

Water Division Crews repaired 11 Main Breaks and answered approximately 51 Service Calls (meter leaks, cutoffs and backfills). Crews completed installation of 12" water main on CR 1030 and worked with Naval Base on plans for 16" water line.



Water Division crews fixed water leak at 900 block of E. Hoffman on December 14

City Garage (12/18-12/31)

Maintenance

9 Oil changes on preventive maintenance; 33 scheduled work orders; 29 nonscheduled work; 5 Service calls; 2 Call outs; 5 New tires on heavy equipment and trucks; 4 flat tire repairs and balances; 7 pending work orders.

Welder

2 received work orders; 6 pending work orders; 7 nonscheduled work orders; 2 scheduled work orders; and 7 service calls. Welder also worked on asphalt Zipper.

Solid Waste (12/24-12/29)

Landfill

Landfill supervisor and the crews are working constantly with City's consultant Naismith Engineering to be in full compliance with TCEQ all the time. Overall appearances and operation techniques of the landfill has improved a lot in recent years. Landfill crews painted scale house and floors, mended and straightened fences around the landfill, lot of grading work is done and grass seed is applied. The city used to haul off the tire in every 6 weeks for \$1500/trail load. We have bought Tire cutter several weeks ago which is working very well. In last 6 weeks about 6 ton of tires was cut and disposed instead of hauling off. The new compactor should be arriving this month.

MSW – 322.69 tons; Brush – 27.12 tons; Concrete (commercial and residential) – 5.58 tons; Construction and Demolition (C & D) – 112.55 tons; Tires Cut – 3.51 tons; Litter - .19 tons

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These are Birds, Not Wind-Blown Trash



New Tire Cutter is Working Well

Sanitation

Residential waste collected from 12/24 - 12/29 – **229,800** pounds; Commercial waste collected **294,260** pounds; Brush collected **0** pounds and construction debris collected **90,260** pounds. Brush crews collected Zone 1 and worked on abatements when possible. The house at 508 S. 2nd was demolished and removed.

Sanitation – Adopt-A-Truck Program

City of Kingsville offers an “Adopt-A-Truck Program” where the City rents out two brush trucks on Friday and pick them up Monday morning. Sanitation division also rent two trucks out on Monday afternoon and picks them up Tuesday morning (excepting holidays). When the citizens go to Collection Division to reserve the trucks and pay the fees (\$12.99 for residential citizen use and \$36.05 for commercial customers) they sign an agreement and are made aware of what is allowed and not allowed to dump in to the truck. In case somebody forgets, there are warnings on the truck itself! This is a huge benefit for the citizens and is a large part of our community appearance efforts. Unfortunately sometimes these trucks are not properly used - overloaded or loaded with unauthorized materials. Sanitation Division is requesting the citizens to enjoy the benefit of renting these trucks at very low rate and use the truck properly.

This Adopt-A-Truck was overloaded with concrete and lot of other unauthorized materials.



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Recycling Center

City's recycling center is located at North West corner of 5th Street and Lee Avenue. It remains open from 7:30 -12:00 and 1:00 to 4:30 during the weekdays and 1st and 3rd Saturday from 9:00 -12:00. For the convenience of our customers, the City has designated an area on the east side of the building (along 5th Street) with a gate and two roll-outs, so that the citizens can drop off recyclables at this location anytime.



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

Purchasing Division

Purchase Orders

For the period of 11-30-12 through 01-03-13, 212 purchase orders were issued totaling approximately \$438,000.00.

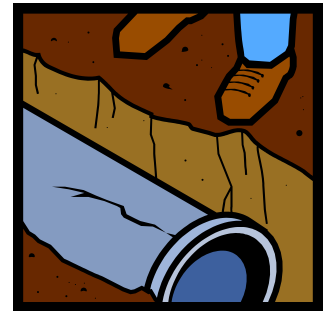


It's P-Card Time!

PCard purchases for period ending December 27, 2012 were over \$43,000.00. A total of 428 transactions were processed.

16" Emergency Waterline Project Bid

The Purchasing Department along with the Engineering Department opened "Bid No 13-04 General Cavazos Blvd. NAS Kingsville 16" Emergency Waterline Project" on December 27, 2012. There were two (2) contractors that bid on this project. Recommendation will be made to City Commission on January 14, 2013.



