

Staff Report

(A Publication of the City Manager's Office)

Thursday, March 8, 2012

“Lord, the money we do spend on government and it’s not one bit better than the government we got for one-third the money twenty years ago.” ...

Will Rogers, Little Budget Book

“You can’t be brave if you’ve only had wonderful things happen to you.”Mary Tyler Moore,The Change Your Life Quote Book

CITY MANAGER (Courtesy of Vince Capell, City Manager)

Mike Kellam, Director of Development Services, Jennifer Bernal, Community Appearance Supervisor and the City Manager attended and spoke at the monthly meeting of the Kingsville Next Generation group in the community meeting room at Kleberg Bank.

The City Commission can expect to see a higher-than-usual number of items on future Commission Meeting agendas as staff pushes through with projects of various types and in response to staff’s review and proposed amendments to City codes. Codes are being reviewed and amendments proposed in order to be more effective in the field and, in some cases, to assist staff in achieving Mayor and Commission goals.

The City Manager holds bi-weekly staff meetings with his management staff in an effort to optimize communication and coordination at the management level and at all levels of the employee ranks. City Attorney, Courtney Alvarez, also attends these meetings to advise and assist directors and City Manager with achievement of our various and collective missions.

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

City Manager Vince Capell, Mike Kellam, Director of Development Services, and Community Appearance Supervisor, Jenifer Bernal met with members of the Kingsville Next Generation group and also members of the community regarding the City Commissions goals and the City’s most recent efforts to improve the community appearance. This was a great opportunity to educate members of the public on the newly formed Community Appearance Department and also the “One Call” number for Community Appearance related violations. Other topics of discussion were the overall importance of community appearance and how it relates to the quality of life for the residents, as well as the efforts toward economic development. The City’s commitment to the proposed community appearance projects and ongoing efforts for community enhancements were also discussed in detail.

Mike Kellam met with two highly interested prospective residential developers during the week of February 27th- March 2nd. Efforts to promote the community and its excellent potential for housing development appear to be making its way into the development community. Staff has another meeting scheduled for Tuesday March 6th with a developer we originally met with back in November. Staff welcomes the new prospects and will continue to work to develop relationships and development opportunities toward the growth and development of the City.

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Exterior work to improve the community appearance began March 1st. The contractor is wasting no time as he has already trimmed trees away from the building and power washed the exterior to remove flaking paint and grime. Weather permitting; the contractor expects to complete the project in 5-7 days. This will be perfect timing considering the Community Appearance Division will be hosting a regional illegal dumping training at the building on March 20th. This will no doubt provide a quality first impression for our guests. Once this portion is complete, staff is prepared to begin the planning for the landscaping installation and the vinyl screening slats for the chain link fence.

Permitting

The following permits were recently issued:

Remodel-12, Irrigation/Sprinkler- 4, Electric- 16, Fire Inspections-14, Gas Inspection-2, Mechanical-3, New Residential- 5, Plumbing- 11, Roofing-6, Residential Meter-6, House Leveling- 1, Curb Break- 1, Commercial Meter- 3, Demo- 2, Swimming Pool- 1, Signs-2.

Total Permits:90

Plan Submittals:

A&R Builders Mart, Located at 2200 S. 6th St. has submitted site and building plans for the reconstruction of a storage building to replace the previous building that burnt down last summer. Additional improvements to the site include the planting of 4 new shade trees along the west side of the building to soften the appearance of the storage building from the street view.

Community Appearance Report

Recent activity (February 17-February 29) by Community Appearance Inspectors is as follows:

Notices sent—92, Inspections—76, Court cases—7, Illegal dumping—1, Violation signs—7, Abatements—1, Re-inspections—105, Compliances—54, Referral to other department for corrective action—18

Jennifer Bernal has been working to repair the motion triggered camera to make it once again operable to be utilized in our illegal dumping enforcement. This effort has been a success and the camera will once again be in use to monitor known illegal dumping areas in an effort to thwart would be violators. Jennifer has been actively working with AEP to reach an agreement to utilize their telephone poles for the mounting of the camera. The camera is currently in service in the Sage Road/Young Drive area as of March 2nd. The reinstatement of this tool will be extremely valuable in the ongoing efforts to halt illegal dumping activity.

Jennifer Bernal continues to maintain ongoing communication with John Evers, a TAMUK Student Government Association member, regarding "The Bigger Event", which is a TAMUK sponsored volunteer event to perform community service to be held on March 24th. A second coordination meeting was held at the Community Appearance offices, wherein the County Parks Department, Keep Kingsville Beautiful, Boys & Girls Club, Health Department, Public Works Department and Community Appearance Division provided their project plans and the number of needed volunteers.

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Additional meetings will be held as we finalize and coordinate the event in order to make it as successful as possible for all involved.

Another reminder that the Community Appearance Division will be hosting an Illegal Dumping training on March 20th from 9am to 4pm, all appropriate departments are encouraged to attend. All elected officials are invited as well. For registration information, please contact Jennifer Bernal 361-595-8095 for assistance, or go to www.tidrc.com for registration. The cost of the training is \$75.00, and the session will be presented by Dr. John Ockels, PhD, an illegal dumping enforcement expert.

Below is a recent example of success in our community appearance efforts:

BEFORE



AFTER



Upcoming Plans

Mike Kellam will be attending the Economic Forum at the University on March 6th. This program will be beneficial to all that attend. Mike as well as Dick Messbarger, were privileged to contribute to the presentation in a supporting role of the College of Business's collection of data. This forum will provide the forecasted numbers to help in decision making and long range planning of our community and region. This will be a great informational tool for the community.

