

Staff Report

(A Publication of the City Manager's Office)

Monday, August 27, 2012

"Sometimes the questions are complicated and the answers are simple."

Dr. Seuss, Great-Quotes.com

"It is only those who never do anything who never make mistakes." A.

Favre, Great-Quotes.com

CITY MANAGER (Courtesy of Vince Capell, City Manager)

City Secretary to Retire

Longtime City employee and current City Secretary, Edna Lopez, is retiring from the City effective August 31st. We thank Edna for her service to the City and wish her well.

City Supports KISD

The City participated heavily in KISD's Back-to-School-Pep Rally. In addition to providing city services and equipment free of charge, the City Secretary prepared this gift basket of various school supplies to help KISD staff and students get off to a good start.

City Budget Under Review

The City Manager's proposed annual budget for FY2013 (begins October 1, 2012) is in the hands of and is currently being reviewed by the City Commission



CITY BEAUTIFICATION (Courtesy of Mike Kellam, Director of Planning & Development Services)

COMMUNITY APPEARANCE DIVISION

Recent activity (August 2-August 16) by Community Appearance Inspectors is as follows:

Activity:	Results:
Notices Sent- 140	Compliances- 142
Inspections- 27	Abatements- 2
Re-Inspections- 164	Court Cases- 2
Illegal Dumping Cases- 1	Referral to other Department- 10
Obsolete Sign Violations- 8	

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

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Trash, Debris and other Property Nuisance Compliance Successes

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

BEFORE



AFTER



New Hire

The Community Appearance Division welcomes Cyndi Flores-Falcon as our new Code Enforcement Officer. Cyndi has been employed with the City of Kingsville for 15 years and served as a police officer for seven of those years. She brings excellent experience and a strong determination to do her part in the city's beautification effort. We are excited to have her on board.

Sidewalk Re-Construction:

The Community Appearance Division asks that you please excuse the construction work being done at the community appearance building. Complete Custom is well underway and has formed the sidewalks in preparation for the concrete pour. The sidewalk is being reconstructed to accommodate ADA accessibility and expand the walkway from 4' to 5'. This will serve as a



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model for future development and redevelopment efforts. Work is scheduled to be completed no later than August 31st.

More Demolitions Scheduled

Jennifer Bernal continues to coordinate the "Demo Team" and has compiled a list of five structures scheduled to be demolished by the City per a newly created property owner agreement, with the total cost to be incurred by the property owner. Below is the tentative scheduling of the upcoming demos:

<u>Date</u>	<u>Property Location</u>
Aug. 24	624 W Johnston- scheduled for demolition as per the recently issued Demolition Order by City Commission
Sept. 17	109 ½ W Ave D- Per signed Property Owner Agreement
Sept. 18	609 ½ W Nettie (small structure in back)- Per signed Property Owner Agreement 726 W Ave A (small structure in back)- Per signed Property Owner Agreement
Sept. 19	725 W Fordyce- Per signed Property Owner Agreement 205 E Richard- Per signed Property Owner Agreement

As noted, several of these property owners have signed the legal agreement allowing for city crews to demolish the dilapidated structures located on their lot, and will be invoiced for the work to be done by City crews. Once these are complete we will have demolished 17 structures in FY12.

CITY/COUNTY HEALTH UNIT

Recent activity (August 2 – August 16) by Health Inspectors is as follows:

Activity:	Results:
Notices Sent- 80	Compliances- 57
Inspections- 116	Abatements- 11
Re-Inspections- 115	Court Cases- 0
Sewer Inspections- 0	

Staff continue to progress throughout the city addressing properties that have accumulated large amounts 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. Phase I has only one item (dry /bagged pain removal) and Phases two and three are completed. Each phase includes a minimum of ten properties. Properties below have been abated with the cooperation of several departments working together to achieve the goals for a more attractive city. Staff will continue the cleanup of one more property in order to complete the abatement of phase four as well as continue the cleanup of the last six properties to complete phase five.

4th Phase

Property Address	Date of Abatement
1324 East Fordyce	Abated by City Crew- 6/18/12
321 West Lott	Abated by City Crew-7/11/12

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907 East Huisache	Abated by City Crew- 6/20/12
510 Frances	Abated by City Crew-7/10/12
617 East Nettie	Pending
521 West Lott	Abated by City Crew-7/6/12
525 W. Lott	Abated by City Crew-7/6/12
1210 East Richard	Abated by owner-7/18/12
1129 East Yoakum	Abated by owner-7/24/12
714 East Santa Gertrudis	Abated by owner-7/20/12
517 West Lott	Abated by City Crew-7/6/12

5th Phase

Property Address	Tentative Date of Abatement
320 West Huisache	Abated by City Crew-08/10/12
1248 East Nettie	Abated by City Crew-07/27/12
1221 East Huisache	Abated By City Crew-07/27/12
324 East Henrietta	Abated by City Crew-08/10/12
610 West Mesquite	Abated by City-Crew-08/09/12
1030 East Lott	8/15/12
628 East Alice	8/21/12
608 East Ave B	8/22/12
331 East Ave B	8/28/12
1315 East Huisache	8/29/12
609 East Mesquite	8/30/12

BEFORE

AFTER

City Clean Up of 1221 East Huisache



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BEFORE

AFTER

City Clean Up of 1248 East Nettie



City Clean Up of 320 West Huisache



POLICE DEPARTMENT

Junk/Abandoned Vehicle information is as shown below:

Activity:	Results:
Junk Vehicle Citations- 3	Junk Vehicle Compliances- 0
Inspections- 8	Abandoned Vehicle Compliances- 0
Junk Vehicle Warning/ Re-Inspections- 16	Court Case Totals- 3
Abandoned Vehicle Tagged/Contacts- 1	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.

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

Finance Administration Division

Position Vacancies

The Finance Department has two vacant positions, one for the Accounting Manager and one for the Assistant Accountant II position. Please check the City's web site or with Human Resources for more information concerning these positions.

FY2013 Budget Work

The Finance Staff is continuing to update and provide preliminary budget packets of the FY13 budget packet for the City Manager's review to include capital projects funds, debt service and other funds; the Supplemental Expenditure, Personnel, and Capital Outlay Requests forms with summaries; and the salary schedule summary for all personnel expenses. Budget workshops are scheduled for Monday, August 20th-Thursday August 22nd and again on Monday, August 27th.

Assisting with KCVB Tourism Transition

The Finance Director continues to work with the Downtown Manager to ensure a smooth transition for the transfer of temporary duties of the Kingsville Convention and Visitor's Bureau. The Finance staff is assisting in this process.

Time and Attendance (Time Clock) Software Implementation

The Finance staff continues to train on the new time and attendance system software. The time clocks have been tested and the IT tech is setting them up at the various City locations. Many employees have been registered into the new system. The plans are to have the training completed and implementation of the system by August 2012, and going live with the new system in August or early September 2012, if all goes well.

