

Staff Report

(A Publication of the City Manager's Office)

Monday, October 8, 2012

“There is only one thing about which one can be certain, and that is that there is very little about which one can be certain.” Somerset Maugham, writer, Leadership...with a human touch, Lawrence Ragan Communications, Inc.

“The happiest people don't necessarily have the best of everything. They just make the best of everything.” Anonymous, Leadership...with a human touch, Lawrence Ragan Communications, Inc.

CITY MANAGER (Courtesy of Vince Capell, City Manager)

City Manager Out-of-the-Office

The City Manager will be out of the office from October 8th through the 12th attending the International City Manager's Association (ICMA) Annual Conference in Phoenix Arizona.

Good Bye and Welcome

Adios to former Health Director Yolanda Cadena who rides into her retirement sunset and bienvenidos to new Health Director Emilio Garcia.

New City Manager Initiatives

Professional Development Program - Supervisors, managers and director level employees (and City Manager too) will be expected to participate in a new *Professional Development Program* designed to improve and maximize our supervisory, managerial and leadership skills. *The City Manager has designated HR Director Diana Gonzales and Risk Manager Melissa Perez* as his “Training Generals” to oversee and monitor this new Program. The first all-day, intensive Management Skills for Supervisors workshop will be held **October 26th at the Holiday Inn Express** with thirty-five people attending. The City Manager has designated this training as mandatory and all attendees will be expected to put what they learn into practice. The day's agenda includes training by “National Seminars Training” presenters on the following important topics who have agreed to come to Kingsville to conduct the training at a much lower cost than if our employees traveled away from the City. The day's agenda is as follows....



City's New “Training Generals”

1. Acquiring the Supervisor's Mind-set and Image
2. Building Blocks to Supervisory Excellence
3. Creating Productivity and Building Morale
4. Confidently Handle Conflict – Every Time
5. How to Get Things Done on Time and on Target
6. Supervisory Payoffs – How to Stay on Top

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The *Professional Development Program* will include a minimum of four workshops per year and will cover topics including, but not limited to.... preparing meaningful performance appraisals, operating safer workplaces, minimizing/avoiding harassment, discrimination, & retaliation, maintaining drug free work zones, providing good customer service, recruitment and retention of good employees, improving and measuring employee performance, etc...Lastly, bringing our supervisory personnel together several times a year reinforces the idea that supervision, management and leadership skills are valued tools that should be utilized within our organization.

Employee Recognition Program – The City Manager is working with his “Training Generals” and directors to formally and publicly recognized employees for their performance and customer service excellence, work place safety achievements, and years-of-service. More to follow.....

Employee Recognition Week – The City Manager would like to change the name and focus of the “Employee Safety Week” to “Employee Recognition Week” with employee safety continuing as a major focus area of the week’s activities. The week will include several department and division activities and celebrations and will conclude with the traditional annual awards banquet.

City's Expanded Community Appearance Office Ready to Serve (Photo Courtesy of Mike Kellam)

All property nuisance and abatement functions are now centralized into a single City division within the Planning and Development Services Department headed by Mike Kellam. The Community Appearance Division headed by Jennifer Bernal located at the City's Recycling Center / Dr. Pepper Building will now perform all private and public property enforcement and abatement. This “one-stop-shop” will allow staff to be more effective at cleaning up our City and keeping it that way. City cleanup efforts will also be helped when Tourism Director Bob Trescott hires the City's new downtown maintenance person / ambassador who will focus on maintenance, cleanup and appearance issues from the former HM King High School building on Kleberg Ave. all the way to the County Courthouse and for several blocks on either side. This new downtown maintenance position was included in the FY2013 Tourism Budget. Things are brightening up for the City of Kingsville



Left to Right- Hilda Carrion-Minter, Cyndi Flores-Falcon, Rosalinda Rodriguez, Maryann Trejo, Jennifer Bernal, Chuck Jennings

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

Community Appearance Division Efforts

Objective - minimum 320 notices/150 compliance cases per month

Activity	Results
Notices Sent- 81	Compliances- 52
Inspections- 72	Abatements- 4
Re-Inspections- 93	Court Cases- 0
Illegal Dumping Cases- 0	Referral to other Department- 0
Obsolete Sign Violations- 0	

Successful Abatements

Below are photos of recent abatement efforts.

BEFORE

AFTER

1017 E. Avenue A



320 E. Kleberg Ave.



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Combining Private and Public Property Nuisance Abatements into One City Division

Community Appearance Division staff welcomes the addition of the two equipment operators to the division. Chuck & Hilda will continue to be a valuable part of the team as we continue to ramp up our efforts in nuisance abatements and general community appearance activities. The transition is complete as all staff and equipment has been transferred to the Community Appearance Division. Additionally, Community Appearance Inspectors have fully assumed the duties of the Health Department Inspectors regarding private property noticing, follow up inspections and top ten identified clean up properties.

Community Appearance Annual Halloween Event

Community Appearance staff is underway with the planning and preparation of advertising and event details for the annual community Halloween event. Staff is including even more of an emphasis on education and awareness of the importance of keeping the city clean and protecting the environment through recycling, litter prevention, etc. We'll also educate the children and families on the importance of property upkeep and the responsibilities of property owners in that respect. Overall, this will be an opportunity to improve upon the event by increasing the educational value as well as providing a good time for the kids.

Demolition Initiative

The "Demo Team", headed by Jennifer Bernal, continues to identify structures in need of demolition to dangerously unstable structures throughout the City. Staff is currently in the process of advertising four additional identified structures to be addressed in the near future via a request for a demolition order. Staff is also continuing to work with property owners who are willing to participate in the voluntary demolition agreement, wherein the property owner will reimburse the City for the expenses related to the demolition of their property. Below is an update pertaining to the already agreed upon and approved properties scheduled for upcoming demolition:

<u>Date</u>	<u>Property Location</u>
Pending	726 W Ave A (small structure in back)- Per signed Property Owner Agreement
Pending	109 ½ W Ave D- Per signed Property Owner Agreement

City-County Health Department Efforts

Recent activity (September 14-September 28, 2012):

Activity	Results
Notices Sent- 12	Compliances- 37
Inspections- 20	Abatements- 15
Re-Inspections- 110	Court Cases- 8

Private Property Cleanups

Staff continues 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 these properties have failed to keep these properties in compliance with city standards. Staff is now working on the 7th or October phase. Properties below have been abated with the cooperation of several departments working together to achieve the goals for a more attractive city. Phases one through 5 are completed. Phases 6 and 7 are at various stages of completion, as follows:

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6th Phase - September	
Property Address	Date of Abatement
832 East Yoakum	Abated by City Crew 9/21/12
830 East Yoakum	Abated by City Crew 9/21/12
611 East Corral	Abated by City Crew 8/27/12
805 East Lee	Abated by City Crew 8/22/12
1211 East Alice	Abated by City Crew 8/23/12
1029 North 9th	Abated by City Crew 8/27/12
214 West Huisache	Abated by owner 9/13/12
312 West Henrietta	Abated by City Crew 9/11/12
915 East Yoakum	Abated by City Crew 8/28/12
1114 East Ave D	Extension granted until 10/1/12

