

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

“Change is the law of life. And those who look only to the past or present are certain to miss the future.” John F. Kennedy, 35th President of the United States. www.12manage.com

“Change is good - you go first.” Kenneth F. Murphy, former Senior VP of Altria Group, www.12manage.com

**James Bryson,
Accounting Manager**

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

Good Job Award!!!

Sir,

*I would like to nominate **James Bryson; Accounting Manager** with the Finance Department for the City Manager's **Good Job Award**. James has been employed with The City of Kingsville since September 4, 2013 and even though it has only been a little more than one year since James began his employment he has accomplished a great deal. He has assisted with the City Financial Audit, Comprehensive Annual Financial Report (CAFR) preparation, and the City's FY 2013-14 Budget & workshops. He has also conducted training for all city staff on how to properly use the Incode financial software during the Budget Process. James also took the lead with implementing and training employees on the City's new Time Clock Plus system.*



James has been through some stressful times working through simultaneous projects and competing deadlines, but you could not tell by looking at him. Every day he walks into the City Hall doors for work, he is always smiling and pleasant to everyone. He is consistently positive and friendly to talk to. And one big thing!! If you ever need him for help with any budget issues he is always willing to help, no matter what is going on at that moment. Not everyone can do that. It is to be commended, what he does every day. He is usually one of the first people to come in to work in the morning and certainly one of the last to leave. He has also been able to transition and train new employees who have come in to his Department. This is just a few of the reasons I believe James Bryson should be recognized with “The Good Job Award”.

Thank you for your consideration. Sincerely,

*Melissa Perez
Risk Manager*

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 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 Safety & Recognition Awards

Ruth Valdez – Employee of the Year Administrator
Garage staff – Injury Free Award
Chris Sanchez – Safety Hero Award

2013 Good Job Awards

James Bryson	Finance Administration	12/23/13	Open and helpful assistance to all
Cynthia Martin	Tourism	12/9/13	Growing tourism in Kingsville
Bianca DeLaRosa	Police	11/25/13	Helping KISD and Kingsville youth
City Employees	Various	11/12/13	1 st Annual Game Night and Tailgate
Felix Camarillo	Fire	10/28/13	Distinguished and selfless service
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 in 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 of Kingsville, Texas
Staff Report
 (A Publication of the City Manager's Office)
 Monday, December 23, 2013

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

(December 2, 2013-December 13, 2013)

Fun Facts-Did you know?

- Using their swiveling ears like radar dishes, experiments have shown that dogs can locate the source of a sound in 6/100ths of a second.
- The nose pad of each cat has ridges in a unique pattern not unlike a person's fingerprints.

Regular Food Handler & Fundraiser Food Handler Classes

Food Handler	1 Students	Regular Food Handler Class-Health Department
--------------	------------	--

Permitted Temporary or Permanent Food Events

4-H Club	Temporary Fundraiser Food/Hot Chocolate-La Posada Parade (7 th & Kleberg)
Ricardo Lucky Leaf 4-H Club	Temporary Fundraiser Food/Hot Chocolate-La Posada Parade (8 th & Kleberg)
Fearless Softball Team	Temporary Fundraiser Food/Hot Chocolate-La Posada Parade (J.K. Northway)

New Food Establishment-Opened

Tropical Freeze, 6172 South Hwy 77, Riviera, Texas 78379

Animal Control-Food Donation

Two lovely elderly ladies donated 16 pounds of dry dog food and 16 pounds of dry cat food. They wished to be anonymous and did not want to take a picture either. They stated the where merely Secret Santa's and that was all. The City-County Health Department would like to thank the Secret Santa's for their generous food donation to our animal shelter.



Training - Animal Control & Vector Control Conference

Jason C. Torres, Health Inspector II and Emilio H. Garcia, Health Director attended the South Texas Chapter Texas Environmental Health Association Educational Conference on December 4, 5 & 6, 2013. The conference was held in South Padre Island at the Isla Grand Beach Resort. The conference was well attended by Health Departments throughout South Texas which included Code Enforcement Officers, Animal Control Officers, Sanitarians and Public Works Personnel. Vector Control sessions were on mosquito trapping and mosquito testing. Sessions for Animal Control included animal issues in disaster response, foreign animal disease recognition and response, animal shelter chaos to control, Legal updates and animal shelter standards. The Conference was a great source to acquire several Continuing Educational Units for Animal Control and Vector Control.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Perry Cervantes with the Texas Department of Agriculture is speaking about the new changes that TDA is going through with legislative updates and new laws & regulations for vector control.



Dr. Dee Ellis with Texas Animal Health Comm. is pictured here discussing the responsibilities of the thirteen TAHC Commissioners.



Pictured is Clint Guadiana, Supervisor of Herpetology Division-Glady's Porter Zoo in Brownsville Texas. His topic was Reptile health with a live demonstration (Snakes). Mr. Guadiana is shown below handling a non-venomous rat snake and blue indigo snake.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Animal Control-Emu's on the Run!

On call Animal Control Officer Ernesto Espinoza, was called out Sunday night by the Kingsville Police Department about some strange birds at the intersection of HWY 77 and Caesar Street. Upon arrive he noticed three large birds on the roadway. He captured one, but the other two got away. The birds ended up being baby Emu's. A police officer stated that the birds had fallen out of an eighteen wheeler. One Emu up for adoption!

Baby Emu



A close-up of Baby Emu



City-County Health Department Monthly Report of Activities & Income
Consumer Health, Animal Control & Vector Control

Animal Control	Oct 2013	Nov 2013
Dogs impounded	88	120
Dogs adopted	25	14
Dogs released	22	22
Dogs Rescue (Groups)	3	1
Cats impounded	154	121
Cats adopted	3	3
Cats released	0	3
Cats rescued (Groups)	0	0
Opossum in traps	70	61
Other animals impounded	3	2
Other animals adopted	0	0
# of humans bitten	4	3
Animals obs. 10 days	3	2
Warnings issued	1	0
Citation issued	21	20

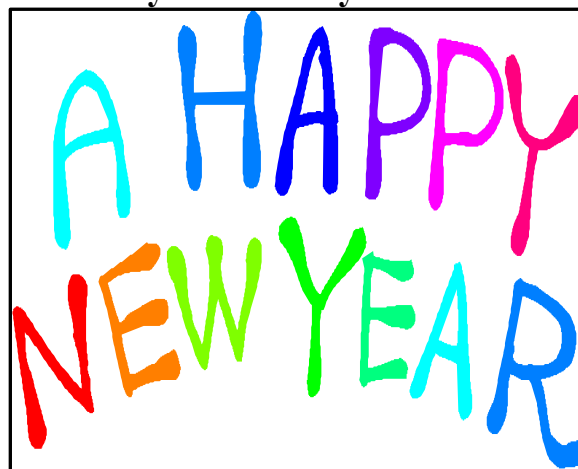
City of Kingsville, Texas
 Staff Report
 (A Publication of the City Manager's Office)
 Monday, December 23, 2013

Consumer Health	Food Establishment Insp.	Restroom Insp.	Food Handler Attendees	Day Care & Foster Homes Insp.
October 2013	40	29	84	4
November 2013	22	46	71	3

Vector Control	Oct 2013	Nov 2013
Calls pertaining to bees	18	11
Removal of swarms	8	8
Site unable to abate	10	3
Mosquito surveillance	1	0
Larvacide applications (Blocks)	6	0

Fees collected	Consumer Health	Animal Control
Oct 2013	\$897.00	\$1,185.00
Nov 2013	\$869.70	\$1,715.00

The City County Health Department wishes you and yours a.....



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

FINANCE DEPARTMENT (Courtesy of Deborah Balli, Director)



**Finance Administration
Division**

Did you know? - You should keep supporting documents that show the amounts and sources of your purchases. Documents for receipts include the following:

Cash register tapes, Bank deposit slips, invoices, and credit card charge slips.



Payroll - The Texas Municipal League audit went well for the Payroll Department. We are waiting on the final report but the exit comments were very favorable. December 19th is the final payroll for the current year and will include retro payments for the Fire Department now that their new contract has been agreed to. To ensure we get paid on January 2nd the Payroll Department will need time sheets submitted on the Friday after Christmas. Finance will be working that Sunday to ensure payroll is sent to the Bank for processing by noon on December 31st because the Bank is closing early. In January there are 3 pay periods which is a nice way to start the New Year.

Incode Version VX - Finance participated in a Technology Workshop presented to the City Commissioner's on December 9th. Our presentation addressed the Incode Version X conversion and highlighted the benefits being provided for implementing the new software.

Our Incode conversion specialist, Douglas Garrett, has been working remotely the week of December 9-13 converting our historical data for the new version of Incode. The Finance Department has been assisting with clearing exception items that date back several years. The "go-live" date is on schedule for January 13th, 2014. At 5:00 pm on January 9th the Incode system will need to be brought down so the City will not be able to actively process payments on January 10th and 11th. Manually generated receipts will have to be used until the system is brought back up on Monday, January 13th. Notices to this effect will be published in advance of this occurrence to inform the public.