Additional duties

The Finance staff have worked together to ensure that payroll was processed and their other daily functions are current, including assisting various departments in grant reporting and the new budget input process. 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 staff plans to complete the June, 3rd quarter financial reports in August 2012, which may not include a more comprehensive financial analysis due to budget preparation and will post it on the website as well.

Municipal Court Division

The Kingsville Municipal Court operations consist of traffic, state, and city offenses filed by the Kingsville Police Department, City Community Appearance Division of the Planning Department, the Health Department and the local School Districts.

Enforcing City Codes

As of August 2, 2012 through August 15, 2012, there were a total of 190 new cases filed. Of these new cases, the Kingsville Police Department filed 127 new traffic violations, 4 new parking citations, 26 new state law charges and the City Community Appearance and Health Departments filed 33 new city ordinances violations. Before a court trial hearing, there were 171 cases resolved with 342 warrant

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orders cleared from the court system. The cases settled through the court, with the execution of warrants and payment plan orders, a sum of \$19,123.51 was collected during the period of August 2, 2012 and August 15, 2012.

Cases Heard

The August 2, 2012 court session included 400 cases (188 people) to be heard. Prior to the court session, 14 cases were closed by full payment, 92 cases were reset to a new court date and 11 cases are pending for further prosecution. In the court hearing, 94 cases were heard for 38 defendants, which also included 4 walk-ins and 5 inmates. Following August 2, 2012 court session 174 warrants were issued.

Thank You

Special Thanks to the Kingsville Police Department for the court security by Officer Grant #94, Officer Sandoval #82 and Officer Rodriguez #88. The next court hearing will be: August 30, 2012 at 3:00 p.m.

Special Reminders

Citizens are encouraged to contact the City of Kingsville Municipal Court by calling 592-8566 or in person at 200 E. Kleberg regarding any outstanding warrants or city traffic and ordinance citations. Now available on the city website is the option to pay for any outstanding balances due in court, including active warrant orders. Interested persons can visit the website at www.cityofkingsville.com

Utility Billing Division

Working Together to Achieve More

The Collections Manager attended the Beautification meeting on August 8th, 2012. In attendance were the City Manager, Health Director, Municipal Court Manager, Director of Developmental Services, the Community Appearance Supervisor, Chief of Police, City Engineer, and Main Street Manager. In this meeting the Health Director discussed the status of phase five abatement and noxious matter addresses and provided status on each of the eleven properties listed on the list. Several other issues were discussed that included a couple of addresses that need attention and the street improvement progress. The City Manager discussed briefly his findings with meeting with the legal representatives for the Kleberg County Tax Assessor/Collector department, Linebarger, Goggan, Blair, and Simpson, LLP on July 25th, 2012. Per the City Manager, it was an enlightening conversation in which he received a work plan that the attorneys follow. The City Manager made it clear that it did help clear up most of his questions.

The Community Appearance Supervisor mentioned that the tentative date for the City Trash-Off is set for Saturday, August 25th and flyers will be provided to the departments and the information will be included in the local newspaper. The Director of Developmental discussed the upcoming restructuring of the Health Department. Two employees from that department will be moved over to the Community Appearance Building and will be managed by the Community Appearance Supervisor. This transition will be in place by the beginning of this next fiscal year, October 1, 2012. The Community Appearance Supervisor is also promoting the One-Call line for any Community Appearance issues. The Finance Director suggested placing this phone number on all the phones of the departments as a

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reminder that this is the number to give to customers as they call in with community appearance issues. The Collections Manager also suggested adding this information to the billing statements.

Paving liens

The Collections Department continues to receive payments and inquiries on the recent notifications letters sent out in June 2012 regarding paving liens.

The Collections Manager does request that when calling in for a payment over the phone or paying in person that the correct paving job number is provided to the cashier for correct posting. The Utility Billing office does accept Visa and/or MasterCard, checks, money order, and cash. The Visa and/or MasterCard payment can be made over the phone at no cost to the customer. Once payment is received in full, a release of lien will be processed that must be recorded at the Kleberg County Courthouse. ***The Collections Manager would like to remind all involved that the deadline to receive the principal amount of any paving lien is March 12, 2013.***

Accounts Receivable packet

The Incode Accounts Receivable packet that was recently approved to purchase by commission will be off and running after the Collections Manager and both Billing Specialists receive training on August 22, 2012. The training is web-based and entails 12 hours of training. Once the training is completed, this program will help in expediting and maintaining several Excel worksheets of information that reference to paving, weed, demolition, and abatement of noxious matter addresses and billing.

Storm Water Study

The Collections Manager in conjunction with the City Attorney and the HDR representative continue to work on the Storm Water Study process. The next step is to provide the first reading of the written storm water utility creation ordinance on August 27th, 2012.

Reconciliation to GL

With the direction from Mark Rushing, Finance Department Supervisor, the Collections Manager continues to work on a monthly basis on the sub system reconciliation to the General Ledger side. All relevant reports pertaining to this process are provided to the Finance Director.

Other Billing Activities

The Utility Bills included the following comment on the utility bills:

CITY HALL WILL BE CLOSED MONDAY SEPT 3, 2012 NO TRASH PICK UP
RESIDENTIAL, MON WILL BE DONE TUES AND TUES ON WED
FOR COMMERCIAL, MON AND TUES WILL BE DONE TUES

Additional Job Duties

The Collections Manager continues to address any additional issues or other items such as projects, reports, budget, and so forth that may arise while also making sure all monthly Collections Reports are completed in a timely manner and ensure the upmost customer service is given to all customers that visit the Utility Billing Department. While the open position for Accountant Manager is filled, the

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Collections Manager is assisting the Finance Department with miscellaneous duties that are assigned temporarily.

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

Fire Marshal's Office



Fire Marshal Cavazos has been extremely busy in working with the Kingsville Independent School District on inspecting all their schools and making sure each building is up to code and safe for the 2012 – 2013 School year which kicks off Monday, August 27, 2012. Fire Marshal Cavazos has been assisted by Captain Don Erebias and Lieutenant Joe Cabrera. Great Job guys!!!!

Community Events

Tuesday, August 7, 2012 – Texas A&M Kingsville held their National Night Out on campus grounds. Tower 1 and Engine 1 were displayed for public view. Firefighters also handed out informational pamphlets and were available to answer any questions from the public.

Firefighter Assist to Halo Flight



Firefighters assisted Halo in landing near the TAMUK stadium for this event so that their helicopter could be on display along with the other EMS and emergency units.



Thursday, August 16, 2012 –Kingsville Fire Department participated in the K.I.S.D back to school parade and fair which was held from 6pm-8pm. Tower 1, Engine 2 and the Hazmat trailer were on display for people to view. The old Engine 1 truck was driven by Chief Rick Salinas from the Kingsville Volunteer Fire Department.