Emergency Debris Management Services

The Purchasing Department is currently working on the proposal for Emergency Debris Management Services. The proposals will be received until 1:30 p.m. on January 8, 2013.

Technology Division

Interconnectivity and Interoperability

The IT Department is now moving to a more centralized management procedure for various site deployments. In the past, each site basically had its own individual network. This is a migration to interconnectivity and interoperability. This will harden our security services and make the deploying of any new sites/computers much easier on IT staff. In addition, it removes certain barriers that were in place due to lack of structure. On our initial test site we worked on the Community Appearance building which removed the minor annoyance that they were experiencing with printer and file sharing. Also, it enables trained IT staff to deploy and control certain functions in order to improve incident response time. Any changes made to users/computers are easily propagated across their specific **department** regardless of physical location.

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In the future, we are hopeful that we will granulize IT services to match the needs of each department while maintaining overall functionality and interoperability. In other words, this will allow a cafeteria of services to be provided by our staff and each department will be able to granulize according to their needs.

New Rack Mount in Network Closet

In other news, we went through and properly shelved the items in the network closet. This was due mostly to address power issues, heating, cooling and aesthetics. The rack mount is a prescribed method of mounting network equipment. (see pictures below)

As you can see below the servers are now properly stacked and the spaghetti string wiring has been organized and is modularized for easier access. In addition, we purchased and installed new network cards to our main production servers and a proper storage solution. This solution has hardware redundancy levels and is used worldwide in varies business applications. More information can be found on Netapp's website [here](#). The same product is currently being utilized by additional areas keeping with our hardware and software consistency. IT staff has also purchased and installed the new computer to run the civil 3D version of AutoCAD. This is to increase the productivity of the engineering staff and improve their overall functionality and availability of services.

BEFORE



AFTER



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

Musical Group Visits the Library

Musical notes filled the air of the library on Saturday, December 1, 2012, as music professors Jason Kihle and Ann Fronckowiak from Texas A&M University – Kingsville showcased their professional talents in a musical presentation entitled *Duo Cuentista*. The duo performed an hour long show-and-tell session that gave patrons an opportunity to see unique instruments and hear the musical tones each creates, and enjoy their combined sounds when played together. The pair was also accompanied by music majors Amanda Trevino and Mario Trevino, as well as students from the University who attended the concert. The library and University's Music Department hope to collaborate with another public performance for the community to enjoy towards the end of the Spring Semester.



Children and Parents Enjoy La Posada Story Time

The R. J. Kleberg Public Library held its 5th Annual La Posada Story Time on Saturday, December 15th, 2012, at the Community Life Center. The event was attended by thirty-seven children and twenty-nine adults. Upon arrival, each child was invited to select a free holiday story book from a large selection on a display table. The festivities began at 10:30 a.m., with Danielle Friend, Children's Librarian, reading five Christmas stories. A familiar holiday



song was sung between each story by those in attendance to serve as an introduction to the next story. The story time ended with a brief history of the 1914 Armistice, followed by the singing of *Silent Night*, and closed with the story of *A Soldier's Night before Christmas*. While attendees enjoyed refreshments, a drawing for door prizes concluded the event. Sue Miller, President of the Friends of the Kleberg Library, provided homemade cookies and helped serve the refreshments. Large, individually packaged cookies were also provided by the Woodmen of the World organization. Door prizes included two

Christmas teddy bears, three brightly printed fleece blankets, four hardbound collector's copies of *A Charlie Brown Christmas*, and a child's small playhouse to color and build. In addition to the library's activities, members of the Woodmen of the World were present to make free identification cards for children under the age of fifteen. These cards include the child's photograph and statistical information necessary to locate a lost or missing child. The I. D. cards were completed on site and given to parents as each card was completed. As families left the event, each child received a plastic holiday cup with a goody bag filled with treats. All of those attending seemed to enjoy the festivities, and the door prize winners were especially happy with their gifts.

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

Employee Recognition and Safety Banquet 2012

The City of Kingsville had its first annual Employee Recognition & Safety Banquet held at The Knights of Columbus Hall on December 7th 2012. Over 400 city employees with their families attended the Christmas Banquet.



