

**City of Kingsville, Texas**  
**Staff Report**  
**(A Publication of the City Manager's Office)**  
**February 10, 2014**

*“The will to win is worthless if you do not have the will to prepare.”*

Thane Yost, [www.inspirational-quotations.com](http://www.inspirational-quotations.com)

*“Difficulties mastered are opportunities won”* Winston Churchill,

[www.inspirational-quotations.com](http://www.inspirational-quotations.com)

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

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

**Rey Loera, an Equipment Operator III**, of the Sanitation Department is synonymous with Good Job, especially during this time of the year. Rey has been with the City of Kingsville for over seventeen years and has come to epitomize the word dependable. During the holiday season which kicks off with the Veteran's Day Parade he is indispensable and during the city events planned by many of the administrators for the betterment of Kingsville, Rey is a huge help and most people don't even realize who is doing the work.



**Rey Loera**  
**Equipment Operator III**

The King Ranch breakfast was a clean organized event because Rey delivered fifteen roll out refuse containers and two dumpsters and the festival downtown was just as successful because of the thirty roll outs and two dumpsters placed downtown and then serviced and collected at the end of the event.

La Posada Christmas parade is also serviced by Rey for continued holiday support. Recently he also supported a concert downtown and an employee appreciation lunch given by the City. It's all in a day's work for Mr. Loera and he handles all of the extra requests with class and professionalism on top of his job of helping deliver and collect sanitation equipment all over the city.

Without the Rey Loeras of the city, events suffer because the important things like sanitation are overlooked. With his dependability and great attitude Rey makes everything possible. Thank you City Manager for considering Rey Loera for the Good Job Award.

***Let's Remember & Acknowledge Our Award Winners!!!***

**2013 Safety & Recognition Awards**

*Ruth Valdez – R.J. Kleberg Public Library - **Employee of the Year***

*Garage staff – Garage Division in the Public Works Department - **Injury Free Award***

*Chris Sanchez – Sanitation Division in the Public Works Department - **Safety Hero Award***

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**2014 Good Job Awards**

Rey Loera	Public Works Dept./Sanitation	2/10/14	Positive attitude/performance
Marco Jimenez	Public Works Dept./Water Const.	1/27/14	High expertise/dependability
Jason C. Torres	City/County Health Department	1/13/14	Consistently superior service

***CITY MANAGER (Courtesy of Vince Capell)***

**Important Planning Code Revisions to be Considered** – Proposed code revisions and new code recommendations in six important planning code categories will soon be considered by the Planning and City Commissions. There are a total of 12 areas where suggested changes or new codes are being proposed. Due to the length and importance of these changes, staff has divided them into two groups with six code categories in each group. Grouping the proposed code changes in this manner will allow a more orderly and comprehensive discussion of each proposed change or new code category.

Group one to be considered by the Planning Commission on February 12<sup>th</sup> and discussed in a City Commission Work Shop on February 13<sup>th</sup> includes proposed changes and updates to the following six planning code categories:

(1) Fence Code, (2) Home Occupations Code, (3) Accessory Use/Structure Code, (4) Street Tree Requirements in Developments, (5) Year Yard Code, (6) Nuisance Abatement & International Property maintenance Code review and adoption.

If all goes well, the City Commission will officially consider these proposed code revisions on February 24<sup>th</sup> (1<sup>st</sup> read) and March 10<sup>th</sup> (2<sup>nd</sup> read).

Group two to be considered by the Planning Commission on March 19<sup>th</sup> and discussed in a City Commission work shop on March 20<sup>th</sup> (not yet scheduled or confirmed with the City Commission) includes proposed changes and updates to the following six planning code categories: (7) Planned Unit Developments Code Modification, (8) New Solar Energy System Code, (9) New Wind Energy Conversion System Code, (10) Land Use Chart Revisions, (11) Schedule of Fees Revision, (12) Definition Code Revision

If all goes well, the City Commission will officially consider these proposed code revisions on March 24<sup>th</sup> (1<sup>st</sup> read) and April 14<sup>th</sup> (2<sup>nd</sup> read)

Robert Isassi, City Planning and Development Services Director has been working closely with Mike Kellam, former Planning and Development Services Director, in an effort to develop a new and improved framework of planning codes that if approved will allow staff and its residents to make the next significant round of improvements to the appearance and livability of our community. Where new codes are proposed, we hope to avoid and have solutions already in place for use by City staff and residents.

The purpose of the workshops is to ensure that the City Commission has had every opportunity to review and consider the proposed changes by the time it is asked to vote on them.

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

**Food Service Inspections**

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

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

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

Dixie Cream Donuts-100	Mariachi House of Burgers-93	Sirloin Stockade-81
TAMUK-Turner/Bishop Hall-97	TAMUK/Dining Hall-97	TAMUK/Library-97
Boys & Girl Club-93	Taiwan Family Restaurant-84	Big Events Cake & More-94
Santa Gertrudis School-100	Academy High School-97	St. Gertrudis School-100
Gerardo's Meat Market-76	Yo So Yogurt Shop-100	Methodist Development Center-85
Epiphany Episcopal Church-100	Chili's-93	Young's Pizza-100
The Cherry Tree Room-100	Linda's-82	Aspire to Lead Leadership Academy-100

**Regular & Fundraiser Food Handler Classes**

Food Handler Class	22 Students	Fundraiser Food Handler Class- Academy High School
Food Handler Class	3 Students	Fundraiser Food Handler Class- Campbell's Family Employees

**Permitted Temporary or Permanent Food Events**

Pro Fun Foods	Temporary Food Events 3 Concession Stands-Carnival/JK Northway
Reba Szteiter	Temporary Food Events Concession Stands-KKJR Livestock Show
The Fresh Lemonade Store	Temporary Food Events Concession Stands-KKJR Livestock Show
Carrie's Italian Ice & Treats	Temporary Food Events Concession Stands-KKJR Livestock Show
Campbell's Family Concession	Temporary Food Events Concession Stands-KKJR Livestock Show

**Did you know?**

- ❖ Puppies between 13-16 weeks should have a Physical Examination, vaccinations for Distemper Hepatitis, Parainfluenza and the Parvo Virus. They should get their rabies vaccination 1 year Bordetella, also be dewormed if needed, dispense ear wash have their third Heartworm/Flea preventative shots.