“Courage is not always about action, and it doesn't always involve danger, but courage is always doing what is right.”- Jonathan Lockwood Huie

Paramedic Heroics

The Fire Department would like to recognize a few individuals who in the past couple of weeks may have been considered a “Hero” or “Life saver” as some may call it, at least for the families of the patients which were medically treated. Those seconds can be as much a difference between life and death as the following goes;

Non Responsive Female

On Tuesday, August 7, 2012, Medic units responded to a 29 year old unresponsive female. Caller further stated the female was foaming at the mouth. Upon arrival, female appeared cyanotic with agonal (shallow) respirations. Female also had weak carotid pulse and assisted ventilations with a BVM and high flow O₂. CPR was initiated and patient was intubated. I.V's were established. Patient

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was administered several medications while in transport to Christus Spohn Kleberg Memorial Hospital. Paramedics on this call were Leo Ledesma, Aaron Armijo, and Felix Camarillo.

Allergic Reaction to Bee Sting

On Sunday, August 12, 2012, a 37 year old female was driven to Central Fire Station in reference to bee stings/allergic reaction. The female was found to be unresponsive with shallow respirations and very low blood pressure. After administering epinephrine auto-injector and oxygen the female's vitals and conditions improved. Patient was then transported to Christus Spohn Kleberg Memorial Hospital for further treatment. Paramedics on this call were John Torres and Andrew Bryce.

Physical Complications

On Monday, August 13, 2012, Medic units responded to a 59 year old male complaining of shortness of breath. Patient was found to be in obvious distress and having difficulty breathing. After assessing the patient, he was put on a Bipap oxygen machine and an I.V. was established. Patient's vitals improved and patient was stable for transport to Christus Spohn Kleberg Hospital. Paramedics on this call were Sam Smithwick and Jeffery Casey. Calls such as those mentioned herein happen every day, and we can feel secure in the knowledge that our Firefighter/EMT's, EMT-I's and Paramedics possess the skills and knowledge needed to actually save a person's life. Next time you see one of our Firefighter's , take the time to thank them for their service to our community.

Help! I've Fallen and I Can't Get Up

On a brief note-----Interim Fire Chief would also like to recognize Paramedic Ruben Basaldu for assisting a 51 year old female who had fallen out of her wheel chair. The female called the station after Paramedic Basaldu assisted her. The female wanted Basaldu's Captain and Fire Chief to know what an excellent job he had done in lifting her and assisting her back in her chair. The female was extremely grateful and thankful for Paramedic Basaldu being at her side. Good Job Ruben!!!

Calls for Service

Fire/EMS crews responded to One-hundred ninety two (192) calls between Friday, July 27, 2012 thru Thursday, August 16, 2012.

HEALTH DEPARTMENT (Courtesy of Yolanda Cadena, City/County Health Director)

Weed Control (July 29 – August 16)

Equipment Operator continues to mow vacant lots, vacant residences, and vacant businesses throughout the city. Owners of these properties have failed to comply with the notices to mow their property. Below are properties that have been mowed:

601 West Johnston	1248 East Nettie	326 East Lee
507 East Lee	404 East Lee	324 East Henrietta

Animal Control

Staff would like thank Miss Roxane Fauveau from Paris, France for volunteering during her stay in Corpus Christi. She volunteered from 07/10/12 – 08/03/12 for a total of 25.2 hours assisting in the cleaning of the animal shelter and taking dogs out for a walk.



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Food Service Inspections

Food Service inspections are conducted on a quarterly schedule per year based on the risk category to insure compliance with the Texas Food Service Establishment Regulations and local food sanitation ordinances. Risk levels include low, moderate and high risk. Establishment scoring is based on a demerit system, as per The Texas Food Establishment Rules.

There are two types of violations. Critical violations are 5 and 4 points demerits per violation and non-critical violations are 3 points demerit violations. Critical Violations are improper practices and actions that directly contribute to food contamination and temperature abuse that may pose a potential risk to the public health, resulting in food borne illness. Critical violations must be corrected immediately or as directed by the Health Department. Non critical violations are unacceptable practices that normally relate to the physical condition of an establishment, including equipment, cleaning and storage. Non Critical violations must be corrected before the next routine inspection or as directed by the Health Department.

Kentucky Fried Chicken-97	Asian Buffet-93	China West-93
Subway(14 th)-87	Domino's Pizza-97	Kwik Pantry #102-80
Stripe's(Riviera)-86	Comfort Inn-83	Dairy Queen-79
Big House Brunch-90	V & J's Food Mart-87	Super 8 Motel-78
Mesquite Drive Inn-70	El Tapatio #2(Ricardo)-76	Taco Bell-96
Popeye's Fried Chicken-81	Santa Gertrudis School-96	Harrel's Drug Store-97
Kingsville Bakery-87	Popeye's Fried Chicken-19	Taco Bell-3
Santa Gertrudis School-4	A&J Super Stop-4	Speedy Stop #53-12
Valero Corner Store-3		

HUMAN RESOURCES DEPARTMENT (Courtesy of Diana Gonzales, Human Resources Director)

Did You Know?

The City of Kingsville has 14 primary departments: City Manager's Office, Finance, Fire, Health, Human Resources, Legal, Library, Planning, Police, Public Works/Engineering, Purchasing/Technology, Risk Management, Task Force and Tourism Services.

New Hires

Melissa Perez – Risk Manager



Announcements

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

Status of Vacancy Announcements

Accounting Manager – Pending Hire
 Assistant Accountant II – Pending Hire
 Downtown and Volunteer Manager

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Fire Department – Fire Chief
Fire Department – Executive Secretary (Internal)
Firefighters – 2 – positions pending backgrounds and new vacancy posted
Health Director
Police – Telecommunication's Operator and Police Officer
Street - Maintenance Worker – 2 positions pending backgrounds
Wastewater – Maintenance Technician – Pending Hire

Promotions / Temporary Assignments

Daniel Ramirez – Building Official
Teresa Vasquez – Interim Accounting Manager
Sally Saenz – Assistant Accountant II
Robert Trescott – Tourism Services Director
Celena Longoria – Customer Billing Specialist
Cynthia Flores-Falcon – Code Enforcement Officer

Retirements - 0

Separations

Derrick Pedraza – Police Officer
Caron Vela – Accounting Manager
Daniel Velasquez – Firefighter
Kyle Schuster - Equipment Operator II
John Newton – Assistant Accountant II

Employee Evaluation Update - Outstanding

<u>Department</u>	<u>May</u>	<u>June</u>	<u>July</u>
Finance	1		
Municipal Court		1	
Police – Patrol	6	2	5
Police-Communications	2		2
Police-Investigations	3	1	
Fire	1	2	4
Garage		1	1
Street	1	2	1
Health	1		
Water	1		
Water Production	1		
Wastewater	1		

General

HR personnel address employee issues daily in person, phone and by email.

