

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

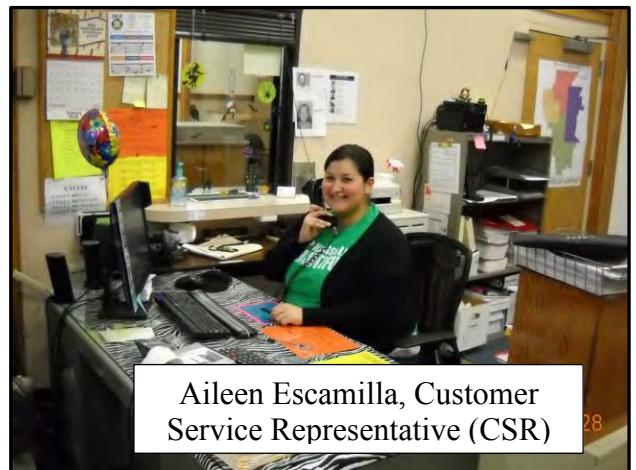
***“Half-heartedness never won a battle.”*** William McKinley,  
[www.inspirational-quotations.com](http://www.inspirational-quotations.com)

***“I glory in conflict that I may hereafter exult in victory.”*** Frederick Douglas,  
[www.inspirational-quotations.com](http://www.inspirational-quotations.com)

***FOCUS ON EMPLOYEES (Courtesy of Vince Capell, City Manager)***

***Good Job Award!!!***

*This letter is to recommend Aileen Escamilla for the Employee Recognition Award. Recently, the Utility Billing Department had been experiencing a short-staff issue. Aileen Escamilla, CSR, stepped up to the plate to cover both third desk duties as well as the Customer Billing Specialist position duties.*



*Aileen began working in the Utility Billing Department on 9/13/2012. In the 11 months she has been in the department she has proven she is more than capable of handling not only her CSR duties but also the backup Customer Billing Specialist duties as well.*

*Aileen has the capability to learn a large amount of information in a short span of time. She is versatile, hard-working; detail oriented, a team player, dependable, very organized, and understands the importance of completing daily tasks. Aileen has the confidence to handle difficult situations.*

*Aileen's customer service skills are commendable. Aileen is courteous even when customers are not. Aileen has a positive attitude that is contagious. She is thorough in explaining information to customers. Aileen is also learning the Account Receivable packet and will soon be responsible in maintaining that packet and all that entails. The Account Receivable packet allows Collections to bill out invoices for outstanding weed liens, abatements of noxious matter, demolitions, and any Finance Department Sundry items.*

*As Customer Billing Specialist, Aileen not only has to handle basic CSR duties, but also back up Customer Billing Specialist duties when the main CBS is out. She also handles the A/R packet to ensure proper invoicing is being sent out in a timely manner.*

**Thank you for your consideration. Diana Medina, Collections Manager**

# City of Kingsville

## Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

### *Let's Remember & Recognize Our Award Winners!!!*

#### **2012 Safety & Recognition Awards**

Jennifer Bernal – Employee of the Year  
Task Force Department – Injury Free Award  
Avelino “Java” Valadez – Safety Hero Award

#### **2013 Good Job Awards**

Aileen Escamilla	Public Works- Collections	10/14/13	Customer service with a smile
Police 5K Run Team	Police	9/23/13	Honoring the fallen
Manuel Buentello	Planning – Bldg. Regs	9/09/13	Good work under difficult conditions
Mike Tamez	Task Force	8/26/13	Impressing others statewide
Jeremy Loftin	Task Force	8/26/13	Impressing others statewide
Ruben Villalobos	Task Force	8/26/13	Impressing others statewide
Richard Kirkpatrick	Task Force	8/26/13	Impressing others statewide
Valerie Valero	Public Works – Engineering	8/12/13	Leadership & initiative
Chris Sanchez	Public Works - Sanitation	7/22/13	Exceptional performance
Teresa Orr	City/County Health Dept.	7/08/13	Going the extra mile/compassion
Carol Rogers	Public Works & Risk Mngt.	6/24/13	Commitment to work & coworkers
Myrna Barrera	R.J. Kleberg Public Library	6/10/13	Helpful and welcoming to all
Theresa Cavazos	Planning	5/28/13	Fundraiser for PDAP
Norma Cavazos	Finance / Accounting	5/13/13	Payroll processing excellence
Luke Stevens	Public Works Sanitation	4/22/13	Assistance to other departments
Capt. Roel Carrion	Fire Department	4/08/13	Selfless service as Interim Chief
Jessica Storck	Planning & Development	3/25/13	Customer service excellence
City Employees	City of Kingsville	3/11/13	Assist. Com Ken Starrs' fundraiser
Chuck Jennings	Tourism	2/25/13	Working effectively with Sheriff
Cpl. Jorge Flores	Police Department	2/11/13	Prompt/caring customer response
Ptlm. Javier Aleman	Police Department	2/11/13	Prompt/caring customer response
Ptlm. Henry A. Cantu	Police Department	2/11/13	Prompt/caring customer response
Ptlm. Allen Brown	Police Department	2/11/13	Prompt/caring customer response
Cindi Flores-Falcon	Community Appearance	1/28/13	Resolving a neighborhood problem

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

The City Manager, several City Staff, and others from the City of Kingsville and around the State will be attending the Annual TML Conference in Austin

David Mason and Department Directors are working hard to purchase the assets and initiate the projects approved by the City Commission in the City's FY14 budget.

Vince extends a warm welcome to Deborah Balli, new City Finance Director.

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

***CITY-COUNTY HEALTH DEPARTMENT (Courtesy of Emilio H. Garcia, Director)***

**Food Service Inspections (September 16, 2013-October 3, 2013)**

Food Service inspections are conducted on a quarterly schedule per year based on the risk category to insure compliance with the Texas Food Service Establishment Regulations and local food sanitation ordinances. Risk levels include low, moderate and high risk. Establishment scoring is based on a demerit system, as per The Texas Food Establishment Rules. There are two types of violations. Critical violations are 5 and 4 points demerits per violation and non-critical violations are 3 points demerit violations.

*Critical Violations* are improper practices and actions that directly contribute to food contamination and temperature abuse that may pose a potential risk to the public health, resulting in food borne illness. Critical violations must be corrected immediately or as directed by the Health Department.

*Non critical violations* are unacceptable practices that normally relate to the physical condition of an establishment, including equipment, cleaning and storage. Non Critical violations must be corrected before the next routine inspection or as directed by the Health Department.

VIP Adult Daycare-100	Big Events Cakes & More-97	Sunny Mart-96
Lydia's-85	McDonald's/HWY 77-94	Wendy's-94
Star's Drive Inn-85	Sonic Drive Inn-96	Subway/S. Brahma-100
Super 8 Motel-82	Taqueria Jalisco #5-87	TAMUK/Sushic, LLC-97
TAMUK/Pizza Hut-100	Methodist Development Center-87	El Tapatio #1-82
Young's Pizza-97	ChinaWest-100	Café 5 - 93
Superette Food Mart-96	Sixth Street Café-100	TAMUK/Turner Bishop Hall-93
TAMUK/P.O.D. Market-100	TAMUK-Jernigan Library-100	Pizza Hut-86
Texas Star #171-94	Wing Stop-91	Linda's Main Street Café-87
Summer Snow-94	Marshall's Hot Dogs-100	Los Cabos (Re-inspection)-91
Granny's Tamales-100	Epiphany Episcopal School-97	Mr. G's SnoWiz-92
Asian Buffet-86	Kentucky Fried Chicken-100	Baffin Bay Café-92
Riviera Food Mart (Re-inspection)-89	Boys & Girls (Re-inspection)-94	Butch's-100
Seafood Hut-100		

**Regular Food Handler & Fundraiser Food Handler Classes**

Food Handler Class	64 Students	Fundraiser Food Handler Class- TAMUK Organizations
Food Handler Class	13 Students	Regular Food Handler Class-Health Dept.
Food Handler Class	2 Students	Fundraiser Food Handler Class-KUYFL Javalinas
Food Handler Class	8 Students	Fundraiser Food Handler Class-St. Martin Church
Food Handler Class	226 Students	Fundraiser Food Handler Class- TAMUK Organizations

# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

## Permitted Temporary or Permanent Food Events Mobile Unit

TAMUK-ASA	Temporary Food Event-Fajita Tacos
Josefa Gomez Benefit	Temporary Food Event-Brisket Sandwich
South Texas Show Series	Temporary Food Event-Concession Stand
MMS Athletic Parent Group	Temporary Food Event- Concession Stand Mo Pac Field
St. Martin Church	Temporary Food Event-Annual Festival at JK Northway

**New Food Establishment** - Bella Roma Italian Restaurante, 930 E. Santa Gertrudis / NOW OPEN

### Fundraiser Food Handler & Food Handler Cards Makeover

The City-County Health Department Food Service division recently updated their food handler cards with a new look. The City-County Health Dept. emblem was added to the cards. Also added is their phone number and physical address. These added features makes the cards look more presentable.

BEFORE



AFTER



# City of Kingsville

## Staff Report

(A Publication of the City Manager's Office)

Monday, October 14, 2013

### **Did you know?**

The City-County Health Department would like to remind pet owners that mosquitoes can also cause heartworms in pets. Heartworms are transmitted from animal to animal by mosquitoes that are infected by a specific parasite (*Dirofilaria immitis*). Please contact your local veterinarian to have your dog tested for heartworm and placed on a heartworm preventative.

### **City of Kingsville Employees-Training**

Mrs. Melissa Perez, Risk Manager, recently sponsored a Safety Training for all City of Kingsville Employees. The training occurred on September 25, 2013 at City Hall, Commissioner Chamber. The training was divided into two sessions at 9:30 a.m. and 1:30 p.m. City-County Health Employees attended at their assigned times. The topic was a TML "Sexual Harassment and Harassment Awareness" with a brief discussion afterward. Thanks to Mrs. Perez and Diana Gonzales for the training opportunity. Attending the training were Robert Hinojosa, Connie Allen, Monica Longoria, Teresa Orr, Jesse Ybarra, Robert Puente, Jessica Montalvo, Emilio H. Garcia and Jason C. Torres. We look forward to next month's training

### **Animal Control Division-Pet Adoption Day**

The City-County Health Department-Animal Control Division recently held their monthly Pet Adoption Day at our local Tractor Supply Company. The event was held Saturday, September 28, 2013 from 10:00 am to 2:00 pm. Several dogs and kittens were displayed for the public to see and pet. Three lucky dogs were adopted and went to a forever home, congratulations and thank you to the 3 pet adopters. Unfortunately no cats were adopted. Thanks to For the Love of Strays for rescuing three dogs and ARK (Animal Rescue Kleberg) for rescuing one dog. Pictured are Teresa Orr, Kennel Attendant and Jessica Montalvo, Customer Service Representative who are waiting and ready to adopt out our pets. Thank you Jessica and Teresa for what you do.

**Teresa and Jessica**



**Doggies and Kitties ready to be adopted**





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

**Please adopt me!**



*Please join us at our next Pet Adoption Day  
Saturday, October 19, 2013  
10:00 a.m. to 2:00 p.m.*

*Tractor Supply Company  
2405 S. Brahma Blvd*

*Come by and see our variety of dogs and cats!  
Adoption fee is \$20.00 and a \$15.00 refundable  
vaccination fee*

*For questions please call the City-County Health  
Department @ 361-592-3324*

**City-County Health Department Improvements**

Dumpster Enclosure – The City County Health Department recently had an enclosure installed around its dumpster in keeping with the City of Kingsville Beautifications efforts. This is a nice added feature to the department. Thanks to Robert Isassi, Planning and Development Services Director, and Luke Stevens, Sanitation Supervisor, for including us in phase 2 of the dumpster enclosure plan.

**BEFORE**



**AFTER**



**Hurricane Fence Repairs**

D & C Fence Co., Inc. from Corpus Christi, Texas recently did some much needed repairs to the City-County Health Department Hurricane Fence. The repairs ranged from removing and replacing 270' of the three strands of barbed wire, straightening 7 posts and retuning them to an upright position and adding concrete on the frontage fence line of 1355. They also added is a new fence line with three strand barbed wire and a 4 foot gate. This area will serve as a dog track, where our shelter dogs can stretch and run around. They also repaired and replaced 120 feet of fence line with a 3 strand barbed wire and a 12 foot gate on our larger horse corral. The repairs were way overdue, but are now completed.