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- ❖ Kittens between 12-14 weeks should have a Physical Examination, vaccinations for Rhinotracheitis, Calica, Panleukopenia and Chlamydia. They should get their rabies vaccination 1 year, also be dewormed if needed and their second Heartworm/Flea preventative 12 month supply. Make an appointment for spay or neuter.

**Animal Control-Food Donation**

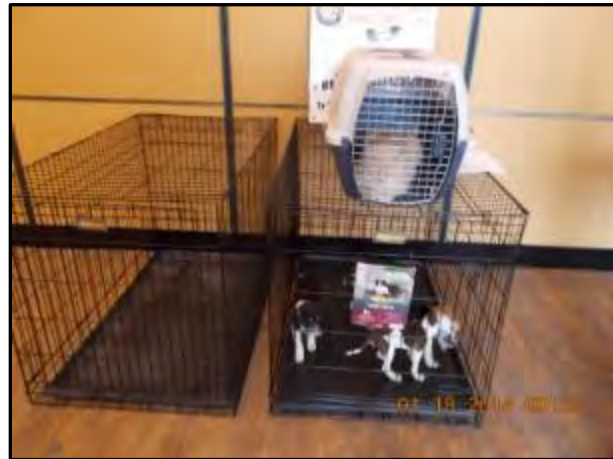
Wal-Mart recently donated 70 pounds of dry dog food, 33 pounds of dry cat food and 10 pounds of kitty litter. Thank you Wal-Mart for your generous food donation to our Animal Shelter! It's a big help.

**City-County Health Department-Animal Control-Pet Adoption**

The City-County Health Department-Animal Control Division recently held their first Pet Adoption Day of the year for 2014. The event was held Saturday, January 18, 2014 from 10:00 am to 2:00 pm at our local Tractor Supply Store. Several dogs and cats were displayed for the public to see and pet. Four lucky dogs were adopted and are going to a forever home (one Blue Heeler and three Beagles). Thanks to all the adopters who adopted animals. Unfortunately no cats were adopted. Big thanks to you Jessica Montalvo, Customer Service Representative and Teresa Orr, Kennel Attendant for all the hard work that you do for these fortunate animals.



**These doggies are ready to get adopted**



**These are four playful Beagles**



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**Miss Carrillo adopted this beautiful Blue Heeler**



**Mr. Carrillo is signing the adoption forms**



**Teresa & Jessica pose for a picture**



**Mrs. Tammy Mungia, Tractor Supply Company Manager, joins in on the photo shoot.**



**Mr. & Mrs. Lucas Justin Aguilar and family adopted one of the four Beagle puppies. The Beagle was one happy go lucky dog. Thank you for adopting from the City-County Health Department/Animal Control Shelter.**

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**Animal Control-Rescue Group**

Volunteers Joy Ansley and Asia Flies with Animal Rescue Kleberg (ARK) rescued these two beautiful cats from the City-County Health Department/Animal Control. These cats will now be going to a forever home. Thank you Animal Rescue Kleberg (ARK) for rescuing these cats. Pictured are Joy Ansley and Asia Flies with the two cats.



**The City-County Health Department-Animal Control Division reminds you to.....**

***Protect your pets by having them vaccinated,  
sterilized and micro chipped***

***The City-County Health Department  
Animal Control Division***

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

**Animal Control Office Improvements**

The City-County Health Department recently purchased this glass window display case for the animal control office. It displays our address, hours of operation, phone numbers, and our schedule fees for animal control. Pictured are Jessica Montalvo, Customer Service Representative and Jason Torres, Health Inspector II.



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**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 January 28, 2014 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 "Accident Prevention & Backing and Blind Spot Awareness" with a brief discussion afterward. Thanks to Mrs. Perez for the training opportunity. Attending the training were Robert Hinojosa, Connie Allen, Monica Longoria, Teresa Orr, Robert Puente, Jessica Montalvo, Emilio H. Garcia and Jason C. Torres. Pictured with Mrs. Perez, Risk Manager is City-County Health Department Employees Teresa Orr, Monica Longoria, Emilio H. Garcia and Ernest Espinosa. We look forward to next month's training

**Please join us at our next Pet Adoption Day**

**Saturday, February 15, 2014**

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

***FINANCE DEPARTMENT (Courtesy of Deborah Balli, Director)***

**Finance Division** (Where everyone counts ☺)

Incode Version X - Tammy Johnson with Incode has completed implementation of the VX software. Finance, Human Resources, and Purchasing have been trained in using the new software relative to their department's needs. As with any conversion, there were implementation issues that needed to be addressed, but all outstanding items have been resolved. The process allowed each Department an opportunity to review its current procedures and make any needed improvements towards greater efficiencies. The new software's primary objective is to provide enhanced reporting capabilities.



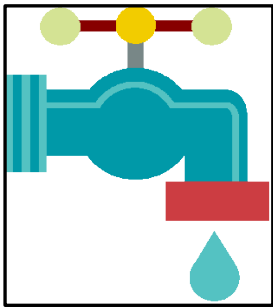
Tax Forms - The Payroll Department sent out W2's on January 27<sup>th</sup> to all qualifying recipients. The Accounts Payable Department mailed out 1099's on January 28<sup>th</sup> to qualifying vendors. The Federal deadline for completing both forms is January 31<sup>st</sup>.

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Debt Service - The City had debt service payments due on February 1<sup>st</sup> that were paid this week. Debt Service is the cash that is required for a particular time period to cover the repayment of interest and principal on a debt. Debt service is often calculated on a yearly basis. Municipalities may have outstanding loans or outstanding interest on bonds or the principal of maturing bonds that count towards the company's debt service.