7th Phase - October	
Property Address	Tentative Date of Abatement
710 East Kenedy	10/23/12
1713 Calvin	10/2/12
614 West Huisache	10/30/12
317 East Richard	10/10/12
805 East Kleberg	10/17/12
613 East Miller	10/18/12
1232 East Ella	10/4/12
712 East Ave C	10/3/12
830 East Ella	10/2/12
1400 Block of East Henrietta	10/1/12

BEFORE

AFTER

832 East Yoakum-Abated by City Crew 9/21/12



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BEFORE

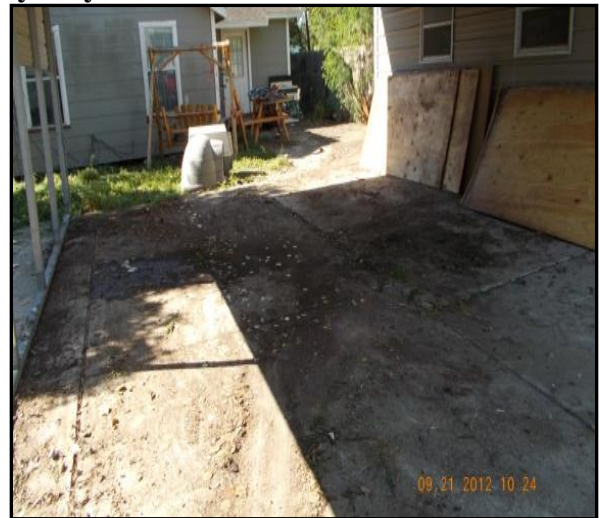
832 East Yoakum-Abated by City Crew 9/21/12



AFTER



830 E. East Yoakum –Abated by City Crew 9/21/12



Police Department Efforts

Junk/Abandoned Vehicle information for the period of August 27- September 17 is as shown below:

Activity	Results
Junk Vehicle Citations- 5	Junk Vehicle Compliances- 0
Inspections- 3	Abandoned Vehicle Compliances- 0
Junk Vehicle Warning/ Re-Inspections- 3	Court Case Totals- 0
Abandoned Vehicle Tagged/Contacts- 3	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

Year End Budgets

Finance Department staff met with several departments over the past two weeks to address budget concerns in an effort to comply with the City's Adopted Budget for 2012 and address any potential overages. During Fiscal Year 2011-2012 (FY12), the Department Heads are more integral in and accountable for their departments Annual Expected (EA) projection throughout the fiscal year. This resulted in a reduction in the number of year-end budget amendments needed.

Year End Financial Statements

The Finance Department is completing its preparation for the Fiscal Year End (September 30th) by reviewing and implementing the closing procedures for the City's Financial Operations. The operations primarily cover Accounts Receivable, Accounts Payable, Municipal Court, Encumbrances, Inventory, Payroll, Fixed Assets, Permits, Licensing, General Ledger, Utility Billing and Collections.

Keeping Track of City Stuff - Various City departments were informed that Consumables Inventory reports were due on September 27th as part of the City's Year End processes. The Finance Office will be doing audit spot-checks and verification at the departmental-level of these inventories on September 29th. The City's departments continued to work with the Finance Department on the comprehensive physical inventory and reconciliation the City's Fixed Assets.

Time Clock Plus Software Implementation - A Webinar with Time Clock Plus was held on September 20th with various City Departments in attendance. An overview of the Time Clock product and a tutorial of the most often used features were provided. A subsequent Webinar was recommended for the Fire and Police departments to address their specific needs. The license to allow for Time Clock Plus to be web-based was received allowing for distribution of the software to the user departments. The department's that attended the Webinar will have access to the Product within the next week so they can acquire a working knowledge of the hardware and software before going live during October/November 2012.

New Contract for City Banking Services

The City's Depository Contract for Banking Services was awarded to Kleberg Bank the City's current Bank Depository at the September 24th Commission Meeting. The Commission passed the Year-End FY12 Budget Amendment and a resolution to enter into an engagement letter agreement with John Womack & Co. P.C. for the FY12 Audit. The Commissioner's passed a resolution approving the City's 2012 Tax Roll. Presentations were made to the Commission for the Ambulance Service's Billings and the status of the City's Medicare Reimbursement claims for FY12. An ordinance was present to the Commission for their consideration to increase the ambulance service charges to help keep up with the increased cost in the industry in the delivery of these services. In addition, a presentation was made by Rick Medrano, with Entrust, Inc. the City's Group Health Third Party Administrator (TPA). The City Commission renewed the current City's Employee Benefit Plan and implemented a few plan changes which were administrative in nature.

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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 and State Codes

As of September 13, 2012 through September 25, 2012, there were a total of 340 new cases filed. Of these new cases, the Kingsville Police Department filed 133 new traffic violations, 1 parking citations, and 188 new state law charges. The City Community Appearance and Health Departments filed 18 new city ordinance violations.

Before September 13, 2012 court hearing, there were 125 cases resolved, 67 payments made by plan order with 338 warrant orders cleared from the court system. With cases being settled through the court with payment plan orders and the execution of warrants, a sum of \$15,729.80 was collected during the period of September 13, 2012 through September 25, 2012.

Cases Heard

The September 13, 2012 court session included 424 cases (195 people) to be heard. During this hearing, there were 85 new payments plans orders, 6 extension orders (30 days to pay the full amount), 2 Alcohol Awareness Class order, 9 cases dismissed-found not guilty of offense, 90 pending for further proceedings and a total of 9 cases were closed by full payment and 13 cases were dismissed upon compliance. There were 19 cases reset prior to the court hearing and 199 cases forwarded to the warrant department for processing.

Thank You

Special Thanks to the Kingsville Police Department for the court security by Officer J. Grant #94, Officer R. Webb #76 and Officer J. Crawford #83

Schedule of Upcoming Court Hearings

September 27, 2012 / October 11, 2012 / October 25, 2012

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

Fun water fact

65% of the body is water, 75% of the human brain is water

Working Together to Achieve More

The Collections Manager attended the Beautification meeting on September 19th, 2012. In attendance were the City Manager, Health Director, Municipal Court Manager, Director of Developmental

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Services, the Community Appearance Supervisor, and the City Engineer. In this meeting the Health Director discussed the status of the phase 7 addresses and status on each property. The Director of Developmental Services discussed the payment plan options for the properties that were in demolition status and discussed with the Collections Manager the procedure to get these properties set up for billing through the new Accounts Receivable (A/R) packet from Incode. Also, the Director of Developmental Services discussed the City of Kingsville Trash-Off held September 15th, 2012 and congratulated the Community Appearance on its success.

Paving liens

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. 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.

Accounts Receivable packet

The Municipal Court employee helping out in that department on warrants work is also working on entering multiple weed liens into the Accounts Receivable packet with the Collection Manager's guidance. The Collections Manager will be inputting all the demo liens, paving liens, abatement of noxious matter liens, and any other sundry invoices from different departments.

Storm Water Study

The final passage of the Storm Water fee was approved by commissioners on September 17th, 2012 Special Meeting. The flat rate for residential services is \$1.25 per month and for commercial properties it will be dependent on the number of ERU units per parcel using the Appraisal District information (provided by HDR Engineering). This fee will be effective October 8, 2012. The Utility Billing Department will include an information insert with the regular bills beginning October 12-November 7th, 2012.