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

**BEFORE**  
**an open space**



**AFTER**  
**Enclosure for dogs to run around**



**Old Gate with no 3 strand barbed wire**



**New gate with 3 strand barbed wire**



**Old fence line with holes**



**New fence line with 3 strand barbed wire**



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

**Old fence line with opening's on the bottom**



**New fence line with 3 strand barbed wire**



**Vector Control-Mosquitoes**

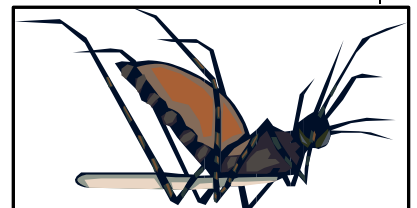
With the abundance of Tropical moisture we have been receiving in the city, the mosquito population has exploded. The City-County Health Department-Vector Control Division has been busy spraying and larvacing. Vector Control sprayed for adult mosquitoes on Tuesday, September 17, 2013 through Thursday, September 19, 2013 to control the mosquito population. Crews started at 8:00 p.m. and finished at around 12:00 midnight. There are four city vehicles spraying at one time throughout the city. Spraying is done at dusk when mosquitos are more active and winds are blowing at about 10 mph. Pictured below is Jason Torres, Health Inspector II, testing the Mosquito Foggers.



Larvacing is done when stagnated water remains in ditches, canals and large bodies of stagnated water. Vector Control use an Altosid XR extended residual briquets. The compact briquets dissolve in pools of water. These briquets are designed to release effective levels of S-Methoprene insect growth regulator over a period of up to 150 days in mosquito breeding sites. Staff has been busy larvacing the ditches and canals throughout the city. Below is a list of areas that have been treated.

- 1). FM 1355 (From N. Armstrong to Bus 77)
- 2). Bus 77 (From FM 1355 to TxDot Office)
- 3). Carlos Truan Blvd. (From Parker to Golf Course Rd.)
- 4). Loop 428 (From 14<sup>th</sup> St. to 6<sup>th</sup> St.)
- 5). General Cavazos (From 6<sup>th</sup> St to Golf Course Rd)
- 6). Hwy 77 Access Rd. (From Carlos Truan to General Cavazos)
- 7). Brahma Blvd (From General Cavazos to Trant Rd.)
- 8). Escondido Rd. (From 6<sup>th</sup> St. to Jamlie)

The City-County Health Department-Vector Control Division encourages all residence of Kingsville and Kleberg County to help in the prevention of Mosquito Breeding. You can **HELP** by doing your part. Stop raising





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

**Mosquitoes** in your yard and home! Check your yard and home.

- ✓ You should get rid of old tires, tin cans, bottles, jars, buckets, drums and other containers, which could potentially be a breeding ground for mosquitoes.
- ✓ You should empty wading pools weekly.
- ✓ You should repair leaky pipes and outside faucets to avoid standing water.
- ✓ You should change the water and scrub vases holding flowers, change the water in bird baths twice weekly and also change the watering pans of your pets.
- ✓ You should always mow and weed eat your property to prevent mosquitoes from harboring in high grass.
- ✓ You should remember **TO BE A GOOD NEIGHBOR!**

If we all do our part we can control the Mosquito population and enjoy the wonderful evenings to come.

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

**Finance Division**

Did you know that at the end of each fiscal year, all the income and expense accounts are closed out and the new fiscal year starts over with zero net income.

Inventory - The City's auditors, Womack & Co., along with the Finance department will be conducting inventory October 1<sup>st</sup> at 8:00a.m. The City Departments have been informed to have researched and acquired the unit prices to be used in the inventory. Their research and pricing information needs to be completed before September 27. The departments need to keep copies of their basis of unit price costing information in a separate file for the auditors. Use of current price sheets from suppliers can be used to some extent. On significant unit cost items (over \$200 each per unit cost items) departments will need to go back to the last purchase price documentation and use that price. Definitely do not start the count process before Friday September 27, otherwise the reconciliation between City counts and the verified audit counts will get time consuming. Also any deliveries and/or issuances out of counted stock (September 27 through September 30 depending on when you counted) will need to be noted on a log sheet that the auditors can readily go to and account for any differences between the department's count and the auditor's count. **Pull all Obsolete Inventory from your good stock and dispose of it in compliance with the standard operating procedure. If you can not dispose of it in time BE SURE to label it as "OBSOLETE INVENTORY".**

Purchase Order Roll Forward - Purchase orders open at the time the fiscal year is closed will carry over to the new fiscal year for the amount of the open purchase orders and an encumbrance will be recorded in the new fiscal year for the amount of the open purchase order. When a prior year purchase is received, the year to date expense is increased and the encumbrance is reduced by the original PO issue amount and no prior year adjustment is recorded.

New Hire - Ms. Deborah Balli (pronounced Bi-Yee) will start work with the City of Kingsville as Finance Director on Monday, October 7<sup>th</sup>. Most recently Deborah worked for the City of Beeville as Finance Director and City Manager for a total of 3 ½ years. Deborah is a licensed Texas CPA who



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

graduated with highest honors with a degree in Accounting from Texas A&M University – Corpus Christi. Prior to this, Deborah worked in the private sector for Maximus, Inc. for eleven years assisting clients install and utilize PeopleSoft accounting and related software. Prior to this Deborah worked for the City of Corpus Christi for ten years in various Finance Department capacities the final one being Controller.

City Ordinances - On September 16<sup>th</sup> the City Commissioner's adopted the City Manager's proposed budget for 2013-2014. At the same meeting the Commission adopted the ad valorem tax rate for all taxable property within the City of Kingsville, Texas. On September 23<sup>rd</sup> the Commissioner's approved the 2013 tax roll as submitted by the County tax assessor-collector pursuant to the Texas property tax code, Chapter 26, Section 26.09(E). All information pertaining to the City's Budget and tax rate adoption can be found on the City of Kingsville's website located at [www.cityofkingsville.com](http://www.cityofkingsville.com)

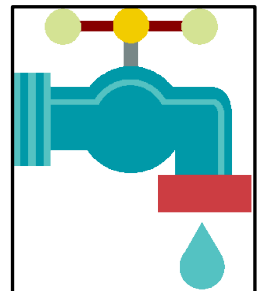
Fiscal Year- End - September 30<sup>th</sup> marks the City's Fiscal Year. As part of the process for closing the City's financial books the Finance Department is currently finishing reconciling cash items and bank accounts, preparing for inventory, reviewing dated Purchase Orders and encumbrances, and preparing for salary adjustments due to Cost of living increases as well as insurance and supplemental coverage changes.

Incode Version VX - Douglas Garrett from Incode has been meeting remotely with Finance and I.T. in implementing the new VX software. For the software as a whole, it is important to recognize that, despite the names, these are 2 completely different software systems. The significance of this statement is that the migration from one to the other is not an upgrade, but a conversion.

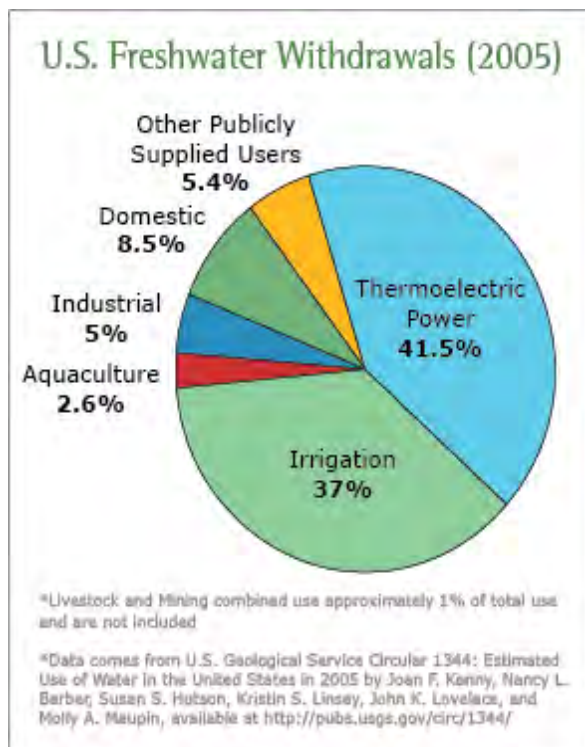
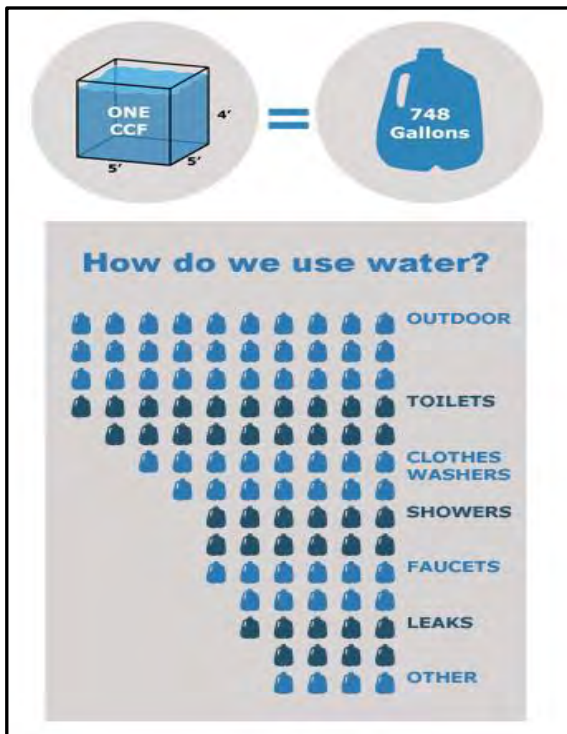
### **Utility Billing Division**

The Facts on Water Use - Commercial, Industrial, Agricultural & Electric Water Use  
Sometimes it's easy to forget that we also use water in ways we don't see every day. Water is used to grow our food, manufacture our favorite goods, and keep our businesses running smoothly. We also use a significant amount of water to meet the nation's energy needs.

How much do you use? - Different utilities use different units for measuring water use. The most common units are the CCF and the gallon. A CCF (centum cubic feet), also called an HCF (hundred cubic feet), represents one hundred cubic feet of water. The first "c" comes from the Roman word for hundred, "centum". This is the most common unit used by both water and natural gas utilities. But you may be more familiar with the other unit, the gallon. One CCF is equal to 748 gallons.



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



What does your usage mean? Well, the average American uses around 100 gallons per day per person in the household. That means a family of four would use around 12,000 gallons in a 30 day period. But usage varies

a great deal across the country, mostly because of differences in weather patterns. For example, water use tends to be higher in drier areas of the country that rely more on irrigation for outdoor watering than in wetter parts of the country that can rely on more rainfall

[http://www.epa.gov/WaterSense/our\\_water/understanding\\_your\\_bill.html](http://www.epa.gov/WaterSense/our_water/understanding_your_bill.html)

The City of Kingsville Utility Billing Department calculates customer's water use in gallons. It is important when reviewing your most recent water utility bill to look at the service dates. Also, it is important to notify the department of any leak that occurred during that time frame. The Utility Billing Department will need a receipt of what was purchased to fix the leak or a plumber's invoice providing proof that a leak was fixed. An adjustment will be considered for the high bill the service dates covers. Only two leak adjustments will be considered during a calendar year. For more information regarding leak adjustments customers can call the main line at 361-592-5281.

**Water and Waste Water Rate Increases** - On August 12, 2013, the Commission approved a Water rate increase of 1% and a Waste Water Rate increase of 3%. The updated rates went into effect August 28<sup>th</sup>, 2013. The first bill pertaining to the increase was mailed out September 4<sup>th</sup>, 2013.

**Meter inventory and milestone** - The Supervisor Meter Tech will be working on physical inventory of all meters during the week of September 23<sup>rd</sup>, 2013 for audit purposes. Jerry Trevino has been instrumental in this process year after year. The Supervisor Meter Tech, Jerry Trevino, has been with the City twenty-three years effective September 25<sup>th</sup>, 2013. Congratulations Jerry Trevino and thank you for your hard work, knowledge, and diligence.