Audit - The Finance Department staff continues to prepare for the annual audit performed by Womack & Co. Staff is currently going through the City's trial balances per fund making sure each account's balance corresponds with the total provided by supporting documentation. Finance works with several firms pertaining to gathering support information for the audit. Lewis & Ellis prepared the City's Gasb 45 report, Intermedix is currently working with staff on EMS billings, Kleberg County met with Finance pertaining to Stone Garden Grant reimbursements, Linebarger Law firm met regarding collection procedures for property taxes owing.

**Utility Billing Division**



**Did you know?**

In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.

More than 13 million households get their water from their own private wells and are responsible for treating and pumping the water themselves.

The average daily requirement for fresh water in the United States is about 40 billion gallons a day, with about 300 billion gallons used untreated for agriculture and commercial purposes. Each person uses about 100 gallons of water a day at home.

The average five-minute shower takes between 15 to 25 gallons of water.

[http://www.washoecounty.us/water/wtrconservation/water\\_facts](http://www.washoecounty.us/water/wtrconservation/water_facts)



**December Monthly Billing Report:**

Active accounts: 7,922

New accounts: 167

Disconnect, no transfer of service: 116

Disconnect, with transfer of service: 16

Total charges: \$1,044,553.65

Deposit returns: \$8,208.00 CR

Total current: \$1,036,345.65

**Reminders**

Payment Drop Offs - Any payments dropped off in the night drop need to be in the form of check, money order, or cashier check. A utility bill stub should be included in order to process your payment to your account or a referenced service address and account number will suffice. If you are in jeopardy of having your services disconnected for non-payment on Tuesday and Thursday, then your payment in



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full, including penalties, needs to be dropped off before 8 a.m. that Tuesday or Thursday to avoid a disruption in water service as well as additional penalties. This information is also listed on the red notices.

Roll Outs Out by 7a.m. in by 8 p.m. - 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**

Information Needed? - Contact the City of Kingsville Municipal Court for any questions or concerns by calling (361) 592-8566 or visit us at 200 E. Kleberg.

New Cases Filed - Throughout the weeks of January 15, 2014, through January 28, 2014, there were a total of 226 new cases filed with the court: traffic (137), parking (12), city ordinance-vehicles (3), state law (44), health and code enforcement-new ordinance violations (9), court officer (5) and the state office failure to appear in court (16).



Dispositions - Disposition of 259 cases were completed and closed during this period. In the warrant department 99 (129 cases) orders were cleared and 118 (166 cases) new arrest orders were released.

Collections - A total of \$34,633.77 was collected from settlements of payment plans and all other executed orders.

Pre-Trial - during the 9:00 o'clock session, a number of 43 (58 cases) people were scheduled for hearing, of which 36 people made their appearance. Of these cases, there were 17 cases forwarded to the court for review, 20 were dismissed, 1 payment plan motion, 1 driving safety court motion, 3 were rescheduled, 4 paid in full for closure and 1 was set for trial. In addition, 11 cases were forwarded to the warrant department for processing and failure to appear charges.

Inmate Court Hearing- during the 2:00 o'clock session, consisted of a total of 5 inmates 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 four individuals were ordered for release with a payment plan/extension order granted by the Honorable Municipal Court Judge.

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Regular court hearing - during the 3:00 o'clock session, consisted of 150 people (227 cases), of which 42 people made their appearance. Disposition of these cases: 40 cases were ordered to make payments and others only have 30 days to pay. There were 28 cases closed by full payment, 17 cases were dismissed upon compliance, 9 cases were setup for further review, 4 cases requested a trial, 30 were reset for a later court date, 22 cases were reported to the Ominibase (Department of Public Safety), 72 cases were setup for warrant orders, and 5 cases were approved for deferral-clean record.

Many thanks to Kingsville Police department - for the security provided during scheduled court sessions! Officer's J. Dodd #80, M. Fonseca #86, and G. Vega #83

Class C misdemeanors - The public is encouraged to contact the court office for additional information on traffic and all other Class C misdemeanors 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 or cash.

Using the City Website - 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://www.cityofkingsville.com>

Pre-Trial Hearing	January 30, 2014	February 13 & 27, 2014
Inmate Session	January 30, 2014	February 13 & 27, 2014
Regular Session	January 30, 2014	February 13 & 27, 2014
Bench Trial		February 27, 2014

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

**Community Participation and Events**

Martin Luther King Parade - The Fire Station 1 crew participated in the MLK Day Parade in Tower 1, on January 20<sup>th</sup>.

**Training and Professional Development**

CPR Refresher Training Course for Healthcare Providers - Classes were provide by Mark Gattis on January 20, 24, and 25<sup>th</sup>. Training is certified through the American Heart Association and is good for 2 years.

Ventilation Annual Training - All shifts participated in basic ventilation training on January 21, 22, and 23<sup>rd</sup>. The training consisted of reviewing Quick Venting procedures, PPA positive pressure attack, PPV positive pressure ventilation, vertical ventilation, horizontal ventilation, and hands on familiarization with chain saw and blower fans. KVFD also attended this training.

Courage to be Safe Program - Personnel continue to work on the "Courage to be Safe" program that is required by the State of Texas for firefighters.



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Emergency Medical Services Continuing Education – Personnel worked on their online continuing education programs to maintain certification through the Texas Department of State Health Services as Emergency Medical Technicians Basic/Intermediate/Paramedic.

Webinar on ERS System – Personnel attended an Emergency Reporting System webinar on January 29<sup>th</sup>. The new reporting system keeps track of emergency response information, personnel and equipment information, training records, and inspections data.

**Planning**

Coastal Bend Regional Advisory Council – The Fire Chief and EMS Operations Coordinator Felix Camarillo attended the CBRAC meeting on January 22<sup>nd</sup> in Corpus.

Nueces County Fire Chiefs Association – The Fire Chief attended the Nueces County Fire Chiefs meeting at the Corpus Christi International Airport on January 28<sup>th</sup>. There was discussion of area training programs, dispatching and communications issues, and mutual aid programs.

**Other Department Activities**

Entrance Examinations – On January 17, the Fire Department assisted with the physical agility testing and interview process for entry level positions for the Fire Department.