EMS Billing Rate Study

On September 24, 2012, Mary Malone with Intermedix gave a presentation to the commission, citizens, and staff on the medium or higher rate increase scenarios for EMS billing. Their presentation covered the revalidation process with Medicare/Medicaid and the proposed rates. The second reading for this agenda item will be held on Monday, October 8th, 2012 at 6 p.m. The consultant, Mary Malone will be available at this meeting to answer any questions. This was an on-going project since February 2012 and the Collections Manager would like to thank all involved for their assistance and support in gathering relevant information in order to complete the billing rate study. Thank you to Mark Rushing, Felix Camarillo, and Mary Malone.

Other Billing Activities

The Utility Bills included the following comment on the utility bills mailed out September 12, 2012:

FOR COMMUNITY APPEARANCE ISSUES PLEASE CALL THE CITY
OF KINGSVILLE ONE-CALL LINE AT 361-595-8093

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Additional duties

The Collections Manager continues to address any additional issues or other items such as projects, and/or reports 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.

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

Station II Improvements

Station II improvements are progressing at a steady pace. The projected finish time is fast approaching. The appearance of Station II has changed dramatically, what was once a building housing a fire truck and ambulance now looks like a serviceable fire station. All of the City Fire Fighters are proud of this station. In addition to the continued improvements at Station II, security cameras have been installed around the new station.



Fire Department New Hires and Departures

Longoria and Flores-Falcon -The Kingsville Fire Department welcomes Celena Longoria, Admin. Assistant II. Celena will be taking over Cyndi Flores-Falcon's position, who has moved onto the Community Appearance Division in the Planning and Development Services Department.

McFarland and Loudon -The Kingsville Fire Department welcomes Probationary Fire Fighter J. McFarland to B-Shift and Probationary Fire Fighter C. Loudon to C-Shift. McFarland and Loudon are both EMT-Paramedic certified and will be training until ready to be released for front-line duty.



Fire Marshall – Inspections

F. M. Cavazos continues with City wide inspections/reports of various types. To date, Colonial Arms Apartments, is the most recent complex to comply with the required fire extinguisher in every apartment mandate. This project is ongoing and will remain a priority.

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The upcoming Fire Marshall Conference is being prepared. Attendees include Interim Fire Chief Carrion, Fire Marshall Cavazos and Captain Erebia. The date for the Conference is the week of 15 October.

Fire and EMS Response Statistics



Fire/EMS crews responded to a total of one-hundred forty-four (**144**) emergency calls between September 12th and September 27th. Listed are a few of the calls responded to by K. F. D.

On 13 September, K. F. D. responded to a bee call, involving special circumstances. On 17 September, K. F. D. responded to possible structure fire with smoke showing.

Upon arrival found a stove fire.

On 22 September, K. F. D. responded alarm at a local church. Luckily, no fire was found. Investigation found smoke detector had set off alarm. On 25 September, K. F. D. responded to a possible structure fire. Upon arrival found smoke coming out the front door of a residence. Quick reaction confined the grease fire to the stove and surrounding area. No injuries were reported by the residents, they all self-evacuated, or the responding fire fighters.

On 27 September, K. F. D. responded to a car fire. On 27 September, K. F. D. responded to a “man down” call. An unresponsive man was found severely beaten, with agonal respirations and blunt force trauma to face. Advanced medical protocols were used, including RSI Procedure, which involves sedation medication and intubation to establish a viable airway. Other incidents involved a car fire at high school, a public assist with a cat trapped in a very tall palm tree and multiple types of Fire/EMS calls.

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

Thank You Yolanda (Photos Courtesy of Bob Trescott)

The City and the City/County Health Department held separate going away parties for Yolanda Cadena who retired as City/County Health Director. The party at City Hall had many in attendance. Yolanda

wishes all City and County employees much success in the coming years and thanks all employees and elected officials for their support and cooperation over the years



The “Chew Crew” hard at work



Yolanda having her cake

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Food Service Inspections (September 14-September 28)

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.

KISD-Harrel Elementary -93	KISD-Memorial School-96	Kingsville Food Mart-90
B & B Mini Mart-89	Exclusive Care Services-100	Pizza Hut-93
KISD-HM King School-100	Kingsville Headstart Kitchen-100	VIP Adult Daycare-90
Summer Snow-86	KISD Central Warehouse-96	Epiphany Episcopal School-97
Subway-Brahma Blvd.-96	Taiwan Family Restaurant-84	Boys & Girls Club-84
Sirloin Stockade-75	Methodist Daycare Kitchen-72	

New Food Service Business - El Taco Loco located at 718 South 6th.

Animal Adoption at Tractor Supply

Animal Control personnel participated on site of Tractor Supply for animal adoption on Saturday September 15, 2012. Five dogs and five kittens were available for adoption from the animal shelter. All five dogs were adopted but unfortunately no kittens were adopted. Below are the happy pet owners with their new adopted pet.



Weed Control (September 14- September 28)

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:

1229 East Lee	1233 East Lee	921 East Yoakum
503 North 2nd	NE CRN 6 th & St. Gertrudis	830 East Yoakum
1600 Young Drive	604 East Kleberg	811 North 14th
804 Wilson	401 E. Santa Gertrudis	329 East Richard
323 East Richard	1123 East Ave B	222 East Richard

On Site Sewerage Facilities

Staff have been busy with the inspections and approvals the of onsite sewerage facilities for Grant Works Kleberg County 729095. Of the eight applications seven have been completed. Staff will continue to work with the installers and Grant Works to finalize all OSSF inspections.

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Mosquitoes

City County Health unit staff continues to perform mosquitoes surveillances. So far all mosquitoes submitted to the DSHS laboratory in Austin continue to exhibit no signs of being positive for West Nile. Staff will continue to monitor the activities of mosquitoes in Kingsville and Kleberg County. Staff has also been larvaciding all ditches throughout the city of Kingsville in order to prevent the larvae from becoming mosquitoes. Staff sprayed the city of Kingsville continuously for three days in a row. State Health Services urges the public to follow the protective measures noted to the side:

**Protect yourself
from the West
Nile virus
with the 4 D's.**



- 1 Stay indoors at **Dusk** and **Dawn**.**
This is the time of day that mosquitoes are most active.
- 2 Dress** in long sleeves/pants, loose and light-colored clothing when outdoors.
- 3 Defend** yourself from mosquitoes by using an insect repellent that contains DEET, Picaridin, or Oil of Lemon Eucalyptus. Follow label instructions.
- 4 Drain** standing water in your yard and neighborhood. Also make sure that flower pots, water dishes, bird baths, and wading pools are properly drained so they are not breeding grounds for mosquitoes.

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

Did You Know?