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

Reminder - All roll outs must be out by 7 a.m. for trash pickup. Once your roll out has been serviced, it must be removed immediately from the curb or street and moved out of public view. See the following City Ordinance:

*Sec. 5-1-35. When collections made.*

*B) For customers served by city roll-out containers, the time for placement of city roll-out containers shall be 7:00 a.m. on the date of collection and removed from the street or curb by 8:00 p.m. on the date of collection.*

*(1962 Code, § 8-5-13; Ord. 93005, passed 4-12-93; Ord. 2001-06, passed 2-26-01; Ord. 2006-18, passed 4-17-06; Ord. 2008-09, § I, passed 2-11-08)*

***For all Sanitation Related Issues please call 361-595-8094.***

***For Community Appearance issues (high grass, trash, etc.) please call 361-595-8093.***

**Municipal Court Division**

What is a Class "C" Misdemeanor in Texas?- In the state of Texas, a Class "C" misdemeanor is an offense punishable by fine only. A class "C" misdemeanor is classified as a criminal offense. Generally, citations that fall in this category consist of but, are not limited to, *(MOST OF WHICH ARE CRIMINAL)*



*TRAFFIC, CITY ORDINANCE, STATE CODE AND JUVENILE CASES* with a date to appear in court on a specific date and time. Although such violations are "fine only" offenses, there may be additional consequences. Paying citations result in a conviction, which in turn may result in points on your driving record, surcharges, license suspension, higher insurance rates, or other unintended consequences.

Citizens are encouraged to contact the City of Kingsville Municipal Court for any questions or concerns by calling (361) 592-8566 or see us at 200 E. Kleberg. Available on the city website is the option to pay for any outstanding balances due to the court, including active warrants or payment plans and extensions. Please visit our website at <https://cityofkingsville.com/>

Court Business - Throughout the weeks of September 7, 2013, 2013 through September 24, 2013, the Kingsville Police Department filed a total of 154 new traffic and 61 state law violations. Kingsville's Health and Code Enforcement Department filed a total of 3 new ordinance violations. From the state department a total of 53 new FTA orders were authorized by the Municipal court Judge. The Municipal Court staff continues to work promptly resulting in a total of 320 cases completed.

Court collections totaled \$53,908.56 from settlement on payment plans and all other executed orders.

Pre-Trial Session for September 12, 2013 - There were 39 people scheduled to attend, 19 of which appeared before State/City Attorney Mrs. C. Alvarez. Out of the 19 whom appeared, 19 were settled and forwarded to the Municipal Court Judge for review.



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

Court Hearing for September 12, 2013 - During the 3:00 o'clock session there were 155 total of people to make their court appearance(280 cases), of which 45 people did appear. Of the people whom did appear the cases were as follows:

79	Payment plans granted
64	Cases forwarded to the warrant department for non-appearance
59	Cases reset
25	Cases dismissed by compliance
19	Cases set for review by Judge
16	Cases closed by full payment
9	Cases reported to Omnibase
7	Cases set for trial
1	Case ordered for deferral
1	Case granted an extension

**Special thanks**

The court would like to extend our appreciation for the security provided by the Kingsville Police department. Special thanks to Lt. B. Lile # 50, Officer H. Cantu #93, and Officer J. Aleman #74. The court would also like to extend our appreciation to the Kingsville Record for their cooperation in publicizing the courts new warrant orders of arrest. Also, many thanks to all our contributing departments for your continuous work and contributing factors!



**Public Notice** – Unfortunately there is no specific data base that lists all the courts in which they have pending citations. There is however a few ways to obtain this information as follows:

- Inquire with both, Municipal and Justice of the Peace courts near the location where you were cited.
- Visit the Texas Failure to Appear database at <http://www.texasfailuretoappear.com.search.p>

**Payment Methods** - The Municipal court manager asks that the public please continue to contact the court office for additional information on traffic and all other citations received at 361-592-8566. Also as a reminder, the court does not accept payment by personal checks. Payment may be made by Visa, MasterCard, money order, cashier's check and cash.

**Municipal court schedule -**

Pre-Trial	September 26, 2013 at 9 a.m.	October 24, 2013 at 9 a.m.
Inmate Court Session	September 26, 2013 at 2 p.m.	October 10, 2013 at 2 p.m.
Regular Court Session	September 26, 2013 at 3 p.m.	October 10, 2013 at 3 p.m.
Trial-Bench	September 26, 2013 at 4 p.m.	October 24, 2013 at 4 p.m.

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

***FIRE DEPARTMENT (Courtesy of Joey Reed, Fire Chief)***



**Fire Department Mission Statement**

Safely respond to fire, medical, and other emergencies. Provide public safety education and prevention programs to protect our community because we care.



**Community Participation / Events**

King High School Homecoming Parade - Engine 1 participated in the homecoming parade and stood by at the burning of the B at the homecoming pep rally. Volunteer Fire Department members were also in attendance.

Trash Off Day - Personnel provided large tent for shade at the event. The Fire Chief helped load used tires into recycling center truck.

*NOTE: Due to the increased number of simultaneous emergencies that are occurring within the City, the Fire Department will not be able to assign personnel or equipment to remain at the location of special events. The Fire Department and it's personnel are happy to be involved in community events, but must remain available to respond to emergencies and ensure the fastest possible response times. Personnel may be requested for events through the Fire Chief's office. Daily staffing levels and training schedules may effect resource availability.*

**Training and Professional Development**

Station Drills - Fire crews participated in various training drills throughout the period including:

- Rescue Jack and Air Bag training
- Driver training on Tower 1
- TNT Rescue Tool training
- Hydrants and Hose Operations

Department Training - Mass Casualty Kit familiarization, New kits, new trauma tag systems

- Rapid Intervention Teams
- OSHA 2 in/2 out training
- Structural Firefighting Strategies, Tactics, Procedures
- HazMat training, DOT Emergency Response Guidebook, strategies, decon tent setup
- Webinar on NFPA 1851 Advanced Inspection and Cleaning of Structural PPE

EMS Training - Probationary Paramedic review and examination.

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

**Planning**

Fire Department Budget - Budget meetings within the Fire Department continued throughout the period.

**Other Department Activities**

Local 2390 Bargaining Agreement Negotiations - Bargaining agreement talks between the City and Firefighters Local 2390 are ongoing.

Radio System Alerting - Meetings were held with a private vendor to discuss how fire stations can be alerted more quickly through radio alerting systems.

Fire Station 2 - Interior remodeling of Fire Station 2 is ongoing.

Apparatus Repairs - Still have small water and oil leaks on Engine 2.

**Fire and EMS Response Statistics**

Fire/EMS crews responded to ( 36) fire and other calls, (151) EMS calls, for a total of (187) emergency calls between September 13<sup>th</sup> and October 3rd, 2013.

**Major Incidents**

House Fire, 715 E. Shelton, September 30<sup>th</sup> -

Call Received at 0127 hours,  
Units responded at 0128 hours,  
Units on scene at 0132 hours, Reported fire showing from the rear of the house.  
Fire knocked down at 0136 hours,  
Units available at 0248 hours.

Fire located in back room of an occupied one story frame house. Occupant was already outside of home. One hose line was pulled to the rear of the house and the fire was extinguished. Positive pressure ventilation was used to remove smoke from the house. Overhaul of the fire area was conducted to ensure fire was out and there would be no extension or rekindle. A cursory investigation into the cause of the fire was conducted. The Fire Marshal investigated the incident the following day and the fire is still under investigation and is classified as undetermined/suspicious.

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

**Keep In Mind!**

Three things to remember when dealing with co-workers and business acquaintances: 1) Be Positive, 2) Be Polite and 3) Be Professional.

**Advertised Positions**

Fire - Firefighter/Paramedic  
Library - Library Director  
Landfill – Equipment Operator II  
Police – Telecommunication's Operator

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

Sanitation – Equipment Operator II  
Street - Supervisor  
Wastewater – Utility Worker  
Water – Utility Worker

**New Employees**



Joseph Villarreal  
Utility Worker  
Water



LaTonya Johnson  
Telecomm. Operator  
Police



Deborah Balli  
Finance Director  
Finance

**Separations**

Jose Saldana – Water  
Jeffery Casey – Fire  
Jose H. Vasquez - Fire

**Open Enrollment for Health insurance concluded on September 30, 2013**

Seventeen (17) sessions were made available to employees to review their coverage, add, delete and/or change their coverage.

**Open Enrollment for supplemental insurance also concluded on September 30, 2013**

With the varied enrollment opportunities made available to employees a high number of employees were able to attend and review their benefits.

**Employee Health Fair 2013 continues on schedule**

City employees and their eligible enrolled dependants are able to receive free services such as a Heart Study (consisting of a lipid panel with glucose, A1C, blood pressure, body composition analysis, weight, BMI and counseling services), flu vaccine and a blood test measuring prostate specific antigen (PSA). Massage chair therapy will be available in addition to wellness education material.

All eligible employees were given an opportunity to sign up and register for the services starting September 26<sup>th</sup> to October 2<sup>nd</sup>. A preliminary count of the services to be performed and/or administered is 122 Heart Studies, 130 Flu Vaccines and 62 PSA's.



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

**Training – Harassment Awareness**

Human Resources and Risk Management continued harassment awareness training. The first training session occurred on September 11, 2013 with over 90 employees participating. Two additional sessions were held on September 25, 2013.

**Planning continues for the annual employee recognition and family event**

The Employee Recognition and Safety Committee met again on October 1, 2013 to continue discussion of the tail-gate event to be held at TAMUK prior to "Game Night 2013" on November 2, 2013.

**Evaluation Report Summary**

The HR office has reviewed outstanding evaluations and rescheduled due dates where appropriate. New fiscal year ... new start.

Distributed Evaluation for October 2013 and Due November 30, 2013

City Manager's Office	4
Health	1
Library	1
Public Works	4
Task Force	1
Tourism Services	1

The Fiscal Year 2013-2014 Classification and Compensation Plan had its first reading during the September 23, 2013 Commission Meeting. The proposed plan received no comments and is scheduled for its second and final reading on October 14, 2013. The compensation plan rate schedule was updated to reflect a 1.5% increase to City employees.

Contract negotiations continue with both the Fire and Police associations.

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

***PLANNING & DEVELOPMENT SERVICES (Courtesy of Robert Isassi, Director)***

**Concrete Slab under the Downtown Park Pavilion**

The concrete slab under the donated canopy is complete. On Tuesday, the contractor placed concrete sealant and planted Bermuda grass seeding around the slab. The electrical tie-ins are scheduled to begin soon afterwards.

**H.M. King High School – Adaptive Re-use Project**

The color schemes have been selected and painting is scheduled to begin on October 21<sup>st</sup>. Internal repairs have been scheduled to begin



# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

## **Planning Director Attends American Planning Association (APA) Conference**

Robert Isassi will be attending the Texas APA Conference October 2<sup>nd</sup> through October 5<sup>th</sup> in Galveston, TX. This year's conference theme is "*Waves of Change*"; about the changing forces and impacts of development, economy, energy, environment, climate, land use, transportation and governance that are sweeping many of Texas' communities and regions. The conference is set in one of Texas' most historic and scenic cities. Today more than ever Galveston is a living community laboratory for understanding and addressing the sweeping changes and impacts of future growth and development. The conference program will include a total of nine tracks and 56 sessions devoted to transferrable lessons learned and emerging practices for innovative planning and effective governance. Robert will hear leading speakers and panel members discussing Waves of Change. Galveston's coastal barrier island setting lends itself well to a full tract focused on hazards and recovery planning. Other conference tracks will focus on planning law and ethics, emerging professionals, planning and regulatory practices, and a diverse range of other timely topics.

## **Building Services Division**

Residential Remodel	8	Demo	0
Commercial Building	0	Electrical Remodel	9
Mechanical	11	Moving	0
New Residential	0	Fire Inspection	13
Cert. of Occupancy	2	Gas Inspection	4
Commercial Meter	2	House Leveling	0
Plumbing	5	Residential Meter	12
Re-Roof	12	Sprinkler	0
Sidewalk	1	Sign	2
Curb	1		
<b>TOTAL INSPECTIONS</b>	<b>82</b>		



New Business - Bella Roma Italian

Restaurante @ 930 E Santa Gertrudis is now open for business.

Update on Building Official - The entire Planning & Development Services Department would like to thank all those who sent their well wishes to our building official, Daniel Ramirez, better known as Mr. Daniel. He is doing much better & we hope to see Mr. Daniel back in business by the end of October.

## **Community Appearance Division**

Recent activity (September 11-September 25) by Community Appearance Inspectors is as follows -

<b>Activity:</b>	<b>Results:</b>
Notices Sent- 54	Compliances-23
Inspections- 108	Abatements-31
Re-Inspections- 33	Court Cases-2



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

Illegal Dumping Cases- 0	Referral to other Department- 4
Obsolete Sign Violations- 0	Placards Posted- 17

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

**409 E. Ella – Community Appearance Abated**

**BEFORE** **AFTER**



**625 W. Richard – Community Appearance Abated**



**318 W. Ella – Community Appearance Abated**





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

**324 W. Huisache – Community Appearance Abated**



**Community Appearance Division**

New Signage at Community Appearance Office - The community appearance sign is nearing completion - We will be adding the city emblem as well as the international recycle symbol to the sign as well. These symbols are specially made and are on order. One challenge we have had in the past is citizens not knowing where our building is located. We refer to it as the Old Dr. Pepper bottling building, staying true to the buildings original purpose. The placement of the sign will guarantee no complications. The style of the sign leaves one to believe that the sign has always been there.