Planning & Community Appearance and the Beatification Board will be working hard and fast to prepare for the submission of an application for consideration to be identified as a "Scenic City." The certification is the goal, but regardless the process of applying will be extremely beneficial as we take a hard look at our current code language and policy to determine if we are in fact requiring what it takes to be successful in providing a high quality of life, improved and enhanced community appearance, and meeting the criteria of a "Scenic City."

Planning staff will be performing follow up meetings with developers who are in the process of design and also those that are underway including the Nature's Own RV Park, and Paulson Falls Phase III.

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DOWNTOWN (Courtesy of Bob Trescott, Downtown Manager)

Bob continued his participation in the planning by the Navy, Chamber, CVB, Parks Department and others for the April 14-15 Wings over South Texas Air Show, including challenging the Kingsville Historic Downtown District Association and others to develop activities and marketing to encourage Air Show visitors to linger in Kingsville, enjoying our destinations and experiences while contributing to our economy.

Bob is continuing his relationship with the MLK Day Parade organizers to plan more events throughout the year that involve our African American heritage – particularly as relate to local history and railroad connections.

He also supported the TAMUK Student Government Association in its efforts to call attention to media assets, liabilities and opportunities – as they pertain to community internal and external communications.

Maggie Salinas, Chair of the Historical Development Board and Bob Trescott met with the KISD interim Superintendent to discuss historic preservation and KISD properties.

Mr. Trescott is researching the Historic Preservation requirements and limitations that affect proposed improvements to the 1904 Depot building.

City staff and representatives of the community are reviving Mr. Trescott's proposed community wayfinding initiative, hoping to coordinate private billboards, TxDOT standardized signage, with a City wayfinding guide sign system as authorized by TxDOT in 2007.

There will be a Classic Car Show downtown on March 3.

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

Finance Administration Division

The Finance staff is continuing to assist the external auditors by providing them various reports and other information. With this assistance, the auditors have made great progress with the audit and anticipate completing it soon.

The Finance Director, the Accounting Manager and the Assistant Accountant II – General Ledger, along with the City Manager, have completed and distributed the January 2012 financial report. Monthly financials can be found on the City of Kingsville website at www.cityofkingsville.com/finance.

The Accounting Manager and the Assistant Accountant I – Payroll have completed the Request for Proposal for an automated Time and Attendance System. The Purchasing Director posted the RFP in the Kingsville Record and the City's website on February 29, 2012. The City has already received responses of interest from several vendors. The projected time line for this project is as follows: March

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27, 2012 – Open RFP's; April 2012 – Present the amount needed for the budget amendment and the chosen RFP to the Commission; May 2012 – Then, if Commission approved, Programming and implantation of the system; June 2012 – Going live with the new system.

The two Assistant Accountant I's for Payroll and Accounts Payable and the Assistant Accountant II for General Ledger have worked together to ensure that payroll was processed and their other daily functions are current. The Assistant Accountant II – Special Revenues/Projects is assisting various departments in grant reporting.

The Finance Director and the Collections Manager have been working on the EMS Billing Rate Study which involves reviewing and analyzing EMS rates to ensure the rates cover the EMS expenses. The Finance Director has continued meeting and working with First Southwest, the City of Kingsville's financial advisor, to discuss various continuing disclosure and compliance requirements, bond refinancing alternatives and market condition, which is an on-going process.

Municipal Court Division

The Municipal Court operation includes cases filed by the police traffic and state activity, along with code enforcement complaints.

The Fifth Court for the new year of 2012 was held on March 1, 2012, at 2:00 PM; 6 in-mates were arraigned, followed by the Juvenile and Adult docket of 306 cases set; an appearance of 59 individuals, with 5 walk-ins and 0 Trials scheduled. The security officers on duty were Ptlm. J. Gonzalez #70 and Ptlm. T. Cervantes #78.

A total of 349 cases were filed, as of March 1, 2012; City Ordinance-19, State law-68, Parking-16 and Traffic citations-246.

Cases processed prior to the court hearing: City Ordinance-1, State law-19, Parking-0, Traffic-14, a total of 34 cases. Before Judge Krueger: City Ordinance-11, State law-47, Parking-13, Traffic-132, a total of 203 cases. There were 17 traffic cases dismissed under the driving safety course program, 2 traffic cases dismissed under the vehicle insurance compliance, 1 traffic case adjudicated, and 42 traffic/city ordinance cases dismissed under the compliance law, a grand total of 299 cases were disposition. There were 2 warrants issued and 215 were cleared. An additional 100 payments were processed from the payment plan orders, which generated a total of \$56,274.10 collected from February 17 until March 1, 2012.

Along with the busy daily office work and the continuation of the Kingsville Police Department forgoing WARRANT Executions, the Municipal Court staff is steadily answering phone calls and helping defendants at the window. Also, the clerks have been assisting Warrant officer Thomas Davis #86 with warrant information on defendants. 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.

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Utility Billing Division

The Utility Billing Department continues to send out the billing statements with the following comment:

ONLINE PAY AT WWW.CITYOFKINGSVILLE.COM
ANY QUESTIONS OR CONCERNS ABOUT YOUR ROLL OUT (TRASH BIN) PLEASE
CONTACT SANITATION AT 361-595-8094

The Collections Manager, Finance Director, Accounting Manager, and Municipal Court Supervisor, met on February 28th, 2012, to discuss each department's website and offer insight and suggestions to make the City of Kingsville Website even better. The Collections Manager contacted the Information Systems Technician to update the City Website's water and sewer rates link.

The Collections Manager sent a commercial dumpster's report to the Sanitation Supervisor for his review on February 27th, 2012. The Collections Manager met with a sanitation employee on February 29th, 2012, to review questions the Sanitation department had on that report. Issues such as number of dumpsters and the number of times the dumpsters are picked up were discussed. Updates on both sides are to be done based on information that was compared between both departments. The Sanitation employee will continue to work on the review of the report the Collections Department provided and will advise Utility Billing of any further changes or updates.