Employees were recognized for their hard work in 2012 and were also recognized during this week for their years of service. Years of Service awards consisted of Jackets, **Duffle** Bags, Pens, and Plaques. Employees were served a delicious dinner of either Chicken Fried Chicken or Steak with all the trimmings. Some festivities during the evening were: Employee & Department Awards, Money Tree, Raffle Awards, TV'S, Dinners, Tool Sets etc. The night was a wonderful success. See you next Year!!

December Safety Training – Conducted @ Commission Chambers on December 18th 2012 **Topic: Fire Supression Equipment, How to utilize a fire extinguisher, PASS Method**



Monthly Safety Training was conducted on December 18th at public works at 7:00am in the morning. The topic for the month was Fire Suppression, this training will be conducted

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once a year as a refresher for all city staff. Public Works Employees were able to review a 25 minute video on Fire Safety. Staff are now trained on how to utilize a fire extinguisher in case of a fire, they were also trained on how to physically check a fire extinguisher, check the gauge, ensure the FE is operable, check the hose etc. Employees were also trained on the classes/types of fires and the fire extinguishers the city utilizes, which are ABC Multi-purpose and Class K.

City department employees were also trained on the same topics on a separate day in the commission chambers at city hall.

RUN-HIDE-FIGHT (Active Shooter Training) for Employees

Chief Ricardo Torres and RM Melissa Perez will be conducting Active Shooter Training (RUN-HIDE-FIGHT) on January 15, 2012 at the city commission chambers @9:30am & 1:30pm. Due to recent gun

violence in Connecticut-Shady Hook Elementary and other cities, Chief Torres and Mrs. Perez have joined together to inform and train staff. We look forward to seeing everyone there.



Gun Violence takes the lives of 30,000 Americans each year, and injures an additional 70,000, but victims' families and friends, and, indeed, all of us are touched

by this ongoing national tragedy." It is our duty and responsibility to protect ourselves and our fellow co-workers.



Employee Recognition & Safety Week, 12-3-12 through 12-7-12

City Manager Vince Capell with Directors Diana Gonzales & Mark Rushing, City Attorney Courtney Alvarez & City Staff. Employees are holding some of the awards that were given out for years of service. Certificates, Jackets, pen sets and Duffle Bags. Thank you City Manager & Training Generals!!

There are Secret Santa's at City Hall

We had several secret Santa's roaming the halls at city



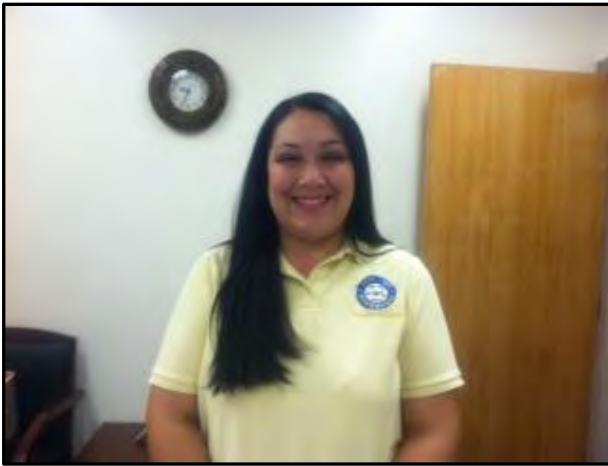
hall this Christmas Season!! SShhhh...We can't say who they were, but so many employees received all sorts of goodies from Santa for being good this year! Here is Valerie Valero showing her gift from her secret Santa. Other festivities we had this year were a Christmas luncheon And goodies in the break room all season long. Thank you City of Kingsville, Merry Christmas!

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2012 EMPLOYEE RECOGNITION AWARDS

Jennifer Bernal Named Employee of the Year 2012

Jennifer Bernal, Community Appearance Supervisor was nominated by her peers and selected by The Employee Recognition and Safety Committee as The City of Kingsville's 2012 "Employee of the Year." Congratulations to Jennifer for this honor and all her accomplishments. We are Proud of her!!