**BEFORE**



**AFTER**





# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

High Grass is on the Rise - As a courtesy we give the citizens a week after the rain to cut their grass. Community Appearance operators are out in full force to appease the multiple complaints coming in regarding the high grass throughout town. We are still focusing on major thoroughfares while private properties are being addressed. Luckily a lot of property owners are mowing their lawns; I'm sure in part of ridding the mosquito problems. For the month of September, so far, Community Appearance has billed noncompliant property owners **\$5,197.40** for the abatement of their properties. These invoices are created by Code Officers and submitted to Collections department for billing and if property owners do not pay in the time given, a lien is placed on the property.



Welcome to Officer Eric Perez - Community Appearance would like to welcome Officer Eric Perez to our group. Officer Perez's office will be located at the community appearance building while enforcing State laws on various parking violations. Officer Perez's title is Neighborhood Improvement Officer (NIO) and will do just that. In addition to the parking violations he will also be available to assist Code Enforcement by reporting other city violations, such as cars parked in yards, to Code Enforcement. We are happy to welcome him in to our department.

Trash Off Event is Another Big Success - A ***BIG THANK YOU*** to all those involved at the trash off event on Saturday. In all we collected 35 tons of junk, 14.2 tons of brush, 3.5 tons of metal & 734lbs of tires. The line of trucks & trailers lined up all the way to Kleberg Elem. at one point. It was nonstop up until the very end. Everyone did an awesome job thank you for helping make things run as smoothly as it did. Only 2 *minor* incidents reported. Community Appearance staff is grateful for all the hard work everyone put forth



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





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

**Demolition Initiative**

The Building Dept. will present five dilapidated structures to City Commissioners for review on the last meeting of each month. A goal of 25 demos per fiscal year has been set and has been achieved!

Commission Approved	20
Property Owner Agreement	31

Below is an update pertaining to the noticed properties in violation awaiting a demolition order and the already agreed upon and approved properties scheduled for upcoming demolition:

<b>Date</b>	<b>Property Location</b>
Pending	519 N. 6 <sup>th</sup> St.- Awaiting re-hearing for Demolition Order Request
Pending	103 ½ S 2 <sup>nd</sup> - Property Owner Agreement <i>pending tentative demo date</i>
Pending	618 W Fordyce – Commission approved demo
Pending	708 W Ave F – Voluntary demo
9/24/13	816 E Doddridge – Commission approved demo

**420/422 S. 18<sup>th</sup> ST. – City crews demo**

**BEFORE**



**AFTER**



*As always, Community Appearance Division would like to thank all those involved with their efforts towards the beautification of our great city.*

**Cumulative count of abatements conducted by the property owner for “Top Ten” monthly private property cleanups**

As shown in the below table the number of owner abatements on noticed properties within the “top ten” monthly clean ups has risen. The intent is to get to 100% property owner compliance with no reoccurring junk and debris violations. These numbers indicate the property owners are increasingly taking the initiative to come into compliance, thereby indicating a change in behaviors hopefully due to increase public awareness of City codes.

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

Top Ten Phase #	#of Cleanups Conducted by property owner	Top Ten Phase #	#of Cleanups Conducted by property owner
PHASE 1	0 out of 10	PHASE 12	8 out of 10
PHASE 2	2 out of 10	PHASE 13	9 out of 10
PHASE 3	2 out of 10	PHASE 14	6 out of 10
PHASE 4	3 out of 10	PHASE 15	9 out of 10
PHASE 5	3 out of 10	PHASE 16	9 out of 10
PHASE 6	3 out of 10	PHASE 17	8 out of 10
PHASE 7	4 out of 10	PHASE 18	In Process
PHASE 8	7 out of 10		
PHASE 9	5 out of 10		
PHASE 10	8 out of 10		
PHASE 11	7 out of 10		

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



**New Sign Letters Installed at KPD**

S&G Signs out of Corpus Christi installed new letters for sign in front of the Kingsville Law Enforcement Center on Monday, September 30<sup>th</sup>, 2013.



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

**Landscaping Maintenance**

La King Nursery who made the initial installation of landscaping at the Kingsville Law Enforcement Center has been working on maintaining the plant area by installing fiber so that weeds don't come through as well as replacing mulch with higher quality red mulch. The lawn is also being treated for fire ants and other pests as well as being fertilized so that it can remain healthy during the fall and winter as well as into the future.



**Emergency Repair of Air Condition Unit**

Employees at the Kingsville PD noticed that water had been leaking into the hall area a few weeks ago. Ramos Air Condition and Refrigeration personnel came out to check the roof units. Upon inspection it was determined that one of the air conditioning unit was tilted so water was coming out of the water holding tray. Further inspection resulted in the finding that the area underneath the unit had deteriorated and collapsed.

On Wednesday, October 2<sup>nd</sup>, 2013 a crane was brought in and the air conditioning unit lifted. Appropriate repairs were made and the air condition unit was resealed.

**Communications Bureau**

Training - All employees that are currently assigned to the communication division successfully completed their sexual harassment awareness training. New employee LaTonya Johnson completed her second week of training in the clerk phase as a telecommunication operator.

Prospective Employee - Teekie Allen completed a successful interview and was recommended for employment.

TDD/TYY logs were done for September and turned into Mrs. Bea Gabrillo at the COG center.

9-1-1 Calls	<u>524</u>
Calls to Front Desk	<u>1734</u>

**Patrol Division**

Traffic Stops	<u>286</u>
Citations	<u>190</u>
Warnings	<u>138</u>

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

Sexual Harassment Training - Thirty of the 31 members of the Patrol Division completed the required Sexual Harassment Training.

Intoxilyzer Training - Four patrol officers attended training and were re-certified on the Intoxilyzer 5000.

SWAT Team Training - The Patrol officers assigned to the SWAT team received 8 hours of training (two 4-hour training blocks).

Community Coalition Response Meeting - One officer attended the Community Coalition Response meeting.

**Criminal Investigations Bureau**

Cases assigned during the week	<u>97</u>
Evidentiary Search Warrants for property	<u>2</u>
Felony Arrest Warrant	<u>1</u>

September 23<sup>th</sup>-27<sup>th</sup>

(13-28295 Accident Personal Injury or Death involved) Det. V. Salinas was called out on Friday night (9/20/13) in reference to a hit and run accident. Two young juvenile males were hit by a vehicle in the 300 block of E. Ailsie. The vehicle was located and the case is currently under investigation. The suspect at this time is Leslie Villeda 22YOA.

Note: The DPS Crime lab personnel came to the PD and help the Evidence tech process the shattered windshield.

(13-00028451 Agg. Assault) Det. J. Greif was working patrol duty on Sunday (9/22/13) when he was called to the 712 E. Richard in reference to an incident that occurred during the night time hours. Det. Greif discovered Francisco Calderon, 25YOA, had been Halo Flighted to San Antonio (Brooke Medical Center) with severe burns. Rita Gutierrez, 25YOA and Francisco Calderon were involved in an argument that started at a local bar (The Silver Spur), and continued the argument at home. Det. J. Greif later determined that Gutierrez douses Calderon with lighter fluid, and he was caught on fire. At this time Calderon is currently still at Brooke Medical Center under intensive care. Det. Greif issued an Arrest and Search warrant for Gutierrez. On 9/27/13 at approximately 15:00 Gutierrez was arrested and evidence was found in her residence. The case is still under investigation.

(13-00027346 Credit Card Abuse) Det. J. Gonzalez was assigned this case this week and noticed the victim's credit card was used at the local Wal-Mart. Det. J. Gonzalez got with the Loss Prevention Officer and was able to identify the offender in the surveillance video. The victim positively identified the offender as Sherard Alexander Griffin 31YOA. Det. J. Gonzalez issued an arrest warrant for Griffin and later arrested Griffin, and got a written consent to search his residence. While searching the house Det. Gonzalez was able to locate an empty computer box, and noticed the computer matched the same computer that was illegally purchased at Wal-Mart. The following day Det. Gonzalez was able to locate the computer at a local Pawn Shop and put a hold on the computer. Det. Gonzalez also was able to

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

locate several other items in the house that were purchased illegally. The case is still under investigation.

Sept 30-Oct 4<sup>th</sup>

Det. J. Gonzalez received a Credit Card Abuse Case (13-00027161). The victim reported someone tried to purchase a camera online at Sears.Com. The victim reported that Sears flagged the transaction as possible fraud and cancelled the order. Sears advised the location where the camera was going to be shipped to is 600 E. General Cavazos Apt# 1014. The victim did not know who lived at that location. This case is still under investigation.

Note: Det. J. Michalski has another Credit Card Abuse Case and the order is being shipped to the same address (600 E. Gen Cavazos #1014)

Det J. Michalski is assigned to a Credit Card Abuse Case (13-00027594) On September 14, 2013 Richard Homs reported an unauthorized charge of \$500.90 on his Navy Army FCU checking account. Det. J. Michalski was able to locate on SEARS.COM a purchase of a Canon Rebel 12.2 Meg Pix Camera. The camera was delivered by UPS to 600 E. General Cavazos #1014 under the name of Richard Homs. Contacted was made with UPS and the item was delivered to apartment 1014 on 9/9/2013 at 2:19 PM and signed for by last name Landreath. UPS also sent a copy of the signature of the person who signed for the property. The Case is still under investigation.

**Street Level Operations Team**

Arrests: Felony DWI, POM, Consumption of Alcohol by Minor x3, Evading (Bailout),  
False/Altered ID, Derrick Thomas Felony Warrant x2, POCS PG 1>=4g<200g DFZ,  
Search Warrant 803 W. Alice

No arrest: Found Property 806 S. 11th, Synthetic marijuana and drug paraphernalia

District Court Cases Filed:	<u>54</u>
County Court Cases Filed:	<u>17</u>

We have conducted eight controlled narcotics buys for our future narcotics search warrants

**Warrant Officer**

Contacts	117
Attempted Service	158
Warrants Cleared	138
Monies Collected	\$17,000
Payment Plans	\$22,600
Arrests	22

**Neighborhood Improvement Officer**

Abandoned and Junked Vehicles – October / 2013 / Week 40 / Sept. 30-Oct. 6

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

	Citation No	Date	Result	Zone	Vehicle Description	Offense	Location
1	E233932	9/30/2013	CITATION	15	2008 FORD F-150	PARKING VIOLATION	242 OTIS AVE.
2	E233934	9/30/2013	CITATION	15	2004 FORD MUSTANG	PARKING VIOLATION	200 CAROL AVE.
3	E233933	9/30/2013	CITATION	15	2001 NISSAN FRONTIER	City Ordinance-Prohibited Junk Vehicles	244 OTIS AVE.
4	13-00029296	9/30/2013	CASE #	15	GMC 2500	ABANDON VEHICLE	226 OTIS AVE.
5	E233937	10/1/2013	WARNING	14	2013 DODGE RAM 1500	PARKING VIOLATION	800 E. MILLER AVE.
6	E233938	10/1/2013	WARNING	14	2003 CHEVROLET 1500	PARKING VIOLATION	500 E. MILLER AVE.
7	E233939	10/1/2013	CITATION	14	2005 ACURA MDX	PARKING VIOLATION	300 E. SHELTON AVE.
8	E233940	10/1/2013	WARNING	14	2010 DODGE RAM 1500	PARKING VIOLATION	500 E. SHELTON AVE.
9		10/1/2013	PENDING	6	1995 FORD MUSTANG	PUBLIC NUISANCE	401 E. HENRIETTA AVE.
#	E233941	10/1/2013	WARNING	11	2003 FORD MUSTANG	City Ordinance-Prohibited Junk Vehicles	603 E. KENEDY AVE.
#	E233942	10/1/2013	WARNING	11	2002 CHRYSLER CONCORDE	City Ordinance-Prohibited Junk Vehicles	603 E. KENEDY AVE.
#	E233943	10/1/2013	WARNING	11	1981 CHEVROLET RV SUNFLYER	City Ordinance-Prohibited Junk Vehicles	603 E. KENEDY AVE.
#	E233944	10/1/2013	WARNING	11	1998 CHEVROLET BLAZER	City Ordinance-Prohibited Junk Vehicles	707 E. KENEDY AVE.
#	13-00029346	10/1/2013	CASE #	14	FORD MUSTANG	ABANDON VEHICLE	513 E. SHELTON AVE.