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

Jalisco Ranch Proposal

The Planning and Zoning Commission took action on the proposed Jalisco Ranch Preliminary plat for a 90 lot subdivision located in the 1600 block of Carlos Truan Blvd. Staff recommended conditional approval as some of the remaining items will become clearer once construction plans are submitted. The Planning and Zoning Commission concurred with Planning staff's recommendation and the plat is moving forward. A resolution will be presented to the City Commission on August 27th, to formally accept the decision and from there we will move into construction plan review, infrastructure completion and final plat.

Building Services Area Remodel

Improvements to the Building Services Division are underway. The floor has been upgraded to carpeting in the permitting area and the counter top has been replaced for a cleaner more modern appearance. As previously mentioned in the prior staff report both were in need of repair. This has greatly improved the appearance of the area and provides a more welcoming appearance to our customers. Work continues toward the improvements to the area as staff is investigating adding decorative trim and painting the wall(s) in the area to finish off the improvements. Pictures of the (nearly) finished product are below:



A Big Welcome to Our New Building Official

Mike Kellam is pleased to announce Daniel Ramirez as the new Building Official for the City of Kingsville. Daniel's new role as Building Official was effective August 10, 2012. Daniel has been employed with the City of Kingsville for the past 4+ years as the City's Combination/Building Inspector within the Building Services Division. Daniel's mission is to provide a valuable service to the community with excellent customer service by enhancing the City's inspection, plan review and permit functions. Additionally, Daniel will be applying his extensive construction and inspection background as he works with the development community to continue prosperous development of the City.

Landscaped Corridor Update - 2100 gallons of water in a week and a half

The maintenance and inspection of the plantings continues to ensure the trees are watered and the health of the trees is monitored. Over the past week and a half over 2100 gallons of water has flowed into the base of the 121 trees. The report from the contractor indicates the trees are healthy and

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handling the transition well, with the exception of one tree they are keeping an eye on. Interestingly enough, the tree they are worried about is not the tree that was completely ripped from the ground by an intoxicated driver three days after it was planted. To date this project is moving along as expected and the monitoring will continue.

Permitting

The following permits were recently issued:

Remodel- 12, Electric- 12, Fire Inspections- 21, Mechanical- 10, Plumbing- 4, Roofing- 9, Residential Meter- 16, Commercial Meter- 6, Gas Inspection- 4, Sign- 1, Sprinkler- 1, New Commercial- 1. *Total Permits: 96*

New Business

None to report during this period.

Plan Submittals

KISD is in full swing on the new high school and improvements being made at Harrel and Perez elementary schools. Plans have been submitted for all.

Upcoming Plans

Mike Kellam will be preparing his formal budget message which will be presented at the upcoming budget workshop on August 22nd. The Planning & Development Services Department has several new and improved programs we will implement, which we are excited to share.

Mike Kellam and Bob Trescott will be attending a follow up meeting next Thursday, August 23rd with the recently hired Imagine It Studios. The intent of the meeting is to discuss the first steps of the website reconstruction. This meeting will also cover the integration of the existing Tourism (CVB) site and also the branding possibilities for the City.

The Planning & Development Services Department has three items to be heard at the September 20th Planning & Zoning Commission meeting. These items include- a City initiated rezoning for the proposed Newman Center site to clarify a contradiction in our zoning records, A Special Use Permit for and in-home childcare provider and a City initiated zoning designation for the upcoming annexed area in the southeast portion of the City.

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

Tuesday, August 7th, 2012



Kingsville PD personnel participated in the Texas A&M Kingsville Police Department's National Night Out Festivities. KPD officers provided some refreshing snow cones as well as displayed some of the equipment used by officers in the field. Officers also provided Crime prevention tips to attendees and interacted with adults as well as kids.

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Friday, August 10th, 2012

The Kingsville PD has arrested Dominique King, Shaquille King, Andrew Shelton, Oshea Walker and a 15 year old male was detained in conjunction with the robberies of two pizza delivery personnel in the west side of Kingsville.

Jose Espinoza was robbed and beaten while delivering a pizza to a vacant house on W. Lott Avenue on August 1st, 2012. The next day a different pizza delivery driver was attacked on W. Warren Avenue and during this attack a handgun was brandished. The suspects then drove off in the vehicle driven by the pizza delivery driver. The vehicle was found approximately 30 minutes later approximately ten blocks from the location of the offense.

Det. Nicole Mirarchi has an additional three active warrants for the arrests of Stanley Rivers, Trevor Arnold and Martez Clemmons. All have been or will be charged with aggravated robbery and unauthorized use of a motor vehicle.

Saturday, August 11th, 2012

12-3295: Sara Garza arrested for Hindering Apprehension, POM and Drug Paraphernalia. Criminal Investigator Daniel Gonzalez attempted a traffic stop, Sara drove in a manner to allow her passenger, Joe Anthony Trevino, to bail out and run away. Witnesses in vehicle confirmed this. Trevino left some marijuana in the vehicle so Sara got charged with that, too. Joe Anthony Trevino was not located and he ran due to having outstanding felony warrants for his arrest.

12-3296: Burglary at Milagro church at 1100 E. Avenue D. Witnesses saw male leaving church on riding mower. Male got into white vehicle and left as first PD unit arrived. Officers could not locate victim for some time. Officer Crawford drove the mower to PD.

12-3297: Criminal Investigator Mike Tamez stopped Jose Buentello on a traffic stop. Buentello parked on wrong side of the road so that he could throw out his cocaine. CI Tamez saw him do this and collected the cocaine. Buentello accused Mike of planting the contraband. An empty plastic corner, commonly used to carry cocaine, was found in the vehicle. Mr. Buentello's nostrils were photographed, as they were covered with white powder. Mr. Buentello's hands were swabbed at the PD and tested with the ION scanner. The residue on his nose, hands as well as the cocaine that was recovered all tested positive for cocaine.

Wednesday, August 15th, 2012

KISD Community Street Fair Wednesday

Officer's of KPD showed their support of KISD and the children of KISD by providing refreshing snow cones and goody bags at the Community Street Fair. KPD also led the kickoff parade and assisted in providing security with moto-officers patrolling the area. Members of the SWAT unit also showed off their special weapons. KPD personnel were tasked to rotate shifts and mingle with the crowd so that they could meet our citizens.



The evening was a great success as the community responded well to KISD's call for support.

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Sleepy Drunk Driver

12-003348.... Ptlm. G. Gonzalez was driving through the parking lot at Whataburger on the highway when several people got his attention by sounding their cars horns. The officer contacted Cristobal DelaRosa who was asleep at the while at the drive thru. Mr. DeLaRosa was arrested and charged with DWI after not satisfactorily attempting sobriety tests.

