

**Staff Report**  
 (A Publication of the City Manager's Office)  
 Monday, April 9, 2012

***“At 211 degrees, water is hot. At 212 degrees, it boils. And with the boiling water, comes steam. And with steam, you can power a train.” ...***  
*Unattributed quote from the booklet... 212° The Extra Degree*

***“As long as you are going to think anyway, think big.” ....Donald Trump, The Change Your Life Quote Book***

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

In order for things to work well it takes a lot of people doing their everyday jobs the best they can. Special accomplishments are sometimes the result of individual efforts that go beyond the ordinary. And then sometimes it's a small, but positive gesture that makes for a happy customer. Vince extends his personal thanks to Joey Garcia, Information and Technology Librarian at Robert J. Kleberg Public Library, for assisting his wife with her Library Wi-Fi connection during her most recent visit to Kingsville.

Sometimes good things are measured by what doesn't happen, for example....It has been months since I have received a complaint about inadequate customer notification for a change in garbage collection. And, it has been an equally long time since the City has suffered any kind of computer, e-mail, Office Outlook or network shutdown. Thanks to all City staff who work to make these things...not happen.

Congratulations to City Secretary, Edna Lopez for completing the final step needed for recertification as a Texas Registered Municipal Clerk (TRMC).

Vince recently received notification from the Texas State Board of Public Accountancy (TSBPA) that his application for his Texas CPA license is approved.

Vince reached his one-year anniversary with the City of Kingsville on Wednesday, April 4<sup>th</sup>.

Special recognition to Commander Willie Vera, his Task Force and other area law enforcement agencies for their involvement and training of the United Nations Office on Drugs and Crime (UNODC) delegation.

***COMMUNITY APPEARANCE (Courtesy of Mike Kellam, Yolanda Cadena & Ricardo Torres)***

**Community Appearance Division**  
Recent Activity (March 15-March 30) - minimum 73 notices/61 compliance cases per month.

<b><i>Activity:</i></b>	<b><i>Results:</i></b>
Notices Sent- 40*	Compliances- 44
Inspections- 19	Abatements- 16
Re-Inspections- 76	Court Cases- 10
Illegal Dumping Cases- 1	Referral to other Department- 13
Sign Violations- 1	

\*Notices were down a bit this reporting period due to training and the "Bigger Event" Preparation

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Below are photos of recent cleanup success in our community appearance.

**BEFORE**



**AFTER**



**Community Appearance/Recycling Center Building**

With the completion of the exterior repairs and painting of the Community Appearance building, Jennifer Bernal is now finalizing the remaining improvements to the community appearance building. In the upcoming weeks, quotes for the repair/replacement of the cracked windows, sidewalk replacement, bay roof replacement and signage will be requested. The landscaping project is underway, as Jennifer Bernal is getting cost estimates for materials and working to solicit volunteers for the design and planting of the landscaping.

The interior of the Community Appearance building underwent serious cleaning Thursday & Friday (3/15-3/16) in preparation for the illegal dumping training which was held March 20. There was a great turnout for this training from local officials & surrounding communities. Dr. John Ockles, who was the instructor for the training, has worked in the education of illegal dumping procedures for the past 17 years. Staff gained valuable information regarding effective enforcement tactics. The Community Appearance Division is updating the standard operating procedures for illegal dumping cases utilizing information gained at the training.

**Bigger Event**

Immediately following the wrap up of hosting duties of the Illegal Dumping



Training, preparation/implementation of the Bigger Event/Clean Sweep Project went into full swing when Jennifer Bernal and her team canvassed

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area neighborhoods where the Clean Sweep Project took place. Staff encountered many positive comments regarding the intent of the project and appreciation of the City's and TAMUK's efforts in providing assistance in cleaning up the neighborhood. The student volunteers were excellent to work with and we look forward to working with them again on future projects. A special THANK YOU to the City of Kingsville and Kleberg County employees who provided support and equipment for the joint effort. The community appearance building also received the benefit of volunteer activity due to the Bigger Event. The back of the building was cluttered with junk, old paper that needed to be shredded and supplies that have been there for years. Volunteers from the Bigger Event were led by Valerie Flanning for this cleanup, thanks Valerie.

### City-County Health Unit

Recent activity (March 16-March 28) is as follows:

<b>Activity:</b>	<b>Results:</b>
Notices Sent- 117	Compliances- 38
Inspections- 129	Abatements- 10
Re-Inspections- 64	Court Cases- 0
Sewer Inspections- 0	

Within the next few weeks, staff will commence with abatement of ten properties throughout the city of Kingsville that have accumulated large amount of junk, furniture, trash, concrete, or high grass on their premises. Owners or occupants of properties have failed to abate with the cleaning of these nuisances. The properties are as followed:

<b>Property Address:</b>	<b>Tentative Date of Abatement:</b>
919 West Ave I	April 2, 2012 ( <b>Completed on April 2</b> )
1218 East Huisache	April 3, 2012 ( <b>Completed on April 2</b> )
1600 Young Drive	April 3, 2012-April 10, 2012
800 West Kleberg	April 16, 2012
1229 East Lee	April 17, 2012
1233 East Lee	April 18, 2012
1030 East Henrietta	TBA
523 East Henrietta	TBA
512 West Fordyce	TBA
1111 East Kleberg	TBA

Staff received a complaint on January 6, 2012 that property 1024 East Ella had large amount of black bags full trash and garbage scattered throughout the back yard. Notice was sent to out of town owners on January 9, 2012 to abate the nuisance. Staff conducted a re-inspection on January 29, 2012 and nuisance still existed. All documentations were submitted to municipal court for further legal action on January 30, 2012. Court date was set for March 1, 2012. Judge Krueger ordered the owners of property to abate the nuisance within two weeks, if nuisance was not abated, a warrant will be issued. Property was finally cleaned and abated on March 15, 2012 at *511 East Private Road (Young Drive)*

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**BEFORE** **AFTER**



**Police Department**

June/Abandoned Vehicle Compliance (March 15, 2012 to March 28, 2012) is as follows:

<i>Activity:</i>	<i>Results:</i>
Junk Vehicle Citations- 1	Junk Vehicle Compliances- 0
Inspections- 8	Abandoned Vehicle Compliances- 3
Junk Vehicle Warning/ Re-Inspections- 5	Court Case Totals- 2
Abandoned Vehicle Tagged/Contacts- 2	Abatements- 0

The Police Department's strategic goals are to attempt 10 contacts per dayshift officers and 5 contacts for evening shift officers monthly for Junk/Abandoned vehicles.

Police Station Maintenance and Beautification

The Beautification of the Police Department Building is complete. The pictures below show the transformation process with illustrations of before and during the repairs and painting.

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

**Development Opportunities**

Mike Kellam met with a new prospective residential developer who is interested in single family development. As reported in the past, the Housing Market Study was and continues to be an integral part in the developer's consideration of Kingsville. The meeting was extremely positive and follow up meetings are to come per their request. In addition to this, Mike Kellam has been invited to meet with another respected developer in the region who is expressing serious interest in developing single family housing. The continued interest can be attributed to the factual studies and plans that have been communicated to the development community wherein Kingsville's potential is being realized. Staff is encouraged by the increased interest and is actively pursuing and following up to solidify diversified development as proposed by the recent development prospects.