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



***PUBLIC WORKS DEPARTMENT (Courtesy of Charlie Cardenas, Director)***

**Engineering  
(09/09-09/29)**

The Engineering Department has been inspecting and monitoring construction throughout the city. One in particular is the concrete street work. Inspecting this work includes grading the curbs and gutters.



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

Engineering continues quality control by placing construction stakes on County Road 1030.

**Street Division (09/09-09/29)**

Road Construction – Continued road construction on Sage Road. (Project #41)

- Picked up load of AC5 from Corpus Christi
- Repaired/Flipped blade on loader
- Repaired alleyways
- Sealed bare spots
- Began road construction on Co Rd. 1030
- Laid hot mix on Sage Road
- Repaired 2 areas on Young Drive
- Brought dirt up to edge in dry areas on the Southside
- Cut ditch and rolled
- Several City employees worked the Trash off on 6<sup>th</sup> St from 7:00 a.m. to 12:30 p.m.
- City workers worked parade on Thursday 9/26/13 closing downtown streets on Kleberg from 11<sup>th</sup> St. to 6<sup>th</sup> St.

Mowing - Crews mowed:

- Corral Ave and 77 Bypass
- Santa Gertrudis and 77 Bypass
- General Cavazos and 77 Bypass
- Carlos Truan Blvd. and 77 Bypass
- W. Corral Ave. to Santa Rosa
- 77 bypass from Santa Gertrudis to General Cavazos
- King Ave. and Armstrong Ave to King Ranch Entrance
- Corral from Bypass to 14<sup>th</sup> St.
- 6<sup>th</sup> St from City Limits sign to the Y
- North Y
- Sage Rd from Young Drive to Armstrong Ave.
- Armstrong Ave from CR 1355 to Ave I
- Young Drive from Corral Ave to CR 1355
- General Cavazos Blvd. to FM 3326
- Ailsie from 6<sup>th</sup> to Franklin Adams
- 6<sup>th</sup> St from Alexander to Dick Kleberg Park

Gutters – Crews cleaned gutters on:

- Zone 8 ( this includes everything from State Hwy 141 to Corral and Santa Rosa to Armstrong)
- Zone 9 (this includes everything from Armstrong Ave and to the West and from State Hwy 141 to Alexander Ave.)
- Zone 10 (this includes everything from Armstrong Ave. to 6<sup>th</sup> St and King Ave. to Alexander Ave.
- Zone 12 (to include everything from King Ave. to Caesar Ave, and 14<sup>th</sup> St to US Hwy. 77)

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

Weed Killer – Crews sprayed weed killer on:

- Shelly Road.
- Henrietta from 7<sup>th</sup> to 2<sup>nd</sup> St (both sides)
- Ailsie from 6<sup>th</sup> St to Loop 428
- Henrietta to 7<sup>th</sup> St.
- University Drive
- Johnston Ave to Dead End
- Fordyce Ave from Huisache to 4<sup>th</sup> St.
- Caesar Ave.
- Ragland Ave
- Doddridge Ave
- Zone 10 (Armstrong Ave to 6<sup>th</sup> St and from Alexander Ave to 6<sup>th</sup> St.
- South Creek
- Huisache
- 2<sup>nd</sup> St
- 3<sup>rd</sup> St
- 4<sup>th</sup> St

Weed Eating

- Ailsie from 6<sup>th</sup> St to Franklin Adams and Hwy 77
- Carlos Truan from 14<sup>th</sup> St. to Hwy 77
- Shelly Ave. from Ailsie to General Cavazos Blvd.
- Bridge bypass from Corral to Santa Gertrudis
- Removed debris from Tranquitas Creek

Street Sweeping

- General Cavazos from 14<sup>th</sup> St to Hwy 77
- 14<sup>th</sup> St from General Cavazos to Corral Ave
- King St. from Hwy 77 to University Blvd.
- 6<sup>th</sup> St. from Corral Ave. to Caesar Ave.
- 3<sup>rd</sup> St., 6<sup>th</sup> St., 7<sup>th</sup> St., 8<sup>th</sup> St., 10<sup>th</sup> St., and 11<sup>th</sup> St. from Yoakum Ave. to King Ave.
- 9<sup>th</sup> St. from Yoakum Ave to Kleberg Ave.
- Kleberg from 11<sup>th</sup> St. to 3<sup>rd</sup> St
- Shelly Dr. from Ailsie St. to General Cavazos Blvd.
- Corral Ave. from Hwy77 to Armstrong Ave.
- Kleberg Ave. from 11<sup>th</sup> St. to King Ave.
- Santa Gertrudis Ave from University Blvd. to Hwy 141
- Billy Evans from Chandler to Dead End
- Chandler from JayVee to General Cavazos Blvd.
- Seale from Yoakum Ave. to Richard Ave.
- Cypher from Seale to Armstrong Ave.

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

- Henrietta Ave, Lee Ave. and Richard Ave. from Armstrong Ave. to Seale
- Carlos Truan Blvd. from 14<sup>th</sup> St. to Hwy 77
- Santa Monica from Santa Gertrudis to Santa Fe
- Santa Fe from Santa Rosa to Santa Elena
- Santa Cecilia from Santa Rosa to Santa Elena
- Corral Ave. from 14<sup>th</sup> St. to Hwy 77
- 6<sup>th</sup> St. from Corral Ave. to Caesar Ave.
- King Ave. from University to 6<sup>th</sup> St.

Drains – Cleaned drains on:

- 6th St.(Westside)
- Armstrong Ave. to Santa Rosa
- Corral Ave to Johnston Ave.
- Ditch from General Cavazos to Shelly.
- Gutter near Brookshire
- 10<sup>th</sup> St. to Carlos Truan Blvd.
- Wilson St, Garcia St and E. Ella Ave.
- 5<sup>th</sup> St. from Ella Ave. to Nettie Ave.
- Tranquitas Creek on Ave D and Ave I.
- 5<sup>th</sup> St. Creek
- 9<sup>th</sup> St. Creek
- 10<sup>th</sup> St. Creek
- Zone 5 (this includes areas between Santa Gertrudis Ave. and King Ave and 14<sup>th</sup> St to past US Hwy 77)

Patching – Crews patched and filled in potholes:

- On Mesquite from 1<sup>st</sup> St. to Armstrong Ave.
- Ave C from 1<sup>st</sup> St to Wells
- Ave H from Armstrong to Wells
- 2<sup>nd</sup> St from Ella Ave to Nettie Ave.
- Wanda Ave. form Ave H to Ave I
- Wells St from Corral Ave to Ave H
- Lott from 3<sup>rd</sup> St to 2<sup>nd</sup> St.
- Ave. A, Ave B and Nettie Ave. from 3<sup>rd</sup> St to Armstrong Ave.
- Ella Ave and Wells
- Nettie Ave and Wells
- Wells from Ave C to Ave D
- 208 W. Richard in the alley
- 514 W. Richard in the alley
- Wells from Ave. H to Ave I
- 529 W. Mesquite Ave.



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

- 620 W. Ave G
- W. Santa Gertrudis Ave.
- 401 E. Shelton
- Warren Ave. from 14<sup>th</sup> St to 16<sup>th</sup> St.
- 6<sup>th</sup> St. to Richard Ave
- Corral Ave. from Armstrong to Santa Gertrudis Ave
- Ella Ave. from 7<sup>th</sup> St. to 9<sup>th</sup> St.
- Sage Rd.
- 225 E. Santa Gertrudis Ave
- Shelton Ave. from 14<sup>th</sup> St to 16<sup>th</sup> St.
- 11<sup>th</sup> St from Caesar Ave. to Alexander Ave
- 1<sup>st</sup> St. from Santa Gertrudis to King Ave.
- Yoakum Ave. to 10<sup>th</sup> St.
- 17<sup>th</sup> St and Brookshire Ave.
- North Y to Corral Ave.
- 1<sup>st</sup> St. to 2<sup>nd</sup> St.
- 1130 E. Huisache Ave,
- 16<sup>th</sup> St to Kenedy Ave.
- Lee St.
- King Ave and Wells St
- 17<sup>th</sup> St and Henrietta Ave
- 16<sup>th</sup> St and Ella Ave.
- 1200 block of Ave A to 17<sup>th</sup> St.
- Ave A and 16<sup>th</sup> St
- Ave B and 17<sup>th</sup> St.
- Kenedy from 1<sup>st</sup> St to Armstrong Ave.
- Santa Gertrudis Ave. to Corral Ave.
- Creek on Santa Gertrudis on 10<sup>th</sup> St
- Lee Ave. from 10<sup>th</sup> St to 6<sup>th</sup> St.
- 10<sup>th</sup> St. and Henrietta Ave
- 12<sup>th</sup> S from Ave B to Henrietta Ave.
- 10<sup>th</sup> from Corral Ave. to King Ave.
- Lee Ave. from 14<sup>th</sup> St. to 6<sup>th</sup> St.
- Ave C and Wells
- Vela from 14<sup>th</sup> St to 12<sup>th</sup> St
- Ave A from 14<sup>th</sup> St to 12<sup>th</sup> St.
- Garcia and Wilson
- 6<sup>th</sup> St. (north and south bound)
- Shelly and Ailsie
- South Creek
- 1408 Michael

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

- 1411 Michael
- 1<sup>st</sup> and Nettie

Miscellaneous

- Alley maintenance was done on.
  - 500 block of W. Richard and 600 W. Santa Gertrudis Ave.
  - 14<sup>th</sup> St to 12<sup>th</sup> St between King Ave and Kenedy Ave.
  - Zone 10 (this area includes King Ave to Alexander and Armstrong to 6<sup>th</sup> St.)
  - Loop 428 to 6<sup>th</sup> St behind Safety Glass
  - 1200 block of E. Ella
  - 12<sup>th</sup> St to 10<sup>th</sup> St between Ella Ave and Nettie Ave.
  - 11<sup>th</sup> St to 16<sup>th</sup> St between King Ave and Kenedy Ave.
  - Armstrong to Wells between Richard and Santa Gertrudis Ave.
  - Wells St. to 1<sup>st</sup> St from Santa Gertrudis Ave. to Ella Ave.
  - Repaired potholes in the alley at 700 block of Wilson, 400 block of E. Lee and 900 block of E. Ave A

Sign Shop – Signs and Cones

- Picked up a fallen Stop Sign on W. Ave D and 5<sup>th</sup> St.
- Replaced a 30 MPH sign on Trant Rd.
- Changed a Crime Watch sign on Santa Gertrudis in front of the Apts.
- Put mourning signs at the 400 block of W. Ave C and 813 W. Ave G
- Installed a stop sign on W. Ave D and 5<sup>th</sup> St.
- Put up barricades to close roads on Trant Rd., Franklin Adams and General Cavazos Blvd.
- Repaired and painted broken barricades on dead ends.
- Crew set up barricades on 1<sup>st</sup> and Ave I along Traquitas Creek, Alice Ave
- Picked up barricades on Sage Rd and Young Drive
- Dropped off 7 barricades at the rock pile.
- Replaced broken stop sign on 9<sup>th</sup> and Kenedy and 6<sup>th</sup> and Ave D.
- Replaced broken crosswalk sign on 17<sup>th</sup> St. and Ella Ave.
- Replaced sign post on Trant Rd. across from Hwy 77
- Picked up and took mourning signs to and from areas
- Checked zones 1, 2, 3,4,5,6 for leaning signs.
- Checked all School Zone lights to see if they were working properly, found problems with the following: 17<sup>th</sup> St and E. Ave B, 17<sup>th</sup> St. and Richard and E. Kleberg.
- Picked up barricades at all the creeks
- Worked on inventory
- Cleaned sign shop

- Drains: - Checked drains at:

- Caesar Ave
- E. Ave B

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

- 6<sup>th</sup> St
- 14<sup>th</sup> St
- Zones 1, 3, 5
- W. Ave I to King Ave
- 6<sup>th</sup> St. to Armstrong Ave.
- King Ave and Caesar from 6<sup>th</sup> St. to 14<sup>th</sup> St.
- Santa Gertrudis St. and King Ave.