Audit - The Finance Department staff continues to prepare for the annual audit performed by Womack & Co. The requested documentation in advance of the audit has been prepared. The current focus of the department is completing bank reconcilements, grants, and fixed assets. Mr. Womack and his staff will be here the first part of January, 2014.

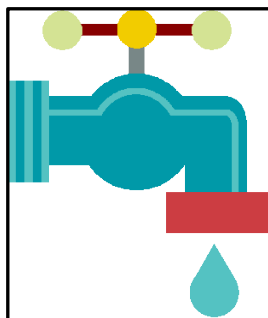


Merry Christmas & Happy New Year from Accounting!



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Utility Billing Division



Did you know? - The Utility Billing Department is open at 8:15 a.m.-5 p.m. Monday thru Friday, except Holidays.

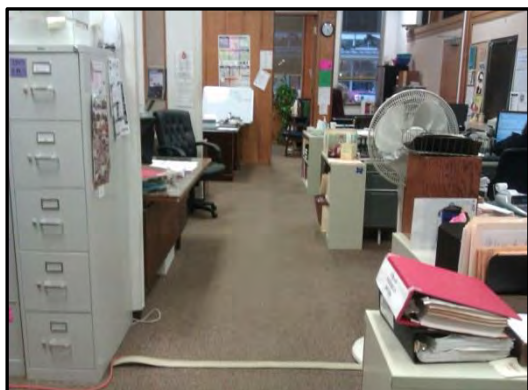
- From 8:00 a.m.-8:15 a.m. the three certified CSR's post any payments that are dropped off in the night drop.
- Your current and previous read on your bill is read in 100's, for example: current read 1050, previous read 1030 would be $1050-1030=20 \times 100=2,000$ gallons used.

• A minimum utility bill is \$50.38. This is with the minimum allowance used on water and sewage, plus landfill fees, roll-out monthly fee, and tax.

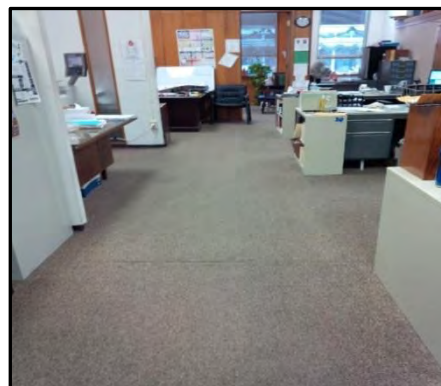
- The amount of gallons of water you use is directly related to your sewer costs. Ordinance no. 2013-42 (A) *Single-family residential*. Minimum monthly charge of \$10.86 with an allowance of 2,000 gallons a charge of \$3.10 per 1,000 gallons will be levied to a maximum of 15,000 gallons after which no further charge shall be levied.
- The Utility Billing Department is the place to rent a Brush-truck. In order to rent a truck the owner of the account or property owner must sign for this service in person. This service is offered on a first come, first serve basis. For additional information on this service call the Utility Billing office at 361-592-5281.

Safety First - It is easy to take for granted the safety of working in an office environment. Recently an incident in the Utility Billing department caused the Collections Manager to take a closer look at the office safety in the department, like boxes in the way or electrical cord wires hanging out, unused fans, and so forth. The Risk Manager, Finance Director, and Accounting manager did a walk-through of the department and made some suggestions in order to make this department area safer.

BEFORE



AFTER



As you can see by the pictures that the suggestions have opened up the same area and at the same time made it safer for all employees or others walking through this area. Thank you, Melissa Perez for your assistance and suggestions.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Christmas and New Year's Holiday Trash Schedule 2013 -

City Hall will be closed Wednesday December 25th and Thursday December 26th, 2013 in observance of the Christmas Holiday.

Christmas Holiday - Dec. 23-Dec. 28th, 2013

Monday residential service will be done on Monday only.

Tuesday residential service will be done on Tuesday only.

Tuesday and Wednesday commercial service will be done on Tuesday only.

Thursday and Friday commercial service will be done on Friday only.

HAPPY NEW YEAR

New Year's Holiday:

Wednesday residential closed (No change for residential).

Wednesday commercial service will be done on Thursday.

Payments can still be dropped off via check or money order form in night drop outside corner of City Hall Building or made online, CityofKingsville.com via MasterCard or Visa.

December Utility Bill announcement - Due to the Christmas Holiday December 25th and December 26th, 2013, Utility Bills normally sent out on that Wednesday will be mailed out Tuesday December 24th, 2013 instead. For questions contact the department at 361-592-5281.

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.

City of Kingsville, Texas

Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013



Municipal Court Division

If a charge filed against you is a *criminal traffic violation* or a *misdemeanor*, you **MUST** appear in Court on the date and time specified on the traffic citation or complaint. Failure to appear at any court appearance may result in a warrant for arrest being issued for you. The first court appearance will be the arraignment. The arraignment is the time for you to enter into one of the following pleas: Guilty, No Contest, Not Guilty. When a plea of *not guilty* is entered, the second court appearance is a pre-trial. This is an opportunity for you to meet with the prosecutor to get discovery (view and order copies of police reports, witness statements, etc.) and to do plea negotiations if you wish. The third court appearance is a trial. Civil traffic cases can be resolved prior to the appearance date on your complaint.

For more information citizens are encouraged to contact the City of Kingsville Municipal Court for any questions or concerns by calling (361) 592-8566 or visit us at 200 E. Kleberg.

Court Business - Throughout the weeks of December 2, 2013, 2013 through December 10, 2013, the Kingsville police department filed a total of 116 new citations with the court: traffic(54), parking(11) and state law (17). Kingsville's health and code enforcement filed a total of 1 new ordinance violations, court officer filed 2 and the state office filed 31 FTA (failure to appear in court). A total of 145 cases were completed and closed during this period.

In the warrant department 49 orders were executed and 43 new arrest orders were released.

Court collections in this period totaled \$24,585.61 from settlement on payment plans and all other executed orders.

Inmate Court Hearing for December 5, 2013 - During the 2:00 o'clock session, a total of 6 inmates were transported to the Municipal Court Chambers by Kingsville police department. One individual was granted jail time credit for the full balance owed to the court and five individuals were ordered for release with a payment plan/extension order granted by the Honorable Municipal Court Judge.

Public Court Hearing for December 5, 2013 - During the 3:00 o'clock session there were 157 total of people scheduled to make there court appearance (279 cases), of which 39 people made their appearance. Of the people whom did appear the case results were as follows:

53	Payment plans & extensions granted
153	Cases forwarded to the warrants
19	Cases closed
9	Cases dismissed by compliance
11	Cases pending for review
6	Cases reset for trial
25	Cases reset to a later court date
3	Alcohol cases to perform comm. service
1	Case under deferred disposition

Appreciation! - Many thanks to Kingsville Police department for the security provided during scheduled court sessions! Special thanks to Officer Benys #73, Officer Grant #94, Officer Fonseca #86, Officer Dodd #88, and Officer T. Davis #25!

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

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

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. 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/>

Municipal court schedule -

Inmate Court Session	December 19, 2013 at 2 p.m.
Regular Court Session	December 19, 2013 at 3 p.m.
Pre-trial	December 17, 2013 at 9 a.m.
Trial-Bench	December 19, 2013 at 4 p.m.



FIRE DEPARTMENT (Courtesy of Joey Reed, Fire Chief) Reporting period 11/27/13 to 12/13/13



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.



Participation in Community Events Update

La Posada Parade - On December 7th, Tower 1 was staffed to participate in the La Posada parade. Firefighters enjoyed seeing the great turnout for such a cold day.

Our Lady of Guadalupe Procession - A Medic Unit was posted to standby during the "Our Lady of Guadalupe Procession" on December 12th. Paramedics were standing by to assist anyone that might need help during the walk between St. Gertrude's and St. Martins churches.

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.

City of Kingsville, Texas

Staff Report

(A Publication of the City Manager's Office)

Monday, December 23, 2013

Training and Professional Development

Station Drills - Fire crews participated in various training drills throughout the period including hose lays and deployment training was the primary training during December.

Department Training - Fire Department personnel presented a fire extinguisher class to City personnel at the Public Works facility on December 2nd.

Planning

Kingsville Naval Air Station - The Fire Chief met with base commander Captain Misner and Fire Chief Perez to discuss services and renewal of mutual aid agreements. Acting Lt. Camarillo also attended a table top emergency exercise at KNAS in preparation for a major drill that was going to be held at the base.

Other Department Activities

FEMA Assistance To Firefighters Grant Application - Acting Lt. Camarillo and the Fire Chief completed the applications for a new fire engine and exhaust removal systems for both fire stations. The applications were submitted to FEMA prior to the deadline.

New Phone System Installation - Improvements and repairs to the new phone system are continuing. The phones may now page over speakers and phones throughout fire station 1. Emergency callers who's calls can not be answered due to high call volume or shortage of personnel will now hear a recording and within less than a minute their call will be forwarded to the Police Dispatch center. We have had some technical problems with the phones and most of the problems have been repaired quickly and deal with programming issues.