The Collections Manager is still currently working on several projects that include: the Storm Water Study, and the EMS Billing Rates Study, demolition liens, outstanding weed/vacant lot clearance bills and liens, and providing audit information to the auditor.

Along with addressing any additional issues/items that arise, the Collections Manager is also making sure all monthly Collections Reports are completed in a timely manner.

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

The Fire Department assisted the local Veterans in providing a portable carport, tents, and street cones for the "Fill the Helmet" event held on Saturday, February 18, 2012 at 14th & King.

Captain Don Erebia, Captain Jose Sandoval and Engineer James Creek attended the Annual Pipeline safety training held in Corpus Christi on February 29, 2012.

The remodeling of Station II located on Armstrong street is underway. Due to the rain, construction of the parking lot has been delayed.

The purchase of two power stretchers has been approved and ordered. One power stretcher which had been previously purchased is currently being utilized on the front line Medic unit and is working extremely well in servicing the Community. The stretcher also helps keep the Firefighter/Medics from sustaining a possible back injury, due to the automatic power lift the stretcher is equipped with. Fire/EMS crews responded to One-hundred two (102) emergency calls between Friday, February 17, 2012 and Thursday, March 1, 2012.

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HEALTH DEPARTMENT (Courtesy of Yolanda Cadena, Health Director)

Mosquitos

The Kingsville/Kleberg area finally received some much needed rain. With those rains comes the threat of mosquitoes. Jason Torres and Chuck Jennings have been busy treating standing water that accumulated in roadside ditches due to those recent rains. Mosquitoes need water in order to develop and these ditches provide the perfect breeding ground for some species of mosquito. The standing water is treated with mosquito larvacide pellets. The larvacide pellets that have been applied to these ditches kills mosquitoes in their larval stage preventing them from reaching adulthood. The areas treated were: 800-1400 blocks of Santa Rosa, 1800-1900 blocks of West Corral, 1300-2300 blocks of Carlos Truan Boulevard, Loop 428 between 6th Street and Brahma Boulevard, drainage at 2012 Sherwood, 2700-3400 blocks of Brahma Boulevard and 400-1000 & 1800-2200 blocks of East General Cavazos. The Health Department would also like to remind everyone to empty or drain out any containers that they may have on their property holding standing water. Doing this will also prevent mosquitoes from reaching the adult stage.

Restaurant/Food Service Inspections

Food service establishments in Kingsville, Ricardo and Riviera are inspected every three months. This insures compliance with the Texas Food Service Establishment Regulations and local food sanitation ordinances. If the establishment scores below a 70, the food establishment action to suspend may be initiated. A follow up inspection is conducted within the next 24 hours after an establishment receives a failing grade. Demerits are based on 3 different categories: **5 point demerits**-Food Temperatures/Time requirements (hot/cold, hot hold, cooling, and reheating). **4 point demerits**-Personnel/Handling/Source Requirements (drinking, eating, smoking, date labeling, and water supply). **3 point demerits**-Facility and Equipment Requirements (adequate hand wash/ware wash facilities, wastewater disposal, toxins equipment cleaning).

Inspections for the month of February are as follow:

Best Western-94	Big House Brunch-88	Café "5"-83
ChristusSpohn Health System-100	Dollar General(14 th & Ave B)-100	Dollar General (Brahma Blvd.)-96
CVS-100	Dixie Cream Donuts-90	Donut Palace-89
El Mercado Del Mar-93	Family Dollar-100	Goodwill Store-100
Greg's Short Stop-100	Javalina Mart-90	K-2 Food Mart-97
Kingsville Food Mart-90	Kleberg Nursing Rehab-100	Kwik Pantry-79
Los Cabos-89	McDonald's(14 th)-92	McDonald's(Hwy 77)-91
Party Barn-100	Pizza Hut-97	Popeye's Fried Chicken-83
Pop's Restaurant-89	Star's Drive Inn-95	Taqueria El Chato-100
Texas Star-94	VIP Adult Day Care-100	Wal-Greens-100
Big House Burger's-78	Yen Ching-84	Agave Jalisco(Riviera)-69
Burger King(Riviera)-97	Dairy Queen(Riviera)-96	Mesquite Drive Inn-100

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Subway (Riviera)-100	Kingsville Bakery-78	Centro De Nutricion-100
TAMUK-Sushic, LLC-100	El Corral-89	El Dorado-100
Marrlot's-85		

BEFORE	AFTER
	
306 South 25th	
<p>Owners were notified through a certified notice requesting them to abate the high grass and debris on their premises. The owners failed to abate the nuisance. Equipment Operator abated the nuisance by mowing the high grass and cleaning the debris. The property owners were billed a total of \$162.38 to abate the nuisance.</p>	

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

Announcements

Entry-level Testing Scheduled

Police Officer – Application closing date is March 14, 2012 for testing on March 26, 2012.

Firefighter – Application closing date is March 15, 2012 for testing on March 27, 2012.

Civil Service Commission – 1 vacancy currently exists. Individuals interested in serving on the Commission please contact the City Secretary's Office at 361-595-8002.

Status of Open Positions

Equipment Operator II (Sanitation) – 2 positions

Equipment Operator II (Street) – 2 positions

Equipment Operator II (Landfill)

Maintenance Technician (Garage)

Plant Mechanic (Wastewater)

Police Officer – 2 position

Firefighter – 2 positions

New Employees - 0

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Promotions - 0

Retirements- 0

Separations - 3

February 20, 2012 – Javiel Mendieta

February 22, 2012 – David Hilton

February 24, 2012 – Raymond Perez

Employee Evaluation Update – Monthly Breakdown

May – August 2011 employee evaluations completed

15 September evaluations completed: Outstanding – 1 Police

19 October evaluations completed: Outstanding - 2 Police

20 November evaluations completed: Outstanding - 1 Police

15 December evaluations completed: Outstanding – 3 Public Works, 8 Police

27 January evaluations distributed: Due February 29, 2012

20 February evaluations distributed: Due March 31, 2012

20 March evaluations distributed: Due April 30, 2012

General

Regular Civil Service Commission meeting was held on February 21, 2012 to approve the Firefighter job description. Quorum was attained with 2 members present. One vacancy currently exists. HR personnel address employee issues daily in person, phone and by email. Department continues monthly review of insurance summaries for Finance.