**this included placing barricades during storm events**

- Tree Trimming
  - Trimmed trees on Santa Gertrudis, St Santa Rosa, 400 block of N. Wanda Ave and 246 Otis.
  - 800 block of W. Richard
  - Fairview and Brookshire
  - 5<sup>th</sup> St near Dead End

**Water Production (09/09-09/29)**

Water Production will installed booster pump and motor at Well #20. Water Well #20 is working fine after electrical repairs. Lead/Cooper samples were shipped on 9/10/13 and received at LCRA on 9/11/13 at 4:30 p.m. Water Productions continues with ground maintenance at all the well sites. Ground Maintenance is 99% complete. 3 automatic flushing systems we ordered for dead-end flushing. Well motor at Well #22 is not responding to SCADA set points we will



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

investigate the problem. Van Fleet poured concrete for new pump house at Water Well 19 on 9/20/13. Third quarter disinfectant report was mailed to TCEQ on 9/30/13. Report is due no later than 10/10/13. Routine job: Collected 18 routine Bacteriological Samples; collected 21 daily chlorine residual, delivered Ammonia to 9 sites; delivered Chlorine to 9 sites.

Water pumped to distribution (9/9 – 9/30) - Wells – 37,174,000 gallons; Surface – 45,293,000 gallons; 5,133,000 gallons for Ricardo bypass; Total 87,600,000 gallons; Average – 4,171,428.57 gals/day.  
Construction on well #19 is well underway and scheduled to finish next month.

**Wastewater Collection and Treatment Plant (09/09-09/29)**

Wastewater Treatment North Plant – Got secondary clarifier bridge back online. Operators and helpers cleaned clarifier troughs and weirs. Operators shoveled sludge from sand drying bed; Helpers and Operators replacing UV lights. Helpers and Operators wasting in wedge wire and sand drying beds; Plant Helpers mowed grass around Treatment Plant. Radiant Industrial did maintenance on UV system and are working on AC Panel Control. (AC is not working) Contractor Mendez is still working on equipment building and has started fence work around the plant. Contractor Jah-Con troubleshooting the bar screen on the SCADA system. Found that the Miltronic is not working on auto so they adjusted the levels on the Miltronic. Operator and mechanic pulled pump apart and 17<sup>th</sup> St and Lee Ave. Pump was full of debris. Rabalais is troubleshooting 17<sup>th</sup> and Lee Lift Station because there is a problem with the coil.

Wastewater Treatment South Plant - Operator mowed grass, cleaned clarifier troughs and shoveled sludge from sand drying beds. Crew is wasting in wedge wires and sand drying bed. Bio Monitoring samples have been completed. Contractors (CSA) are still lacking light poles around clarifier. Jah-Con is finished troubleshooting the SCADA system.

Wastewater Collection – Had 31 call outs for sewer backups

2<sup>nd</sup> and Lee St  
504 E. Shelton Ave  
10<sup>th</sup> St and Alice Ave.  
909 S. 14<sup>th</sup> St.  
1105 S. 14<sup>th</sup> St  
716 W. Richard Ave.  
511 E. Doddridge  
13<sup>th</sup> St and Lee Ave.  
3<sup>rd</sup> St and Lee Ave.  
4<sup>th</sup> St and Lee Ave.  
5<sup>th</sup> and Richard Ave  
5<sup>th</sup> and Santa Gertrudis Ave  
5<sup>th</sup> and Ella Ave.  
5<sup>th</sup> St. and Nettie Ave.  
9<sup>th</sup> St and Alice Ave  
1216 E. Ave A  
322 S. Wanda Ave



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

1027 E. Ella Ave  
511 E. Doddridge Ave  
407 S. Wanda  
825 E. Lee Ave  
809 S. Lantana  
5<sup>th</sup> and Ave C  
912 S. 18<sup>th</sup> St  
170 W. Ave C  
5<sup>th</sup> St. between Ella Ave. and Richard Ave.  
515 E. Richard Ave  
1216 E. Ave A  
416 E. Huisache Ave  
1601 Annette Ave.

and 12 line locates; 1 – bad odor call; 1 – sewer line repair; 1 – broken main; 1 – installation of clean out, 1 – cleaning of main line; 2-manholes vacuumed, Emptied grit box a 1MGD South Plant. Wastewater construction inventory for 2013 is complete. A sewer service repair was done at:

322 S. Wanda Ave.  
1027 E. Ella Ave  
511 E. Doddridge Ave.  
407 S. Wanda Ave.  
825 E. Lee Ave.  
2<sup>nd</sup> St. and Lee Ave  
504 E. Shelton Ave  
10<sup>th</sup> St. and Alice Ave.  
909 S. 14<sup>th</sup> St  
1105 S. 14<sup>th</sup> St  
716 W. Richard Ave.  
511 E. Doddridge Ave.  
13<sup>th</sup> St and Lee Ave.  
4<sup>th</sup> St and Lee Ave.  
5<sup>th</sup> St. and Richard Ave.  
5<sup>th</sup> St. and Santa Gertrudis  
5<sup>th</sup> St. and Ella Ave.  
5<sup>th</sup> St. and Nettie Ave.  
9<sup>th</sup> St. and Alice Ave.  
1216 E. Ave A

Crews vacuumed water at Carlos Truan Lift Station, and 3MGD Plant and in the alley at 630 W. Santa Gertrudis Ave. Depth of sewer line was measured at 221 ½ W. Ave C. Crew cleaned manhole on 14<sup>th</sup> St between Lee Ave and Henrietta Ave. and septic tank at Health Dept. Crew vacuumed well at Carlos Truan Lift Station. Crew's hauled dirt at the Landfill and hauled caliche to the Task Force.

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

**Water Distribution (09/09-09/29)**

Water Division Crews repaired 318 Main Breaks and answered approximately 56 Service Calls, 11 Locates, 18 – Service line leaks, 5- Meter Leaks, 6 – Backfills, 4 – customer side leak, 1 – low pressure, 4 – turn on and 7 –close water.

12" Main Break	327 S. 6 <sup>th</sup> St.
8" Main Break	1600 W. Johnston Ave.
2" Main Break	Lee Ave. and Alacorn.
8" Main Break	Lee Ave and 8 <sup>th</sup> St.
6" Main Break	Jaycee and Chandler
6" Main Break	237 S. Pasadena
2" Main Break	1402 Ailsie
8" Main Break	606 S. 18 <sup>th</sup> St
12" Main Break	212 E. Henrietta Ave.
2" Main Break	1400 E. Santa Gertrudis
8" Main Break	2 <sup>nd</sup> St and Henrietta
8" Main Break	Ave B and 14 <sup>th</sup> St
6" Main Break	1806 Annette
12" Main Break	801 E. General Cavazos Blvd
6" Main Break	5 <sup>th</sup> St. and Candlewood
8" Main Break	1000 block Ave B
6" Main Break	5 <sup>th</sup> St and Lemonwood Ave
6" Main Break	2021 S. 2 <sup>nd</sup> St
6" Main Break	1114 E. Ave D
2" Main Break	1400 block of E. Ailsie
6" Main Break	Santiago Park Lane
12" Main Break	425 E. Lee
8" Main Break	Southgate Mall
6" Main Break	1000 E. Ave D
6" Main Break	602 W. Johnston
6" Main Break	5 <sup>th</sup> St and Ailsie Ave
6" Main Break	711 Santa Elena
6" Main Break	2 <sup>nd</sup> and Lemonwood
6" Main Break	5 <sup>th</sup> and Lemonwood
4" Main Break	300 S. Wanda Drive
2" Main Break	200 block of Hoffman

Water crews hydro excavated phone cables on CR 1028 to replace fire hydrant - Crews assisted Street Dept. with vac unit on W. Santa Gertrudis to dry up potholes in alley for patching. The Water Dept. will be working with the Welder to make an adapter to fit concrete breaker for excavator. Water crews installed a 1" Tap at 1114 E. Nettie. Crews also broke out concrete for piers for new welding shop at Public Works.



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

**City Garage (09/09-09/29)**

Maintenance - 21 Oil changes on preventive maintenance; 67 scheduled work orders; 90 nonscheduled work; 23 Service calls; 2 Call out; 18 New tires on heavy equipment and trucks; 43 flat tire repairs and balances; 27 pending work orders. Replaced pistons on Unit 575. Washer pump was fixed on Sweeper, Unit 545.

Welder - 0 work order; 3 pending work orders; 19 nonscheduled work orders; 2 scheduled work order; and 8 service calls. Welder is fabricating pipe supports and pins for grader for Water Production. He is also fabricating extension for jackhammer for the Water Dept.

**Solid Waste (09/09-09/29)**

Landfill - (09/09-9/29) - Landfill crew continued litter clean up in and around facility. The Magnet Trailer is being used to pick up nails around the facility and on the roads leading to the Landfill. The Landfill received lots of rain during this reporting period. We have had 4 Community Service workers picking up paper in and around the facility. We are collecting the data needed for the LFG Energy Project. The bed on the Scraper is not lifting up properly so we put a call in to Holt; they gave us an estimate for repairs. We had a bailout at the Landfill on 9/12/13; damage was done to the northwest corner of the perimeter fence. Repairs to the fence were completed that day. We are working on preparing the roads to the working site area due to bad weather. We continue to mow the entrance and entrance road to the Landfill and weed-eating continues around the wells. Anderson Machinery performed the 500 hr. PM on the Bomag Compactor. Another form has been added to the methane project paperwork. This form includes the Waste in Process from 1990 to present. The following Landfill employees helped at the Trash Off on 9/28/13; Gary Munoz, Joe Alvarado and Gabriel Mendez. Congratulations to Pete Pina he was promoted to Landfill Supervisor and Gary Munoz promoted to Landfill Foreman.

Trash Off – 51 tons; Trash – 1320 tons; Brush – 105 tons; Construction and Demolition (C & D) – 415 tons; Litter – 0.78; Metals – 2.13 tons; Tires – 6.3 tons; and Recycled Tires – 21 tons.

Sanitation - Residential waste collected from 09/09 – 9/29– **939,289** pounds; Commercial waste collected **71,209,949** pounds; Brush collected **97,074** pounds and construction debris collected **41,140** pounds. The Brush crew completed Zone 3 and have started in Zone 4. We are working on abatements and demos when possible. Approximately 74 enclosures have been constructed. Twelve more enclosures are now complete, most being on S. 6<sup>th</sup> St. and several more enclosures have been started on Armstrong Ave. All abatements for the month of August have been abated. Sanitation has been helping Community Appearance finish small abatements as needed. A demolition was completed at 816 E. Doddridge and final touch up will be needed on the property. Recycling for the month of August totaled 12.7 tons from the recycling center taken to Corpus Christi.

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



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

**Purchasing Division**

Purchase Orders - For the period of 09/16/2013 through 09/30/2013, 108 purchase orders were issued totaling over \$295,965.19.

Purchasing/IT Training - Purchasing/IT staff has been extremely busy these last few weeks. Requisitions poured in for the end of FY13 as projects and budgets came to a close. October 1 began the new FY14 budget year and Purchasing has been readying agenda items for the October 14 Commission meeting. Ready for consideration are the refuse truck/body for Sanitation, the crawler dozer for the Landfill, vehicles for: Water Construction, Permits, and the Police Department. The Purchasing Director, David Mason along with Assistant Public Works Director, William Donnell viewed one paving machine and along with City Engineer are working to schedule a viewing of another. Quotes have been received for the gooseneck trailer for Water Construction as well as the tractor, mower and trailer for Waste Water and requisitions are in process. Purchasing/IT Director will attend Texas Municipal League annual meeting in Austin October 8-11 and will return to Austin October 16-18 for Advance Public Purchasing training sponsored by TPASS Division of the Comptroller's Office.



**Technology Division**

Incode Version X - Continuing the development of the Incode server we have completed our second week of initial setup and tutorial on the new platform. Doug Garret from Incode has been very helpful by providing instructions on how the new system will function.

The end-user deployment has begun for the Incode version X. Doug and I have met with each department that will be involved in the initial conversion to explain differences from the older software. The immediately effected departments include: Finance, Purchasing, and Human Resources/Payroll.

GIS Server - We have uploaded and provided the Timmons group with all of the information that they requested. They have begun the configuration of the local government model. We will have a viewable copy of the server by next month.



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

Fire Department Phone System - Concerning, the issues with the phone systems at the fire department we have had our initial meeting with the Mr. Richline the Shoretel vendor. The vendor was able to demonstrate several products to Chief Reed, along with giving some insight on how to proceed and offered very helpful advice on the current infrastructure. Mr. Richline suggested that they proceed and have AT&T provide a PRI (T-1) voice line then use the Shoretel voice system over those lines. The IT staff will begin Monday the process to accomplish this. We are currently awaiting a proposal from AT&T, and a finalized quote from the vendor. AT&T has agreed that this is an emergency situation and has placed us in contact with the critical care division. This will greatly impact the time of incident response. This should allow us a better position to provide adequate services to the Fire Department.