Public Safety Education Programs - Driscoll School 2nd graders toured Fire Station1 on Dec. 3rd.

Hydrant Maintenance - Personnel cleared around fire hydrants in some areas.

Years-of-Service Awards - The City Manager presented service awards to the following Fire Department personnel:

Fire Marshal Roel Cavazos – 30 Years

Lieutenant Mike Luna – 20 Years

Acting Engineer Joey Mendieta -15 Years

Firefighter/Paramedic Sam Smithwick – 10 Years

Engineer Oscar Mendiola – 5 years

Congratulations to each of these employees for their dedication to the Cith and Fire Department.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Projects

Fire Station 1 Electrical Project, Fire Station 1 Downstairs Restroom Project, Fire Station 1 Upstairs Restroom Project, and Fire Station 2 Interior and Exterior Project - Specifications have been developed for detailed needs on these projects. Contractor site visits are scheduled for Tuesday, Dec. 17th.

Extractor Washing Machine - Request for quote being developed. This project should be underway in December.

Dispatch Communications Project - Station alerting systems and communications options being finalized. Some work on the Dispatch Center will be done by multiple vendors and not one company. Waiting on new quotes from vendors.

Committee Meetings

City Technology Team Committee - The Fire Chief attended two Tech Team meetings during the period and also attended the City Commissioners Workshop on Technology.

Apparatus/Equipment Repairs

Engine 1 - Experiencing tail light problems. E1 has been sent to the City shop twice this month for repairs. Engine 1 had two new tires installed.

Brush 1 - Water pump went out of service. Personnel replaced the fuel pump and old hose lines. The unit is reported to have rusted frame underneath pump and tank units.
Chainsaws: 1 saw repaired, 1 saw sent to the repair shops.

Fire and EMS Response Statistics

Fire/EMS crews responded to **(21)** fire and other calls, **(132)** EMS calls, for a total of **(153)** emergency calls between November 27th and December 13th, 2013.

Special Incidents

House Fire - 218 E. Fariview, on 11/27/13, Fire and smoke showing upon arrival of first fire units. Fire contained with heavy damage to parts of structure.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Apartment Fire - 515 N. 3rd Street, on 12/6/13, Fire and smoke showing upon arrival of first fire units. Fire primarily exterior with some interior damage. Fire knocked down with no mutual aid requested. No injuries reported.

Mutual Aid/Major Accident with Fatalities - Hwy 141 West of City, on 12/12/13, A Medic Unit responded mutual aid to the County to assist with a major accident.

HUMAN RESOURCES DEPARTMENT (Courtesy of Diana Gonzales, Director)

Did You Know?

What are a few work-life balance resolutions for 2013?

- *Give yourself credit and a pat on the back when you deserve it!*
- *Strive to learn something new every day.*
- *Practice professional courage by stepping out of your comfort zone.*
- *Take up a new hobby or activity this year.*

Advertised Positions

Engineering – GIS Technician

Fire - Firefighter

Garage – Equipment Service Worker and Maintenance Technician

Police – Telecommunication's Operator

Street - Supervisor

New Employees



Timothy Flores
Equipment Operator II
Public Works – Landfill Division

Separations - 0

General

Human Resource Department continues to work with Payroll on calculations for Firefighter's back-pay as of October 1, 2013 under the terms of the new collective bargaining agreement.

The 2014 employee calendars are in process and will be available on or before December 25th. The calendars are published annually for our employee's convenience and reference for important dates to remember and deadlines.

Applicants for Telecommunication's Operator tested on Friday, December 13th in the City of Kingsville Commission Chambers. Four out of six applicants scheduled to test were in attendance. All candidates

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

passed this phase of the application process. The next phase is the background investigation followed by a panel interview.

Civil Service Fire Department testing is scheduled for the morning of December 16th in the morning. This will be followed by an agility test and panel interview in the afternoon.

The City of Kingsville again participated in the annual United Way event. The campaign for calendar year 2014 started with a memo and participation forms distributed to all employees. Contribution forms must be renewed annually for compliance as the forms only authorize deductions for a period of one year.

United Way - Last year City Employees pledged \$ 2,249 to the United Way. Employees are able to donate to the organization as a whole or select a specific community program to receive their donations. For many years City employees have supported valuable community programs by matching or increasing the previous year's donations.

Some examples of local programs employees can contribute to are the Boys Scouts of America-South Texas Council, American Red Cross, Goodwill Industries, Kleberg County Adult Literacy Council, Driscoll Children's Hospital, Salvation Army and Women's Shelter – just to name a few. Employees are given a complete list of programs from which they can select.

2013 Employee of the Year - The 2013 City of Kingsville Employee of the Year nomination forms were distributed to departments. Several employees were nominated and the City of Kingsville Recognition and Safety Committee selected Ms. Ruth Valdez, Assistant Library Administrator, as the 2013 Employee of the Year. The announcement was made at the City of Kingsville Recognition and Safety Banquet on Friday, December 6, 2013.

The HR office contributed to this year's Recognition and Safety Banquet preparations. The turnout for the event was excellent. Below are pictures of the event.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013



Don't forget to make the above happen we needed an MC – Master of Ceremonies, Joey Garcia from the Library and everyone who helped with the event preparation and coordination.



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

PLANNING AND ADMINISTRATION DIVISION

New Town Home Development

An economic development incentive package for Lake View Villa homes was recently approved by City Commission to construct 24 townhomes on E. General Cavazos, just north of Paulson Falls. The package will now be forwarded to Kleberg County to seek their approval for the remainder of this package.

19 Unit Apartment Complex to be constructed on West King Ave.

A local developer is proposing to construct an L-shaped strip of 19 apartments on West King, just west of University Blvd. The apartments were recently laid out and the developer is currently working on engineered construction plans which will be submitted for review.

City of Kingsville, Texas

Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

GovQA Progress Update

At the last City Commission Workshop on December 9th, we explained that we were almost ready to go with implementing GovQA for the Development Services, Community Appearance, and Public Works Divisions. IT has nearly completed its task of porting data from our older software systems to GovQA. Community Appearance Division is currently using the Beta Version and tweaking the information. The City is expecting to live with the program in late January.

Building Plans Reviewed

Phase 2 of the apartments off of Golf Course Road, behind IHOP. The 2nd unit is called Western Oaks Apartments. Not to be confused with Phase 1 apartments called Oak Tree Apartments (which were originally called Western Sky Apartments but was name-changed).

Our Plan Review Team reviewed a new dialysis clinic on the parking lot of Southgate Shopping Center and a new shoe store called Shoe Dept. also in Southgate Shopping Center, just north of Tractor Supply Co. It is during these plan reviews that the Planning, Engineering, Fire and Health Departments receive the plans, review and comment on them and return the comments back to the builders for them to address each comment. On this team are Robert Isassi, P.E. – Dir. of Planning, Daniel Ramirez – Building Official, Charlie Cardenas, P.E. – City Engineer, Roel Cavazos – Fire Marshal, and Emilio Garcia – Health Director.

Residential Remodel	8	Demo	2
Commercial Building	3	Electrical Remodel	26
Mechanical	4	Moving	0
New Residential	1	Fire Inspection	9
Cert. of Occupancy	1	Gas Inspection	9
Commercial Meter	0	House Leveling	1
Plumbing	6	Residential Meter	7
Re-Roof	4	Sprinkler	1
Sidewalk	0	Sign	2
Curb	1	Swimming Pool	0
TOTAL PERMITS PULLED	85		



Congratulations

Theresa Cavazos & Daniel Ramirez on their 5 years of service with the City of Kingsville!!!

New Business

- No new business to report.

City of Kingsville, Texas
Staff Report
 (A Publication of the City Manager's Office)
 Monday, December 23, 2013

COMMUNITY APPEARANCE DIVISION

Recent activity (November 28 – December 11) by Community Appearance Inspectors is as follows:

<i>Activity:</i>	<i>Results:</i>
Notices Sent- 47	Compliances- 17
Inspections- 61	Abatements- 14
Re-Inspections- 19	Court Cases- 0
Illegal Dumping Cases- 0	Referral to other Department- 2
Obsolete Sign Violations- 0	Placards Posted- 0

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:

801 E. King (obsolete/dilapidated pole removed) – City Crews Abated
BEFORE **AFTER**



201 N. 12th (obsolete/dilapidated pole removed) – City Crews Abated



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

322 E Ragland – Property Owner Abated
BEFORE **AFTER**



707 W. King – Property Owner Abated



Congratulations to our Years-of-Service Award Winners

Cyndi Flores-Falcon for 15years of service and Jennifer Bernal for 5 years of service to the City of Kingsville.

Code Officers and supervisor attended the "Safety on the Road" session of the ER&S Week. Jennifer and Cyndi both won a door prize which included COK shirts & vender caps, thank you to those who donated these items. Operators attended the "Importance of PPE" session and commented on how informative the session was.