Fire Hydrant Maintenance - Hydrant maintenance was performed throughout the period.

Development of ERS Reporting System Layout – Firefighter Ron Lee has been working on the setup and transfer of information in the new reporting system. This work will continue for some time.

New NFPA Nomex Station Uniforms – The contract has been awarded for Fire Department fire resistant station uniforms. Workrite Uniforms will be sending a representative to Kingsville to fit personnel for the new uniforms on February 11 and 12. These uniforms meet national standards for protective station wear for firefighters.

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**Equipment Status**

Medic 2 – Master switch replaced.

Engine 2 – Water circulating line blew off. Engine out of service for 14 hours. Personnel performed temporary repairs to keep the engine in service.

Brush 1 – 2 rear tires replaced.

Overhead Door, FS 1 – One of the bay doors quit operating for a full shift until a repair crew could repair it.

**Projects**

Extractor Washer – Contract awarded to Scott Engineering for a UniMac Industrial washer extractor machine and installation at Fire Station 1. Should be installed within 2-3 weeks.

Fire Station 2 Exterior - Purchasing Dept reviewing quotes.

Dispatch – Radio vendor has set up radio dispatching software for demo on Feb. 4<sup>th</sup>.

Fire Station 1 Restrooms, Upstairs/Downstairs – Received updated quotes. Recommendations to be made on January 31<sup>st</sup>.

Fire Station 1 Electrical Project- Purchasing Dept. reviewing new quotes.

Fire Station 2 Interior – Waiting on updated quotes from 2 contractors.

**Fire Department Response Statistics for the period of**

0800 hrs on January 17<sup>th</sup> to 0800 hrs on January 31<sup>st</sup>, 2014 -

Fire/Rescue/Other Calls - 17

Emergency Medical Service Calls (EMS) - 99

Total Emergency Responses - 116

**Special Events**

Mutual Aid, Tractor Trailer Roll Over with Person Trapped – KFD Rescue 1 responded mutual aid to Kleberg County on Hwy 77, south of Kingsville. Tractor rolled over with driver trapped beneath wreckage. Personnel used heavy lift air bags and cribbing to stabilize the front cab of the truck. A heavy wrecker was used to lift the cab up far enough so that the driver could be pulled from the tractor.



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**New Probationary Firefighters. Welcome to the KFD!**

Blair Casey – Returning Firefighter/Paramedic

Rafael Rodriguez – New Firefighter/Paramedic

Phillip Boyd – New Firefighter/Paramedic

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

**Did You Know?**

*“All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence.” Martin Luther King, Jr.*

**Advertised Positions**

Police – Telecommunication's Operator

Street – Equipment Operator I and Supervisor

Wastewater – Equipment Operator II, Wastewater Operator

**New Employees**



Jeffery Casey  
Firefighter  
Fire Department



Paul Humphrey  
Maintenance Technician  
Garage Division – PW



Porfirio Rodriguez  
Equipment Service Worker  
Garage Division – PW

**Separations**

Mario Cisneros – Equipment Operator II, Wastewater

Arthur Stroman – Operator, Wastewater

**Retirements**

Michael Luna – Lieutenant, Fire Department

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**General**

The implementation of the new employee management software continues. The Human Resource Department is to be scheduled a time to work with the software representative to work on the new version.

Human Resources continues to coordinate with the Fire Department on new promotional testing materials. For several years ranking positions within the Fire Department have remained occupied. With the retirement of Lt. Michael Luna, a ranking position has become available. Reading materials utilized for promotional exams have been under review and will be finalized in the upcoming days.

Promotions within the civil service entities, Fire and Police Departments, must follow Texas Local Government Code Chapter 143 rules and any requirements negotiated and agreed upon by the fire and police unions and the City of Kingsville. Reading material from which questions will originate must be posted for a minimum of 90 days prior to any exam. Thirty days prior to actual test dates there must be another posting which must indicate specific information such as position to be filled, where the examination is to be held, date, time and place of examination.

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

**Administration Division**

**Dumpster Enclosure Project – Phase**

The planning director, in cooperation with Luke Stevens – Sanitation Supervisor, has been working to finalize plans for Phase 3 of the project. This project will construct additional dumpster enclosures around existing dumpsters in and around high-traffic areas. The goal is to promote the public health, safety and welfare of citizens and to lessen the visual impact of dumpsters on major thoroughfares. Once plans are complete, the City will begin advertising for bids in late-February.

**New City Hall**

The final layout of rooms for the new City Hall have been given to the architect. The architect is working with the mechanical (heating, cooling, plumbing, etc.) consultant to layout this work. Internal structural improvements are nearly complete and it is anticipated that painting will begin soon.

**Richard Avenue**

Long-time civic leader and businesswoman, Maggie Salinas invited City staff to a 2<sup>nd</sup> tour of the Missionary Daughters of the Most Pure Virgin Mary, Venerable Mother Julia Chapel and Museum. At the tour were City Manager, Vince Capell, and Commissioner Dianne Leubert. They, along with City staff, Maggie Salinas, and Kingsville Record's Tim Acosta toured the chapel and museum and discussed plans for its future growth and its needs for supporting infrastructure in the area. In the tour we shared our vision for the area and informed the caretakers that a study was currently underway on improving the area to revive business and remember its historic past.