GovQA - The initial data pull for the GovQA citizen request form has begun. In addition, we are reviewing process that will be taken to the Technology team for review. Also, we have begun the filling out the initial paper work for the deployment



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

**Tax Card 1**

Williamsburg, VA  
Tax Assessment Information



February 21, 2012

From the office of:  
City of Williamsburg Commissioner of Revenue  
Bruce Goodson

401 Lafayette Street  
P.O. Box 245  
Williamsburg, VA 23187  
Phone: (757)220-6150

**Parcel Information**

Parcel No:	583-02-00-019	Neighborhood:	YORKSHIRE
Address:	1110 HELMSLEY RD	Subdivision:	510294-005-B
Class:	SINGLE FAMILY-URBAN	Total Acres:	0.530
Class Use:	SINGLE FAMILY IMPROVED	Flood Map:	510294-005-B
Legal:	YORKSHIRE LOT 19	Census Tract:	3701
Voting Precinct:	BERKELEY PRECINCT		

Districts		Schools	
Zoning:	RS-1	Elementary:	MATTHEW WHALEY ELEMENTARY
Sign:	RESIDENTIAL	Middle:	BERKELEY MIDDLE
ARB:		High:	LAFAYETTE HIGH

Valuation			
Year	Land	Improvements	Total Value
2012	\$205,000.00	\$405,100.00	\$610,100.00
2011	\$230,000.00	\$405,100.00	\$635,100.00
2010	\$230,000.00	\$477,200.00	\$707,200.00

Ownership			
<b>Current Owner</b>			
Name:	HOWELL, GEORGE E, TR & MARTHA JEAN, TR	Deed/Instrument:	093505
Address:	1110 HELMSLEY RD	Will:	
Purchase Date:	12/21/2009 12:00:00 AM	Plat:	
Purchase Price:	\$0.00		
<b>1st Previous Owner</b>			
Name:	HOWELL, GEORGE E & MARTHA JEAN	Deed/Instrument:	064108
Address:		Will:	
Purchase Date:	11/30/2006 12:00:00 AM	Plat:	
Purchase Price:	\$791,500.00		
<b>2nd Previous Owner</b>			

*City of Williamsburg, Virginia - Disclaimer: Information deemed reliable but not guaranteed.*

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

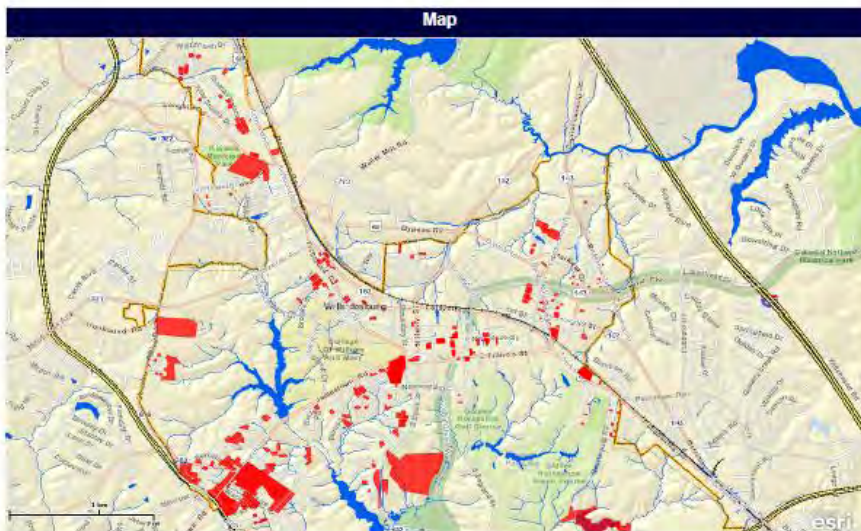
**Tax Card 2**

Williamsburg, VA  
Tax Assessment Information

February 21, 2012



Building			
Street Address:	1110 HELMSLEY RD	Building Name:	SINGLE FAMILY DETACHED
Business Name:		Year Build:	1989
Model:		Building Use:	SINGLE FAMILY DETACHED
Rental Units:	0	Stories:	1
Foundation:	CRAWL	Sq. Ft. Living (Res):	3618
Sq. Ft. Living (Com):		Sq. Ft. Total Living:	3618
Sq. Ft. Garage:	634	Sq. Ft. Basement:	0
Sq. Ft. Total Gross:	4252	Rooms Total:	8
Bedrooms:	3	Full Baths:	2
Half Baths:	2	Fireplaces:	2
Heating:	ELECTRIC	Cooling:	CENTRAL AIR
Roof:	COMPOSITION SHINGLE	Ext. Finish:	BRICK
Int. Finish:	SHEET ROCK	Floors:	N/A



*City of Williamsburg, Virginia - Disclaimer: Information deemed reliable but not guaranteed.*



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

***R.J. KLEBURG PUBLIC LIBRARY (Courtesy of Ruth Valdez, Interim Director)***

**Nora Roberts Book Sale**

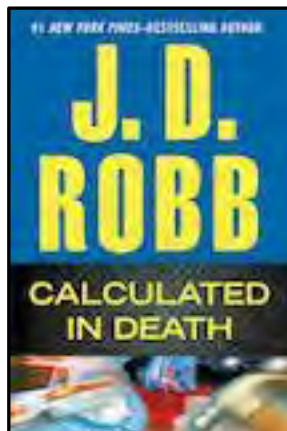
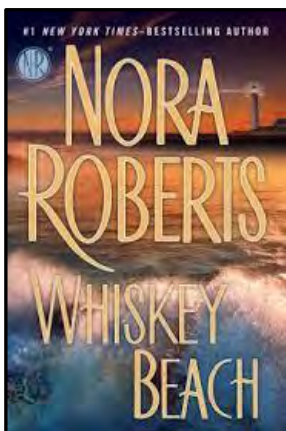
The Friends of the Library are holding a Nora Roberts Book Sale at the Robert J. Kleberg Public Library during regular hours. The sale began Tuesday, October 1, 2013, and will continue until the Nora Roberts collection is sold out. All items are only 50 cents. Nora Roberts is an American bestselling author whose books have an avid following. Roberts was born October 10, 1950 in Silver Spring, Maryland, the youngest of five children born to Irish-descendant parents. Since her childhood,



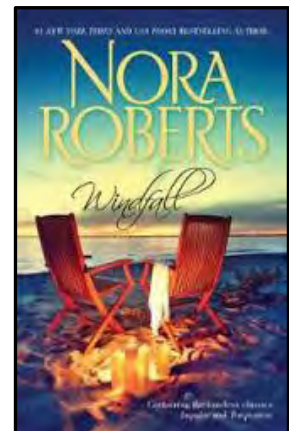
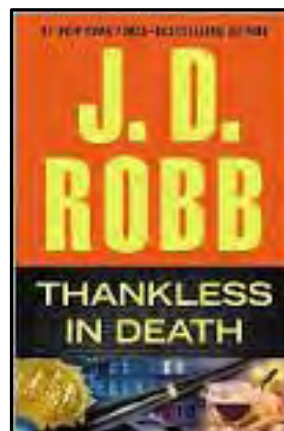
she remembers herself being fond of reading. Her family always had a passion for reading; this developed a never ending bond between Nora and writing which she delightfully embraced. After her sons were born, she stayed home and tried every craft that came along. A blizzard in February 1979 forced her to try another creative outlet. She was snowed in with a three year old and a six year old. Roberts had never known a time that she wasn't reading or making up stories. During the now famous blizzard, she pulled out a pencil and notebook and began to write down one of those stories. It was there that a career was born. Several manuscripts and

rejections later, her first book, *Irish Thoroughbred*, was published by Silhouette in 1981. So far she has written 209 novels with over 400 million copies in print worldwide. Roberts was the first author to be inducted into the *Romance Writers of America* Hall of Fame. Besides romance novels, Roberts writes as J. D. Robb for the "In Death" mystery series, and has also written under the pseudonyms Jill March and for publications in the UK as Sarah Hardesty. As of 2011, her novels had spent a combined 861 weeks on the *New York Times Bestseller List*, including 176 weeks in the number-one spot. [Wikipedia] In addition to the Nora Roberts Book Sale, the Friends of the Library Bookstore carries an ever-changing collection of books, DVDs, CDs, VHS tapes, and magazines. Each item in the bookstore has been generously donated by the public. Sales from the bookstore support library programs and services. The library is open Tuesday through Friday 8 a.m. to 6 p.m., and Saturday, 9 a.m. to 1 p.m. Come visit the Friends of the Library Bookstore at 220 North 4<sup>th</sup> Street, and find your next adventure.

*"Sometimes a wind comes up, blows you off course. You're not ready for it, but if you're lucky, you end up in a more interesting place than you planned."* ~Nora Roberts



**RISK**





# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

## ***MANAGEMENT (Courtesy of Melissa Perez, Manager)***

### **Meeting with Celanese Safety Staff**

Risk Manager Melissa Perez and City Secretary Mary Valenzuela sat down for lunch at the Cherry Tree with Celanese Human Resource Specialist Ashley Stence & Environmental Representative Yvonne Jimenez. Kingsville Celanese had an HSE Day this past year, and we wanted to get some ideas from the ladies who handled all the details for the vendors and presentors they had that day. The City of Kingsville will be hosting its Annual Employee Recognition and Safety Week December 2<sup>nd</sup> through the 6<sup>th</sup>. “We want to have something new and exciting” for this years ERS Week”. Ideas and recommendations were exchanged between everyone. Thank you Celanese!!



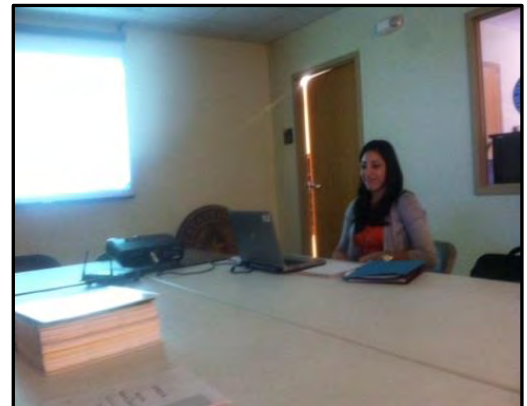
### **Safety & Health Orientation Training for Monica Longoria**



The Risk Manager trained new Health Department employee Monica Longoria on September 20<sup>th</sup> in the RM Office. Monica will be working in the Health Department as an Administrative Asst II, she previously worked for the City of Kingsville from 2006 to 2008. Monica decided to pursue the Administrative Assistant II position with the Health Department because she strongly believes in what the Health Department does, she feels the department is instrumental in keeping the City and County food establishments clean as well as controlling the stray animal population.

### **Annex H Training in Beeville Texas**

Melissa Perez RM attended Annex H (Health & Medical Services) Training in Beeville Texas on September 24<sup>th</sup>. Eight other Emergency Managers attended the Training. Attendees were given updates on several pages of the Emergency Annex. Emilio Garcia; Health Department Director attended the same Training at the Kingsville County Courthouse.



# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

## **TML Discovery Program coming in January 2014**

Texas Municipal League (TML) will be bringing their Discovery Program to The City of Kingsville on January 2014. The Discovery Program was developed as a means of assisting members that have a disproportionate frequency and severity of workers compensation claims when compared to other members of TML-IRP. The goal of the Discovery Program is to assist members in implementing an active accident prevention plan and loss prevention process that will decrease the frequency and cost of their Workers Compensation Claims.



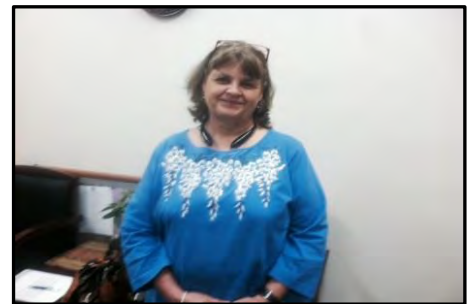
## **Sexual Harassment Training conducted for all City Employees**

All City of Kingsville staff received Sexual Harassment Awareness Training on September 25<sup>th</sup> 2013. All Public Works staff received their Training on September 10<sup>th</sup>. The City utilized the TMLIRP.ORG/online learning website. The Training consisted of a 30 minute video with questions. Diana Gonzalez HR Director will be providing all employees with a Certificate of Completion. Sexual Harassment can be:

- Unwelcome sexual advances.
- Requests for sexual favors.
- Other verbal or physical conduct of a sexual nature that affects an individuals' employment, unreasonably interferes with his/her work performance, or creates an intimidating, hostile or offensive work environment.