City of Kingsville, Texas

Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

Tire Cleanup

Another successful tire cleanup event! On Nov 30th the tire collection was located at Public Works, 1300 E Corral. On Dec 7th the event was located at 1910 E Trant Rd. this event was geared more towards county residents however city residents were not turned away. A total of 21,140 pounds of tires



were collected from both events.

The final tire cleanup is scheduled for Dec 21st, located at 433 E CR 2310.

Community Appearance Billing

Community Appearance Division will be tracking the monthly total amount being billed from private property

OCT	\$9107.08	APR	
NOV	\$6550.24	MAY	
DEC		JUN	
JAN		JUL	
FEB		AUG	
MARCH		SEPT	

cleanups. These cleanups include mowing and abatements of noxious matter through FY '14.

Safety Week Luncheon

Planning Dept. gathered Friday Dec. 6th for lunch to bring the safety week to a close. We were joined by our very own Recycling Tech., Valerie Fanning and our new recruit, Officer Perez. Mr. Isassi gave a very nice speech on the importance of safety and praised staff for their continued effort of always working safe in the field by wearing their PPEs and taking all appropriate steps to create a safe working environment.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 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.

Commission Approved	FY '13-'14	1
Property Owner Agreement	FY'13-'14	2

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:

<u>Date</u>	<u>Property Location</u>
<i>Pending</i>	519 N. 6 th St.- Awaiting re-hearing for Demolition Order Request
<i>Pending</i>	508 W Ella – Voluntary Demo

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

Top Ten Priority Private Property Clean Ups:
Community Appearance Inspectors are following up on previous City abatements to ensure compliance since abatement. Additionally, inspectors have determined the properties, sent notices and obtained photos of those to be listed in the top ten clean ups for the 20th phase to be completed in December. As in the past, owners or occupants of the properties have failed to abate these nuisances after being noticed. The current top ten properties are as follows:

PHASE 20 (200th Properties Now Cleaned up Since this Initiative Started 20 Months Ago)

Property Address	Date of Compliance Deadline
232 E. Fairview	12/20/13
1130 E. Yoakum	12/20/13
1721 Sen. Carlos Truan Blvd.	12/20/13
411 W. Johnston	12/20/13
1725 N. 20th	12/20/13
320 W. Huisache	12/20/13
729 E. Lott	12/20/13
322 E. Ragland	12/20/13
225 W. Kenedy	12/20/13
332 S. Wanda	12/20/13



City of Kingsville, Texas

Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

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.

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	8 out of 10
PHASE 8	7 out of 10	PHASE 19	8 out of 10
PHASE 9	5 out of 10	PHASE 20	In Process
PHASE 10	8 out of 10		
PHASE 11	7 out of 10		

POLICE (Courtesy of Ricardo Torres, Chief)

Kingsville Police Participate in “Shop with a Cop”

Cpl. Sandra Ochoa is shown shopping with a local female student at WalMart as part of Shop with a Cop on Wednesday, December 11th, 2013.



City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

S.L.O.T. Investigation leads to Search Warrant

On 12/13/13 at 08:00am, the Kingsville Police Department executed a Narcotics Search Warrant at 1428 E. Alice Street for cocaine. Ruben Rodriguez 26 years of age and Matthew Beasley 23 years of age were



arrested. Both subjects were arrested and charged with Manufacture, Delivery of a Controlled Substance Penalty Group #1 (Cocaine) – 1st Degree Felony and Criminal Conspiracy (Distribution of Controlled Substance) – 2nd Degree Felony. This was an on-going investigation by the Kingsville Police Street Level Operations Team. The narcotic investigation is continuing.

KPD SWAT Showing Off New Uniforms

Members of KPD SWAT show off the new uniforms that were purchased with funds seized from the arrest of drug traffickers. Photo was taken just prior to the execution of a narcotics search warrant.



The vehicle shown behind the team was acquired from the New Braunfel's SRT, who had been able to obtain a new vehicle. The vehicle is being upgraded to fit the needs of our department. This vehicle was also acquired via funds obtained from the arrests of drug traffickers.

Patrol Division (November 12 – November 26, 2013)

BURGLARIES

VEHICLES:

1230 N. 14 th	18-wheeler had batteries stolen
313 W. Ella	suspect identified but fled scene
Bealls parking lot	unlocked, purse taken
528 E. Henrietta	unlocked, unknown items taken
1327 Center	forced entry, car stereo removed

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

HABITATION:

919 W. King #7	forced entry, tv taken
1100 W. Corral #78	forced entry, money missing
618 W. Ave C #7	forced entry, IPAD, TV missing
703 W. Ave D #3	unlocked window entry, gun missing
1236 E. Ave C	forced entry, unknown items missing
612 W. Ave B	forced front door entry, unknown items missing
705 E. Lee	forced front door entry, unknown items missing
2203 Louisiana	forced entry, computer missing
2215 Louisiana	forced entry, several items

DRUG OFFENSES:

Eric Quintanilla arrested behind Dairy Queen for synthetic marijuana.
Hector Gutierrez arrested for marijuana at King & Armstrong.
John Anthony Vargas arrested for fighting at Cowgirls; 5 baggies of cocaine in pockets.
Ashley Zepeda arrested for synthetic marijuana in driveway of 624 E. Richard.
Eloy Perez arrested for synthetic marijuana on traffic stop at 100 E. Alice.
Hector Zuniga arrested for synthetic marijuana on traffic stop at 500 E. Richard.
Abel Gonzalez arrested for marijuana on traffic stop at 10th and Santa Gertrudis.
Jose M. Gutierrez arrested for smoking marijuana at Flores Brothers Park.
Rogelio Trevino arrested for synthetic marijuana on traffic stop at 600 E. King.
Luis Soliz arrested for marijuana on traffic stop at 3rd and Avenue C.
Steven Leal arrested for marijuana on traffic stop at Love's truck stop.
Bernice Zarate arrested for marijuana at 1400 Brookshire.

FAMILY VIOLENCE:

Female assaulted by estranged boyfriend who had already left the scene
Female arrested for assaulting boyfriend.
Female reported being assaulted by live-in boyfriend.
Roommate reported assault at 1208 W. Richard, no arrest.
Female reported Assault & Unlawful Restraint by boyfriend the week before.
Johnny Salinas arrested for assaulting his 86 year-old mother.
Female reported her husband had beat her up the night before.
Female arrived at hospital, said she had been beat up by boyfriend.

TRAFFIC:

98 citations
72 warnings
2 DWIs

City of Kingsville, Texas
Staff Report
 (A Publication of the City Manager's Office)
 Monday, December 23, 2013

OTHER ACTIVITY:

At least eight warrant arrests were made by Patrol officers.

Patrol officers participated in "shop with a cop."

Two officers at SAFVIC training in Castle Hills.

Several officers testified in County and District courts.

Unit 2904 struck by female who was cited for Unsafe Backing and No Driver License.



**Criminal Investigations Bureau
 Activity for Reporting Period**

Cases Assigned 232
 Cold Cases 29

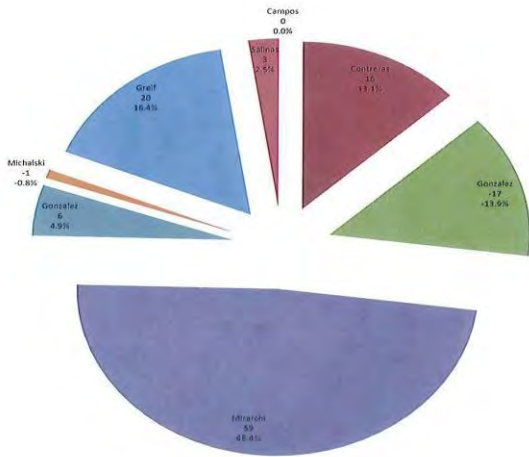
Investigator	Cases Assigned	Cold Cases	
Cpl. Gilbert Rodriguez	17	7	
Vilma Salinas (Senior Investigator)	24	8	
John Grief	20		
Joe Michalski	21	4	
Nicole Mirachi	21	4	
Jose Gonzalez	15		
Tony Contreras	24	2	
Gabby Gonzalez (Accident Investigator)	26 (64)	4	23 forwarded to Austin
Toma Pittman	26		Narcotics Cases

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

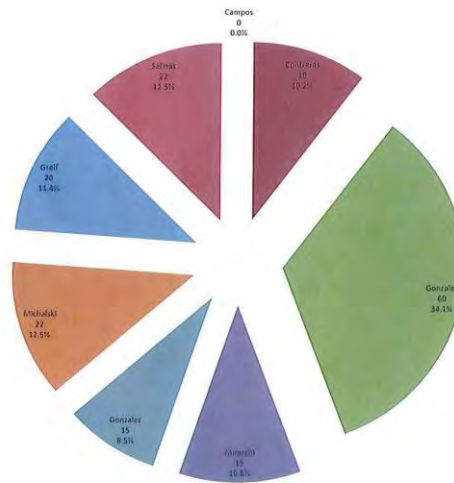
**Kingsville Police Department
DETECTIVE ACTIVITY REPORT**