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**Building Services Division**

Residential Remodel	0	Commercial Remodel	20
Commercial Building	1	Electrical Remodel	68
Mechanical	13	Moving	1
New Residential	0	Fire Inspection	40
Cert. of Occupancy	5	Gas Inspection	14
Commercial Meter	8	House Leveling	1
Plumbing	12	Residential Meter	22
Re-Roof	10	Sprinkler	4
Sidewalk	1	Sign	3
Curb	2	Swimming Pool	0
Demo	2		
<b>Total Permits Pulled</b>	<b>227</b>		



**New Business**

- Acosta's Hair Studio @ 330 E Kleberg is ready to open
- R&R Appliances @ 402 S 6<sup>th</sup> now open

**Community Appearance Division**

Recent activity (December 12 – January 1) by Community Appearance Inspectors is as follows:

<i>Activity</i>	<i>Results</i>
Notices Sent- 56	Compliances- 25
Inspections- 86	Abatements- 9
Re-Inspections- 31	Court Cases-
Illegal Dumping Cases- 0	Front/Side yard parking violations - 5
Obsolete Sign Violations- 2	Placards Posted- 1

**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:



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**306 W Huisache – Property owner Abated**

**BEFORE**



**AFTER**



**425 S. 12<sup>th</sup> – Property Owner Abated**



**2656 E Corral – Property Owner Complied**





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**818 E Richard- City Staff Abated**

**BEFORE**

**AFTER**



Upcoming Cleaning Events - Community Appearance is gearing up for the Trash Off scheduled for Saturday Feb. 1. We hope to see the usual faces at the event, those who have learned the ropes and made each of the events as smooth as they have been. We'll be seeing y'all at the show!!! Please make necessary arrangements for these events. If you have any questions or concerns please feel free to contact Jennifer Bernal.

Staff Preparing for Trash Off Event - Operators and Inspectors have been preparing for the trash off event by gathering all necessary safety equipment such as gloves, safety vests and safety glasses. Operators cut the tree that was located in the front of the building. This tree hung over and onto the overhang above the entrance to the building. According to city code trees are not to hang onto a building for safety reasons.

KKB - KKB members will take advantage of the gathering of the public by holding their annual fundraiser "Fill the FlowerPot". There will be a group at the intersection of 14<sup>th</sup> & King and 6<sup>th</sup> & Santa Gertrudis.



Community Appearance Billing - Community Appearance Division will be tracking the monthly total amount being billed from private property cleanups. These cleanups include mowing and abatements of noxious matter through FY '14.

OCT	\$9107.08	APR	
NOV	\$6550.24	MAY	
DEC	\$9605.00	JUN	
JAN		JUL	
FEB		AUG	
MARCH		SEPT	

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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.

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:

Commission Approved '13-'14	FY	1
Property Owner Agreement FY'13-'14		4

Date

Property Location

Pending 519 N. 6<sup>th</sup> St.- Awaiting re-hearing for Demolition Order Request

1/7/14 218 E Fairview – Voluntary Demo (Fire Damage)

1/13/14 911 E Alice – 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 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 22<sup>nd</sup> Phase to be completed in February. 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 22 (220 Cleanups Initiated Since Inception of Program)**

<i>Property Address</i>	<i>Date of Compliance Deadline</i>
430 W Lott	2/28/14
431 W Lott	2/28/14
431 W King	2/28/14
601 E Kleberg	2/28/14
325 W Lott	2/28/14
316 W Ave A	2/28/14
503 E King	2/28/14
707 E Doddridge	2/28/14
308 E Corral	2/28/14
512 W Fordyce	2/28/14

**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

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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.

<i>Top Ten Phase #</i>	<i>#of Cleanups Conducted by property owner</i>	<i>Top Ten Phase #</i>	<i>#of Cleanups Conducted by property owner</i>
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	9 out of 10
PHASE 10	8 out of 10	PHASE 21	In Process
PHASE 11	7 out of 10		

***POLICE (Courtesy of Ricardo Torres, Chief) - January 5<sup>th</sup>, 2014 thru January 16<sup>th</sup>, 2014***

**Administration Division**

TMLIRP Online Learning - City of Kingsville Police Department personnel pride themselves on being one of the best trained law enforcement entities in the region. Along with officers attending training throughout the State of Texas the department has expanded the use of the TMLIRP online learning opportunities. KPD personnel have been assigned the training listed below for it's personnel.

The officers are required to complete the training between now and the end of March 2014:

Sworn Officer Training –

- a. All Officers will complete Working with Minority Communities
- b. Sworn Officers at Patrolman Rank Will take the courses listed below. They are listed under the Law Enforcement tab.
 

January	Arrest Procedures
January	Conflict and Dispute Resolution -- Law Enforcement
January	Ethics in Law Enforcement
January	Excited Delirium
February	Handling Domestic Abuse Calls

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February	Handling Robbery Calls
February	Managing Traffic Stops
February	Presenting Effective Testimony in a Courtroom
March	Racial Profiling
March	Search and Seizure
March	Understanding Mental Illness for Law Enforcement
March	Use of Force for Law Enforcement

c. Corporals/Sergeants/Lieutenant/Chief to be completed during this quarter.

Transition from Peer to Supervisor  
Supervisor Skills 101  
Supervisor Skills 201  
Time Management Skills  
Diversity in the Work Place  
Leadership vs. Management  
Handling Angry Employees

Our telecommunications personnel have been assigned the following:

Working with Minority Communities  
Empowering Dispatchers in a Critical Incident - Module 1  
Dispatchers: Staying Positive at Work - Module 2  
Children and 911 Calls - Module 3  
Critical Incident Response – Module 4 Dispatcher Safety  
Survival - Module 5

Our civilian, telecommunication operators and sworn officers have been hard at work taking the training during the month of January and so far this month over 285 courses have been taken online by the members of the department.

**Patrol Division**

**Patrol Highlights -**

At least 201 offense reports taken.

At least 10 reports involving family violence were taken.

On January 16<sup>th</sup>, Officer Brown attempted to stop a vehicle for a traffic violation. The vehicle fled, going from North 6<sup>th</sup> Street to FM 1355. In that area, the 2013 Toyota Corolla drove through fences and narrowly missed farm equipment. The occupant(s) fled and were not located. A check with the rental company identified the person who rented it, who was arrested two months prior for Alien Smuggling. This information was provided to Border Patrol, along with the license plate of the vehicle that had taken the male to the Houston rental agency.



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At 4 A.M. on January 16<sup>th</sup>, a 9-1-1 call was received about screaming coming from a home in the 1500 block of Lackey. Responding officers could hear yelling inside but nobody would come to the door. Officers eventually broke the front door and entered the residence. Roman Benavides was taken into custody for Sexual Assault, Aggravated Assault and Possession of Marijuana. The victim, his ex-girlfriend, was transported to the hospital.