What is personal development? ".....the pursuit of developing, honing and mastering the skills that help us become the best that we can, with all that we have. It is the reaching for, and realizing of, our full potential as human beings."



www.txwestnile.org



Announcements

Active Vacancies - Garage – Maintenance Technician / Landfill – Maintenance Worker / Police – Police Officer / Street – Maintenance Worker / Water – Utility Worker

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

New Hires

**Valerie Gonzalez
Telecommunications Operator
Police Department**



**Yolanda Cadena being recognized by
Mayor Sam Fugate and the City
Commission for her service to the
City/County Health Department**

Retirements



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

20+ years of service - Rudy Mendez – WW Foreman - Wastewater; Jose Flores – Equipment Operator II - Sanitation; Steve Palacios- Firefighter - Fire; Jerry Trevino – Meter Reader Foreman - Collections; Jose S. Garcia – Utility Worker – Water AND 15 years of service - Elvia Rodriguez – Customer Service Representative - Collections

Separations - Joseph Palacios – Utility Worker – Water

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Prescription Discount Program – National League of Cities (NLC)

August 2012 – 73 prescriptions filled under this program used by a total of 24 individuals for a monthly savings of \$ 609.77. The average price savings was \$8.35 per prescription which translates to a 19.1% savings on prescriptions. As of date, the program has been utilized by 1,578 individuals for a grand total savings of \$52,953.95 since the beginning of the program in August 2009. The plan has averaged a 20.6% savings in filling 5,767 prescriptions for persons in the Kingsville community.

Workshops/Seminars/Professional Development Program

HR Department working to schedule one of several training in fiscal year 2012-2013 for staff development. More to follow..... In addition HR staff working with Risk Management to formalize a yearly workplace safety training program for City employees.

General

Benefit Enrollment

HR staff coordinated and assisted with benefit open enrollment for City employees September 18th, 19th and 26th. In addition HR staff preparing for the 2012 Health Fair scheduled for October 3, 2012 for employees and their eligible dependents.

Classification and Compensation Plan Updates

Department will be extremely busy over the next 2 weeks to incorporate and add the Classification and Compensation Plan for FY 2012-2013 changes approved by City Commission as well as updating and adding employee benefit changes elected during Open Enrollment.

TMRS Annual Seminar

HR Coordinator, Beth Greenwell, scheduled to attend the 2012 TMRS Annual Seminar (retirement seminar) in Sugarland on October 7th – 9th, 2012.

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

Meeting with Prospective Developers

Mike Kellam and Dick Messbarger met with a prospective development group on Tuesday, September 25th. This was a follow up visit to a brief prior visit wherein they were looking at specific sites and gathering additional information. The development group consists of individuals who specialize in commercial, multi-family residential and special/mixed use developments. The meeting went extremely well and was a prime example of the valuable partnership the City has with the Economic Development Council. We look forward to future meetings that are currently being scheduled.

Economic Development Guidelines & Criteria Updates

Mike Kellam has begun the review and updating of the Economic Development Guidelines and Criteria that have been previously adopted by the City Commission but have since expired. The Guidelines are effective for a two year period at which time they are to be reviewed and approved as needed. Given the growing interest by the regional development community, it's important that all

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our economic development tools available for usage as we begin discussions. Staff will finalize the proposed revisions and present them to the City Commission for consideration in the coming weeks.

Website Project Update

The preliminary graphic design has been submitted to staff for preliminary review pertaining to the layout and home page functionality. The executive staff met and collectively reviewed the design to provide constructive feedback. Mike Kellam held a phone conference meeting on September 28th with Imagine It representatives to relay feedback that had been received to allow for progression of the website build. The designers are now working on the individual pages for the departments utilizing data they collected from each individual department. Professional photography will be performed in the coming weeks to capture photos of our community to be featured in the website.

Permitting

The following permits were recently issued - Remodel- 7, Electric- 9, Fire Inspections- 10, Mechanical- 5, Plumbing- 6, Roofing- 4, Residential Meter- 13, Commercial Meter- 2, Gas Inspection- 3, Sign-1, New Residential-2, Commercial Building- 1, Demo- 1. *Total Permits: 69*

New Business

A new restaurant has opened at 718 N. 6th St. named El Taco Loco.

Newman Center and School District Submittals

Plans were received for the Newman Student Center and Diocese Chapel to be located at the corner of Retama St. and Corral Ave, immediately east of the student apartments AND Plans were submitted of additional phases of the H.M. King High School, including the driveway extensions to Shelley Lane, and the grading and pier plan.

Upcoming Plans

Joint Airport Zoning Board - The City/County Joint Airport Zoning Board will be meeting on September 26th to officially introduce the newly appointed board members and also to elect a Chairman of the Board. Glenn Jones will also be providing a brief report educating the board on NASK's mission and role the JAZB plays in securing the mission of the base. The meeting will be mostly informational with no additional action items.

Meeting with Regional Urban Forester - Mike Kellam and Naim Khan will be meeting with Salvador Alemany, the regional urban forester for the Texas Forest Service. The purpose of the meeting is to conduct follow up inspections of the tree plantings throughout the City to ensure recent corrective action is being effective in the health of the trees planted in the downtown area. Additionally, Mr. Alemany has agreed to perform an inspection of the palm trees recently planted on General Cavazos Boulevard to ensure the health of those trees as well. The City will assume maintenance of the trees in the middle of October, so his advice will help determine whether we need to make a claim on the provided warranty of the trees prior to expiration. A recent inspection by staff indicate the trees are healthy and thriving, especially with the recent rain and the pruning of the browning areas due to the transition. Having a trained expert will support our position and provide guidance.

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American Planning Association Conference - Mike Kellam will be attending the annual Texas Chapter of the American Planning Association Conference in Fort Worth, Texas October 3rd thru 5th. The conference slogan is "The New Frontier" wherein the conference will focus on where Texas is headed in the area of planning and development and the positive and negative impacts we'll face in our communities and how we can garner success in an ever-changing environment.

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

CRIMES CAD System **UPDATE**

On September 19th, 2012 at approximately 10:00 a.m. the City of Kingsville Police Department initiated the CRIMES CAD system and the RMS system for use by KPD officers. We have had our share of hiccups during the changeover process and we are still learning the system.

Mr. Don Whinery, SHSU and onsite assistant stated that he had never seen dispatcher at any other department that had taken to the system well as the dispatchers here at KPD. We want to thank Lead Dispatcher Kathy Rios, Monica Lopez and Ricky Chapa for their input on the system. Kathy has had the CRIMES programmers busily making changes and upgrades to the system to meet our expectations.

Lt. Cavazos and Lt. Crocker have both assisted as well during the migration by assisting with issues, laptops and desktops throughout the PD. Every officer and staff member will be taking part in assisting with the migration and providing input for changes where they need to be made.

I have attached a copy of a report for calls for service that is available using the system. (See below) The report has the calls for service by day and day of the week. In reviewing the data most of our calls for service for the last ten day period have come on Thursday and Friday. This information can then be used to address staffing needs during peak timer periods and days.

5:16 a.m. 09/27/2012, 900 E. King Pedestrian Accident

Officers responded to a call of a person laying in the middle of the roadway. Officers arrived and found an elderly male laying on the roadway that had been struck by a vehicle. EMS was contacted via radio dispatch and arrived and provided emergency medical services. The subject that was struck was identified as Manuel Reyes 77YOA.