Active Cases Under Investigation



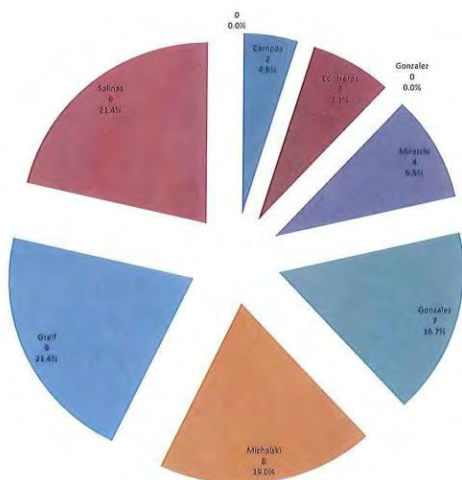
**Kingsville Police Department
DETECTIVE ACTIVITY REPORT**

Cases Assigned



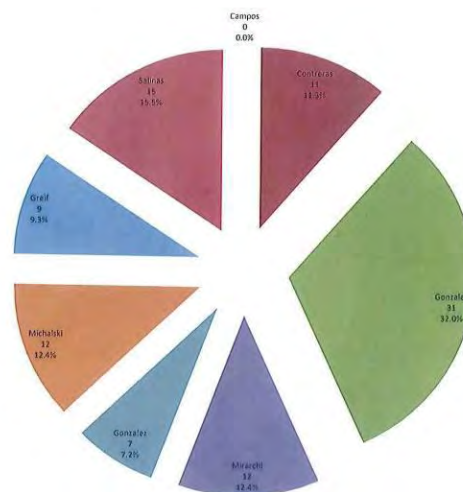
**Kingsville Police Department
DETECTIVE ACTIVITY REPORT**

Case Supplements



**Kingsville Police Department
DETECTIVE ACTIVITY REPORT**

Cases Pending



City of Kingsville, Texas
Staff Report
 (A Publication of the City Manager's Office)
 Monday, December 23, 2013

Communications Bureau

Activity for Reporting Period

During the past two weeks communications answered :

911 Calls	581
Regular Calls for Service	1773
CAD INCIDENT #S	2566 RECORDS

The 911 calls and the regular calls do not include calls made directly to patrol, CIB or direct to individual offices. The CAD incident # also includes traffic stops made by officers in the field and self initiated calls.

Training

- Congratulations to Mrs. LaTonya Johnson for successfully completing the clerk phase of the telecommunication operator assignment. Mrs. Johnson moves on to the dispatch portion of her ins-service training. She will be assigned to Lead Dispatcher Mr. Ricky Chapa for this portion of her training.
- Mrs. Teekie Allen has been assigned to Lead Dispatcher Ms. Monica Lopez. Mrs. Allen is showing improvement in some area's but still needs to learn the city.
- Ms. Ashly Garza continues to show improvement and is picking up the training quickly in the dispatch area due to her previous experience. Ms. Garza is currently training with Mr. Orlando Prieto.

Warrant Officer

Activity for Reporting Period

November 18th thru December 11th, 2013

Attempted Service 93 Contact Made 61 Arrests 37

Neighborhood Improvement Officer

Abandoned and Junk Autos

2013 Week 48

	Current Week	Same Week Previous Year	Previous Year	
			Year to Date	Year to Date
Tags	7		72	
Abandon Vehicles	2		21	

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

Tows			2	
Citizen Contacts	4		49	
Tips	2		58	
Junk Citations	1		20	
Junk Warnings	4		33	
Parking Citations	7		79	
Parking Warnings	1		13	
Traffic Citations			7	
Certified Letters				
Compliance-Junk Citation	5		14	
Compliance-Junk Warning			9	
Compliance-Abandon Vehicle	1		12	



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

PUBLIC WORKS DEPARTMENT (Courtesy of Charlie Cardenas, Director)

Engineering (11/24 – 12/13)

Road Construction – Engineering set “blue tops” on third street in preparation for seal coat and hot mix. Engineering also worked on the road Pavement Assessments, creating a spreadsheet identifying the type of road distress.



Public Works (11/24 – 12/07)

Group effort – As a group effort, different departments in public works completed the demolition of the fire training tower on Corral Park.



**Garage department removes steel on the structure (street department assist)
Garage department welds metal plates to attach the hydraulic hammer**



**Waste water
equipment used to
bring down the
structure**



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013



Marco Jimenez with Water Distribution operates the heavy equipment and starts the second floor.

Street Department crews used millings from the nearby 3rd Street construction project to build a ramp to reach the top floor.

First floor demolition, Almost There!



Sanitation crews hauled off the debris to the city's landfill!

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Street Division (11/24 – 12/07)

Road Construction – Continued work on Project #32 on 3rd St. Put up signs and barricades and broke up asphalt. Crews cut caliche, cut around valves and cut ends around manholes at the intersection of 3rd and Ave B. Crews hauled off material and removed limestone and watered.

Mowing

Islands from King Ave. and Hwy 77 to Corral and Hwy 77

Corral Ave. from Bypass to 14th St.

14th St from Corral to North Y

North Y to Nettie Ave.

6th St. from Corral Ave. to Ave B

Railroad from Corral to Ave B

6th St from Kleberg Ave. to Ave B

6th St. from Alexander to Ailsie Ave.

General Cavazos Blvd. from Bypass to NAS

Sidewalk from, A&R Builders to Ailsie Ave

6th St. from Nettie Ave to General Cavazos Blvd.

Ailsie Ave. from Franklin Adams to 6th St.

Round Up

3rd St. from Ave B to Ave D

Yoakum Ave. from 3rd to 10th St.

King Ave. from University to US77

Weed Eating Gutters

- Zone 5 (area between Santa Gertrudis Ave and King Ave. and from 14th St to East of Hwy 77.
- Zone 6 (area between Santa Gertrudis and King Ave and from 14th St and 6th St.
- Ragland Ave. and Alice from 19th to Dead End
- 19th St from Richard Ave, to Alice Ave.
- Lee Ave., Henrietta Ave, Yoakum Ave and Kleberg Ave. from 19th St to 14th St.
- 15th St. and 16th St. from Lee Ave. to King Ave.
- 17th St from Santa Gertudis Ave to King Ave.
- Yoakum Ave from 6th St to 14th St.
- Kleberg Ave from 12th St to 14th St.
- Henrietta Ave. from 14th to 19th St.
- Cleaned gutters in Zone 6 (area between Santa Gertrudis and King Ave and 6th St and 14th St.)
- Henrietta Ave from 9th St to 6th St.
- Lee Ave. from 6th St to 11th St.
- Lee from 11th to 14th St.
- Alice Ave from 14th to 11th St.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Street Sweeping

- 10th, 8th, 6th and 3rd St. from Yoakum Ave. to King Ave.
- 11th St and 9th St. from Yoakum Ave to Kleberg Ave.
- Kleberg Ave. from 11th St. to 3rd St.
- Kenedy Ave. 6th to 14th St.
- Lott Ave., Huisache Ave. and Fordyce Ave from 14th St to 6th St.
- Johnston Ave. from Armstrong Ave. to Lantana Ave.
- Williams and Wanda from Johnston Ave to Kenedy Ave.
- Frances from Johnston to Kenedy Ave.
- Kenedy Ave from Armstrong to Wilson
- Wilson from Kenedy Ave to King Ave.
- 14th St. from Corral Ave to General Cavazos
- General Cavazos Blvd. from 14th St to Hwy 77
- 6th St. from Corral Ave to General Cavazos Blvd
- Corral Ave. from Armstrong to Hwy 77
- King Ave from Hwy 77 to Armstrong
- Santa Gertrudis from 6th St to Armstrong.

Patching – Crews patched and filled in potholes:

Alley Maintenance -

- 6th St to 7th St between Yoakum Ave. and Henrietta Ave.
- Ave B to Ave A between 10th St and 12th St.
- 6th St to 7th St. between Henrietta Ave and Lee Ave.
- 7th St. to 8th St, between Kenedy Ave. and Lott Ave.
- Wells St. to 1st St. between Santa Gertrudis Ave and Richard Ave.
- 7th St. and 8th St. between King Ave and Kleberg Ave.
- 11th St. and 12th St. between King Ave and Kenedy Ave.
- 12th St. to 14th St. between King Ave and Kenedy Ave.
- 10th St. to 12th St. between Ave B and Ave A
- 13th St. to 14th St. between Ave C and Ave B
- 10th St to 12th St. between Ave A and Ave B
- 13th St. to 14th St. between Alice Ave and Lee Ave.