At 2:12 A.M. on January 18<sup>th</sup>, patrol officers responded to a major accident on Seale Street, on the TAMUK campus. Witnesses described a male who had fled the scene. A passenger, Jacqueline Olivares, was ejected and was already deceased. Patrol officers located Juan Diego Silveras at the Javelina Station Apartments. Though his friends interfered with police, Silveras was arrested. He was taken to the hospital, where a blood specimen was taken. He was later taken to jail for Intoxication Manslaughter and Accident Causing Death. He bonded out the following

day.

On January 23, Lieutenant Lile and Officer Escobedo went to the Nueces County Courthouse for a suppression hearing on a Capital Murder case that the two had assisted Kleberg Sheriff's Department with. While there, the defendant suddenly pled guilty and received a life sentence.

At 4:00 AM on January 29, officers assisted a Kleberg Sheriff's Deputy when they attempted to make a traffic stop near 14<sup>th</sup> and Corral. The driver drove on the wrong side of the road, then exited, fleeing on foot. About half of the occupants left the van though most were quickly apprehended. The driver was caught by Officer Vega. At least 26 suspected undocumented subjects were released to the Border Patrol.

Burglaries -

Dulce Vida Salon (116 N. 14<sup>th</sup>) broken into, money taken, DNA collected.

Ford pickup parked in the 1200 block of E. Henrietta entered, car stereo taken.

Water heater taken from storage shed in the 700 block of W. Huisache.

An apartment in the 600 block of W. Nettie was broken into. A DVD player and clothing were taken.

A residence in the 400 block of W. Avenue A was entered. An IPAD and money were stolen.

A generator was taken from a vacant home in the 700 block of W. Huisache.

A guest at the Economy Motel (1400 S. 14<sup>th</sup>) reported that his room had been entered. A laptop computer and money were reported missing.

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Traffic -

131 traffic citations  
184 written warnings  
1 arrest for Intoxication Manslaughter  
3 arrests for Driving While Intoxicated  
2 arrests for Driving Under the Influence-Under 21  
1 arrest for Reckless Driving  
6 accidents were investigated

Training -

All Patrol Division officers have taken online training from the TML-IRP site.  
The Patrol Division members of the SWAT Team have received 8 hours training during the past two weeks.

Sergeant J. Flores and Sergeant B. Allen attended the AR-15 Armorer's Course in Hallettsville.

Other -

Officer Fonseca was commended, by a principal, for walking through the schools during the day.  
Officer Macias took his canine on high-visibility visits to Memorial Middle School.  
Lieutenant Lile attended monthly meetings with Kingsville Crime Stoppers and the Community Coalition for family violence.  
At least 24 Theft reports were made.  
At least 11 reports, involving family violence, were made during the past two weeks.  
A 2012 red Chevy Silverado was reported stolen from Inez Street on January 30<sup>th</sup>.

**Criminal Investigations Bureau**

Case # 14-00001660 patrol was dispatched to Seale Dr and W. Ave C (Texas A&M University) in reference to a fatal accident. Patrol arrived on scene and located a female passenger, who flew out of the vehicle and smashed into a cement wall. Kingsville EMS arrived on scene and determined the female had no pulse. JP. C. DelaPaz later arrived on scene and determined the female time of

death. Det. Sgt. Campos #31, Cpl. G. Rodriguez#61, and Inv. D. Gonzalez arrived on scene to assist with the investigation. Sgt. Campos advised dispatch to call out the accident investigator (Det. H. Gonzalez) so he could work the accident. Det. Sgt. Campos then started taking pictures of the scene. Det. H. Gonzalez arrived on scene and investigated the accident

Ptlm. F. Reyna #92 advised (via radio) a witness approached him and stated the driver left the area and walked into Javelina Station (1300 W. Corral). Cpl. G. Rodriguez



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jogged to Javelina Station and made contact with the witness, and asked the witness to walk to the area where the driver was last seen. Cpl. G. Rodriguez made contact with the male subject and noticed he had fresh dry blood on his nose and had a fresh bruise on his forehead. Cpl. G. Rodriguez discovered placed the male subject in handcuffs. Cpl. G. Rodriguez then identified the male subject as Juan D. Selvera Martinez.

Note: The vehicle involved in the accident returned to a Juan D. Selvera. Selvera Martinez gave a statement that he was driving the vehicle involved in the accident. Selvera Martinez was transported to the hospital where he was treated for his injuries. Det. H. Gonzalez wrote an Arrest Warrant for Accident Causing Death, and Selvera Martinez was arrested for the warrant. The witness who followed the driver from the scene of the accident to the apartment complex (Javelina Station) played an important role in solving this case. This case is still under investigation.

Det. T. Contreras has been issued this case (14-00000748) in reference to a 15 year old boy who forcefully raped a 12 year old female. Det. Contreras made contact with the CPS investigator, who told Det. Contreras a CAC interview was conducted with the victim. Det. Contreras reviewed the CAC interview and determined the victim out cried that she was raped 3 separate times. Det. Contreras also had a previous case where the 15 year old boy impregnated another girl and assaulted her. On 01/21/14 Det. Contreras detained the 15 year old boy and charged him with 3 counts of Agg. Sexual Assault of a Child, 1 count of sexual assault of a child, and 1 count of Assault Causing Bodily Injury. Juvenile Probation was called out and the 15 year old boy was sent to a Juvenile Detention Center in Corpus Christi, Tx. This case will be submitted to the courts on a later day.

Case number 14-0001666 is in reference to a Sexual Assault and has been assigned to Det. J. Michalski #34. The Patrol division responded to a disturbance in progress in the 1500 blk. of Lackey. Ptlm. F. Reyna #92 and Ptlm. L Brown #80 arrived on location and could hear a disturbance inside the residence and decided to make force entry due to exigent circumstances. When they made entry a female (victim) yelled out "he raped me!"

Note: The female was partially clothed. The Offender, Roman F. Benavidez was placed in handcuffs and later charged with Sexual Assault, Family Violence Strangulation, and Possession of Marijuana <2oz.