**Dangerous/Dilapidated Building Renovations**

The various divisions of the Development Services Department have begun preparations of the second wave of the Dangerous Building Demolition Initiative. Staff is teaming up to identify the top 15 dangerous structures, many of which have already been noticed for building violations wherein condemnation for demolition has been identified and or issued as prescribed per code. Staff is working

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diligently to identify the current legal parameters while ensuring the proper documentation is assembled to proceed. If the owner fails to comply with the demolition order the City will proceed with a request for approval and a demolition will be performed by the City and a demolition lien will be filed on the property. We expect this initiative to be of equal or greater success as our previous initiative in November of last year.

**Newman Center Dormitories on TAMUK Campus**

Progress is being made on the Newman Connection/Catholic Diocese development that will be constructed as an additional housing and amenity to Texas A&M University-Kingsville. Finalization of the site plan is expected in the coming week, with the real estate transactions to be finalized in that same period. Once complete, platting and engineering drawings will be finalized and submitted to the City for review and approval. It is anticipated that the construction will begin in July 2012.

**City Code Review**

Staff from various departments including Planning, Community Appearance and members of the Beautification Board have continued to perform an internal audit of the development and community appearance codes in an effort to work towards effective design guidelines and standards and also toward potential "Scenic City" certification. Staff hopes to have this completed in the coming weeks for submittal to the appropriate board and the City Commission for consideration.

**Permitting**

The following permits were recently issued:

Remodel- 7, Gas Inspections- 5, Electric- 10, Fire Inspections- 12, Mechanical- 8, New Plumbing- 2, New Residential- 6, Plumbing- 3, Roofing- 3, Residential Meter- 11, Curb Break- 3, Commercial Meter- 3, Sign- 2, Sprinkler- 5. *Total Permits: 81*

**Plan Submittals:**

Wal-Mart has submitted plans for an interior remodel including freezer and refrigeration replacement.

N. Cantu submitted plans for a new residential structure to be built at 2200 Trant Rd.

South Texas Benevolence Society (Paulson Falls) submitted plans for four new residential structures to be located at 1902, 1904, 1906 and 1808 Kelly Lane.

**New Business:**

Happy Daze, a new business to be located at 1401 S. 14<sup>th</sup> Street, will be opening for business soon. They are pending final inspections for approval of a Certificate of Occupancy.

**Upcoming Plans**

Mike Kellam will be having a follow up meeting with a committed development group who is proposing an apartment housing development with a commercial component. This will be the third meeting with this group as they are in the design phase. Mike is excited to work with the group and expects formal plans and a public announcement of the project in early summer.

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**Dumpster Enclosure Pilot Program**

Planning staff is finalizing the prep work in order to begin the dumpster enclosure pilot project. Letters have been prepared and will be sent notifying the property owners and tenants of the properties of the upcoming construction. Luke Stevens is also involved to ensure the placement and final dumpster location will optimize garbage collection activities. Staff anticipates that this project will be fully underway in April.

**Getting the Word Out**

Mike Kellam has been invited to present at the upcoming Realtors Association meeting on April 12<sup>th</sup>. The presentation will cover the Housing Market Study and the Comprehensive Housing Study with a full run down of the City's efforts to date toward residential growth & development. The Association expressed excitement over the progress the City is making and Staff is happy to be able to present to the group as they are an integral part in the success of our housing formula.

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

**Then and Now March 16 – March 30, 2012**

Jules Carl Leffland (1854-1924) was the son and grandson of Danish architects. After training in Denmark, he came to Texas just in time to rebuild Indianola inland at Cuero. He went on to design many important Texas buildings, including several in Kingsville. Do you know which ones? They are... The Raglands Building (Saddle Shop), Old HM King School, and King Ranch Carriage House

Kingsville Main Street is continuing meetings with the Kingsville Historic Downtown District Association to communicate, coordinate, and consolidate their activities.

Bob Trescott is continuing meetings with the Martin Luther King Day Parade committee to develop year-round activities

The Coastal Bend College has made formal application to join the City in working with TxDOT on better highway signage and internal city wayfinding signs. We expect the Downtown merchants and the King Ranch to make similar requests.

The Kingsville Main Street Design Committee had a meeting.

The downtown merchants are planning a *First Annual Desert Days & Nights Flying Festival* to offer some specials for the weekend of the Wings over South Texas Air Show, on April 14-15

Dick Messbarger is making the media rounds to report, with apologies to Mark Twain, that the reports of his retirement are greatly exaggerated.

Bob Trescott will be attending the National Town Meeting on Main Street in Baltimore MD April 1 -4

**HEB Canopy**

Kingsville Main Street Design Committee Chair, City Engineer, Development Director, and Downtown & Special Projects Manager met with the Construction Project Leader, Design and Construction for HEB to discuss the next steps in pursuing the possible acquisition and relocation of the HEB canopy. Naim will be reviewing construction bid documents.

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**Current Location at HEB (looking NE)**



**Proposed Location at 6<sup>th</sup> St. (looking SE)**



**Storage Cleanup at City Hall**

After the Bigger Event students cleaned a City Hall “storage room”, they found the attached old homemade placard. In case you can’t read it, it says:

*“This is not a storage room. This is a mechanical equipment room. It is against fire and mechanical codes to keep combustibile items in this room. Combustibile items means: Mops, brooms, cleaning rags, paper towels, paint cans, any wood, cleaning materials, plastic bags, cardboard boxes, aerosol cans, or anything else which catches on fire or contributes to a fire once it starts.”*

I hope readers appreciate the irony of this sign being buried under piles of debris.



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

**Finance Administration**

The Finance Director met with staff from the City’s investment advisor, First Southwest, to discuss the calculations and fees owed to the IRS due to arbitrage. The final outcome was presented to the City Commission at the March 8, 2012, Commission meeting with a positive response from everyone.

The Finance staff and the external auditors are wrapping up the FY2011 audit and reviewing the various audit schedules necessary for the Comprehensive Annual Financial Report, CAFR. They anticipate having a preliminary product by mid-April and the final product by the end of April or the beginning of May. This will ensure that the GFOA extended deadline of May 31, 2012, is met.

As a follow-up to the meeting on Friday, March 9, 2012, the Finance Director and others are meeting with the City Manager on Tuesday, April 3rd to discuss the City’s Fixed Assets accounting, tracking and inventory using Incode software. Staff continues to update the current tracking system and revise the Fixed Assets module to assist in this process.

Staff assisted the Purchasing Director with Request for Proposals for the Time and Attendance System (RFP) on Tuesday, March 27, 2012. The review committee met on Thursday, March 29, 2012, to



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discuss and rank the three proposals that were received. Their recommendation for the vendor that is chosen will be presented first to the City Manager then the City Commission on April 9, 2012. Proposed funding for the System comes from the FY2011 budgetary surplus. If approved by the Commission, programming and implementation of the system will begin May 2012 and go live June 2012.

Finance Staff have worked together to ensure that payroll is processed and their other daily functions performed in a timely manner. Work is being performed to learn and utilize the Incode Fixed Assets system.