Miscellaneous Sign Shop

- Picked up man lift at City Hall
- Repaired fallen light fixture downtown.
- Counted barricades for La Posada Parade
- Checked lights downtown
- Watered palm trees on General Cavazos and Brahma Blvd.
- Finished cleaning curbs and gutter in Zone 11.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

- Installed Stop Sign (30x30) on 14th St. and E. Warren.
- Cut pipe on the tower at the park on W. Corral Ave and 2nd St.
- Cleaned drains from Corral Ave. to Santa Gertrudis, Santa Gertrudis to King Ave., West side of Corral to Santa Gertrudis and West side of Santa Gertrudis to King Ave.
- Took mourning signs to 17th and Richard Ave.
- Repaired yield sign on Wells and W. Ave F.
- Removed broken pipe on FM Rd 1322 and General Cavazos Blvd.
- Picked up mourning signs from E. Lott between 18th and 17th and also on 17th St and Richard Ave.
- Took manlift to 7th St. and Kleberg Ave to check timers on Christmas lights and garland.
- Helped City Welder cut pipes at the Park on 2nd and W. Corral.
- Helped Mike and crew patch hoes at the intersection of Santa Gertrudis and 8th St.
- Cleaned barn and Unit #5120
- Closed street for La Posada parade.

Water Production (11/24 – 12/07)

Alsay Inc. from San Antonio is going to pull Well 22 to evaluate problems. Part was ordered to replace booster pump for Well 23 from Valley Pumps from Corpus Christi. New electrical service for Well 19 is scheduled for the week of 12/22/13.

Routine job: Collected 12 routine Bacteriological Samples; collected 14 daily chlorine residual, delivered Ammonia to 6 sites; delivered Chlorine to 6 sites.

Water pumped to distribution (11/24 – 12/07 - Wells – 36,183,000 gallons; Surface – 8,594,000 gallons; 3,058,000 gallons for Ricardo bypass; Total 47,835,000 gallons; Average –3,416,786 gals/day

Wastewater Collection and Treatment Plant (11/24-12/07)

Wastewater Treatment North Plant –. Operators and Helpers cleaned primary and secondary clarifier troughs and weirs. Operators shoveled sludge from sand drying bed. Helpers and Operators are replacing and cleaning UV modules. We continue wasting in wedge and sand drying beds and wire drying beds. C2 Square is still removing old wheels and installing new wheels for clarifier. Radiant Industrial is troubleshooting UV system. Munoz Trucking delivered concrete sand for drying beds. Wastewater has started 4th quarter Bio Monitoring samples. Plant helpers sprayed weed killer along fence lines and drying beds at 1&3 MGD.

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. Operators and helpers mowed grass around Plant and Lift Stations. Crews are wasting sludge into drying beds. Plant Mechanic and Laborers are still working on installing ¾ airline to new clarifier. C2 Square will be picking up back up blower for repair.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Wastewater Collection – Had 7 call outs for sewer backups

902 E. Ragland Ave / 3902 Allen Drive / 610 W. Ave B / 315 S. Wanda / 1726 Sante Fe / 413 Elizabeth
619 E. Alice

Wastewater crew installed sewer taps at 3311 S. Brahma Blvd. Crews had 1 bad odor call at 210 W. Richard Ave., 20 line locates and repaired sewer service and installed clean out at 619 E. Alice. Crews installed a sewer tap at 3311 S. Brahma Blvd. and repaired storm drain ring and cover at 3rd St and Ave B. Crews also hauled sand to 1MGD Small Plant and hauled sludge from 3JGD to Landfill.

Water Distribution (11/24 – 12/07)

Water Division Crews repaired 11 Main Breaks and answered approximately 28 Service Calls, 2 - Locates, 6 Service line leaks, 3- Meter Leaks, 11- Backfills, 5 – customer side leaks, 0 – low pressure, 0- open water and 1 – no water.

6"	Main Break	H.M. King High
6"	Main Break	Wells and King Ave.
2"	Main Break	700 W. Ave H
4"	Main Break	915 W. Huisache Ave.
8"	Main Break	15 th St and Ave B
2"	Main Break	829 S. 15 th St
3"	Main Break	316 N. 6 th St
6"	Main Break	829 S. 15 th St
3"	Main Break	316 N. 6 th St.
6"	Main Break	Carlos Truan Blvd.
6"	Main Break	Wildwood Estates
6"	Main Break	1600 W. Johnston
12"	Main Break	200 Block of E. Henrietta

The Water Dept. made 2 ¾" taps on 917 and 905 East Alice. Water crews assisted in the preparation of Christmas Party. Crews demolished and loaded old fire department tower to be hauled to landfill. Water crews raised and adjusted fire hydrants on Seale St. by Texas A&M- Kingsville. Crews extended water service line for contractor to install drainage boxes on East Caesar Ave.

City Garage (11/24 – 12/07)

Maintenance - 4 Oil changes on preventive maintenance; 22 scheduled work orders; 56 nonscheduled work; 19 Service calls; 1 Call out; 12 New tires on heavy equipment and trucks; 17 flat tire repairs and balances; 19 pending work orders. City Garage is repairing the transmission and radiator on Unit 334. Mechanics are also repairing pump on Unit 544.

Welder - 1 work order; 4 pending work orders; 14 nonscheduled work orders; 3 scheduled work order; and 3 service calls. Welder is fabricating jack Stands for Water Production.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Solid Waste (11/24 – 12/07)

Landfill - (11/24 – 12/07) - 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 had 6 Community Service workers helping to pick up litter. The level sensor for Leachate Pump #2 was ordered. We ran the Leachate Pump on manual. After repairs were done the Leachate Pump is now running.

The John Deere 550K will be delivered Monday 12/9/13. Garage Mechanics fixed the brakes and PTO on the Dump Truck, Unit 1327. The oil and filters were changed on the Trench Burner. The temporary fence on the east side between Type I and Type IV is finished. The water dept. has been bringing in the concrete from the demo project on Corral St. We have completed the 1st Quarter Solid Waste Report for 2014 and submitted to TCEQ

Trash –797 tons; Brush – 77 tons; Construction and Demolition (C & D) –122 tons; Concrete –97 tons; Litter –.05; – Tires –4.39.; and Metal - .05 tons, Sludge – 10.82

Sanitation =- Residential waste collected from 11/24 – 12/07 – **618,700** pounds; Commercial waste collected **695,460** pounds; Brush collected **34,860** pounds and construction debris collected **34,860** pounds. The Brush crew will be collecting in Zone 1 this week and working on abatements and demos when possible. One of the abatements was the removal of a large concrete porch across the street from the Library on 4th St. White Goods pick up is 12/13/13. The second phase of the dumpster enclosure is complete 122 enclosures were constructed in this phase of the beautification effort. The Sanitation Dept. hosted a city wide tire collection Saturday, November 30th. It was a small turn out due to being held on a holiday weekend. Recycling for the month of November totaled 27.12 tons from the recycling center taken to Corpus Christi.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

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

Purchasing Division

Purchase Orders - For the period of 12/1/2013 through 12/12/2013, 94 purchase orders were issued totaling over \$205,668.12. Purchase Cards statements also came in totaling \$51,829.74 charged on the P-Cards.



P-Cards - Sad to report November P-Card statements went out and some came in on time others were late. Some of these P-Card Statements also arrived with various violations. Violations ranged from no supervisor signatures, late turn in, lots of coding issues and even some owing the city money for taxes. Hoping for 100 % improvement for next months P-Card Statement reconciliations .

The Purchasing Department would like to continue to stress the importance of sending in your Purchase Requisitions before you go out and buy or order the items. We would also like to remind the departments that purchased items WITHOUT a Purchase Order number to please follow up with finance and check if you have any invoices there that need to be paid but a Purchase Order number was never requested. We also ask you to turn in your Purchase Orders with receipts/invoices as soon as you have them. Let's not wait months to turn them in. Let's all work together to get this taken care of.

AS WITH ALL ASPECTS OF PURCHASING , WE ARE HERE TO HELP YOU WITH ANY PURCHASING OR CODING QUESTIONS YOU MIGHT HAVE. BETTER TO CALL AND GET YOUR PURCHASE ORDER NUMBER AND CODING CORRECT THAN TO MAKE THE NAUGHTY LIST!!

Price vs. Value - The lowest purchase price of any item or service is not necessarily the best value over time. Other factors to consider are:

- Warranty or guarantee
- Availability of replacement parts (are they proprietary or available on the open market?)
- Cost of maintaining the product over time
- Standard maintenance cost

It can easily turn out the lowest price in the initial bid will actually be more expensive over time.

Life Cycle Costing - Life Cycle Costing is also known as Total Cost of Ownership (TCO) and considers:

- Acquisition price
- Operating cost
- Maintenance cost
- Trade in or salvage value

TCO is usually connected with capital equipment.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Technology Division

Incode Version X - Tyler Technologies has begun the third week of training software implementation. Doug Garret has remote instructed Payroll most of this week working was hammering out minor changes in the version 9 software and ensuring that the calculations remained the same in the version X. Mr. Garret will be onsite next week to do hands-on training with the AP, GL, PY, FA, and PU modules. IT staff spent the early part of the week ensuring that each position had a software role and each user was properly put into the system. This added security allows us to fine grain policies based on department, position, and even control what processes each user is allowed to access. We have even been able to add some additional features to these security roles that users may find very helpful.

AP view only role- We have added additional rights to allow each department to view any pending payments against or toward their respective accounts.