LIBRARY (Courtesy of Robert Rodriguez, Library Director)

New Changes in the Children's Services Department

The children's area is being remodeled in order to provide more efficient services to patrons. The children's librarian's desk and workspace is being expanded and additional cabinets are being built for storing arts and crafts materials and supplies. The Children's Computer Lab was also expanded to serve more users. Six new computers designated for children's use were installed to replace the outdated ones. The library also added three new workstations in the Children's Computer Lab to accommodate parents accompanied by small children. This will allow parents to access a computer in the children's area without disturbing patrons in the adult computer lab. Parents will be able to monitor their children at play in a kid-friendly area while in the computer lab. Three new computers will be ordered in mid-March for these parental workstations.

Saturday Story Times

For the month of March, the Children's Services Department will be hosting two Saturday Story Times! The first one will be on March 3rd, and the Children's Librarian, Danielle Friend, will be reading stories by Theodor Geisel, better known as Dr. Seuss, to celebrate the author's birthday. The second Saturday Story Time will be on March 24th. The children will be invited to bring a favorite cuddly, stuffed "friend" for a "Teddy Bear Story Time".

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The Friends of the Kleberg Public Library Bookstore

Did you know that the public library has a bookstore? The Friends of the Kleberg Public Library Bookstore usually has a good variety of books, and so much more. Since all of the items are donated, the inventory is ever-changing. The bookstore has paperbacks and hardback books for all ages and interests, an assortment of magazines, and sometimes sets of encyclopedias, CD's, VHS and DVD movies. Each and every item from the bookstore is only fifty cents and the funds raised from the sales are used to support the library's programs and projects. The Friends' bookstore is a wonderful opportunity for purchasing items at "garage sale" prices, or better. The Friends' welcomes donations of gently used books and other items to sell in the bookstore. Before you make a trip out of town to more expensive used bookstores, visit the Friends Bookstore. You might just find something of interest to you or a member of your family.

Technical Services

Public Library Stats for February 2012

Total # of Circulated Items	Total # of Patron Visits	Total # of Items in Collection	Total # of Registered Patrons	Total # of Internet & Wi-Fi User Connections	Total # of Internet & Wi-Fi Usage Hours
3,513	4,662	56,799	28,010	2,254	2,684:00

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

Request for Submission of Criminal Justice Grant Program—Texas State JAG

We received information from a partnering consultant through PoliceOne.com with regards to participation in the Criminal Justice Grant Program—Texas State JAG. We had contacted PoliceOne.com who assists agencies in locating and identifying grants for equipment and overtime for law enforcement agencies. They provided information so that we could apply for several pieces of equipment that will be utilized by our department.

The grant announcement is identified below, but had to be submitted prior to the end of the day on February 24th, 2012. I consulted with our city manager who agreed that we should submit the grant and then placed it on the next available agenda for a resolution allowing the submission and acceptance of the grant in question. The grant has no cash match that has been identified at this time and is in the amount of \$37,089.00

Nixle Presentation to Kleberg County Commissioners Court

Chief Ricardo Torres provided a presentation to the Kleberg County Commissioners court where he informed the commission that Nixle is a community information service provider built exclusively to provide secure and reliable communications. It is the first authenticated and secure service that connects municipal agencies and community organizations to residents in real time, delivering information to geographically targeted consumers over their cell phones (via text messages), through e-mails and via Web access. Nixle has secured a partnership with Nlets (the International Justice and Public Safety Network), allowing local police departments nationwide to send immediate alerts and advisories.

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Chief Torres further explained that KPD has the capability via NIXLE to simultaneously post any message to TWITTER and Facebook via the NIXLE website.

Texas Attorney General Press Release, Consumer Alert: Taxpayers Should Beware of Phony IRS Email

FOR IMMEDIATE RELEASE March 1, 2012 www.texasattorneygeneral.gov Subscribe to E-News CONTACT Press Office at (512) 463-2050 Consumer Alert: Taxpayers Should Beware of Phony IRS Email Do not open attachments, click on links or respond to fraudulent email that appears to come from the IRS Over the next several weeks, taxpayers should be on high alert for tax scams that attempt to steal their income tax refunds and identities. Tax season is a particularly active time for identity thieves, because it provides an opportunity for criminals to create fraudulent emails and websites to trick taxpayers into divulging their sensitive financial information. Phishing scams give identity thieves access to all the information they need – Social Security numbers, names, addresses, employer information, investment account numbers – to steal taxpayers' federal income tax refunds or open fraudulent accounts in a taxpayer's name. Tax scams can take many different forms. A recently uncovered phishing scam relies on a spam email that appears to come from the IRS. The fraudulent email claims that the recipient missed the deadline for filing a federal income tax return. The email falsely states that the deadline was Jan. 31, 2012. In an attempt to scare recipients, the email claims that the taxpayer could owe the IRS up to \$10,000 for failing to submit their income tax return on time. The email references a bogus federal statute and provides a malicious link to a fake IRS website. Taxpayers should remember that the IRS does not use email or text messages to contact taxpayers about issues related to their income tax returns. To help distinguish legitimate IRS communications from scams, the IRS typically contacts taxpayers through the U.S. Postal Service with letters that are printed on IRS stationery that is sealed in an IRS envelope. IRS letters also contain a telephone number for an IRS office that the taxpayer can contact with any questions. Because of this year's unusual IRS filing deadline, scam artists may attempt to take advantage. As most federal income taxpayers know, their returns must ordinarily be submitted to the IRS on April 15. However, this year the deadline for filing federal income tax returns is Tuesday, April 17. According to the IRS, the filing deadline was moved back because April 15 is a Sunday and April 16 is a holiday in Washington, D.C. Taxpayers who receive an unsolicited email that claims to be from the IRS should: • Never respond to the email. • Never open any of the email's attachments. • Never click on any Web links that are in the email. • Delete the email or report it to phishing@irs.gov.