The Finance Director and the Collections Manager continue to work on the EMS Billing Rate Study after being reviewed by the City Manager.

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**

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

There will be no court session for March 29, 2012, and May 10, 2012. Court will resume on April 12, 2012. A total of 353 cases were filed, as of March 28, 2012; City Ordinance-16, State law-131, Parking-6 and Traffic citations-200. Cases processed prior to the court hearing as of March 28, 2012: City Ordinance-0, State law-16, Parking-0, Traffic-11 cases and before Judge Krueger: City Ordinance-4, State law-22, Parking-3, Traffic-52, a total of 108 cases were settled since March 28, 2012.

There were 7 traffic cases dismissed under the driving safety course program, 1 traffic case dismissed under the vehicle insurance compliance, 10 cases adjudicated, 63 cases dismissed by compliance, 1 case dismissed by judge, for a total of 88 cases. There were 25 warrants issued and 120 warrants were cleared and, with the additional 69 payments processed from the payment plan orders, which generated a total of \$29,202.94 collected from March 15 until March 28, 2012.

Along with the daily office work and ongoing Kingsville Police Department warrant executions, the Municipal Court staff and other helpers are assisting with answering phone calls, helping defendants at the window and organizing the court office. Warrant officer Thomas Davis #86 continues with the execution of Municipal Court warrants.

Ms. Morrow wants to acknowledge her appreciation for the college students who volunteered over this past weekend to assist us in cleaning out the storage area. The college students that came out were very energetic and enthusiastic about the city cleanup project. With their help we were able to remove a broken file cabinet and debris and organize the court's archive boxes. Thank you.

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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.

**Utility Billing Division**

The Utility Billing Department will be including the new Brush Schedule for April 2012 through August 2012 in the billing sent out on March 28, 2012, and on April 4<sup>th</sup>, 2012.

The billing statements continue to have the following comment:

ONLINE PAY AT [WWW.CITYOFKINGSVILLE.COM](http://WWW.CITYOFKINGSVILLE.COM)

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

On March 23, 2012, the Finance Director, the Public Works Director, the Assistant Public Works Director, the Water Production Supervisor, the Water Foreman, and the Collections Manager met with representative from TAMUK to gather information regarding their existing accounts and get proposed cost if deciding to go with 100% consumption from the City. Also, TAMUK requested a purchase water contract be drawn from the City Attorney.

On March 26, 2012, the Finance Director, the Accounting Manager, the Municipal Court Supervisor, and the Collections Manager met to discuss non-routine projects and schedule an update meeting on March 30, 2012. It was discussed that future meetings will be scheduled on a weekly basis to discuss each division's projects and keep the Finance Director informed of any updates.

The Finance Director, the Director of EMS Operations, and the Collections Manager held a conference call on March 28, 2012, with the Intermedix contact person to further discuss the EMS Billing Rate Study. The Collections Manager, Finance Director, and Director of EMS Operations discussed the Current, Proposed High, and Proposed Medium Rates Spreadsheet and all worked on making adjustments as needed.

The Collections Manager is working with HDR in gathering further required information needed for the Storm Water Study. An HDR representative phoned on March 27, 2012, to request this additional information and the Collections Manager is working diligently to gather this information.

The Collections Manager with the assistance from the Finance Director and City Manager wrote up new proposed guidelines for the Adopt-A-Truck the week of March 26, 2012, through March 29, 2011.

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)***

Fire Marshal Cavazos, Lt. Joe Cabrera and Engineer Oscar Mendiola attended the 57<sup>th</sup> Fire & Arson Investigators Seminar held in Austin, Texas from March 25<sup>th</sup> thru March 30<sup>th</sup>, 2012. The seminar covered topics such as explosion dynamics, evidence collection, juvenile fire setters and arson problems along with many other related topics.

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Fire/EMS crews responded to one-hundred sixteen (116) emergency calls from Friday, March 16<sup>th</sup> thru Thursday, March 29<sup>th</sup>, 2012.

Interim Chief Roel Carrion and Engineer Felix Camarillo attended the office of EMS and Trauma Systems Town Hall Meeting held at Del Mar West Campus on Tuesday, March 27, 2012. Topics discussed were EMS, Provider, Education updates and Program accreditations.

Firefighters Daniel Pickard, Leo Ledesma, and Jeffery Casey attended the EMS boot camp in Crowley, Texas from March 24<sup>th</sup> thru March 30<sup>th</sup>, 2012. The boot camp is the last phase of the Paramedic course in which they take part in hands on training and are tested on all the required paramedic skills. With all their course work completed; they will now be doing Hospital clinical hours and Ambulance ride outs to complete the Paramedic course and become active Paramedics for the Department.

On Tuesday, March 27, 2012, Firefighters on Engine One gave a presentation at Education Station located at 1908 E. Kenedy. Education Station is a head-start facility/daycare who are able to care for a total of twenty-four children, but currently only have eleven children enrolled. The ages vary from eighteen months to four years of age. The facility has been open approximately three months.

**Fire Station No. 2 – Parking Lot**

The parking lot construction at Station II located at the rear of the sub-station property was completed on Monday, March 26<sup>th</sup>, 2012. The next stage of the project will involve demolition of the existing

North end driveways and the small addition to the North side of the building. This will make room for two new drive-through bays. Please see attached photos of the work in progress.



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

**Food Service Establishments Inspections for the month of March**

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

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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.

Asian Buffet-82	Beto's Community Store-96	Boat-N-Net-92
Burger King-95	Big Events Cakes and More-100	Exclusive Care Services Adult Day Care-100
Hampton Inn-94	Holiday Inn Express-93	JC3 Mart-90
Kingsville Headstart-100	Quality Inn-94	L & M Superette#1-89
L.E. Ramey Golf Course-96	Linda's Main Street-82	Little Caesar's Pizza-90
Nutricion-100	Pan American School-100	Pit Stop Drive Thru-97
Rio "7" Cinema-96	Rodeway Inn-92	Sunny Market-100
Super "8" Motel-100	Taqueria Martinez-96	Valero Corner Store-100
Whataburger (Hwy 77)-97	Baffin Fisherman-100	Kings Inn-100
Kwik Pantry-89	Snappy's #112(Riviera)-77	El Tapatio #1-76
4 Breeze Drive Thru-96	One Stop Highway 77-100	Speedy Stop #53-97
Subway (Brahma Blvd.)-100	Dairy Queen(Riviera)-91	Kwik Pantry9(Riviera)-89
Riviera Food Mart-80		

**Chicks, Bunnies, and Salmonella:**

Many families will be celebrating Easter in a few days. Along with the cute chicks, furry bunnies and colored Easter eggs comes another important but not-so-cute topic to think about salmonella. Salmonella are bacteria that can cause gastrointestinal illness. There are many species and serotypes of Salmonella, and animals and raw eggs can be sources for many of them. Typical symptoms of Salmonella infection include fever, headache, malaise, abdominal pain, nausea, and diarrhea.