Mr. Reyes had been walking south bound on the roadway, not in the crosswalk. The driver of the vehicle stated that he did not see Mr. Reyes. Mr. Reyes was wearing dark clothing at the time of the accident. The driver of the vehicle that struck Mr. Reyes has not been cited for a traffic violation.

Temporary Assignment as Patrol Supervisor and Return to Assignment

Sgt. B. Lile was temporarily assigned to the Patrol Division to assist the department due to shortages in that division. He served admirably during the assignment. He will return to the Communications Bureau as the Communications Supervisor effective Sunday, September 30th, 2012. For the next few weeks his working hours will be from 7 a.m. to 4 p.m. This should change as soon as we follow through with departmental promotions for the rank of Corporal.

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On behalf of the Office of Chief of Police and the officers and staff of the Kingsville Police Department "Thank you for stepping up and assisting us during the recent past for the benefit of the department."

Presentation at Chemcel Credit Union, 1901 S. US 77, Tuesday, 09/25/2012

Sr. Ptlm. Ricardo Salinas and Criminal Investigative Officer Daniel Gonzales provided training and information for employees and management of Chemcel Credit Union on what bank employees should do during a bank robbery. They were also provided information on capabilities of the Kingsville Police Department and information to assist law enforcement in the eventual capture of the bank robber.

Kingsville Police Department

Calls-For-Service Weekday/Hourly Report

9/19/12 00:00 THROUGH 9/29/12 23:59

Hour of Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat	#Dispat ch	#Self Init	Total	Perce nt
00:00 to 00:59	7	3	3	5	3	9	5	19	16	35	4.9%
01:00 to 01:59	7	4	0	1	4	10	5	18	13	31	4.3%
02:00 to 02:59	0	2	2	1	7	9	2	18	5	23	3.2%
03:00 to 03:59	5	2	0	0	0	1	1	5	4	9	1.3%
04:00 to 04:59	1	1	0	0	1	6	1	9	1	10	1.4%
05:00 to 05:59	1	0	0	2	1	1	1	5	1	6	0.8%
06:00 to 06:59	0	2	1	0	1	1	1	4	2	6	0.8%
07:00 to 07:59	2	2	0	0	5	4	1	12	2	14	2.0%
08:00 to 08:59	2	1	4	5	6	5	0	15	8	23	3.2%
09:00 to 09:59	4	3	2	4	7	4	5	19	10	29	4.0%
10:00 to	1	6	4	13	8	1	1	19	15	34	4.7%

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10:59											
11:00 to 11:59	1	4	6	9	10	8	2	20	20	40	5.6%
12:00 to 12:59	4	7	1	10	6	6	1	24	11	35	4.9%
13:00 to 13:59	4	5	2	6	12	6	4	15	24	39	5.4%
14:00 to 14:59	0	5	9	7	11	4	4	22	18	40	5.6%
15:00 to 15:59	1	5	8	6	9	9	1	17	22	39	5.4%
16:00 to 16:59	3	8	7	6	6	11	2	26	17	43	6.0%
17:00 to 17:59	3	5	5	10	7	1	1	18	14	32	4.5%
18:00 to 18:59	2	5	3	9	17	7	3	28	18	46	6.4%
19:00 to 19:59	4	1	5	8	10	2	2	21	11	32	4.5%
20:00 to 20:59	3	4	5	7	9	1	7	23	13	36	5.0%
21:00 to 21:59	3	6	7	10	6	4	4	24	16	40	5.6%
22:00 to 22:59	5	3	11	9	5	5	4	23	19	42	5.9%
23:00 to 23:59	2	4	5	6	3	5	8	27	6	33	4.6%
#Dispatched	45	47	46	77	92	84	40			431	60.1%
#Self Initiated	20	41	44	57	62	36	26			286	39.9%
Total	65	88	90	134	154	120	66	431	286	717	100.0%
Daily Percent	9.1%	12.3%	12.6%	18.7%	21.5%	16.7%	9.2%	60.1%	39.9%	100.0%	

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PUBLIC WORKS DEPARTMENT (Courtesy of Naim Khan, Director)

Capital Improvement Projects

Concrete Intersection Reconstruction Projects

Elite General Contractors, LLC has started working on the reconstruction/repair of ten worst concrete intersections in between 6th to 14th Street and Kenedy to Ragland Avenue (Bid #12-39). This project includes the following areas: 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. Currently the contractor is working on 8th and Johnston intersection which will be done by the week of September 17. Repair of 8th and Johnston is done and Ragland will be done by October 01.

BEFORE

AFTER

8th and Johnston

Ragland from 6th to 7th Street



Street Improvement Projects

Street Division of the Public Works Department commenced with improvements on Armstrong Street on April 12, 2012 as part of a larger 2.4 mile Street improvement project along Ailsie Street (1.3 miles) and Armstrong Avenue (1.1 miles). The 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. After finishing Armstrong Street from Santa Gertrudis to Caesar, crews started Ailsie. They have finished Ailsie from Franklin Williams to 6th Street on September 13. Part of Ailsie from Loop 428 to 14th Street is done on September 25. Next section of this street was supposed to be done by September 28 but they encounter big concrete slab underneath the asphalt pavement which was removed by Water Division. From Carlos Truan to Kelly Street will be started on October 01.

Ailsie from Loop 428 to 14th Street - before, during and after construction

BEFORE

DURING

AFTER



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Corral/ Santa Rosa Drainage Project – Contractor has completed the ditch work. Installation of the culverts has been completed. Installation of Headwalls and Safety End Treatment is done, installation of curb & gutter on Santa Rosa and Santa Monica area is complete. Expected date of completion of this project is September 30. Contractor is currently working some additional work.

South Wastewater 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. This project is in full swing.



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. Crews will start this project on October 01. Expected completion date 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. Once the City water model is developed and the consultant provides his recommendation, staff will 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. Staff has sent the necessary information to the consultant.

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.

Luke Stevens Engages Elementary Students in Recycling and Litter Education - Joanna Cardona, the new Recycling Coordinator for Kleberg elementary School, invited Luke Stevens, the City of Kingsville Sanitation Manager, to talk to students at Kleberg Elementary about recycling and litter. There were 125 students from first grade all the way to pre-k in attendance during the presentation.

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One of the goals of the sanitation department is educating the public about the benefits of recycling and helping clean our city with a strong litter program. This is the second consecutive year Mr. Stevens has spoken to the students at Kleberg elementary and he has helped establish a strong recycling presence at the school. Education about recycling is a goal and top priority for the department and when we can reach out to our students, we have been successful! Anyone who is interested in having Mr. Stevens teach at their school or organization can contact sanitation at 595-8088 or Mr. William Donnell, Assistant Public Works Director, at 595-at 595-8051.



Mr. Stevens making his presentation



Passing goodies to the students

Landfill Permit Amendment - Director of Public Works, Assistant Director of Public Works and Landfill Supervisor met with the landfill consultant to review and discuss the Constraints Analysis report prepared by the consultant on September 24. Constraints Analysis report is the first step for the permit amendment of the landfill. City staff and the consultants will present this constraints analysis to TCEQ soon.