12-003345 Ptlm. John Crawford responded to a burglary in progress call at 201 Billy Evans. Dispatch advised the reporting party stated the offenders were leaving in a white truck. Dispatch advised the reporting party was following the suspect`s vehicle in a charcoal short bed truck.

While checking the area for the suspect vehicle, Dispatch advised they received a call from 402 E. Warren stating that a white truck had just crashed through their fence and left the area. Contact was made at 402 E. Warren where they advised the truck had just left location. They described the truck as being a white Ford F150 and stated it drove away south on 8th and turned west on Warren.

The license plate that had fallen off the suspect truck Tx LP# 4CRYM returned to a white 2003 Ford F150 registered to a Severo Garcia at 910 E. Henrietta Kingsville, Tx.

Severo Garcia was contacted and positively identified as the being involved in the incident. Garcia was arrested for Evading Arrest, Burglary of a Habitation and Eluding/Fleeing a Police Officer. Garcia was incarcerated at the Kleberg County Jail.

Thursday, August 16th, 2012

Daniel Garza, a resident of Alice, Texas was convicted of the charges of burglary of a habitation with intent to commit aggravated assault. On December 7th, 2005 Kingsville Police responded to a trailer at the old Oasis Mobile Home Park. At the scene officers discovered the body of Susan Rousseau, 35YOA, who had been bludgeoned to death with a baseball bat.

The lead investigators on the case Sgt. Tamera Meyers and Det. Vilma Salinas assisted by the other members of the department initiated an investigation into the incident. Investigators were able to develop enough evidence to arrest Corina Lopez, 40YOA, formerly of Alice, Texas and Mr. Garza.

Upon the arrest of Mr. Garza he gave a detailed video confession to Ranger Keith Pauska of the incident in 2005. Ms. Lopez was convicted for her part in the incident and is serving a life term in the Texas State Criminal Justice System. Daniel Garza was given 99 years for his part in the incident and is not eligible for parole for 45 ½ years.

Kingsville PD applies for Union Pacific Foundation: Community-Based Grant Program

KPD applied for 55 ALERRT Victim and Responder Kits at a cost of \$102.00 per unit or a total cost of \$5,610.00 excluding shipping. It apparent due to recent events where active shooters have actively engaged in killing or attempting to kill people in a confined and populated area that the ability



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of first responders, after having addressed the shooter, to assist in providing immediate medical assistance to victims. News reports from the media have described scenarios where victims lay on the ground dying without any medical treatment being provided.

With this equipment officers will be able to provide immediate aid to victims not only in these types of scenarios but also victims of assaults, at traffic accident scenes or industrial accidents. An example of this occurred on Thursday, June 21st, 2012 when a CCPD officer responded to a fight in progress at a bar. The officer who responded noticed that a 32-year old victim had significant damage to an arm with serious blood loss. The officer retrieved the "go bag" used the materials in the kit to control the bleeding which probably saved the victims life.



“A winner knows how much he still has to learn, even when he is considered an expert by others. A loser wants to be considered an expert by others, before he has learned enough to know how little he knows.” American Journalist Sydney J. Harris

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

Capital Improvement Projects

Reconstruction of Concrete Intersections

Bid (#12-39) for reconstruction/repair of ten worst concrete intersections in between 6th to 14th Street and Kenedy to Ragland Avenue was advertised for sealed bids on July 8 and July 15, 2012 and proposals were accepted until 1:30 pm on July 24, 2012. Four potential vendors attended the mandatory pre-bid meeting and site visitation on July 12, 2012. One bid was submitted, that is Elite General Contractors, LLC in the amount of \$248,000. Following areas were included in the bid – 8th and Johnston, Ragland between 6th and 7th, 7th and Warren, 10th and Fordyce, Huisache between 6th and 7th, Huisache between 7th and 8th, 10th and Huisache, 614 E. Lott, 411 E. Lott and 530 E. Huisache. This item was presented to the City Commission and was approved on August 13 for awarding the contract. The funding source for this project is Certificate of obligation 2011 general fund.

Armstrong Street

Street Division of the Public Works Department commenced with improvements on Armstrong Street on April 12, 2012 as part of a larger 2.4 mile Street improvement project along Ailsie Street (1.3 miles) and Armstrong Avenue (1.1 miles). The total cost of the project is \$507,147 paid from the City's FY 2011 budget surplus. The entire 2.4 mile project should be completed on or before the end of October 2012. Part of Armstrong Street from King Avenue to Huisache Avenue was done on April 27, King Avenue to Yoakum Avenue was done on June 15, Yoakum to Henrietta Avenue was done on June 30, Henrietta to Santa Gertrudis was done on July 20 and Huisache to Caesar was done on August 04.

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Ailsie Street

Crews started working at Ailsie from Franklin Williams to 6th Street. Expected date of completion of this part of Ailsie is August 24.

South Waste Water Treatment Plant Secondary Clarifier

Bid tabulation and consultant's recommendation for the contractor selection were presented to and approved by the City Commission on March 26. Preconstruction conference was held on May 03. Installation of Bar Screens was not part of the project but the staff included that in Bid process to reduce the installation cost. Bid for purchasing of Bar Screens was done and selection of the contractor was presented to the City Commission and was approved on July 09. Contractor started mobilizing the equipment at the site.



Corral/ Santa Rosa Drainage Project – Contractor has completed the ditch work. Installation of the culverts has been completed. They are almost done with the installation of curb & gutter on Santa Rosa and Santa Monica area. Expected date of completion of this project was August 17. Contractor has requested for time extension until September 15 for some additional work needed to be done. Total cost of this project is \$217,666.15 which is funded through Certificate of Obligation 2011 fund.

Rehabilitation of Well #20 - Budget amendment for additional \$35,119 was presented to the City Commission on July 23. City Commission approved final stage of rehabilitation to include column pipe, centralizers, bearings, pump, oil tube and installation. This water well will be in service on August 21.

The City Commission approved the installation of about 800 feet of 8" water line on the south side of Private Road 2006 on July 23. Water Division Crews are waiting for the surveyor to stake the easement. This project will take a week once the surveyor finishes his staking.

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 sent the "20 feet Temporary Easement" documents to the property owners. The City has received the signed copy of the easement document from all of the property owners. TxDOT has approved the permit. This project will be started on the 2nd week of August. Expected completion date of this project is November 2012.

New Water Well –The staffs met with the consultant – HDR on July 12 and discussed in details about the data/information the consultant needs for the water model development for the entire City. Since the NASK water system is directly connected to the City Water system, inputting their data in the City water model is very important for the correctness of City water model. The consultant and the staff had made several attempts to get the water model from NAS-Kingsville but have not yet received anything. Once the City water model is developed and the consultant provides his recommendation, staff will

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select the location for the new water well, elevated storage tank and ground storage tank. The City Commission approved the contract between the City and HDR Engineering on July 23.