Easter egg hunts are a popular tradition. Plastic eggs can be filled with goodies and hidden, but hard-boiled eggs should not be hidden if they are going to be eaten. Hard-boiled eggs should be thoroughly boiled and kept refrigerated until served. If hollow eggshells are used for cascarones, they should be disinfected before filling with confetti. Children should not be allowed to handle or break raw eggs as this could lead to the ingestion of Salmonella.

Another Spring tradition is giving chicks, ducklings and bunnies to children as gifts. Chicks, ducklings and other animals can be a source of Salmonella, and very young children should not be allowed to handle them. Salmonella can cause serious illness in young children, pregnant women, the elderly, and people with weakened immune systems. It is very important that people wash their hands with soap and warm water immediately after handling animals to prevent the spread of bacteria. Chicks and ducklings that are carrying Salmonella do not usually become ill from the bacteria.

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Unfortunately, many of these gift animals end up at shelters or die from inadequate care. Parents should always be consulted before giving a child a live animal. They require proper feeding, care and veterinary services, and the parents must be willing to assume the responsibility if the child doesn't. Chicks, bunnies and ducklings mature quickly into adult animals. Rabbits should be neutered if they are going to be kept as pets. This will prevent any unnecessary breeding and unwanted bunnies. Additionally, the City of Kingsville have ordinances prohibiting poultry or limiting the number and types of pets. More information and materials about Salmonella, including a poster on hand washing and a template for printable stickers, are available at [www.cdc.gov/healthypets/easter\\_chicks.htm](http://www.cdc.gov/healthypets/easter_chicks.htm) and [www.cdc.gov/features/SalmonellababyBirds](http://www.cdc.gov/features/SalmonellababyBirds).

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

**Announcements**

A flyer titled "Time to Address Stress" was distributed to all City employees as a payroll stuffer on March 29th. The information was made available by Interface, the City's Employee Assistance Program (EAP) and provided good information which also served as a reminder of the many different situations with which the City's EAP can assist employees and their families.

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) – pending hire

Equipment Operator II (Street) – 3 positions

Equipment Operator I (Street)

Equipment Operator II (Landfill)

Maintenance Technician (Garage)

Plant Mechanic (Wastewater)

Plant Operator (Wastewater)

Police Officer – 3 positions available - Entry-level testing conducted on 03/26/2012 with 21 applicants testing and 16 placed on Eligibility List. Top 10 applicants pending background checks and interviews.

Firefighter – 2 positions

Municipal Court Deputy Clerk (Finance) – pending interviews

Technical Services Assistant – Library

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

20+ years: Toni Suarez (Sanitation), Pete Pina (Landfill); 10 Years: Ruben Trevino (Police), Ricardo Salinas (Police); 5 Years: Jorge Silva (Wastewater)

**New Employees**

March 19, 2012 – Daniel Navejar – Sanitation Equipment Operator II

**Promotions / Temporary Assignments**

March 8, 2012 – Mary Valenzuela appointed by City Commission to serve as the City's Early Voting Clerk

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March 20, 2012 – Jose Garcia promoted from Library Technical Services Assistant to Information and Technology Librarian

**Retirements- 0**

**Separations**

March 16, 2012 – Brenda Tijerina – Police Officer

March 23, 2012 – David King – Wastewater Plant Operator

March 26, 2012 – Ruben Martinez – Street Equipment Operator II

**Employee Evaluation Update – Monthly Breakdown**

May – September 2011 employee evaluations completed

19 October evaluations completed: Outstanding - 2 Police

20 November evaluations completed: Outstanding - 1 Police

15 December evaluations completed: Outstanding – 2 Police

27 January evaluations distributed: Outstanding – 4 Public Works, 1 Fire, 3 Police

20 February evaluations distributed: Due March 31, 2012

20 March evaluations distributed: Due April 30, 2012

31 April evaluations distributed: Due May 31, 2012

*Note: Police Department is conducting more extensive evaluations, which is delaying the process.*

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

February 2012 – 62 prescriptions filled under this program used by a total of 25 individuals for a monthly savings of \$ 675.88. The average price savings was \$10.90 per prescription which translates to a 19.4% savings on prescriptions.

As of date, the program has been utilized by 1,455 individuals for a grand total savings of \$49,715.32 since the beginning of the program in August 2009. The plan has averaged a 20.6% savings in filling 5,437 prescriptions for persons in the Kingsville community.

**General**

HR personnel address employee issues daily in person, phone and by email. Department continues monthly review of insurance summaries for Finance.

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

**Saturday Story Time in April**

Spring is such a beautiful time of year with outdoor plants awakening from their winter sleep and flowers bursting into bloom. In celebration of the season, the Kleberg Public Library invites children of all ages to attend Story Time on Saturday, April 14, at 10:00 a.m. in the children's area. The Children's Librarian, Danielle Friend, has chosen a "Rabbit Stories" theme and the selected stories will be about fictional rabbits and springtime. Everyone is invited to attend this event as the library welcomes the colorful spring season to South Texas.

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## **The "Classic Book" Challenge**

The Kleberg Public Library is encouraging readers to take a chance and read a classic book that the Children's Librarian has selected from the shelves. At the children's desk are two baskets of Easter eggs with book titles inside each egg. One basket is for Juvenile Easy classics and the other for Juvenile/Youth classics. Children are invited to choose an egg from the appropriate basket and read the book listed inside the egg. This is a fun way to discover new stories and possibly find a new author or genre that the reader might have never considered reading before. The Children's Librarian invites children to come visit the library, select an egg from the basket to discover their book title, and enjoy the fun of reading! Parents are also invited to participate with their children. The "Classic Book" Challenge begins March 29 through April 14, 2012.

## **National Drop Everything and Read Day**

The National Drop Everything and Read (D.E.A.R.) Day will be celebrated on Thursday, April 12<sup>th</sup>, in honor of children's author Beverly Cleary's birthday. The Kleberg Public Library invites children and adults to "drop everything and read" for thirty minutes. Everyone taking this challenge is asked to complete and return a Challenge Card to the library no later than noon on April 19, to be eligible for a drawing for one of five (5) \$25 gift certificates to Young's Pizza. Entry forms are available at the Circulation Desk and Children's Department. This event is sponsored by the FLAIR Department of the Woman's Club of Kingsville, and the Friends of the Robert J. Kleberg Public Library.

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

### **Hydro Marijuana Seizure**

Officer Ernie Martinez initiated a traffic stop on a Black in color Ford Expedition after clocking the vehicle speeding on King Street. Upon making contact with the driver, who was extremely nervous, Officer Martinez, through his investigation found the driver to be in possession of hydroponically grown marijuana. He located a small bag in the center console of the vehicle.

Officer Martinez determined that more criminal activity was occurring asked for the assistance of Officer Daniel Gonzales. The officers located about a two gallon plastic bag full of hydroponically grown marijuana. The



driver of the vehicle identified as Isaac Sustaita 25YOA was arrested for Possession of Marijuana and was transported to the Kleberg County Jail where he was incarcerated.