GL additional view features – Users will be able to pull up against their GL with additional information that is unavailable in the current version of the software. In addition many of the other features will streamline so a great deal of accuracy will be made available with the new software.

FA additional features- Fixed Assets will have an entire record associated with and can include any scanned document including: insurance, Titles, service records, maps, anything relevant really. Location codes have been revamped to include alternate locations which were a huge problem with the current system.

PU automated purchase requisition features - Purchase order will become streamlined by passing through a series of criteria for approval. When combined with the document management and records retention will virtually eliminate the need for paper authorization. . This will reduce overhead with the purchasing and requisition process by allowing for centralized approval

Again highlighting other improvements we will be able to provide better reporting services to the different departments. The system offers a variety of canned reporting tools to address any needs that we may have. In addition, it includes with it a power report generating tool to allow users the freedom and flexibility to create a data driven reporting. It will provide us with more flexibility when adding services or programs to the accounting systems. Finally, it includes a myriad of functionality and aesthetic fix's and improvements.

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

ACTIVITY	RESOURCE RESPONSIBLE	SCHEDULE DATES
Initial Data Pull (to convert GL/balances)	Client	7/29/13
Financial Chart of Accts and Segmentation begins (non-billable)	Jenna	7/29/13
<u>Deadline</u> for COA and Segmentation completion	Client	9/6/13
Reporting work with updated COA begins (non-billable)	Jenna	Begins 9/6/13
<u>Deadline</u> for converted GL, balances, & COA	Programmer	9/6/13
Remote Data Analysis and Setup – Week #1	Doug G	Week of 9/9/13
Remote Data Analysis and Setup – Week #2	Doug G	Week of 9/30/13
Updated data pull & <u>deadline</u> for fixing all MDAP errors	Client	10/28/13
<u>Deadline</u> for initial full conversion	Programmer	11/8/13
GL, AP, FA, PU Onsite Consult – Week #1	Doug G	Week of 11/11/13
Personnel Mgt, Parallel Payroll, ESS, Onsite Consult – Week #2	Doug G	Week of 11/18/13
Remote Conversion work	Client	Begins 11/25/13
RCA assistance week (non-billable)	Doug G	Week of 12/09/13
Conversion <u>deadline</u>	Programmer	1/05/14
Final Data Pull	Client	1/10/14
LIVE GL, AP, FA, PU, PA	Tammy	1/21/14
LIVE Personnel Management, ESS, Time clock	Tammy	After live date

GIS Server - The GIS server is in continued development with final deployment occurring sometime at the end of this month. This corresponds with the timeline that was agreed upon on in September of this year. To date the layers that are available are the parcels, zoning, street names, storm water utilities, waste water utilities, and water supply utilities.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

IT has suggested that recreational and historic maps if available be placed on the site as well. Special thanks to all the employees that have participated in the test group for the site. Your feedback was most appreciated! Also to engineering, as they handled the employee input promptly and accurately.

The current development site is has reached its milestone marker and we are now working on minor fixes that where addressed at a meeting earlier this week. Final deployment to the website and integration will occur by the end of the month along with employee training.

GovQA - IT staff has begun to identify area's that can be more streamlined with the GovQA software and eliminated the need for some redundancy. Additionally, we have evaluated the process of the planning and permitting department to better utilize the system. We had to in some cases create our own



forms that didn't previously exist and reevaluate some that did. For example, no readily available fee breakdown was made for permitting/planning and code enforcement had a problem with the formatting of one of their applications. These problems are unfortunate and being worked through the internal deployment of the GovQA system shouldn't be delayed more than a week and half. After, Code Enforcement and Permitting have been fully integrated we will begin working on the general work order system that includes public works and planning. The final stage will include the mobile application and the citizen portal.

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

Welcome Winter Texans

The Robert J. Kleberg Public Library is pleased to welcome back the devoted Winter Texans who come to South Texas. The library invites Winter Texans to check out all it has to offer. As a Winter Texan residing in Kleberg County, winter residents are eligible to apply for a Non-Resident library card for an



annual fee of only \$7. Keep in mind that some services do require a library card, but many do not. For Winter Texans who already have a card with the library, just update the account information and pay the annual fee if the card has expired. With a valid library card, Winter Texans have access to 100% of all the library's services and resources. Winter residents can utilize the library's high-speed internet adult computer lab. While vacationing in South Texas, learn a new language through Mango®, an online language-learning program that offers over 63 languages. Patrons can access this program through the library's website at www.kleberglibrary.com, or download the mobile version to their smart phone. For patrons who have a Wi-Fi-ready device, they can use the library's free, 24/7 Wi-Fi network, and Wi-Fi printing (for a nominal fee). From the library's website, patrons can pursue various interests like developing computer skills through free computer training or researching genealogical and land grant records. If patrons need a break from their computers, there are other options. Patrons can choose from over 58,000 items in the library's collection including bestsellers, audio books on CDs, and Playaways (audio books on MP3s). Visit the Friends of the Library Bookstore, located inside the library, where most

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

items are 50 cents, and for the month of December all paperback romance novels are 10 books for 25 cents. The bookstore has many new or gently used hardcover books, magazines, movies, CDs, and rare collectibles. For the Winter Texans who like a treasure hunt, try Geocaching; the library has its own hidden treasure. Patrons interested in local activities will find them listed on the library's website by clicking on *Community Page* for local attractions, or *Community Events* and *Library Events* for local happenings. From the *News & Weather* tab, Winter Texans can view *The Winter Texan Online Magazine*. The magazine lists various resources, from attractions to lodging and everything in-between to aid Winter Texans during their stay in the Lone Star State. As you enjoy a South Texas winter, stop by and check out the Robert J. Kleberg Public Library. Now is the time for Winter Texans to catch up on postponed interests.

Holiday Greetings



The Board and staff of the Robert J. Kleberg Public Library wish everyone a Merry Christmas and a Happy New Year. In observance of the Christmas holiday, the library will be closed December 25 and 26, 2013. The library will reopen at 8 a.m. on Friday, December 27, 2013. The library will also be closed on January 1, 2014, for New Year's Day, and it will reopen on Thursday, January 2, 2014, at 8 a.m. Have a safe and happy holiday season.

RISK MANAGEMENT (Courtesy of Melissa Perez, Manager)

Employee Recognition & Safety Committee members decorate the University Ballroom the morning of the Christmas Banquet

Members of The Employee Recognition and Safety Committee were hard at work on Friday morning



December 6, 2013 decorating The University Ballroom. The committee members also had help from employees at Public Works, IT, Community Appearance and Permits Department. Thank you for all your support on this day!! The help and assistance was much appreciated!!

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

The University Ballroom's is decorated and ready for The City's Employees and Family

This was the final outcome of everyone's hard work on Friday morning after decorating the ballroom. It looked absolutely beautiful. The tables were covered with navy blue tablecloths. The tables were decorated with wreaths and glass vases filled with blue and silver ornaments. The tables were also covered with blue and silver snow and Hershey's kisses. Committee members Theresa Cavazos and



Mary Gonzalez were in charge of the Decorating Committee. Great Job!!

Employees and their Families line up to have Dinner at The Christmas Banquet

Four-Hundred and fifty employees and their families line up to be served a dinner of Chicken Fried Steak, green beans, mashed potatoes, salad and rolls. Of course, this was one of the best parts of the Employee Recognition & Safety Banquet. The dinner was delicious. Employees were also served cobbler, cake, pan de polvo and coffee for dessert.



Mariachi Celestial Entertains City Employees & families at The Employee Recognition & Safety Christmas Banquet

It was right after a few words of Welcome from City Manager, Mayor and Commission when Mariachi Celestial entered The University Ballroom singing "Feliz Navidad". The entire Ballroom was so surprised and exited to hear the Mariachis perform. It was a nice surprise. They did a wonderful job. We hope to see them at next year's Christmas Banquet.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Ruth Valdez; Library Administrator received "Employee of the Year for 2013". Congratulations Ruthie.



Chris Sanchez: Equipment Operator II receives "Safety Hero Award" for 2013. Public Works Director Charlie Cardenas is making the Award



The Garage Department, supervised by Arturo Perez receives "Injury Free" Award for being injury free for six months, shown here with staff.

This is the second year that The City of Kingsville recognized two awards at The Christmas Banquet, Safety Hero Award & Injury Free Award. The City also recognized The Employee of the Year. All three awards were presented with prizes and a framed certificate of achievement. Congratulations!!

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

R. Dylong & Associates, Inc. with TML Audit the Risk Management & Payroll Department on December 5th – City gets and A+

The Risk Management & Payroll departments were audited by TML Auditors R. Dylong & Associates on December 5, 2013. The audit started at exactly 8:00am and concluded until 9:05am. Thelma Cavazos; Payroll Accountant II had all the necessary documentation for review ready before the auditor arrived. The auditor was very impressed with her organizational skills. After the audit was completed, Mr. Dylong gave us a few words of how great the audit turned out. Needless to say we were very pleased.