Safety Hero 2012 Award – Avelino Java Valadez

Avelino "Java" Valadez, Street Supervisor was nominated by City Staff and was selected by The

Employee Recognition and Safety Committee as The City of Kingsville's "Safety Hero" for 2012. Mr. Valadez was chosen for being proactive with Safety to others and his staff. Congratulations to Java for this honor and all his accomplishments. We are proud of you!!



Injury Free Award – Task Force

The Task Force was selected by The Employee Recognition & Safety Committee and was awarded with The Injury Free Award. The Task force had 0 Injuries for 3 consecutive months. Pictured is TF Commander Guillermo "Willie" Vera accepting the award for his department. Great Job, Task Force and Keep up the good work!!



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Proactive & Situational Leadership Workshop – December 14th, 2012 at Texas A&M University Kingsville



The Training Generals, Diana Gonzalez and Melissa Perez, attended Proactive & Situational Leadership Workshop at Texas A&M University on December 14th 2012. Attendees were able to perform situational skits on how to be an effective leader. Several local business women attended the 8 hour workshop.

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

Patrol Interdictions

On Sunday December 02, 2012 Kingsville Task Force Agent Mike Tamez was working criminal interdiction on U.S. Highway 77. Agent Tamez conducted a traffic stop on a maroon Volkswagen Jetta with Mexican registration for a traffic violation at the intersection of U.S. Hwy 77 and County Road 2210. During the course of Agent Tamez's roadside interview with the driver, Eutimio Chavez Ruelas, he observed the driver's overly nervous behavior. Agent Tamez asked for and was granted verbal consent to search the vehicle. During the course of his search, Agent Tamez located one black taped bundle concealed inside the Volkswagen's dashboard. The black taped bundle consisted of U.S. currency which was seized along with the vehicle. Ruelas was arrested for Money Laundering (\$10,251.00) and booked in the Kleberg County Jail.

Interagency Specialized Training

On Monday December 03, 2012 Bishop Police Department Officer Rene Maldonado began a month long training session with the Kingsville Task Force. Officer Maldonado rode along with Interdiction Units to learn vehicle concealments, trafficking methods, and to enhance his patrol interdiction techniques.

Also on December 3rd, the Kingsville Task Force assisted Highway Interdiction Training Specialists, Inc. (HITS) instructors by providing a unique opportunity for approximately forty law enforcement officers that attended training in Kingsville during their Checkpoint/Port of Entry course. Course attendees were allowed to look through all of the Task Force seized vehicles and be exposed to actual smuggling vehicles. Task Force Agent Mike Tamez assisted in coordinating the brief three hour

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session at the Task Force's impound yard. This type of training also allowed the Kingsville Task Force to showcase the excellent work and accomplishments of our outstanding team of agents.

On Monday December 10, 2012 Robstown Police Department Officer Isaac DeLeon began a week long training session with the Kingsville Task Force. Officer DeLeon also rode along with Interdiction Units to be exposed to the same training as Officer Maldonado from Bishop Police Department. Both Officers gained valuable knowledge to enhance their law enforcement duties with their respective agencies.

Employee Recognition and Safety Week

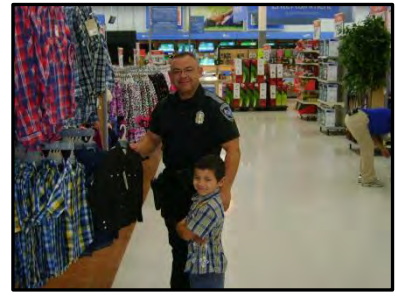
On Monday December 03, 2012 Kingsville Task Force Agents and Staff were honored by the presence of City Staff (City Manager Vince Capell, Risk Manager Melissa Perez and HR Director Diana Gonzales) for City employee recognition at the Task Force office. Mr. Capell presented years of service certificates and awards to seven members of the Kingsville Task Force for their valuable contributions to the City's mission. An employee luncheon was enjoyed by all attendees after the awards ceremony.

On Friday December 07, 2012 the City of Kingsville celebrated its Annual Employee Recognition and Safety Banquet at the K.C. Hall in Kingsville. The Kingsville Task Force was honored by receiving the City of Kingsville's first "Injury Free" Safety Award. All present enjoyed an evening of good food and fellowship.

Community Support and Involvement – Shop Courtney

The Kingsville Task Force hosted the second annual Shop with a Cop event in Kleberg County. Two different events occurred this year, benefiting two local school districts.