Combined Racial Profiling Statistics Filed with TSLEOSE for KPD and KSCNTF=

Tier 1 –Partial Exemption Racial Profiling Report

Agency Name: KINGSVILLE POLICE DEPT.

Reporting Date: 02/29/2012

TCLEOSE Agency

Number: 273201

Chief Administrator: Rick Torres

Agency Contact Information:

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Phone: 361 592-4311
Email: chiefofpolice@kingsvillepd.us
Mailing Address:
Kingsville Police Dept.
P.O. Box 1458
1700 E. King Ave.
Kingsville, TX 78363

This Agency claims partial racial profiling report exemption because:

Our vehicles that conduct motor vehicle stops are equipped with video and audio equipment and we maintain videos for 90 days. Certification to This Report 2.132 (Tier 1) – Partial Exemption Article 2.132(b) CCP Law Enforcement Policy on Racial Profiling Kingsville Police Dept. has adopted a detailed written policy on racial profiling. Our policy:

- (1) clearly defines acts constituting racial profiling;
- (2) strictly prohibits peace officers employed by the Kingsville Police Dept. from engaging in racial profiling;
- (3) implements a process by which an individual may file a complaint with the Kingsville Police Dept. if the individual believes that a peace officer employed by the Kingsville Police Dept. has engaged in racial profiling with respect to the individual;
- (4) provides public education relating to the agency's complaint process;
- (5) requires appropriate corrective action to be taken against a peace officer employed by the Kingsville Police Dept. who, after an investigation, is shown to have engaged in racial profiling in violation of the Kingsville Police Dept.'s policy adopted under this article;
- (6) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
 - (A) the race or ethnicity of the individual detained;
 - (B) whether a search was conducted and, if so, whether the individual detained consented to the search; and
 - (C) whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual; and
- (7) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - (A) the Commission on Law Enforcement Officer Standards and Education; and
 - (B) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

I certify these policies are in effect.

Executed by: Rick Torres
Chief Administrator
Kingsville Police Dept.
Date: 02/29/2012

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Kingsville Police Dept. - Motor Vehicle Racial Profiling Information

Number of motor vehicle stops:

1. **4633** citation only
2. **20** arrest only
3. **22** both
4. **4675 Total** (4, 11, 14 and 17 must be equal)

Race or Ethnicity:

- 5 **191** African
6. **43** Asian
7. **1248** Caucasian
8. **3162** Hispanic
9. **10** Middle Eastern
10. **21** Native American
11. **4675 Total** (lines 4, 11, 14 and 17 must be equal)

Race or Ethnicity known prior to stop?

12. **482** Yes
13. **4193** No
14. **4675 Total** (lines 4, 11, 14 and 17 must be equal)

Search conducted?

15. **476** Yes
16. **4199** No
17. **4675 Total** (lines 4, 11, 14 and 17 must be equal)

Was search consented?

18. **393** Yes
19. **83** No
20. **476 Total** (must equal line 15)

Submitted electronically to the The Texas Commission on Law Enforcement Officer Standards and Education

Spring Break Safety Tips!

Feeling the "winter blues"? Too much work and not enough play? Perhaps it's time for Spring Break! Ah, yes... Spring Break! The time when college campuses start clearing out for the annual pilgrimage to warm weather destinations. For spring breakers (and parents of spring breakers) there are important pieces of information to keep in mind before taking off for fun-filled days of play.

The tips you are about to read are important whether you're traveling in or out of the country, but remember that things can become more complicated when you're not in your native land, so stay alert and play it safe, no matter where you choose to soak up your rays and release your stress.

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Be aware of alcohol poisoning When 42 percent of college students in a recent survey admitted they had gotten drunk sometime in the last two weeks, The Center on Addiction and Substance Abuse termed binge drinking as the No. 1 substance abuse problem on today's college campuses (About.com, 2004). With binge drinking being common during 'every day' college life, it is fair to assume that it's more than a common activity during Spring Break. It is also a major cause of alcohol poisoning. According to a University of Wisconsin study (2004), 75% of college males and 43.6 if females reported being intoxicated on a daily basis during spring break. 50 percent of men and more than 40 percent of women reported being drunk to the point of vomiting or passing out at least once during break. The U.S. Consulate's office also noted that drinking related fatalities can also occur, using the example of the death of a 20-year-old Harvard student, who had been drinking heavily and fell from a second story balcony. Other concerns included drunk driving, public intoxication, property destruction, and personal safety. Listed below are some safety tips for your spring break. Please take them into consideration.

Tips on drinking alcohol First and foremost, take care not to consume too much alcohol. Consider the following tips:

- Plan ahead on how much you will drink, set a limit for yourself and a plan to follow-through with that plan. Talk to a friend about when that friend can help intervene and help you return to your hotel.
- Know the drinking laws at your travel destination. You can ask your travel agent for this information.
- If a friend feels sick, you should not leave them alone. And you should expect that your friends will look after you if you are sick. Set up a "buddy system".
- You should not assume that someone you have just met has your best interests at heart. Keep in mind that more people are sexually assaulted by acquaintances rather than by strangers.
- Avoid horseplay or reckless physical activities. Falls from balconies or railings can be fatal. Keep both feet on the ground.
- Be aware that excessive drinking can lead to more instances of violence and sexual assaults.