Staff Attends Texas Water Utility Meeting

Micahel Cantu, Hector Polanco, Raman Rodriguez, Johny White, Rudy Mendez and Joe Casillas attended Texas Water Utility Associations meeting in Corpus Christi on September 19. City staff at TWUA meeting



Removal of Old Water Tank -

Contractor asked for \$4200 to remove an old water tank at south-east corner of 6th Street and Avenue B. Staff contacted a local recycling company to remove the tank. Although demolition of the water tank took a longer time than anticipated staff was able to realize a small profit of \$480.40 from this project. Removing this tank and other inoperable infrastructure is an important part of improving the appearance of Kingsville.

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BEFORE



Old water tank

AFTER



Tank removed, concrete will be removed by the City crews

New Flood Maps on the Way - FEMA arranged an open house at Dick Kleberg County Park Recreational Hall on September 26 to show the new maps and to discuss any related issues with the citizens of Kingsville and Kleberg County.

Polo and Juan from Street Division posted an invitational sign at 6th Street and Ave. B for Flood Risk Open House.



New Canopy at City Yards Pump Station - As part of numerous improvement and beautification projects at Public Works yard, new pumps have already been installed. Contractor is installing the canopy at the pump station. New canopy for the pump station at Public Works Yard.

Keeping the Lights on

In the past, City's burned out Street lights were not replaced until those were noticed by the citizen or the staff. From November 2011, staff started doing the inventory for the burned out street light throughout the City. Street

Division crews drives for several hours at nights and collect the data every month and the information is sent to AEP for necessary action. The burned out street lights are taking care of immediately.

Street Division (08/27-09/10)

Patching - Crews filled potholes on Santa Rosa and Santa Gertrudis in front of King Ranch school; Santa Elena between Santa Cecilia and Santa Maria; Santa Maria between Santa Cecilia and Santa Rosa; Santa Rosa between Armstrong and Santa Gertrudis; on 13th and Kenedy to Lott; 12th and Kenedy to Lott; 13th and Fordyce to Warren; at 403 W. Doddridge; on 17th between Henrietta and Lee; Doddridge between Armstrong and 2nd Street; on Christy Street and Rettye Street; on Sherwood and

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Christy. Crews completed work orders on the 1300 block of 17th and Richard and 1110 E. Lee to fill in a total of 64 potholes.

Paving - Crews scarified existing asphalt, hauled off old asphalt, set blue tops, cut grades, cut road into shape, watered, rolled, removed excess material, cleaned curb, and cut edges down on curb on Ailsie between Loop 428 and to West driveway of Barcelona apartment. They hot mixed Ailsie from Loop 428 to West driveway of Colonial apartment. During working in the area between East driveway of Colonial apartment and West driveway of Barcelona apartment, the crews encountered a massive concrete slab beneath the asphalt pavement. This concrete monolith was removed by Water Division and water line under the concrete was replaced. Some think City crews has unearthed the American version of Stonehenge.



Presence of this unforeseen concrete monolith slows street reconstruction work on Ailsie.

Sweeping - Crews swept Corral and Bypass to Armstrong; Armstrong to Caesar; 6th and Armstrong to General Cavazos; 14th and Corral to General Cavazos. Crews also swept on Warren from 17th to 18th; Johnston to Huisache; Doddridge from King to Kenedy; 15th to 17th Street by school on Kenedy; picked up standing water in front of school; 14th Street from Lott to Corral; Kenedy from 13th to 14th Street; 17th from Santa Gertrudis to Corral; Kleberg from 6th to 11th Street; Ailsie from 1st to 3rd Street; Corral from 14th to Hwy 77; Lott from 14th to 16th Street; Armstrong from Corral to Ella.

Mowing - Crews mowed 6th Street from Alexander to Dick Kleberg Park. Crews picked up trash at the Wastewater plant; 6th Street from Alexander to Ailsie. Crews also trimmed and picked up trash on US 77 Bypass.

Miscellaneous - Crews changed signs at "Trash-Off" location on 6th Street then removed it after event. Crews repaired the Love our Children sign on Pasadena. Crews replaced the Stop sign on Louisiana, name plate on 6th and Johnston, and removed the No Thru Traffic sign on Ailsie between 14th and Loop 428. Crews mowed two (2) blocks on Caesar between Ragland and Caesar; picked up tree on Nettie; gathered barricades to use for Academy High School parade; set up portable STOP sign on Caesar and Hwy 77 Bypass; picked up two (2) No Thru Traffic signs from TxDOT; changed light bulbs on Kleberg Street from 6th to 10th Street; picked up trash from side of the road on Escondido Creek and 6th; cleaned inlets from 6th to Armstrong and Corral to Caesar; cut asphalt on Ailsie between 14th and Loop 428; located area to install "Adopt A Sign" sign; completed work order to install a STOP sign on Inez and Warren; put up FEMA open house sign on 6th Street between Ave B and Ave C; put up Mourning signs at 728 E. Ella; trimmed trees on 8th between King and Kleberg; cleaned gutters on 5th from Huisache to King; Lott from 5th to 1st; Kenedy from Armstrong to 6th; 5th from Santa Gertrudis to Henrietta; Richard from 5th to Armstrong; Alice from 5th to Armstrong; Lee from 5th to Armstrong and on Henrietta from 5th to Armstrong. Also, several crew members along with the supervisor volunteered to help out at the "Trash Off" event.

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Wastewater Collection and Treatment Plant (09/11-09/16)

Wastewater Treatment North Plant -Operators and helpers cleaned clarifier troughs and weirs; operators shoveled sludge from sand drying bed; Helpers and operators replaced UV lights; wasting in wedge wire and sand drying beds; plant helpers mowed grass around Treatment Plant & Lift stations; repaired wheel on secondary clarifier bridge; helpers sprayed weed killer around Plant.

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 dug out dirt from proposed clarifier site; CSA formed out clarifier to pour cement; helper sprayed weed killer around Plant.

Wastewater Collection - Had 15 calls for sewer backups. Crews vacuumed sewer from manhole at 5th Street and King Avenue and repaired service line at the Volunteer Fire Department. Crew was also called out to 2000 Sherwood for broken service.

Water Production (09/11-09/23)

All water wells are in operation. The sewer tap at Well 24 for chlorine analyzer was completed on 09/21/12. Well 20 column pipe ready for disposal but the Water crew was short staffed. Staff confirmed with the City consultant that since Eagle Ford Shell project is pulling water from Carrizo Aquifer not the Goliad Sands (Kingsville's main water source), there is no negative impact of Eagle Ford Shell project on the City's groundwater.

Routine Maintenance - Collected 16 routine bacteriological samples; daily water system monitoring; delivered Ammonia to 5 sites; delivered chlorine to 5 sites.

Water pumped to distribution (09/11-09/23) - Wells – 54,450,000 gallons; Surface –576,000 gallons; 3,713,000 gallons for Ricardo bypass; Total 51,313,000 gallons; Average – 3,665,000 gals/day



Water Production operator Michael and Ramon Unloading chlorine at 1 of 8 locations

Water crews securing empty chlorine cylinder

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Water Distribution (09/11-09/23)

Water Division Crews repaired 16 Main Breaks and answered approximately 83 Service Calls (meter leaks, cutoffs and backfills). Crew supervisor and crew member attended a Groundwater Production class in Victoria on 09/15/12 through 09/20/12. Crews assisted contractors to dig out concrete on the east side of the Kingsville Police Department. Crews replaced manifolds at Hawks Landing, building #12. Crews also helped Code Enforcement to move desks from GCS building to the Recycle Center.