On Thursday December 13, 2012 thirty-one Gillett Intermediate School (KISD) students participated in the Shop with a Cop Program at the Kingsville Wal-Mart. The children were paired with a law enforcement officer from various local agencies who assisted with their Christmas shopping.



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TOURISM SERVICES DEPARTMENT (Courtesy of Bob Trescott, Director)

Report: November 30 – January 4, 2013

We are completing a first quarter as the City of Kingsville Tourism Department. We now have a staff of four:

- Bob Trescott, Director of Tourism
- Cynthia Martin, Downtown Manager
- Judy Gonzalez, Visitor Services Manager
- Chuck Jennings, Facilities Manager

We are acquiring equipment, with the help of several departments, and developing a schedule to maintain the Visitors Center, the Depot, and the Bandstand. In addition to janitorial and lawn care, we have many maintenance and repair projects to keep us busy. In the future, Chuck and Cynthia will develop a program to work with property owners and other departments to raise the bar for maintenance for downtown public spaces – without our taking over all of the responsibilities of others for the work.

Now that we have completed a fiscal quarter of operations and have a full staff, we will be reviewing our fiscal and financial systems to assure a budget and procedures that meet the standards for Hotel Occupancy Taxes as well as City procedures.

We are working with the Planning and Development Department on coordinating their permitting with Historic Development Board reviews.

We continue to struggle with our communications systems. We are going round and round with phones, internal networking issues, and email.

We are working to get better and timely information about meetings and events that are being hosted in our community so that we can provide support and can encourage longer stays.

On January 17, we will be hosting the Texas Coastal Bend Regional Tourism Council with a meeting at the Henrietta Memorial and lunch at TaZoChel. On January 21, we will assist with the Martin Luther King Day Parade and on January 25, we will assist with the Livestock Parade.

Cynthia has updated all of our various reports for the Texas Historical Commission for the City's roles as a Texas Main Street Community and as a Texas Certified Local Government. She will be presenting various items to the City Manager and to the City Commission for action.

We have terminated Cynthia's independent contractor role in supervising work on the Certified Local Government Grant-funded Historic Survey; she will be continuing her work as a City employee. We are working with the University to develop additional work products from the project, including GIS layers for historic preservation data for building in the historic district.

Cynthia also participated with Leadership Kingsville by giving a downtown walking tour.

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We have participated and assisted with La Posada events including the La Posada Parade for which many City Departments provided enhanced and better coordinated support. The event went smoothly and the crowd was large and well behaved. The City's float was passed to us from Community Appearance, designed and coordinated by Cynthia, built and pulled by public works, and ridden by the members of the Historic Development Board – supporting the cause of historic preservation.

We facilitated the presentation of a holiday dance flash mob in HEB on December 22.

We are displaying works of art by local artists in downtown shops and in the Visitors Center where several pieces have been sold by the artists. All of our forays into art are bringing more artists and making more art opportunities available. A scheduled 2 day chalk art event in celebration of La Virgen de Guadalupe has turned into a 3 week (and counting) art event that is causing a stir of interest, with some Tourism support with little expense.

We are pursuing outreach with local birding groups.

We are getting good regional press and our social media exposure continues to expand.



La Posada Parade



City's Float promoting Preservation

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Maggie Salinas on Float



Downtown Art



Firefighters Helping with Photography



Santa Baraza Artist

Dr. Flores Interview



Bob and Two Trustworthy Associates



Art at the Tourism Visitors Center

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Dancing Flash Mob at HEB

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

Regular Commission Meetings	Monday, January 14, 2013	6:00 p.m.
	Monday, January 28, 2013	6:00 p.m.
	Monday, February 11, 2013	6:00 p.m.
	Monday, February 25, 2013	6:00 p.m.
Board Meetings (Commission Chambers)		
Planning and Zoning Board	Wednesday, January 16 th	7:00 p.m.
Historic Development Board	Wednesday, January 9 th	2:00 p.m.
Zoning Board of Adjustments	tba	
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 rd week of every other month @ 5:30 p.m.)	
City Holidays (City Hall and most offices closed)		
Martin Luther King, Jr. Day	Monday, January 21 st	

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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