Other helpful tips

- Make sure that your family and friends know your departure and arrival times, where you are staying, and the phones numbers of where to reach you. Set regular check-in times and always follow-through with them.
- Always keep your hotel door locked. Never open your door to strangers. You should always leave the hotel with friends, and never walk alone.
- Avoid over exposure to the sun. Use sunscreen (SPF of at least 15), sunglasses, and a hat. You should also drink plenty of water to avoid dehydration.
- Always make sure that you are dealing with a reputable travel agent. You should know exactly what you are paying for (hotel, transportation, and food).

References: University of Wisconsin, Madison (2004). Alcohol data shows little change. Retrieved April 14, 2004 from the World Wide Web. Website: <http://news2.news.wisc.edu/releases/view.html?id=7251>

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

Capital Improvement Projects

South Waste Water Treatment Plant Secondary Clarifier – Bid invitation was published in local newspaper and the bid was received until 1:30 pm, Wednesday February 8. Pre-Bid Conference was held on Wednesday, January 25 at 10:30 am at City Hall and finally ended with the site visit and

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answering contractors questions. Bid tabulation and consultant's recommendation for the contractor selection will be presented to the City Commission on March 08 for approval.

Drainage Project between Lawndale and Carlos Truan (4' Concrete Flume with 6" curb on both sides) – Contractor has installed the concrete flume, curb and gutter. Street Department will finish the paving work on March 05.

Curb & Gutter and Sidewalk project: Contractor has finished removing and replacing/installing 400 feet of curb & gutter and sidewalk on 19th Street from Johnston to Maple Avenue. Street Division crews were supposed to start working on Paving of this street but could not start due to rain. This project will start on the week of March 05.

Design for 3000 feet sewer line (12" and 8" PVC) on Young Drive Design work is completed and has reviewed by Public Works staffs. This project was supposed to be started on the week of February 06 but could not because of rain. If weather permits, this project will start on the week of March 05.

9000 feet 12" PVC water line along County Road 1030 from Escondido Road to FM 772: County Commissioners Court approved this waterline installation within County Right-of-way on November 02. Staff has sent the "20 feet Temporary Easement" documents to the property owners. The City has received the signed copy of the easement document from about 75% of the property owners and working on receiving from the rest of the citizens. TxDOT has reviewed the permit application and asked for more information. Staff already provided the information to TxDOT. Crews are ready to install the pipe as soon as temporary construction easement and TxDOT permit are ready.

New Water Well – Staff has selected a property for new water well construction at the North west corner of Farm Lot 3 Section 7, South of Sage Road, about 1864' west of Sage and Young intersection and east of existing 30' Utility Easement. There is an existing 20" waterline on the north and west side of this property. Staff sent a letter to the property owner expressing City's desire to purchase the property on January 12 and waiting on his response.

Corral/ Santa Rosa Drainage Project – Bid opening for this project was held on February 07 at City Hall. Staff worked with the contractors to clarify the utility relocation issues. This item will be presented to the City Commission meeting on March 08.

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

Public Works and Engineering

TCEQ conducted a "Comprehensive Environmental Inspection" or CEI of the City Landfill on February 22 and 23. This inspection was a 24 page, 111 point, inspection. This detail inspection includes not only the look of the landfill but a comprehensive investigation of how the City operates the landfill. The inspection included Gas, Ground water, Storm water, Erosion Control, working face, windblown litter, daily / weekly cover, flag cover and recordkeeping. A less comprehensive inspection might be no more than 3- page, 20 point inspection. Due to record of poor performance of the City

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Landfill during 2007 to 2009, TCEQ conducted this comprehensive inspection. Under the strong leadership of Landfill supervisor Mr. Gary Fuselier and very hardworking crews, the City landfill meet/exceed all TCEQ's requirements.

Assistant Public Works Director and four employees from Street Division attended one-day class on Hot Mix Asphalt Cement in Houston.

Two of the Street Division employees attended one day Tree Trimming class in Brownsville on February 29.

Water Division foreman and 3 equipment operator IIs attended Pipeline Seminar on 2/29.

Employees from Engineering and Public Works are attending the Texas Water Utilities Association Annual School from March 05 to March 07 at Corpus Christi.

Staff met with TxDOT on December 15 regarding the replacement of existing 12" AC water pipe and concrete encasement along Caesar crossing US 77. This line replacement will cost about \$60,000. Materials have been already ordered and casing material is received and stored. Permit application and the drawings were submitted to TxDOT but the permit was not approved due to the crossing issues. Staff met with TxDOT on February 23 and also on March 01 to clarify the issue. New water line will be very deep to avoid any existing franchise utilities and also proposed TxDOT storm pipe crossings. An easement will be needed at the Northwest corner of Caesar and US 77 intersection. Staff has already contacted the property owner to acquire the required easement.

Staff met with KISD on February 16 to discuss new High School project. Staff also met with TAMUK regarding a new project on March 01.

GIS Technicians has finished about 90% Street Light Inventory in the City. It includes the Street light and transformer.

The City of Kingsville tried two different software companies for GPS unit in the City vehicles that would allow the City to demo their product. The staff has decided to use Network Fleet GPS System. This system is working great and even has engine codes that allow the Garage to call the units in for preventive maintenance. The GPS units will be installed to the City vehicles soon.

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

Street Division (February 20 to February 24, 2012)

Paving: Street Division will finish the Hot-mix paving job at Lawndale area on March 05. Next project is 19 Street from Johnston to Maple Avenue.