18" Water line on Kenedy Street connecting East and West Elevated Water Tanks – Field Survey and design work is done by the Engineering Department and is currently under review by the Public Works.

Public Works and Engineering

As part of several improvement and beautification projects at Public Works yard, contractor is working on concrete slab construction in front of the City garage.



Hot Mix Methods

Public Works Director, Assistant Public Works Director, Street Division Foreman and crews met with two contractors who have combined experience of more than 60 years in Grading and Hot mix asphalt paving. The meeting started at 8:00 am and ended at 10:00 am on August 09. The meeting was divided in to two parts. First hour discussion was to find out the reasons of not being able to achieve the goal of perfection or standards for Armstrong Paving project and then how to improve the quality of work was discussed. In 2nd hour Hot mix lay down machine and maintainer/grader were checked by the contractors to make sure that the equipment works properly.



Assisting with Private Property Cleanups

Supervisors and the crews from Sanitation, Brush, Street, and Landfill are actively working with Community Appearance and Health Department to clean several worst illegal dumping sites as part of the beautification effort of the City.

The Brush Crew from the Sanitation Department will be receiving the "Because You Care" award on Monday the 20th. Not only has the Brush Crew managed to keep up with brush collection across the City divided into four zones, with one zone being cleaned every two weeks, but they have been tasked with helping clean up the City in numerous other ways. An abatement program was started in May of this year and about six complete property abatements are done by brush crews per month. Many times these properties have been abandoned and years of debris has had to be cleaned off and disposed of. In addition the City is counting on these crews to help with demolition of nuisance structures beginning on August 17. This crew lead by Chris Sanchez has been all over the place and has really helped the City try to turn the corner and become a better place to live because quite simply- They do care!

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Getting the Street Lights Turned Back on

In the past, City's burned out Street lights were not replaced until those were noticed by the citizen or the staff. From November 2011, staff started doing the inventory for the burned out street light throughout the City. Street Division crews drives for several hours at nights and collect the data every month and the information is sent to AEP for necessary action. The number of burned out street lights is going down (November 2011-81, December 2011 – 61, February 2012 – 41, March 2012 – 33, April 2012- 29, May 2012-25, June 2012-21) because of prompt action of the staff and AEP.

Water and Sewer Maps Updated

GIS Technicians have finished the water and sanitary sewer map and now they are working on updating the Storm Sewer map throughout the City.

GPS Installations Complete

Contract is executed with Network Fleet for the installation of GPS System in the City vehicles and the installation of GPS units in the City vehicles is almost done.

Street Division (07/28-08/11)

Paving - Asphalt paving project is done. Crews cleaned gutters, swept curbs, cleaned and picked up hay (inlet protection) and signs on Armstrong and Ragland, scarified road from railroad tracks to 6th Street, started removing material and hauling to it landfill on Ailsie Street between 6th Street and Franklin Adams. Crews also scarified road from Franklin Adams to railroad tracks and put up signs and barricades.

Sweeping - Crews worked Zone 5 and Zone 12.

Patching - Crews patched potholes as per the report including but not limited to: at 923 S. 24th Street, Yoakum and University Blvd., Bypass going towards Camarillo's, Shelton and 6th Street, 636 S. 18th Street, the 2200 block of East Kenedy, 1901 Martin, 321 Frances Street, 14th Street and Kleberg, Gillette, Brookshire into Fairview, 1918 N. 20th Street, 17th Street and Johnston, 1109 E. Lott, 2019 E. Oklahoma, Corral to Santa Rosa, Santa Elena to Santa Maria, Warren and Wells, and Kenedy and Williams to Lott Street.

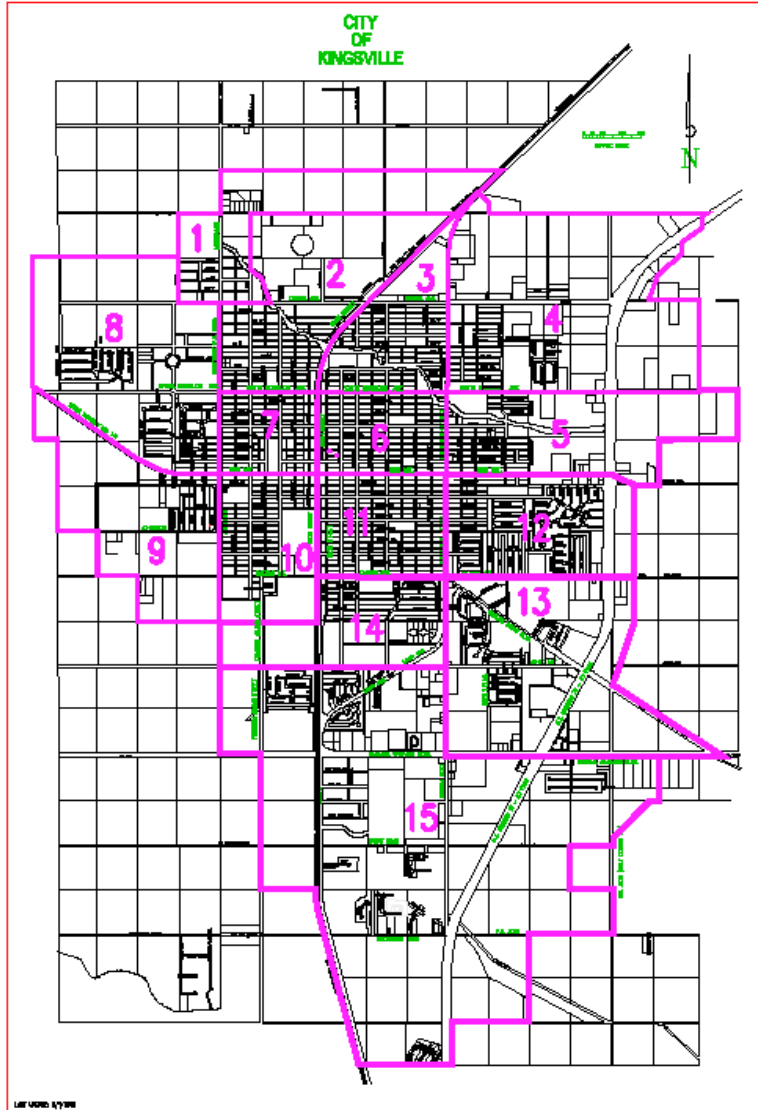
Mowing - Crews mowed creek on West Ave D, did weed eating, cut trees, picked up trash, cleaned and drained gutters on Ave H and Armstrong. Crews also mowed ditch behind Santa Gertrudis Estates Subdivion, north "Y" to city limit sign, and Tranquitas creek at 17th Street. Crews cut down trees at Santa Gertrudis and 14th Street, cleaned weeds and picked up trash on Ave B and Santa Rosa.