Det. J. Michalski was called out and the victim was scheduled a SANE Exam at Dr. Regional Hospital in Corpus Christi, Texas.

An Emergency Protective Order (EPO) was signed by JP Carmen Cortez, and served on the Offender. This case is still under the investigation and will later be filed with the courts.

Det. J. Gonzalez #36 was assigned this case 14-0001461 in reference to theft. On 01/16/2014 Patrol Division was dispatched to Downtown Divas Boutique located at 318 E. Kleberg. It was discovered a young female had concealed a dress and some hair bows in her purse and walked out of the store without paying for the items. The owner of the business provided officers with video surveillance of two females working together to commit the theft.

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Det. J. Gonzalez reviewed the video and with the assistance of Det. V. Salinas they were able to identify one of the females on the video. The female has been identified and Det. J. Gonzalez was able to locate her on a social media website, and while viewing her profile he located the other female. The other female was identified as Brittany Favors. Favors is the female who concealed the items and walked out the store without paying.

Det. J Gonzalez obtained an address for Favors and was able to contact and convince her to come to the Police Department to provide a voluntary statement. Det. J Gonzalez was able to get a confession and retrieved the stolen merchandise. The merchandise was returned to the victim, and this case is going to be filed with the appropriate court.

**Street Level Operations Team**

**Activity for Reporting Period**

Traffic Stops: 51

Under Cover Buys: 4

Agency Assist: 2

Assault: 1

Public Intoxication: 2

Cases Filed:16



Case #1400000642- Patrol Initiated foot pursuit that led to SLOT being called out to assist. SLOT obtained a Search and Arrest Warrant. Joshua Salas, Barbara Salas were arrested for Manufactory Delivery Controlled Substance PG2-A  $\geq 4G < 400G$  and Matthew Alcoser was arrested for POCS PG 2-A  $< 2oz$ .

Case #1400001449- SLOT Narcotics Search and Arrest Warrant 130 W. Nettie. Jose Benavides III was arrested for Manufactory Delivery Controlled Substance PG2-A  $\geq 4G < 400G$ , Abandon Endager

Child Criminal Neglect, POCS PG 3  $< 28G$ , POM  $< 2os$  DFZ and Tamper Fabricate Physical Evidence w/Intent. Jose Hilario Benavides was arrest for POM  $> 4oz \leq 5lbs$  DFZ.

Case #1400002101-Inv. Daniel Gonzalez #27 conducted a traffic stop on HWY 77 in front of Roadway Inn (north bound). Inv. Gonzalez's traffic stop turned into an investigative stop when he received several indicators and conflicting stories from the driver and passenger of the vehicle. Inv.





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Gonzalez #27 located 10 bundles of marijuana in the firewall of the vehicle.

**Communications Bureau**

For the past week the numbers are as follows. Incoming calls through the switchboard totaled 5334 while the Calls for the week totaled 1270, while 911 calls totaled 1331 for a combined total of 2601 calls for service.

Communications is behind several months with regards to UCR. After attending a UCR update with CRIMES personnel. Lead Dispatcher Monica Lopez has completed one month of UCR's and Lead Dispatcher Rosa Munoz-Martinez as well as Lead Disapctcher Marcus Munoz are almost done with the monthly reports they were assigned.

The Texas Department of Public Safety has contacted us and informed us that our bi-annual audit will be conducted on February 27, 2014 at 1:15pm - 1:30pm.

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

**Engineering (1/12 – 1/31)**

Graphic Information Systems (GIS) – The GIS (Valerie Valero) and Information Technology (IT, Tony Verdin) sections teamed up to bring the GIS sever on line. The departments are still performing GIS functions internally and have the capability to function “on line.” The next step is to provide GIS functions to the public via the city's website.

Construction and field survey – Engineering continues to survey Roadway construction projects and properties. With ever changing technology, in house training is being conducted. Issues in engineering's survey functions include: Blue tops, roadway grades, and drainage grades. Recently on the 7<sup>th</sup> Street project, Engineering worked with ETECH construction to shoot elevations and grades on curb and gutter replacement.





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**Street Division (1/12 – 1/31)**

Road Construction – Finished Project # 32 on 3<sup>rd</sup> St. and started Project 38 on Shelton St. Crews cleaned up, did final roll, final cut, loaded up limestone and took to the yard area is ready for seal coat. Crew prepped area for seal coat and heated AC-5. Crews laid hot mix and took down traffic control and cleaned up area. Cut down lip on south end/west side on 3<sup>rd</sup> St. Set up traffic control scarified road and started to haul, cut out and set limestone on end on Project 38-Shelton St. Engineering has taken some elevations and ramped up some drives on 7<sup>th</sup> Street at Warren Street. ETECH construction has laid forms for curb and gutter construction.



Mowing/ Weed Eating

Ditch behind McCoy's  
Ditch on east side of Lowe's  
Santa Gertrudis Estates Islands  
Hwy 77 bypass and General Cavazos Blvd.  
King Ave. from Kenedy Ave. to the bypass  
Ditch behind McCoy's  
Ditch from Nettie Ave. to Ella Ave.  
Young Drive  
Sage Rd.  
Corral Ave from Armstrong Ave. to Santa Rosa  
Santa Rosa from Corral Ave. to Santa Gertrudis Ave  
Dead End from W. Ave A to Creek  
Road next to McCoy's  
6<sup>th</sup> St from Ailsie Ave. to Loop 428  
Corral Ave. to 6<sup>th</sup> St.  
Creek from Santa Gertrudis to 10<sup>th</sup> St.  
Ditch from 5<sup>th</sup> St to Nettie Ave.  
Ailsie from General Cavazos Blvd to Franklin Adams