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Street Division Crews are working at Lawndale area.

Sweeping: Kleberg, Yoakum, Henrietta from Armstrong to 6th, Lee, Alice, Richard from Armstrong to 3rd Street and downtown area.

Mowing: Tranquitas Creek from 17th to 14th, landfill with broom mower, Corral from Bypass To 14th, North Y, Sage Road from Young Drive to Armstrong, 6th Street from Corral to Nettie, Armstrong from 1355 to Ave. I, Young Drive from Corral to 1355, Corral west of Armstrong, Santa Rosa, Highway 141, Kenedy West of May Street and Greens at Golf Course.

Patching: All over town as reported.

Miscellaneous: Performed grading work at Fire Station no. 2 for the new parking lot and haul off the dirt to landfill; cleaned curb and gutter all over the town; trimmed a tree on 17th and Richard and another one at 420 E. Alice; cleaned the barn with rotary broom; work on the street sign at 15th and Yoakum and 16th and Yoakum, at 11th and Henrietta; picked up broken glass on 19th and Lott; picked up trash at 732 E. Ave. B alley; removed crossing signs at 3rd and Ave A, Santa Gertrudis and 3rd, Richard and 3rd, 3rd and Ave. B.

Wastewater Collection and Treatment Plant

Wastewater Treatment North Plant: Operators and Helpers cleaned clarifier troughs and weirs; operators shoveled sludge from sand drying bed; helpers cleaned UV lights, wasted in wedge wire drying beds; plant helpers cleaned effluent troughs; plant operators repaired Sludge discharge on wedge wire drying beds; staff met with TAMUK Environmental students on Bio-filter project. Staff is working with Purchasing Department to get UV light project bid out.

Wastewater Treatment South Plant: Operator cleaned clarifier troughs; operator shoveling sludge from sand drying beds; plant helpers cleaned fence line for repairs; wasted in wedge wires. Staff is trying to set up a meeting with TCEQ regarding effluent reuse.

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Wastewater crews are working on Sludge Discharge pipe at North Treatment Plant

Water Production

Water Well 20: Video survey shows the well needs rehabilitation including replacement brushing, 8" drop pipe (16 joints), oil tube and new pump. Cost estimate done by Alsay for the rehabilitation of this project is \$64,674.25. Hydrologist/consultant Mr. Joe Vickers has recommended to Acid wash and other related repair. It might cost additional \$25,000.

Routine job: Collected 8 routine Bacteriological Samples – one TC positive at 217 Pasadena on 2/17/2012. Repeat sample negative on 2/18/12, need to sample source - 2/20/12, TCEQ Matt Court was notified on 2/20/12, TCEQ, Nancy Brown, Groundwater Rule Staff was notified on 2/21/12 (512 239 1246), No notification is required unless raw samples are E. Coli Positive. Source water samples collected on 2/20/12 from active wells (14, 19, 21, 22, 22, 23 and 24) were negative for Coliform organism.

Daily water system monitoring: delivered Ammonia five sites; delivered Chlorine to five sites.

Water Pumped to Distribution Wells – 20,381,000 gal; surface- 0 gal Total-20,381,000 gal, Average – 2,912,000 gal/day



Contractor is performing annual inspection of Cathodic Protection systems on Tanks Water Production crews are doing maintenance on 8" check valve at well no. 23

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Water Distribution

Water Department crews repaired 4 Main Breaks; answered approximately 52 Service Calls (meter leaks, cutoffs and backfills); 1 new water taps on Armstrong, ordered all materials for Caesar and US 77 project, Casing has been delivered and stored at the job site. Crews are working with the contractors to complete the barn expansion at Public Works yard, staff worked with the engineering department for Caesar and bypass 12" water line crossing. On 2/2/12, crews exposed 12" PVC main on Armstrong and Sage Road.

City Garage

Routine Maintenance

4 Oil change on preventive maintenance; 15 Scheduled work order; 20 Non schedule work; 7 service calls; 0 call out; 9 New tires on heavy equipment and truck; 2 Flat repairs and balance; 21 pending work order. Staff cleaned the Tire shop and haul off old tire to Landfill.

Welder:

3 received work order, 5 Non schedule work order; 3 schedule work order, 10 pending work order and 1 service call.

Solid Waste

Landfill

TCEQ did a full blown comprehensive investigation and inspection on Wednesday February 22 and Thursday, February 23. City landfill meet/exceed all TCEQ requirements.

Bomag Landfill Compacter Manufacturer has invited 20-25 Landfill supervisor from throughout the US and the City's landfill supervisor Mr. Gary Fuselier is one of them to attend a 2-day workshop at Phoenix, Arizona on March 26 and 27.

Brush burner is in operation as winds and backhoe allow. 4th quarter SEP report to TCEQ was due by February 15 by the SEP administrator. Agreement letter between Kleberg County & COK for use of County ROW is finalized and waiting for return from Kleberg County.

MW 28 -VOC's- Specifically -Benzene and Ethyl benzene- Consultant Naismith Engineering believes that there is a good case for an Alternate Source Demonstration (ASD) and also if it is needed to go for cleanup, the City would likely be able to use Rail road Commission Standards which are much less stringent than TCEQ standards. The 4 wells have been developed, elevations have been taken and wells locked; The City has 90 days to do exploration and send report to TCEQ as to what the City find and may need to do - 90 day clock started on December 13, 2011.

A RFP is written for the chipping of brush and submitted for editing. If proposals are acceptable, Brush burner would be shut down and mothballed thus realizing a cost savings for the handling of brush; WinVRS software program on the scale computer is having a problem, is not summarizing reports; WinVRS representative is working to fix the problem but has not been able to fix as of yet. In the meantime staffs are compiling information manually. Cost to fix will be \$600 which is much less than

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cost of a new program. This \$600.00 will cover any problems with this program until Jan 2013. Excavator and dump truck is moving dirty brush from old brush site to landfill working face for cover.