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Miscellaneous - Crews laid out string and sprayed yellow double lines on Santa Gertrudis; cleaned out storm drain on Fairview; removed high grass near dead end on West Ave H; replaced Yield signs on Colorado and Louisiana, Colorado and Lott, 18th and Lyndale, and 18th and Warren; straightened Yield sign on Linda and 18th Street and replaced Stop sign on Mildred and 21st Street. Crews helped with curbs and gutters on Kenedy and Lott between 15th Street and 16th Street, 20th Street to 23rd Street, Huisache to 17th Street, Fordyce to 17th Street, 14th Street and Kenedy to bypass, 14th Street and Lott to 20th Street, King Street and 15th Street to Caesar and 14th Street to 17th Street. Crews completed job at 625 W. Richard; trimmed trees in back of City Hall on 6th Street and Yoakum; used scag and weed eater to cut high grass on Santa Gertrudis behind liquor store and around washer and used pole saw to cut trees; installed new street sign on Kelly and Ailsie; cut down tree blocking intersection of Ragland and Wells; put up pedestrian signs and arrows on Armstrong and W. Ave B crosswalk; cleared blind spot on King and 5th Street; cut white strips to make crosswalks on Johnston and Armstrong and put wooden stakes on Retama & Corral and University & Corral. Crews also cleaned alleys at 325 ½ W. Johnston, 800 block of Johnston, between Corral and Ave D, from 4th Street to Railroad and 5th Street to Young Drive.



Street Division uses this map to keep record for sweeping, curb & gutter cleanup and spraying chemicals.

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BEFORE



AFTER



Street Division Crews removed a tree from E. Santa Gertrudis Street

Wastewater Collection and Treatment Plant (08/07-08/14)

Wastewater Treatment North Plant - Operators and helpers cleaned clarifier troughs and weirs; Operators shoveled sludge from sand drying bed; helpers and operators replaced UV lights; wasting in wedge wire drying beds; plant helpers mowed grass around Treatment Plant & Lift stations; operators cleaned out grease from thickeners with Vactor truck.

Wastewater Treatment South Plant - Operator cleaned clarifier troughs; Operator shoveled sludge from sand drying beds; wasting in wedge wires and sand drying bed; mowed grass around the plant; CSA Contractors hauled equipment at South Plant; Bio-monitoring was done at South Plant.

Wastewater Collection - Had 28 calls for sewer backups; repaired service at 1316 Palm Drive and 206 Birchwood; checked quarterly grease trap inspections; repaired ring and cover at FM 3320 and Escondido; replaced sewer main at 17th Street and Lee crossing creek; hauled sludge from North and South Plants to Landfill; repaired cave in at 616 Huisache Ave; hauled dirt off of Young Drive to North Plant.

Water Production (08/07-08/14)

South Texas Tank Services Annual TCEQ Tank Inspection - was received on 08/03/12. Water Production supervisor is reviewing inspection reports.

Wells in Operation - #14, #19, #21, #22, #23, #24. Need sewer tap at Well 24 for chlorine analyzer.

TCEQ Compliance Samples (TTHMs, HAA5) - was done on July 12, staff is waiting on sample results.

Water Well #20 Rehabilitation: This well will be back in service on August 21
Rehabilitation of Water well #20 is almost completed



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Disposal Well Information - was forwarded to the City Consultant/hydrologist Mr. Joe Vickers for his input. Per Joe Vickers, nothing to worry about.

Routine job - Collected 12 routine bacteriological samples; daily water system monitoring; delivered Ammonia to 5 sites; delivered Chlorine to 5 sites.

Water Pumped to Distribution (08/07-08/14) - Wells – 61,711,000 gallons; Surface – 16,298,000 gallons; 7,045,000 gallons for Ricardo bypass; Total 70,964,000 gallons; Average – 5,068,857 gals/day

Water Distribution (07/30-08/12)

Water Division Crews repaired 14-Main Breaks and answered approximately 64 Service Calls (meter leaks, cutoffs and backfills). Crews worked with contractor to install concrete at Public Works Warehouse; removed and replaced leaking fire hydrant at 3rd Street and Caesar and cleaned up area; installed fire hydrant at 200 block of W. Yoakum for new Casa Ricardo Apartments; working with contractors at H.M. King to expedite Water Line Project. Water Department is waiting on survey crew to start 800 lf of water line project on Private Road 2006.

City Garage (07/31-08/13)

12- Oil changes on preventive maintenance; 43-Scheduled work orders; 38-Non schedule work; 9-Service calls; 3-Call outs; 8-New tires on heavy equipment and trucks; 19-flat tire repairs and balances; 39-pending work orders.

Welder - 5-received work orders; 2-pending work orders; 5-non-scheduled work orders; 2-scheduled work orders; and no service calls. Welder also worked on gas pumps and Wash Rack.

Solid Waste

Landfill (08/06-08/14)

Solid Waste – 1308.35 tons

Brush – 164.40 tons

Concrete – 98.59

Dirt – 1295.45

Burned brush - total of 26 hours

Litter pickedup - 1.2 tons

Cover hauled to active area – 350 yards

Completed interviews and selected individual for Operator II position

Scales calibrated

Sanitation (08/06-08/14)

Residential waste collected from 08/06 – 08/14: 647,100 pounds; Commercial waste collected 665,180 pounds; Brush collected 59,809 pounds and construction debris collected 100,116 pounds.

Brush Crews - Brush crews collected Zone 2 and Zone 3. Crews collected white goods in Zone 2. They also worked on abatements at 324 E. Henrietta and 320 W. Huisache. Crews worked on other abatements when possible.

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

Purchasing Division

The Purchasing Department along with the Engineering Department held the Bid Opening for Bid No. 12-40 Ailsie Drainage Improvement Project on August 7, 2012. We had one (1) bidder on this project. P-Card total purchases for period ending July 26, 2012 were \$31,367.64, down about \$1,700.00 from the previous month. A total of 384 transactions were processed. Remember, P-Card charges are not encumbered funds so employees need to be careful to not overspend.

Technology Division

In our tasks and projects we have made significant progress in the time management system. During the past two weeks, the IT/Purchasing team with the assistance of various other departments, has installed and configured 8 out of 11 hand scanners for the time management system. We are currently awaiting further training from the vendor on proper employee maintenance before a live test can be performed. We have upgraded our documentation requirements to accommodate for the complexity involved in performing such a task. The new documentation requirements should be easier to maintain and read for users with or without a technology background. It is the goal for IT to continue this level of documentation for future projects.

In an additional project, we elected to maintain with our current antivirus (AV). The AV that we use is a business standard and provides both real time and active file scanning with minimum disruption. Also, it has powerful central managing and reporting tools that are invaluable in providing information on real-time outbreaks. The Technology Division also helped clean up wiring in the Permits and License department as well as the Commission Chamber and reevaluated the wiring schema of the Commission Chamber to make presentations to enhance availability and accessibility. In addition, we had several new users added to our email system.