City Garage (09/11-09/24)

Maintenance

7-Oil changes on preventive maintenance; 36-scheduled work orders; 34-nonscheduled work; 5-Service calls; 1-Call out; 14-New tires on heavy equipment and trucks; 18-flat tire repairs and balances; 43- pending work orders.

Welder

1-received work order; 5-pending work orders; 5-nonscheduled work orders; 3-scheduled work orders; and 6 service calls. Welder also worked on the construction of second Wash Rack.

Solid Waste (09/11-09/23)

Landfill

Clean up continues on site, grading and drainage. Dirt hauling for cover has been dramatically reduced from five (5) days per week to two (2) days per week. Compaction is much better and utilization of airspace is being maximized. Operations continue to reclaim lost airspace due to too much cover being applied. Three (3) inches of rain fell at the Landfill and diversion berms have worked well on slopes. New diversion berms are being worked on for slope drainage. Yellow traffic tape and reflectors have been installed on curves and entrance to scales for better visibility. All brush is caught up at the burner. The new loader arrived and works very well. The quarterly report was submitted to the TCEQ on 09/17/12.

Municipal Solid Waste (MSW) – 4,044.08 tons; Dead Animals –1.16 tons; Brush – 101.05 tons; Concrete (commercial and residential) – 151.33 tons; Dirt – 245.46 tons; Litter –.23 tons; Metal – 6.28 tons; Construction and Demolition (C & D) – 328.83; Tires – 1.89 tons; Trash-Off – 46.45 tons.



One responsible citizen is taking brush to the City landfill located on E. County Rd.



45 new dumpsters being delivered to Sanitation Division.

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Sanitation

Residential waste collected from 09/10-09/23 – 334,120 pounds; Commercial waste collected 647,680 pounds; Brush collected 53,140 pounds and construction debris collected 36,760 pounds. Amount collected for Trash-Off by this department was 12,700 pounds. Brush crews are working on Zone 4 from September 23 to October 4. White goods will be collected from this zone on October 4. Brush will be collected from Zone 1 from October 07 to October 18.

Helping with Demolitions

Abatements were completed at 608 E. Ave B, 830 E. Yoakum, 832 E. Yoakum and alleys at 1400 E. Henrietta block, 330 E. Ella, 712 E Ave C and 1232 E. Ella. Crews worked on abatements when possible.

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

Purchasing Division

Janitorial Services and Ambulance Medical Supplies

The Purchasing Department worked on Bid No. 13-01 Janitorial Services for the Police Department and Bid No. 13-02 Ambulance Medical Supplies for the Fire Department. These bids are scheduled to open October 9, 2012 at 1:30 p.m.

End of Fiscal Year Purchases

Purchasing has been extremely busy issuing purchase orders for last minute end of fiscal year purchases issuing over 200 purchase orders for the month of September alone. Purchasing and Finance will begin processing PCard statements for the month ending September 26, 2012. September resulted in 427 PCard purchases totaling over \$68,000.00.

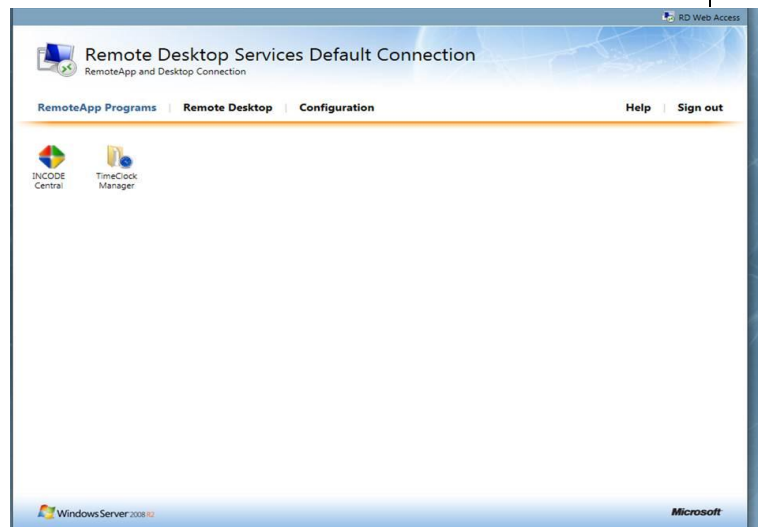
New Computers

Purchasing/IT Department ordered, received and set up computers for Risk Management, Fire Department, Community Appearance and City Commissioners.

Technology Division

TimeClock Plus Webinar

In preparation for city-wide deployment of the time clock management system, IT has reevaluated the methodology used to connect remote applications. The IT and Finance staff are offering services via the secure web, which will ensure maximum capability with new technology and support older applications. See the adjacent screenshot of the production server and some of the applications that will be offered. It is our ultimate goal to offer more applications over the web to focus on services for our end user employees.



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

Halloween Teen Zombie Party Coming in October

With Halloween approaching, the library has purchased a few new monster-inspired books that teens should enjoy. The library will be hosting a Teen Zombie Party for ages 12 – 17, on Saturday, October 20th from 11 a.m. – 1 p.m. at the Community Life Center located on the corner of Yoakum and 5th Street. Several local groups will assist in making this a fun-filled and educational event for the teens. Theatre Arts students from Texas A&M University-Kingsville will be on hand to apply zombie make-up on willing participants. An officer from the Kingsville Police Department will be present to demonstrate some basic self-defense techniques. The Kappa Psi fraternity from the College of Pharmacy will come to assist with the event and will also judge the costume contest. There will be two costume winners: one for the best home-made zombie costume, and one for the best zombie hunter costume. Other activities include games, snacks, and an obstacle course. Door prize drawings will be held throughout the event. For more information, contact the Children's Services Librarian at 361-592-6381.



October is Cyber Security Awareness Month

The Information & Technology Services Department is preparing for a month-long campaign aimed at one of the fastest growing issues that students are facing – cyber bullying. October is National Cyber Security Awareness Month and the library has already begun to be proactive in this initiative by providing cyber bullying and digital citizenship presentations to the Ricardo ISD campus in mid-September. The library hopes to target the over 1,000 area middle school and high school students on this subject in the hope of impacting their personal lives and sparking the idea to “Stop and Think before they Click.” National Cyber Security Awareness Month will run from October 1st through October 31st. Any organization interested in a presentation on this important topic, contact the Information & Technology Librarian at 361-592-6381.



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

Monthly Safety Training Oct 5th – Personal Protective Equipment



Initial Training is 98% completed and Monthly Safety Trainings are getting started with the Public Works Department on Oct 5th. Personal Protective Equipment (PPE) will be the Topic. Employees will be trained on the importance of wearing protective gear while at work such as Safety Vests, Hard Hats and Safety Glasses. Think Safety and Stay Safe!!

The City's Newly Appointed Personal Protective Gear Models are David Mason, Purchasing and Technology Director and Valerie Valero, Staff Engineer.