**"No one fights alone!" Team KPD's, Relay 4 Life, fundraising event from 11am to 8pm on Saturday, March 24<sup>th</sup>, 2012 at Wal-Mart!**

Team Captain Tony Cervantes and members of "Team KPD" participated in raising funds for "Relay 4 Life" during an event at Wal-Mart. KPD vehicles, equipment and promotional items were made available for children visiting

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with the participants. Children were able to dress up like Patrol Officers and SWAT Officers and take photographs inside the police cars. This was a great hit as many children and adults as well took a turn getting outfitted in police gear and vehicles.

The history of Relay for Life states that one person can make a difference. Nowhere is that more evident than with the story of the American Cancer Society Relay for Life, which began in Tacoma, Washington. In the mid-1980s, Dr. Gordy Klatt, a Tacoma colorectal surgeon, wanted to enhance the income of his local American Cancer Society office and to show support for all of his patients who had battled cancer. He decided to personally raise money for the fight by doing something he enjoyed running marathons.

In May 1985, Dr. Klatt spent a grueling 24 hours circling the track at Baker Stadium at the University of Puget Sound in Tacoma. He ran for more than 83 miles. That first year, nearly 300 of Dr. Klatt's friends, family, and patients watched as he ran and walked the course. Throughout the night, friends donated \$25 to run or walk with Dr. Klatt for 30 minutes. His efforts raised \$27,000 to fight cancer.

While circling the track those 24 hours, Dr. Klatt thought about how others could take part in his mission to fight cancer. He envisioned a 24-hour team relay event that could raise more money to fight cancer. Over the next few months, he pulled together a small committee to plan the first team relay event, known as the City of Destiny Classic 24-Hour Run Against Cancer.

In 1986, with the help of Pat Flynn – now known as the “Mother of Relay” – 19 teams took part in the first team Relay event on the track at the historic Stadium Bowl and raised \$33,000. An indescribable spirit prevailed at the track and in the tents that dotted the infield.

*Participants raised \$2,040.00 for Cancer Research as part of this event. “Team KPD” wishes to thank the citizens of Kingsville for their support during this fundraiser.*

## **Bank Robbery Wells Fargo Bank March 19, 2012**

At 2:01 pm Kingsville PD received a call that the Wells Fargo Bank, at 601 S. 14th had been robbed. Officers arrived in the area as information was being relayed to them on the offender. The offender had walked into the bank and presented a note that he wanted the money and that he had a gun. The clerk handed the subject the cash in her till. He took the cash and walked out the front entrance located on the east side of the building.



The clerk lost sight of him as soon as he exited the doors. The offender is described as a W/M between 30 & 40YOA, blonde hair, scruffy looking, with a light goatee, wearing a white t-shirt, blue jeans and a beige booney hat. It appears that the offender absconded with approximately \$8,500.00 in cash.



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Officers from the Kingsville PD, Kingsville Specialized Crimes and Narcotics Unit, Kleberg County Sheriff's Office and Customs and Border Protection "Border Patrol" all responded and are assisting with the case.

Several witnesses to the incident came to the Kingsville Police Department Criminal Investigation Bureau where they were interviewed. Chief Ricardo Torres stated, "We are grateful to our Law Enforcement partners who responded and are

continuing to assist us in solving this crime. Should your business be a victim of this type of crime remember to cooperate your most important job is to be a good witness." See information below on how to be a good witness:

## **Good Witness Checklist**

### You're Location:

- Give the dispatcher your exact location.
- Allow the dispatcher to ask questions.
- Do not hang up until directed by the dispatcher.

### The Environment:

- What is the suspicious activity?
- Where did it occur?
- When did it occur?

### Suspect:

- Gender
- Approximate age
- Race
- Height and weight
- Skin tone
- Clothing description (hat, coat, shirt, etc)
- Hair color and style (including facial hair)
- Eye color and shape, glasses
- Tattoos, scars, birthmarks
- Weapons (gun, knife, stick, walking cane)
- Direction suspect fled to and how?
- Suspect's identity (if you happen to know that person)
- Other distinguishing features

### Vehicle:

- Remember the acronym "CYMBALS"
  - o C = Color of car
  - o Y = Year

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- o M = Make (Ford, BMW, Honda)
- o B = Body
- o A = Additional descriptive features
- o L = License plate number
- o S = State
- How many occupants?
- Last direction of travel

When you call our dispatch center, please stay on the line for as long as you are needed.

As with all cases the public is requested to report any information on this or any other case to the Kingsville Police Department at 529-4311. Citizens are reminded that if they wish to remain anonymous, they can contact the Kingsville CrimeStoppers at 592-INFO or online at [www.tipsubmit.com](http://www.tipsubmit.com). Tipsters should be aware that CrimeStoppers offers a reward for information leading to an arrest or indictment.

## **Streaker**

Vincent Edward Hinton was arrested by Kingsville Police Officers after he was reported running down 14<sup>th</sup> street in Kingsville wearing nothing but his tennis shoes on Wednesday, March 21<sup>st</sup>, 2012. Officers finally caught up to Hinton at the Robert J. Kleberg Public Library. Fortunately he was draped in a blanket. He did attempt to evade officers but was captured as he tried to get over a fence. A KPD officer was able to grab a hold of his leg until other responding officers arrived in the area and caught him on the other side of the fence. Makes one feel like it was the 70's all over again!

## **Pot Smoking Mamas Endanger Children**

KPD officers responded to a home in the 300 blk. of N. Wells about a possible child welfare situation. Officer found 23 year old Heather Nicole Batey and 30 year old Laura Trevino smoking marijuana in the living room. The smoke from the marijuana was so intense that officers had to open windows to air out the residence.

As officers begin to vent out the house they discovered a 2 year old child belonging to Batey and a 13 year old belonging to Trevino in the residence as well. Additional Marijuana, scales and paraphernalia were found in the home where it appeared that the marijuana was being distributed. Both women were placed under arrest for child endangerment and Possession of Marijuana and the children were turned over to relatives.

## **Colorizing Pranksters**

Four criminal mischiefs reported at the end of the shift on Tuesday, March 27th, 2012. Two juveniles were detained ages 12 and 13 who were caught spray painting cars. All the criminal mischief's occurred on S. Francis from the 300 to 600 block. The juveniles used pink and green paint. The complainants were able to get the paint came off with soap and water. Both juveniles still had the paint in their possession at the time that they were detained

## **Major Accident at 12:53 A.M. 03/27/12**

A DPS Trooper found a walking male on Santa Rosa. The male was bleeding. The Trooper then found a totaled SUV on its side and another male still inside at the curb where Santa Rosa meets Corral. The walking male was identified as Jesse Ybarra and the male trapped inside the vehicle was Marcus

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Romero. Officer recalled that these were the same two subjects that had broken into several vehicles behind the PD and figured the vehicle was stolen. Officers made contact with the owner and they did not know that it was gone and it had apparently been stolen earlier that evening. Marcus Romero was extracted from the vehicle and had to be Halo flight to Spohn Memorial Hospital in Corpus Christi. His leg was severely injured. Ybarra was taken by ambulance to the Emergency Room at Kleberg Spohn Memorial Hospital. The vehicle owner wants to press charges.