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

Computer Classes Sponsored by Texas State Library Coming in September

Library patrons and area residents have been submitting requests for the past several months to have technology training classes on the basic functions of personal computers and related software. Those requests are being answered, thanks to a project called TEAL (Technology Expertise, Access and Learning). The project is federally funded through a RECOVERY Grant and is provided by the Texas State Library and Archives Commission. The goal of the project is to provide *free* computer, software, and job training to the general public through local public libraries. Through a joint venture with the R. J. Kleberg Public Library and King's Way Family Church acting as the host venue, the TEAL project is expected to be in Kingsville in late September. Classes will focus on basic computer use, Internet use, E-mailing, and Microsoft Word during the two days of training. Classes have been steadily filling up since June. All classes are expected to be filled by the end of August; however there are still openings. If interested, please visit or call the library for more details at 592-6381.



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Three Library Staff Members Receive Their IS-700 Certification

The R. J. Kleberg Public Library held an in-house NIMS (National Incident Management System) training course August 10 for three staff members that were recently hired as library employees. The course is an introduction to the protocols and procedures of the NIMS under the guidance of the Federal Emergency Management Agency (FEMA), a Department of Homeland Security. The City of Kingsville requires all city employees to be certified in emergency management as a condition for federal preparedness awards. The course was conducted by Mrs. Danielle Friend, Children's Librarian, who has ten years of previous experience in emergency medical services. The staff members attending the class were Joey Garcia, Michelle Smith, and Carolyn Thompson. These three employees received their IS-700 certification from FEMA following their online examination. Participating library staff members appreciate all the assistance and training provided by Mrs. Friend during the class course.

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

The risk manager is working diligently on the city of Kingsville's seven focus areas to include: (1) Emergency preparedness and response, (2) employee workplace safety and health training, (3) workers compensation administration, (4) safeguarding city assets and facilities, (5) compliance with FEMA homeland security and federal and state regulations and reporting requirements, (6) maintaining and monitoring the cities substance abuse programs and policies and (7) Americans with Disabilities Act (ADA) Compliance/Coordination

- Risk Management department will be implementing Initial safety and health training for all city employees, as well as monthly training on pertinent risk management, safety and health topics to minimize workers comp liabilities and lower employee injuries and risk.
- Visited with the following departments, Police, public works, fire and health departments.
- Spoke to city staff employees on the upcoming Hurricane season and Hot weather conditions with Chief Torres (Police) and William Donnell (Public Works)
- Visited city work sites with street and water departments to ensure all city employees were utilizing personal protective equipment and were drinking plenty of water.
- Passed out Pocket Heat Cards to all public works employees on the symptoms and prevention of heat illnesses.
- Working on the City's Emergency Operation Plan for preparation on any natural disaster
- Working on the cities ADA compliance department checklist and flow chart

“Remember...Safety is everyone's responsibility”

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

Getting in the Way of Drug Purchases

On August 16, 2012 Task Force Agent Jason McGee conducted a traffic stop on highway 77 and CR2215. Upon contact Agent McGee noticed an emitting order of marijuana coming from the



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vehicle. Agent McGee found marijuana in the rear seat of the vehicle. Agent McGee and Agent Ruiz interviewed all 4 occupants and found conflicts in their stories and all 4 occupants had large sums of money on their person. Further investigation revealed that the subjects were travelling to the valley to purchase contraband. The money totaling \$18,859 was confiscated and the subjects were released pending further investigation.

Task Force Assists ICE agents

On 08/12/12, Task Force Officers assisted ICE agents on intellectual property search warrants at 4 locations in Corpus Christi, TX. As a result of those searches, thousands of bootlegged DVD's were confiscated. Task Force Officers played an intricate part in the undercover operations that led up to the search warrants. The professional relationship the Task Force has with ICE has culminated in successful prosecutions not only in the city of Kingsville but in the surrounding area as well.

On 8/7/12, Task Force agents participated in the National Night out festivities sponsored by Texas A&M Kingsville Police Department. During the successful event, Task Force Officers gave out over \$200 in school supplies to students attending the event.

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

New and Optimistic Tourism Operation

This period was spent taking over the City's tourism effort from the Kingsville Convention and Visitors Bureau as the City Department of Tourism Services. The KCVB contract and attendance at the Visitors Services Building ended on Wednesday, August 8.



Temporary Employees

We have hired two temporary employees to assist with the transition, both under administrative assistant job descriptions: Sally Ridder Kellam, full-time, temporary and Judy Hubbard Gonzales, part-time temporary.

Both have extensive, relevant experience and are doing us a great service in helping with the transfer. Their capabilities will preclude downtime and the necessity for extensive training.

Some of our Current Activities

1. Assuring that all communications systems remain in effect
2. Maintaining volunteer base while transitioning to a municipal system
3. Setting up financial and management systems
4. Reviewing advertising contracts and other obligations
5. Working on the fall events calendar

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KISD's Back-to-School Pep Rally (See photos below) on August 16, 2012. Many City staff from multiple departments put forward efforts on very short notice to show the City's support for KISD, its students and parents – and its new superintendent.



Public Meeting at Tourism Center

We hosted a public meeting at the Visitors' Center on Wednesday August 22 from 4 PM until 7 PM, with a presentation at 4:15 for those who had to go home and at 5:30

for those who can't get away until after 5. Subjects covered were:

- City support that is available for events and procedures for obtaining them.
- Rules governing Hotel Occupancy Taxes
- Procedures and deadlines for getting editorial support from the Kingsville Record and Bishop News
- Procedures, deadlines and costs for advertising support from the Kingsville Record and Bishop News
- Additional support in the form of special inserts and other publishing that is available from the newspaper

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

Regular Commission Meetings	Monday, August 27 th	4:00 p.m.
	Monday, September 10 th	6:00 p.m.
Budget Workshops	Monday, August 27 th	4:00 p.m.
Board Meetings (Commission Chambers)		
Planning and Zoning Board	Wednesday, September 12 th	7:00 p.m.
Historic Development Board	Wednesday, September 19 th	2:00 p.m.
Zoning Board of Adjustments	tba	6:00 p.m.
Civil Service Commission	tba	11:00 a.m.
Board Meetings (Respective Location)		
Kingsville Housing Authority Board	Tuesday, August 28 th	12:00 p.m.

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Library Board	Wednesday, October 17 th	4:00 p.m.
City/County Health Board	(3 rd week of every other month	@5:30 p.m.)

Events

Javelina Alumni Social at Kleberg Bank	Thursday, August 30 th	5:30 p.m. – 7:00 p.m.
City Trash-Off Day 6 th Street & E. Ave. B	Saturday, September 15 th , 2012	8:00 a.m. – 12:00 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	0	0
Civil Service Commission	1	0
Historic Development Board	0	0
Planning & Zoning Commission	0	0