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Flood Risk Open House – “A Success”

FEMA Representatives and City and County staff conducted a Flood Risk Open House on September 26, 2012 Wednesday from 2:00 to 8:00 p.m. at Dick Kleberg County Park Recreation Hall. Several City residents attended and received information on their homes and if they were in a flood zone, any if any changes occurred. Residents were also given hands on training on FEMA'S Website for Flood Zone Information.



City Department Heads - First Responders – Go Bags

They are here? We are ready to respond!! 14 Emergency Go Bags were received this week. Bags will be used for Emergency Preparedness Response. Selected Department Heads such as Police, Fire Dept., City Manager & the Risk Manager will have a Go Bag if they would have to respond on a Major Emergency. Training on the Use of the Bag and its contents will be scheduled in the near future.



“Training Generals”

Diana Gonzalez; Human Resource Director & Melissa Perez; Risk Manager are the designated “Training Generals” for the City of Kingsville. They will be in charge of recommending training options and signing up staff and monitoring attendance. Training will be part of a comprehensive *Professional Development Program* that can be consistently deployed year-to-year.

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

Good Work by Agents Produces Drug Seizure

On Wednesday September 19, 2012 Kingsville Task Force Agents with the assistance of U.S. Border Patrol Officers conducted a traffic stop on U.S. Highway 77 northbound at CR 2280 on a red in color Ford pickup bearing Texas registration. Agent Mike Tamez made contact with the driver, Rocio Coronado, and was given consent to search the vehicle. A passenger in the vehicle was later identified as Fransico Ruiz. Both subjects advised that they were American citizens living in Matamoras, Mexico. Upon checking the vehicle, Task Force Agent Tamez noticed tool marks on the manifold area. **The engine manifold was removed and 11 packets of controlled substance were found in the intake area that had been sealed off so it could not be probed. The 11 packets field tested positive for 1.5 lbs. of methamphetamine (blue wrapping) and 7.3 lbs. of Cocaine. The 4 Kilos of controlled substance have a street value of \$80,000.00.** Both subjects were arrested and booked in at the Kleberg County Jail. Ms. Coronado advised Task Force Agents that she was forced to transport the contraband by the Gulf Cartel and was raped by the Gulf Cartel Commandant prior to being forced

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to transport the drugs. She further advised that she was to take the contraband to Houston but did not know where or to whom due to the fact that Ruiz was in control of the contact. Ruiz refused to talk to Task Force Agents during the interview process. The investigation is continuing.



Task Force Agents' Expertise of Use Locally and Around the World

Kingsville Task Force Agent Richard Kirkpatrick served as an Associate Trainer and assisted in conducting a 24-hour Commercial Motor Vehicle Criminal Interdiction course in Las Vegas, Nevada last month. DIAP, the Drug Interdiction Assistance Program sponsored the course and was attended by approximately 100 Federal, State, and Local law enforcement officials. Agent Kirkpatrick instructed classes to enhance a patrol officer's ability to conduct criminal highway interdiction. Kingsville Task Force Agent Richard Kirkpatrick also recently traveled to Montevideo, Uruguay. Agent Kirkpatrick was selected by Mr. Ted Sas, President and Owner of SAS R&D Services Inc., and the United Nations to again serve as an Associate Trainer. Agent Kirkpatrick instructed a course to the Uruguayan Customs Service on fiber-optic scope technology and contraband detection methods. Uruguayan officials received new fiberscope kits and density meters to enhance their contraband detection capabilities.

Agent Kirkpatrick (front center)



Agent Tamez (left)



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On Wednesday September 26 thru Friday September 28, 2012 Kingsville Task Force Agent Mike Tamez also served as an Associate Trainer and assisted with conducting another 24-hour Commercial Motor Vehicle Criminal Interdiction course in Denver, Colorado. DIAP, the Drug Interdiction Assistance Program again sponsored the course and was attended by another 100 Federal, State, and Local law enforcement officials. Agent Tamez also instructed classes to interdiction officers to enhance their abilities to conduct criminal highway interdiction.

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

Report: September 14 – September 28, 2012

Meeting with Hotel/Motel Managers - We had a meeting with hotel/motel general managers at the City Visitors Center. The hoteliers will provide: list of past events that they'd like to see re-established and a description of high and low seasons. They agreed to form a committee and to meet with Tourism staff regularly.

Filling Vacant Positions - We have begun reviewing the applications, for the Admin and Downtown positions, that the HR Department had advertised for and received.

University/City Cooperation - Had a meeting with the Deans of Arts and Sciences and of Engineering to further Town/Gown partnerships and cooperation in various projects, including:

- 1.Engineering student projects, including History students adding the historical perspective
- 2.Developing a syllabus and volunteer guidelines for tourism
- 3.Developing a student tourism volunteer program
- 4.Student participation in upcoming community events
- 5.Exploring vacant building opportunities
- 6.City support for an upcoming international math conf.
- 7.Evaluation of JE Conner Museum opportunities

Helpers Needed - The current model for staffing the Visitors Center, the Depot and the Conner Museum has been inadequate for some time and is falling further behind the need. We are attempting to maintain the current operation while studying the needs and developing a plan.

Event Planning - Planning continues for the Homecoming Parade, October 25; Ranch Hand Celebration, November 16 – 18; La Posada, November and December; Math Conference, December 17-21. One community challenge that we are addressing is our failure to do advance planning and advance notification to affected parties concerning upcoming events. To get maximum benefit from any City support of community events, we will need to do both strategic planning and effective communications and promotion.

Maintenance and Repairs at Visitors Center - Repairs continue at the City Visitors Center, to date we have treated a termite infestation, done landscaping maintenance, general cleanup and some painting. We are replacing broken water heater, repairing and bringing to code the deck and ramp, rebuilding wall damaged by broken door and termite infestation, and constructing a supply closet. Additional work is planned.

Staff Report

(A Publication of the City Manager's Office)
Monday, October 8, 2012

<u>Upcoming Events</u>	
October 4	- Mixer, Blake Fulenwider
October 6	- St Martins Rodeo, Northway
October 6	- TAMUK Football, Family Night
October 6	- Coastal Bend Wildlife Photo Contest, Caesar Kleberg
October 7,	- Symphony, Jones
October 11	- Mixer, Continuing Ed TAMUK
October 13	- TAMUK Leos 5K, Student Union
October 13	- Toys for Tots, Stadium
October 13	- Navy Ball, Base
October 13	- TAMUK Football, Community Night
October 20	- Mayors Cup Golf, Ramey
October 20	- Designs for a Cure, TAMUK Ballroom

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

Regular Commission Meetings	Monday, October 8, 2012	6:00 p.m.
	Monday, October 22, 2012	6:00 p.m.
Board Meetings (Commission Chambers)		
Planning and Zoning Board	October 17 th	7:00 p.m.
Historic Development Board	October 17 th	2:00 p.m.
Zoning Board of Adjustments	October 11 th	6:00 p.m.
Civil Service Commission	tba	11:00 a.m.
Board Meetings (Respective Location)		
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 – National Night Out	October 2 nd	6:00-9:00 p.m.
J.K. Northway Coliseum		
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