## **New Finance Director receives Safety & Health Orientation**

Newly hired Finance Director "Deborah Balli" received Initial Safety & Health Orientation from Risk Manager Melissa Perez on Tuesday October 1, 2013. Deborah's first official first day with The City of Kingsville will be Monday October 7<sup>th</sup>.



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

### **Narcotic Trafficking**

On Friday September 20, 2013 Kingsville Task Force Agent Mike Tamez was working criminal interdiction on U.S. Hwy 77 within the City of Kingsville, Texas. Agent Tamez was parked stationary in the median (near County Road 2180) observing northbound traffic. Agent Tamez witnessed a silver Ford F-150 approaching his stationary position and he noticed that the Ford truck had dark tint on the front windshield below the windshield's AS-1 line. Agent Tamez stopped the truck near the intersection of U.S. Highway 77 and County Road 2140. Agent Tamez contacted the driver and a female passenger. During the course of Agent Tamez's roadside interview with both subjects he observed physical and verbal indications of deception.

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

Agent Tamez asked for and was granted verbal consent (from both occupants) to search the Ford truck. Agent Tamez was assisted during the search by Task Force Agents Villalobos and Loftin. During the search Agents located contraband inside the truck's spare tire. Agents then moved the truck to the City of Kingsville's garage in order to conduct a more thorough search of the vehicle. Agents removed 36 LBS. of marijuana from inside the spare tire. The driver was arrested for Possession of Marijuana. The passenger was released pending further investigation.



**Money Laundering**

On 9/30/13, Task Force Agent Michael Tamez was working criminal interdiction on U.S. Highway (Hwy) 77. Agent Tamez conducted a traffic stop on a black GMC Terrain for a traffic violation. The traffic stop occurred at the intersection of U.S. Hwy 77 and Farm to Market Road 772. During the course of the roadside interview with the GMC's driver, Agent Tamez observed physical and verbal indications of deceptive behavior. Agent Tamez asked for and received consent to search the GMC and the driver. Upon searching the dash board of the vehicle Agent Tamez observed a modification to the natural void area in the dash, directly behind the radio/AC control panel. Agent Tamez observed clear plastic bundles containing USC hidden in the natural void. With the assistance of other Task Force Agents





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

a total of \$54, 400 was confiscated and the driver and the passenger were arrested.

**National Night Out**

Once again the Kingsville Special Crimes and Narcotics Task Force participated in National Night Out on October 1<sup>st</sup>. Agents and our Administrative Assistant handed out 400 packages of school supplies and safety information packets. The event was very successful and assisted children that were in need of the much needed supplies.



***TOURISM SERVICES DEPARTMENT (Courtesy of Bob Trescott, Director)***

**Downtown Mural**

On September 23, the City Commission was asked to consider issues related to the Downtown Mural which had been recently completed. Two valid and important questions were raised concerning approvals for content. Since then, the subject approvals have been obtained.

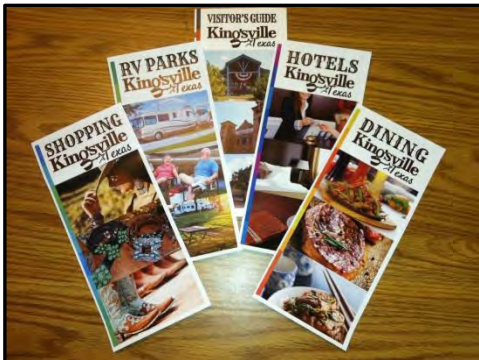
We are now seeking specs and bids for the installation of the mural. If all agree to the recommended installation it might look like this:





# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013



## Media and Publications

We have developed coordinated web and internet presences for Kingsville tourism and have developed a number of printed guides for visitors.

## Downtown Historic District Façade Grant Program

The Tourism Dept. and the City Attorney have

worked with the City Manager to develop a City policy for implementation of a façade grant program that will provide a “carrot” to accompany the “stick” of code enforcement as an incentive for building rehabilitation.

We will request approval for the guidelines and application to implement the program and will request set-asides for funding for the first two applications.

More building owners are inquiring about this program! Inter-departmental cooperation continues to push our “carrot and stick” catalyst approach of incentives and regulation enforcement.

## Events

We have the TAMUK Homecoming Parade on October 10, several events on November 1-3 and the Ranch Hand Festival on November 22-24. Meetings continue for planning for this year's expanded Kingsville Ranch Hand Festival. We are working with other departments to design removable panels that will enable a City trailer to be easily used for a parade float.

## City of Kingsville Historical Development Board

## Historic District Façade Improvement Grants



# City of Kingsville

## Staff Report

(A Publication of the City Manager's Office)

Monday, October 14, 2013

### Planning for Kingsville Tourism for New Fiscal Year

For the new fiscal year, we will have many Tourism Initiatives:

- Branding
- Stationery
- Military Challenge Coins
- Wayfinding
- City Pride Signs
- Kiosks
- Local Historic Landmark Recognition
- Media
- Event and Destination Support Policies
- Event Venues
- Visitor Center

### Branding

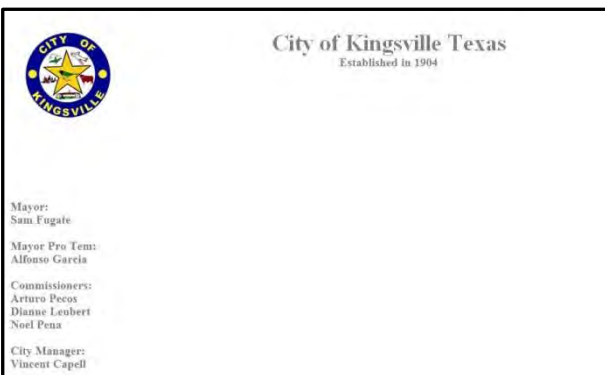
We are going to be recommending a branding strategy and policies for the use of: the City Seal, a new logo based on the image of the Old H M King School; Spurs, Horses, fonts, colors, etc.



Decisions made for branding will affect stationery, wayfinding and other projects.

### Stationery

Apply branding to stationery and other products. There can be very formal stationery and less formal stationery.



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

## Military Challenge Coins



## Wayfinding

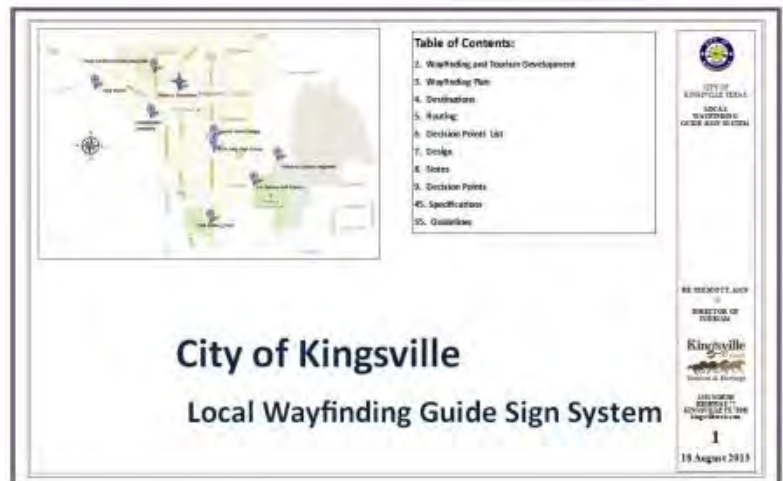
We have developed a wayfinding plan that includes up to 100 community guide signs. We have specifications and permitting issues to work through.

Design of the signs will depend on Branding decisions.

There are many issues to resolve with the TxDOT regarding relocations, additions and removals of their signage along US 77 and the frontage roads.

There may be quid pro quos to be negotiated with TxDOT.

Much of the wayfinding planning is dependent on decisions related to location of the Visitors Center.



## City Pride Signs

After spending effort on talking to a tourism partner about a shared effort for billboards, we have put that effort on indefinite hold. We can achieve what we need by accessing the TxDOT City Pride Sign program. We can place 10 foot by 8 foot signs in the rights-of-way on US 77 North and South, Business 77 North and South, and SR 141 West. These will be welcome signs and we might allow room for temporary event notices.



## Kiosks

We are working on developing a series of kiosks that will serve for several sized informational displays and with larger versions that can serve as bus stops, as well. We are hoping for a uniform look that is reminiscent of the Downtown Park Pavilion, but with branded colors.





# City of Kingsville Staff Report

(A Publication of the City Manager's Office)  
Monday, October 14, 2013

## Local Historic Landmark Recognition



We are working on developing procedures and recognition plaques for local historic landmark designation – part of the carrot-and-stick program that Cynthia is coordinating with other departments.

### Media

We have spent the past year developing new media and new media outlets. We have a new Web

site, a new Facebook page, a regional magazine presence, regular TV appearances, and a suite of electronic and paper brochures. More will roll out this coming year.



## Event and Destination Support Policies

We have developed, and continually refine, procedures to encourage and support downtown and community events. We coordinate among organizers and City departments attempting to:

- Advance the cause of the organizer
- Minimize costs in time and money for City departments
- Consider all impacts on streets and neighbors
- Address safety and risks

We combine staff support with 501c3 and 501c6 organizations and others to help build and support a year 'round event calendar.

The challenge remains to develop the trust and relationships to achieve a strategic approach with advance planning and coordination.



## Event Venues

We are developing public spaces to support to host public events more effectively, especially the open spaces and facilities along Alarcon Street.





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

*Post Office* - The entire block around the Post Office needs some TLC: access, parking, landscape screening of their loading dock, new landscaping, preservation of historic elements of underlying Caesar Park – and a welcome sign.

*Depot* – Subject to leases and other agreements, the Depot could become the City's Visitors' Center while still housing the rail museum. The caboose would be a great addition.

*Downtown Park* – We can lease additional land from the Union Pacific, add landscaping, add parking lots, and provide a narrow access road.

*Xeriscape Park* – The Xeriscape was the project that began the Downtown Park but it needs upgrading to meet municipal standards. Alternately, that space could accommodate the Splash Pad or Kenedy House.

*Pavilion* – The pavilion has a beautiful deck and the electrical service is being installed. Events are being scheduled.

*Kenedy House* - The House remains a possibility to provide support for park activities with, meeting room, restrooms and catering kitchen. If the Depot is not available

*Splash Pad* – A properly sized and sited splash pad would be hugely popular.

*Pumphouse* - A re-purposed 1916 Pumphouse could support the Downtown Park, a splash pad and could house the 1926 fire truck.

### **Visitor Center**

We inherited a very well designed Visitors Center and put some effort into “washing its face” this past year, but this coming year we will be looking for the best opportunities for serving visitors and for selling our destination.

There might be opportunities to separate our front office from our back office operations. There might be opportunities to develop a visitors and event complex downtown, using one or more buildings.



The Depot, the Pumphouse or the Kenedy House could be an effective Downtown Visitors Center with appropriate signage.

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

**Pavilion Photo Ops**



**New Pump House**



**Trash Off Photos**





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



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



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

**Regular Commission Meetings (Robert H. Alcorn Commission Chambers)**

Monday, October 14, 2013      6:00 p.m.  
Monday, October 28, 2013      6:00 p.m.  
Monday, November 11, 2013      6:00 p.m.  
Monday, November 25, 2013      6:00 p.m.

**Municipal Court Dates (Commission Chambers)**

Thursday, October 10, 2013      3:00 p.m. / Thursday, October 24, 2013      3:00 p.m.  
Thursday, November 7, 2013      3:00 p.m. / Thursday, November 21, 2013      3:00 p.m.

**Board Meetings (Commission Chambers)**

Planning and Zoning Board      Wednesday, October 16, 2013      7:00 p.m.  
Historic Development Board      Wednesday, October 16, 2013      4:00 p.m.  
Zoning Board of Adjustments      Thursday, October 10, 2013      6:00 p.m.  
Civil Service Commission      TBA      11:00 a.m.

**Board Meetings (Respective Location)**

Library Board      Wednesday, October 16, 2013      4:00 p.m.  
City/County Health Board      (3<sup>rd</sup> week of every other month @ 5:30 p.m.)

**Conferences/Seminars**

Texas Municipal League Annual Conference – Austin, TX - October 8-11, 2013

**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	0	0
Joint Airport Zoning Board	0	0
Civil Service Commission	1	0
Historic Development Board	0	0
Planning & Zoning Commission	0	0