## **Injured Subject Leaves Hospital to Continue Crime Spree**

The on duty nurse from Kleberg Spohn Memorial Hospital at the emergency room called to say that Jesse Ybarra had walked out of the ER without being treated. Officers responded to the ER parking lot as other officers checked Wal-Mart. Twin saw a head in between two vehicles and we ended up catching Ybarra still hiding in the parking lot. We also found two vehicles broken into which had bloody handprints inside. I went and spoke to the ER doctor and asked him to provide a medical release, which he gladly did, so we could transport Ybarra to jail. We swabbed the blood from the vehicles and charged Ybarra with the two burglaries.

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

### **Capital Improvement Projects**

Armstrong & Kenedy – Contractor finished Curb and Gutter project at this intersection. Street Division will start pavement work on April 02.



South Waste Water Treatment Plant Secondary Clarifier – Bid tabulation and consultant's recommendation for the contractor selection was presented and approved by the City Commission on March 26. Consultant is working on the contract and this project will start on last week of April 2012.



TxDOT permit for replacement of 12" water line under US 77 along Caesar Street is approved - This project will start on the week of April 02 and will be done within 2-3 weeks.

Installation of 3000 feet sewer line (12" and 8" PVC) on Young Drive - Expected date of completion of this project is May, 2012.

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Corral/ Santa Rosa Drainage Project – Contractor has submitted all the papers necessary to start the project on March 30, 2012. Staff will issue Order to proceed on April 02. The construction will start within the next two week from Monday, April 02.

Rehabilitation of Well #20 - City commission approved Alsay Inc. to start emergency repair work of this well on March 26.

TAMUK Water line Project - TxDOT permit for the installation of 8” water line along Sage road from Armstrong to 2500 feet west is approved. Water crews will start the project after finishing Caesar Project.

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.

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**

On March 21, 2012 The City of Kingsville officially started single stream recycling at the recycling center located on West Lee Street. Single Stream Recycling means that all recyclable materials that arrive at our facility are now loaded into a new compactor without any sorting required at all. In the past the customers would bring in recyclables such as newspaper, cardboard, milk jugs, tin cans, aluminum, phone books, shredded paper and a host of other materials and it was all sorted on site by hand and then a large percentage of the material was baled before it was hauled away. Now with the new compactor, sorting and baling are no longer needed.

Republic Waste of Corpus Christi has entered into an agreement with the City to provide a compactor at the recycling center and service it as needed. The unit holds about 10 tons at maximum capacity and staff is looking at servicing it once a week at approximately 7 tons. It is estimated that at least 260 tons of recyclable materials will be collected in the first year of operation. The city is still able to sell the material, but rather than sorting and baling each individual product, Republic is paying a set price per ton for all the material combined

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The advantages to the City are numerous -only one technician works the Kingsville facility and this will allow her to give better customer service to everyone who arrives. Another benefit is that recycling efforts can be increased throughout the city with the manpower being freed up. From a financial perspective the City of Kingsville recognized an immediate savings of \$90,000.00 because of avoiding purchase of a new baler.

All of the recyclables collected previously are still being collected and #3 through #6 plastics is added to the list of goods accepted. The City of Kingsville is continuing to reach forward and strive to be on the cutting edge in this industry for all of the right reason.



**Very first customer using the new compactor. Alicia Carney of Kingsville drove up and dropped off her recyclable material straight into the compactor.**



**A City mechanic, Shaun Hernandez, just placed the City of Kingsville decal on the unit.**

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. One Street Division crew drives for several hours at night and collect the data every month and the information is sent to AEP for necessary action. The number of burned out street lights is going down (November 2011-81, December 2011 – 61, February 2012 – 41 and March 2012 – 33).

Staff met with KISD on February 16 to discuss new High School project. Staff also met with TAMUK regarding a new project on March 29.

GIS Technicians has finished the Street Light Inventory in the City which includes the Street light and transformer.

Contract is executed with Network Fleet for the installation of GPS System in the City vehicles and the GPS units will be installed 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

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feasibility and different types test related to this project. Soil samples analysis is done. Staff visited the site on November 29.

**Street Division (March 19 through March 23, 2012)**

Street maintenance: hauled off dirt from Fire Station #2, Flato School and Douglas Center to landfill.



**Douglas Center**



**Flato School**

Mowing - Sage and Young Drive to Armstrong, Armstrong from North City limit to Ave I, Young Drive from Corral to North City Limit, Corral from Armstrong to Santa Gertrudis, in front of Javelina Mart, Armstrong and Kenedy by the Mo-Pac field, all underpasses from Corral to General Cavazos, L.E. Ramey golf Course, Carlos Truan from 14<sup>th</sup> to NASK, medians at Santa Gertrudis Estate subdivision.

Alley - Between 6<sup>th</sup> and 7<sup>th</sup>, Alice and Richard and also behind Pizza Parlor.

Patching - 36 different locations

Weed Spray - Santa Gertrudis from 6<sup>th</sup> to 1<sup>st</sup> north side of street and City Hall parking lot.

Miscellaneous - Did grading work at Fire Station no. 2 for new parking lot; cleaned curb and gutter all over the town; picked up mourning signs on Frances Street and took those to Ave. D between 16<sup>th</sup> and 17<sup>th</sup> Street; Cleaned curb and gutter in Zone 15; Changed STOP signs at Briar Grove subdivision; reprogrammed lights at Memorial Middle School for school zone; cleaned up service center oil barrel; Replaced STOP sign on 2<sup>nd</sup> and Alice; cleaned part of Tranquitas Creek.



**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

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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. Plant helpers worked on mowing grass around Treatment Plant and Lift Station. Rabalais Electrical worked on the Lights at North Plant.

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. Rabalais Electrical worked on the Lights at South Plant.

Wastewater Collection - Did 6-line locates for CenterPoint, had 13 calls for sewer backups, working at Young Drive Sewer Line project, hauling dirt to City Warehouse from Young Drive.

**Water Production**

Water Well 20 - this well needs rehabilitation including brushing, 8" drop pipe (16 joints), oil tube and new pump. Cost estimate done by Alsay, Inc for the rehabilitation of this well is \$80,000. Hydrologist/consultant Mr. Joe Vickers has recommended to Acid wash and other related repair. City commission approved Alsay Inc. to start the rehabilitation work on March 26; Alsay received Order to proceed on March 27. Rehab of this well is scheduled for April 02.

Routine job - Collected 8 routine Bacteriological Samples – all samples were good; daily water system monitoring; delivered Ammonia five sites; delivered Chlorine to five sites.

Water Pumped to Distribution (3/27/12 – 3/4/12) - Wells – 22,677,000 gal; surface- 477,000 gal Total- 23,154,000 gal, Average – 3,308,000 gal/day

Meeting with South Texas Water Authority on March 09 and also on March 27 - to discuss the pump and equipment problems at STWA, list of equipment with problems was provided to Executive Director. Probable cost to replace this equipment was also provided.

Staff meeting with TAMUK on March 23 - to explore the possibility of providing them 100% of their water demand.

**Water Distribution (3/19/2012 to 3/25/2012):**

Water Department crews repaired 3 Main Breaks; answered approximately 36 Service Calls (meter leaks, cutoffs and backfills); 1-1" Tap on Young Drive and a 2" Tap at HM King High School; ordered all materials for Caesar and US 77 project, Casing has been delivered and stored at the job site. Barn expansion at Public Works yard is done; crews removed fence from well # 9 at Corral Park.