Sanitation

Residential waste collected 390,420 pounds; Commercial waste collected 362,060 pounds; Brush collected 55,820 pounds with 42,820 pounds from 6th Street Clearing Project and construction debris collected 19,080 pounds.

Brush Crews

The Brush crews started working at Zone 3 on February 27 and will be working in this Zone until March 09. White goods will be collected from this zone on March 09.

Commercial Garbage pickup Unit 338 is out of Service with Transmission Problem.



Street Division and Brush Crews have finished the 6th Street Cleaned up project.



Sanitation crew is doing dirt work to construct a concrete pad for the Compactor at Recycling Center.

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

Prepared recommendation for Water Utility Supply.

Put firewall up at Public Works
Initial design and review of website

A new computer with updated software was installed at Landfill

Posted/Updated sewer water rates to existing website.

RFP 12-32 Time & Attendance System is completed and posted on our webpage. The pre proposal meeting is scheduled for March 8, 2012 at 10 A.M. The RFP due date is March 27, 2012 at 1:30 P.M. There has already been significant interest from several vendors concerning this project.

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RFP 12-33 for Brush Chipping at the Landfill is also available online. The due date for this project is March 13, 2012.

Meeting with Assistant Public Works Directors and Vendors continue to determine the appropriate fuel reporting system. Vendor Analysis should be complete the week of March 5, 2012 and equipment will be ordered that week.

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

John Garcia, Risk & Emergency Manager attended a State Preparedness and Reporting Service, (SPARS) training class for organizations that are a current recipient of a Homeland Security Grant. The training is intended to assist agencies to meet requirements imposed by State Homeland Security program. The training was held February 24, at COG large conference room, followed by information on the Environmental, Historical and Preservation (EHP) review process for grant reporting.

Mr. Garcia is currently working on the Texas Tier Two report for the State. Facilities covered by Emergency Planning and Community Right-to-Know Act (EPCRA) requirements must submit an Emergency and Hazardous Chemical Inventory Form to the Local Emergency Planning Committee (LEPC), the State Emergency Response Commission (SERC), and the local fire department annually. The Texas Tier Two Reports includes facility tracking information, as well as information on the hazardous chemicals being reported, including common and chemical names of products, hazard classifications, reporting ranges, days on site, container types, and storage locations.

Mr. Garcia is also working on several other projects such as but not limited to, updating our vehicle inventory insurance schedule, following up on current claims and working with other members of the Coastal Bend Emergency Managers Association for the 2012 Coastal Bend Hurricane Conference scheduled for May 14-16, 2012.

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

Racial Profiling Statistics Reporting

On Monday February 13, 2012 the Kingsville Task Force Commander compiled and submitted Racial Profiling statistics to Chief Ricardo Torres with the Kingsville Police Department. The combined numbers from both agencies are required to be submitted to the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) by March 01, 2012. The motor vehicle racial profiling information is mandated by state law to be provided to TCLEOSE annually.

Asset Seizures Report/Auction

On Thursday February 23, 2012 the Kingsville Task Force Assistant Commander compiled the information on seizures for the calendar year of 2011. The Kingsville Task Force's seized contraband for year 2011 was as follows: Marijuana – 4210 lbs. Cocaine – 22 kilos and Cash - \$1,168,390.00 (awarded and pending funds). A Job Well Done by ALL Agents and Staff.

On Saturday February 25, 2012 at 10:30 AM the Kingsville Task Force held an auction of seized vehicles which included cars, trucks, boats, trailers and one ATV. The auction took place at Juan's

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Wrecker Yard at 2171 North Highway 77 in Kingsville, Texas. Twenty-three units were auctioned off on that date.



The results of the auction totaled \$47,340.00 of seized assets. The Task Force sold \$33,115.00 worth of seized vehicles and \$14,225.00 worth of abandoned vehicles. Overall the Task Force made \$33,616.00 from the auction after deducting percentages that go to the District Attorney's Office and the auctioneer.

Joint Investigation

Previously on Thursday February 02, 2012 Kingsville Task Force Agents had assisted Drug Enforcement Agency (DEA) Brownsville on a joint investigation in reference to money laundering. Agents conducted a traffic stop on 2001 Mazda Tribute traveling southbound on Highway 77 near County Road 2140. As a result of the traffic stop, Agents located U.S. Currency concealed in the firewall in an after-market compartment.



Agents removed 4 bundles of U.S. Currency from the false after-market compartment totaling \$91,500.00. On February 28, 2012 the Task Force Commander and the City Attorney signed a DAG-71 form (Application for Transfer of Federally Forfeited Property) to send to the U.S. Department of Justice for asset sharing. As a result of the contribution made by the Task Force, they requested 40% of the cash proceeds, which totals to \$36,600.00 if approved.

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MEETINGS, EVENTS AND REMINDERS (Courtesy of Edna S Lopez, City Secretary)

Special Commission Meeting	Thursday, March 8 th	6 p.m.
Regular Commission Meeting	Monday, March 26 th	6 p.m.
Board Meetings (Commission Chamber)		
Planning and Zoning Board	Thursday, March 8 th	7:00 p.m.
Historic Development Board	Wednesday, March 21 st	2:00 p.m.
Community Events & Dates		
2012 CB Hurricane Conference Richard M. Borchard Fairgrounds Robstown, TX	May 14 th - 17 th	TBA
General Election Filing Dates		
Conduct drawing for order of names on ballot -	Wednesday, March 14 th	
Election Day	Saturday, May 12 th	7 a.m. – 7 p.m.
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	1	0
Civil Service Commission	1	0
Historic Development Board	1	0
Planning & Zoning Commission	1	0