City Employees listen to a Presentation from The Department of Public Safety's Charlie Ramirez on Drugged Driving during Employee Recognition & Safety Week

The Employee Recognition and Safety Committee added something new to this year's week. From December 2nd through December 5th speakers with Spohn Hospital Physical Therapy Dept, Department of Public Safety, Airgas Distributors and City Fire Department gave safety



presentations to City employees on Safety topics ranging from Drugged Driving, Personal Protective Equipment and How to utilize a Fire Extinguisher. If you attended you were able to get a ticket to participate in door prizes. Attendees were also provided donuts, breakfast tacos, juice and coffee. It was a successful week.

City Manager Vincent Capell speaks to Public Works Employees during Employee Recognition & Safety Week

Another event during The Employee Recognition and Safety Week was that employees were acknowledged and recognized for their years of service for 5,10,15,20 years and so on. City Manager Vince Capell, Human Resource Director Diana Gonzalez and Risk Manager Melissa Perez visited several Departments to recognize those individuals with gifts (Duffle Bags, Jackets, Desk plaques & Clocks) and words of appreciation and gratitude. This was a positive time for everyone.



City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

Public Works Employees receive Recognition awards from The City



Commissioner Garcia makes conversation with Bill Donnell Asst. Public Works Director & Frank Garcia; Wastewater Supervisor before Safety Speaker starts presentation.

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

Shop with a Cop

On Wednesday, December 11, 2013 the Kingsville Task Force hosted a "Shop with a Cop" event here in Kingsville. The event was held at our local Wal-Mart store. There were a total of 25 children from Riviera Texas that were assisted. Each child was allowed \$125 to be divided into 80% clothing and necessities and 20% for a toy of their choice. After the shopping spree, each child was then escorted by the officer they shopped with to the waiting bus and sent on their way back to school with their purchases. This was the second time for the Riviera area to have this worthwhile event. The Task Force invited City of Kingsville employees, winter Texans from Sea Winds RV Resort and all local law enforcement agencies to participate in this event including Border Patrol, Texas DPS, and the Kingsville Police Department.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

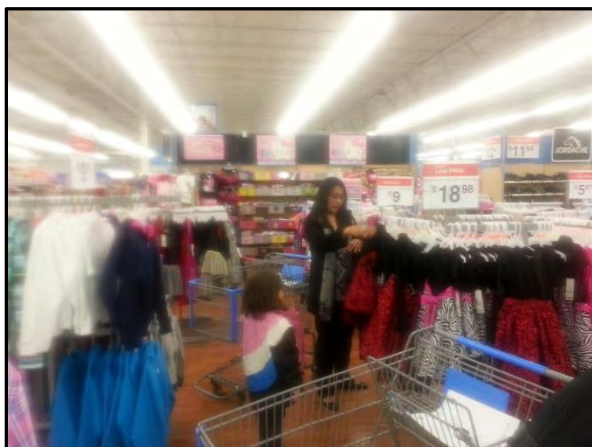
Task Force Agents R. Villalobos and J. McGee assisting their assigned child in looking for jeans.



Kingsville PD Officer B. Delarosa and Corporal S. Ochoa were on hand to assist with the event.



City Secretary Mary Valenzuela, Planning Department Customer Service Rep Theresa Cavazos and Human Resources Administrative Assistant II Beth Greenwell were also on location.



City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

On Friday, December 13, 2013, the Kingsville Task Force hosted a 2nd "Shop with a Cop" event for the city of Kingsville. This time 29 students from our local Gillett School were chosen to attend and participate. The event was once again held at the local Wal-Mart Store. After the event the students were escorted to the waiting bus and then transported to the local Pizza Hut for lunch. City Hall employees, assistants from Dr. McCall's Dentist Office, Border Patrol agents and Texas DPS officers along with the Kingsville Task Force, all participated in the event. This is the 3rd time the Kingsville area has participated in this event and we are striving to continue this good cause next year.



Agent R. Villalobos and Task Force Administrative Assistant II Kathy Rios were on hand at today's event to assist.



Texas DPS Troopers, Border Patrol Agents, Task Force Agents and Dental Assistants from Dr. McCall's Dentist office were all on location to help out with the kids. Volunteers and students enjoying a bite to eat at Pizza Hut.



City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

TOURISM SERVICES DEPARTMENT (Courtesy of Bob Trescott, Director)

Report: November 27 – December 13, 2013

TAMUK Engineering Students Senior Projects

A few years ago, engineering students were given “canned”, academic exercise for design projects. Dean Nix has been encouraging the development of real world, local interest projects with input from Department Heads. This year, several department heads submitted suggested projects and were invited to attend the resultant presentations.

Design project presentations included:

- Dick Kleberg Park Dam Rebuild
- University Blvd traffic circle improvements
- Dick Kleberg Park horse stable replacement
- Hike/bike trail along Tranquitas Creek
- King Avenue and Union Pacific Railroad grade separation
- Campus perimeter trail
- Santa Gertrudis bike lanes

State of the Naval Air Station

Several City elected officials and staff members attended Captain Chet Misner's State of the Station Eggs & Issues briefing on the operations at and plans for Naval Air Station Kingsville.



Captain Nisbett

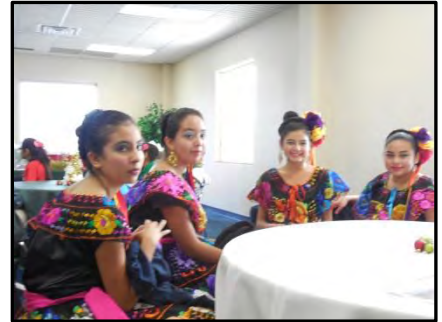


Captain Misner

Community in Schools

The Hispanic Chamber of Commerce, KISD, TAMUK and Gillette Middle School hosted a luncheon for CIS.

City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013



Processions

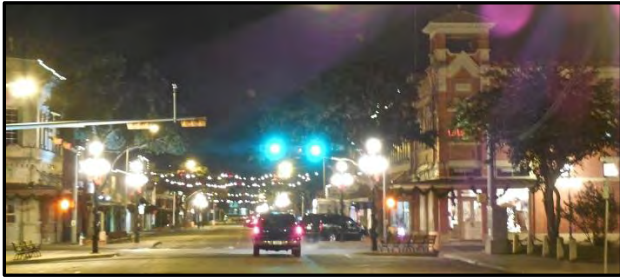
We supported and coordinated the help of other departments for the Virgen de Guadalupe processions



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

La Posada Parade

We supported and coordinated the help of other departments for the annual La Posada Parade.



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013



City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

Float

Tourism, with support from Health and Public Works designed and built a frame and body panels that convert a Public Works trailer into a City parade float. For its first use, the same folks and volunteers decorated the float for the La Posada Parade. Volunteers then rode in the parade (in the freezing cold!) We will now have a permanent parade float frame and body to install on the Public Works trailer.



Survey

We have developed and provided an opinion survey for the Navy concerning housing, education and community, etc. The survey is still open, but, as of this time, we have received nearly 100 responses.

City of Kingsville, Texas Staff Report

(A Publication of the City Manager's Office)
Monday, December 23, 2013

Texas Theater

Work continues on the Texas Theater as roofing is repaired

Blue Angels

We are working with the Navy and community on planning for the Wings over South Texas Air Show scheduled for the end of March.

Downtown Businesses

Al's Hair Design's Yolanda and Al Luara have ribbon cutting with Maggie Salinas



Canopy Installed on Domino's Pizza



Yola Torres at Yola's Custom Boutique hosts an art exhibition for the Virgen de Guadalupe Fiesta with Santa Barraza and her students from TAMUK



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

Downtown Cleanup

Tourism will be supporting Public Works in keeping downtown clean. Public Works uses leaf blowers and the Street Sweeper Truck. Tourism has gotten a sidewalk vacuum unit.



Visitor Center at Christmas



City of Kingsville, Texas
Staff Report
(A Publication of the City Manager's Office)
Monday, December 23, 2013

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

Regular Commission Meetings (Robert H. Alcorn Commission Chambers)

Monday, December 23, 2013 **CANCELLED**

Monday, January 13, 2014 6:00 p.m.

Monday, January 27, 2014 6:00 p.m.

Monday, February 10, 2104 6:00 p.m.

Monday, February 24, 2014 6:00 p.m.

Municipal Court Dates (Commission Chambers)

Thursday, December 19, 2013 3:00 p.m.

Board Meetings (Commission Chambers)

Planning and Zoning Board Wednesday, January 15, 2014 7:00 p.m.

Historic Development Board Wednesday, January 15, 2014 4:00 p.m.

Zoning Board of Adjustments Thursday, January 9, 2014 6:00 p.m.

Civil Service Commission TBA 11:00 a.m.

Board Meetings (Respective Location)

Library Board Wednesday, January 15, 2014 4:00 p.m.

City/County Health Board (3rd week of every other month @ 5:30 p.m.)

Holidays

Christmas Holiday – December 25-26, 2013

City Departments will be closed in observance for the Christmas Holidays

New Year's Day Holiday – January 1, 2014

City Department will be closed in observance for the New Year Holiday

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