**City Garage (3/19 to 3/26)**

4 Oil change on preventive maintenance; 17 Scheduled work order; 13 Non schedule work; 2 service calls; 1 call out; 2 New tires on heavy equipment and truck; 6 Flat repairs and balance; 16 pending work order.

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Welder - 5 received work orders, 1 non-scheduled work order; 7 scheduled work orders, 6 pending work orders and 0 service call.

**Solid Waste**

Landfill

Brush burner is in operation as winds and personnel allow.

GWSAP Mod is signed by the City Managers and signed copy was sent to Naismith Engineering. The GWSAP Mod is due to TCEQ no later than April 5<sup>th</sup>.

Staff is waiting on receiving the signed copy of the agreement letter between Kleberg County & COK for use of County ROW.

Alternate Source Demonstration (ASD) has been completed and sent to TCEQ. Rail Road Commission clean-up standards were used in the report. All constituents are below R. R. Commission standards; therefore if TCEQ accepts conclusions in this report as final, no further clean-up will be required.

A RFP has been 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. RFP is now posted. Trans Global Energy has expressed an interest, until Trans Global is able to secure a site at the port of Corpus Christi as of last week TGE has not heard back from Port.

A new computer was installed on 3/12/12 at Scale house. In conjunction with the new computer staff is working on a wireless connection to be able to email all reports to the Sanitation and Public Works, thus eliminating paper, printing and fax. Emailing of reports is now functional. Scale house email address: [scale\\_house@cityofkingsville.com](mailto:scale_house@cityofkingsville.com)

Excavator and dump truck is moving dirty brush from old brush site to landfill working face for cover. Constraints Analysis for Landfill Amendment is on track, model is 60% completed. So far Naismith as not found any issues that would need to be changed from the original plan.

Staff is working with Holt cat concerning unacceptable wear on D6-T dozer undercarriage. Also starter has failed again on the D6-T this is the second starter in 13 months, still under warranty.

Mr. Oliver Hinojosa, neighbor to the south, was scheduled us to clean the south side of his fence on March 29. This is silt/sediment that has built up over the years from landfill run-off. Staff has Release of Liability form to be signed by Mr. Hinojosa. Mr. Hinojosa has requested a little more clean-up of the above property which will be scheduled as personnel and weather allow.

Sanitation

Residential waste collected from March 19 to March 24: 396,220 pounds; Commercial waste collected 365,780 pounds; Brush collected 55,820 pounds with 42,820 pounds from 6<sup>th</sup> Street Clearing Project and construction debris collected 19,080 pounds



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The Brush crews started working at Zone 1 on March 26 and will be working in this Zone until April 06. White goods will be collected from this zone on April 06. Brush crews will start working at Zone 2 from April 09.

**Sanitation crews started numbering the dumpsters to match with the Day of Pickup**



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

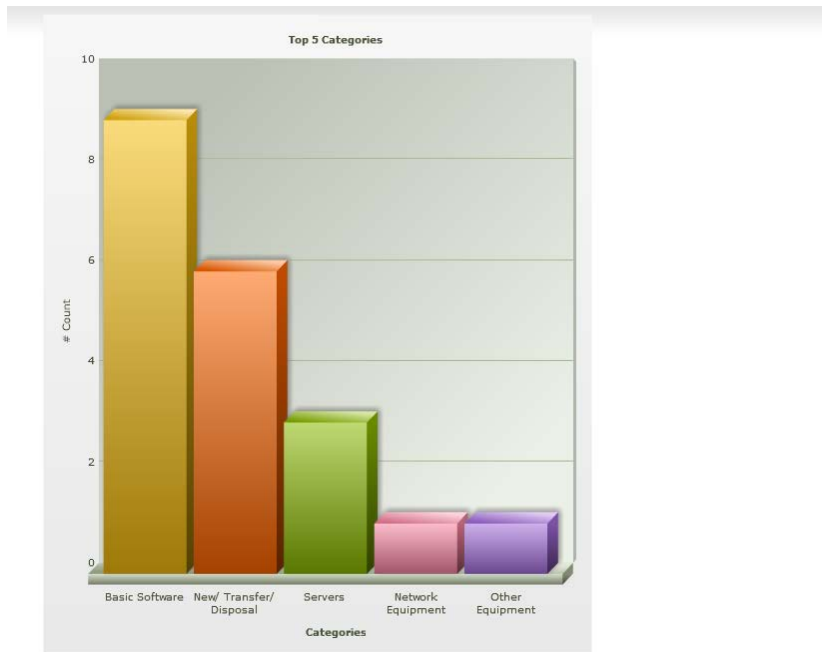
**Purchasing Division**

On Tuesday March 27, 2012 staff committee opened RFPs for time & attendance software. Individual members evaluated proposal & committee met Thursday March 29 with recommendation to City Manager on March 30th.

Purchasing, Assistant Public Works Director, & Waste Water Supervisor attended two pre-proposal meetings for UV Lights & Manhole rehab on Friday March 30, 2012

**Help Desk Capability**

Tony will begin implementing an all-in-one, help desk system including asset management, user management, & remote support. The following are sample reports that can be generated for the service desk. The help-desk system allows employees to make on-line assistance requests to check on the status of their requests while allowing technology staff to better plan and coordinate their response to these requests.



This is the first week of implementing the help desk system. IT/Purchasing will be breaking down our staff reports into two

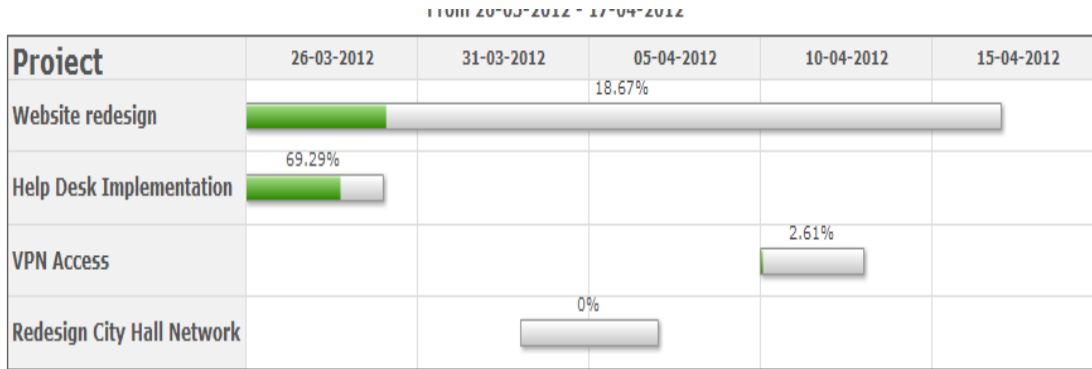
sections: one to cover daily operations service request and another to show progress being made on special projects. We are able to organize user issues into a chart based on the types of request that is being sent in. They range from basic software/hardware questions to ordering or transferring equipment. Mostly this week we were dealing with minor software issues. We had ordered some new printing equipment that required installation. Because the City's use of technology is no longer optional, these kinds of managerial tools have become imperative in the workplace.

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## Technology Projects and Tasks – Better Tracking and Coordination

The major project for this week was to get the help desk up and running we were able to accomplish this with a minimal amount of working hours. The system was easy to install and implement. Certain features are still not implemented but we hope to have that resolved within the week. Other projects include the website so far the progress was made this week purchasing and parts of public works are on the new site. With the network reconfiguration a dependency before implementing any new servers we



are still in the planning phase this project will move very swiftly once all the planning is finished. The Gantt chart for my progress on these projects is as follows

Note: The Gantt chart above does not include Projects with no start and end times.

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

### 2012 Hurricane Conference

Risk & Emergency Manager, John Garcia has continued to meet with regional Emergency Planners to discuss the schedule and training for the 2012 Hurricane Conference & Exercise. This year the Hurricane Conference is planned for May 14<sup>th</sup>, 15<sup>th</sup> and 16<sup>th</sup> at the Richard M. Borchard Regional Fairgrounds in Robstown, Texas. May 14<sup>th</sup> will be Free and provide Pre Conference Training. May 15<sup>th</sup> is the General Conference and has a \$20.00 Fee. The Conference is scheduled to have several training sessions and Key Note speakers. On May 16<sup>th</sup> will cover our regional hurricane training exercise. (Free but by invitation only) The EOC training exercise should begin around 8:30 am. Two Key Note Speakers for that day are TDEM Chief Nim Kidd and a conversation about Hurricane Ike Lessons Learned from City of Galveston Assistant Fire Chief Mike Wisko that will be very interesting. Staff will be sending out a completed schedule soon.

### Call Before You Dig

All utility crews are required to contact the federally-mandated national "Call Before You Dig" number, 811 that was created to help protect everyone from unintentionally hitting underground utility lines while working on digging projects. 811 was contacted prior to the start of the project on Young Drive and the area was marked exposing all utility lines that crossed the project path. Mr. Garcia was call out again to the Young Drive waste water extension project on Friday 30<sup>th</sup> 2012. Utility Crews had uncovered an unknown and unmarked 6 inch line. 811 were also contacted to inform them of the situation. While Mr. Garcia was at the site, two unknown lines were discovered. Mr. Garcia contacted personnel at Celanese Chemcel Plant to determine if the line



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belonged to them. It was later determined that the line did not belong to them. The land owner was also contacted to inform them of our discovery.

It is scary and dangerous to discover an unmarked line like this with any large excavation equipment. The operator does not know if it is harmless or a flammable gas line. A skilled equipment operator can feel the hazard before damaging the pipe. This type of work is slow because of the dangers involved. The utility crew did exactly what needed to be done. Great job guys.

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

**Training for United Nations Office on Drugs and Crime (UNODC)**

The Kingsville Specialized Crimes & Narcotics Task Force hosted interdiction training for a UNODC delegation the week of March 26, 2012. U.N. Inspectors from Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan and Uzbekistan) attended the four day training at Texas A&M University Kingsville and surrounding facilities like the Sheriff's impound lot and the U.S. Border Patrol Checkpoint in Sarita, Texas.

Task Force Agents trained the Trainees with current search procedures and interdiction techniques being utilized by law enforcement officers in the United States.



Interdiction tools and equipment were introduced to the Trainees to enhance their job capabilities. Currently this is the only training being provided in the United States



to educate foreign inspectors on drug interdiction techniques. Familiarity of these tools, techniques and equipment was a first time experience for these Trainees, and it provided valuable experiences for them to take back to their home countries. This first hands-on experience given to these Trainees will allow them to better perform their law enforcement jobs.

The Kingsville Task Force was selected as the preferred law enforcement agency to provide this training to these U.N. Inspectors.

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**Joint Operation**

On March 29, 2012 U.S. Customs and Kingsville Task Force Agents conducted a joint operation on boats using the Inter-coastal canal to transport large sums of contraband. At approximately 1:00 P.M., after surveillance by Agents, a boat was stopped and boarded and 1180 pounds of marijuana were found hidden in the hull in two false floors. Two subjects, both from Kingsville, Texas, were detained and interviewed. One subject was arrested and the boat and vehicle were seized. Current criminal investigations are continuing.



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

<b>Regular Commission Meetings</b>	Monday, April 9 <sup>th</sup>	6:00 p.m.
	Monday, April 23 <sup>rd</sup>	6:00 p.m.
<b>Board Meetings (Commission Chambers)</b>		
Planning and Zoning Board	Wednesday, April 26 <sup>h</sup> (Special)	7:00 p.m.
Historic Development Board	Wednesday, April 18 <sup>th</sup>	2:00 p.m.
Zoning Board of Adjustments	n/a	7:00 p.m.
Civil Service Commission	Tuesday, April 16 <sup>th</sup>	11:30 a.m.
<b>Board Meetings (Respective Location)</b>		
Kingsville Convention & Visitors Bureau	Tuesday, April 24 <sup>th</sup>	4:30 p.m.
Kingsville Housing Authority Board	Tuesday, April 24 <sup>th</sup>	12:00 p.m.
<b>Community Events &amp; Dates</b>		
NAS Kingsville – Blue Angels Wings Over South Texas		
Schools Pep Rally Texas A&M University Kingsville Stadium	Friday, April 13 <sup>th</sup>	9:00 a.m.
Meet & Greet Air Show Performers	Friday, April 13 <sup>th</sup>	6:00 p.m. – 9:00 p.m.

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J K Northway Expo Center		
Air Show	Saturday, April 14 <sup>th</sup>	10:00 a.m.–5:00 p.m.
Air Show	Sunday, April 15 <sup>th</sup>	10:00 a.m.-5:00 p.m.
Junior Olympics Boxing Tournament	Friday – Sunday, April 20 – 22	tba
J K Northway Expo Center		
Ride on the Wild Side King Ranch Main Gate	Saturday, April 21 <sup>st</sup>	8:00 a.m.-12:00 p.m.
Palmer Drug Abuse Program Drug Free Walk	Saturday, April 28 <sup>th</sup>	9:00 a.m.– 12:00 p.m.
2012 CB Hurricane Conference Richard M. Borchard Fairgrounds Robstown, TX	May 14 <sup>th</sup> - 16 <sup>th</sup>	8:00 a.m.
<b>General Election</b>		
Early Voting	April 30 <sup>th</sup> – May 4 <sup>th</sup>	8:00 a.m-5:00 p.m.
City Hall Commission Chambers	May 7 <sup>th</sup> – May 8 <sup>th</sup>	7:00 a.m.-7:00 p.m.
Election Day Assigned Polling Place	Saturday, May 12 <sup>th</sup>	7:00 a.m. – 7:00 p.m.
<b>Reminders</b>		
City Secretary requests Commission Member Nominations for the Following Vacant Board Positions:		
<u>Board Name</u>	<u>Vacancies</u>	<u>Recommendations</u>
Zoning Board of Adjustments	1	0
Joint Airport Zoning Board	1	0
Civil Service Commission	1	0
Historic Development Board	0	0
Planning & Zoning Commission	1	0