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Gutters

- Zone 12 ( area between 14<sup>th</sup> St and a little east of Hwy 77 and King Ave and Caesar Ave)
- 15<sup>th</sup> St. from Huisache Ave. to King Ave.
- Huisache Ave., Lott Ave. and Kenedy Ave from 14<sup>th</sup> St. to 16<sup>th</sup> St.
- 16<sup>th</sup> St from King Ave. to Huisache Ave.
- Huisache Ave., Lott Ave. and Kenedy from 14<sup>th</sup> St. to 16<sup>th</sup> St.
- 16<sup>th</sup> St from Huisache Ave.
- Huisache Ave from 16<sup>th</sup> to Dead End
- 16<sup>th</sup> St. from Huisache Ave. to Johnston
- Fordyce Ave. from 15<sup>th</sup> St. to Dead End
- Johnston Ave from 15<sup>th</sup> St to Dead End
- 16<sup>th</sup> St from Johnston Ave. to Caesar Ave.
- 17<sup>th</sup> St. from Caesar Ave. to Fordyce Ave.
- 17<sup>th</sup> St from Fordyce Ave. to Lott Ave.
- Lott Ave from 16<sup>th</sup> St to 18<sup>th</sup> St.
- 18<sup>th</sup> St. from Lott Ave. to Fordyce Ave.
- Warren Ave. from 17<sup>th</sup> St. to Hall St.
- Hall St. between Warren Ave. and Caesar Ave.
- Warren Ave between Hall St. and Lyndale St.
- Lyndale St between Warren Ave. and Caesar Ave.

Street Sweeping

- 11<sup>th</sup> St, 10<sup>th</sup> St. and 8<sup>th</sup> St. from Yoakum Ave to King Ave.
- 9<sup>th</sup> St. from Yoakum Ave to Kleberg Ave.
- General Cavazos from 14<sup>th</sup> St to Hwy 77
- Shelly Ave from Ailsie Ave to General Cavazos Blvd
- Armstrong Ave from Johnston Ave to Caesar Ave.
- King Ave. from Hwy 77 to Hwy 141
- 14<sup>th</sup> St. from Corral Ave. to General Cavazos Blvd.
- Carlos Truan Blvd. from 14<sup>th</sup> St. to Hwy 77
- Caesar Ave. and Corral Ave. from 14<sup>th</sup> St. to 6<sup>th</sup> St.
- Corral Ave. from 6<sup>th</sup> St to Armstrong Ave.
- Santa Rosa from Santa Fe to Santa Gertrudis Ave
- Santa Gertrudis Ave from University Blvd. to 14<sup>th</sup> St.
- University Blvd. from King Ave. to Santa Gertrudis Ave.
- Ailsie Ave. from Carlos Truan Blvd. to 14<sup>th</sup> St

Patching – Crews patched and filled in potholes:

- 728 E. Richard Ave
- 511 N. 5<sup>th</sup> St.
- Cleaned Alley on Otis St., Caesar Ave and 12<sup>th</sup> St and on 3<sup>rd</sup> St.

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- Crew repaired water patch at 120 E. Fairview
- Escondido and FM 1717
- Wanda Ave. from Kenedy Ave. to Kleberg Ave.
- Martin Ave and Carol Ave.
- 300 E. Lee Ave – alley
- Fordyce Ave. and Johnston Ave. in between 14<sup>th</sup> St and 15<sup>th</sup> St. – alley
- Shelton Ave. and Hoffman Ave. in between 6<sup>th</sup> St and 7<sup>th</sup> St. - alley
- Santa Gertrudis Ave and Richard Ave. in between 9<sup>th</sup> St and 10<sup>th</sup> St. - alley
- Santa Gertrudis and Richard Ave. in between Retama and University Blvd - alley.

Miscellaneous Sign Shop

- Watered trees on Santa Gertrudis, General Cavazos and 6<sup>th</sup> St.
- Watered trees on Santa Gertrudis Ave. from Hwy 141 to Seale St, on 6<sup>th</sup> St. and on General Cavazos to Hwy 77 bypass.
- Put up new street signs on Santa Gertrudis Ave.
- Installed new stop sign, post and anchor on Armstrong and Ave G
- Put up new Speed Limit sign on Johnston Ave. and Huisache Ave. and on Doddridge Ave and Wells St.
- Put up new Street Signs on Corral Ave. and Wanda, Corral Ave. and Lantana Dr. and on Wanda Dr. and Ave F. (both sides of the street)
- Fixed Stop Sign on 15<sup>th</sup> St and Fordyce Ave.
- Removed garland on Kleberg Ave.
- Removed banners on King Ave and 14<sup>th</sup> St.
- Picked up Type 3 barricades on 3<sup>rd</sup> St.
- Cut branches on 2<sup>nd</sup> St.
- Set up barricades for MLK Parade.
- Picked up Family in Mourning Signs on Santa Gertrudis Ave and 9<sup>th</sup> St. and on Kenedy Ave. and Wanda Dr.
- Took barricades to Shelton
- Picked up trash from gazebo on 6<sup>th</sup> St.
- Cut tree branches on 2<sup>nd</sup> St and Doddridge Ave.

**Water Production (1/12 – 1/25)**

Water Well 22 was put back in service on Saturday, January 18, 2014. All plumbing at Well 19 is complete and AEP energized new building on 1/27/14. Electrical Contractor is doing final electrical tie-ins at Well 19. Dead-end flushing is scheduled for the week of January 27<sup>th</sup> – 31<sup>st</sup> 2014. A total of 32 dead end water main will be flushed. Annual tank inspections are scheduled fro 1/29/14. 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 (1/12 – 1/25 - Wells – 34,560,000 gallons; Surface – 9,410,000 gallons; 0 gallons for Ricardo bypass; Total 43,970,000 gallons; Average –3,140,714.28 gals/day

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**Wastewater Collection and Treatment Plant /1-12-1/25)**

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. Plant Mechanic and helpers installed wheels on traveling bridge assembly. Contractor Mendez is finishing up roof repair at Trant Lift Station. JMF Repair Service took wheel assembly to hydraulic seals.

Wastewater Treatment South Plant - Operator 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. Moses from MFJ Repairs Services is troubleshooting primary clarifier.

Wastewater Collection – Had 8 call outs for sewer backups

426 Nelda  
1126 S. 14<sup>th</sup> St  
220 E. Ragland  
Kingsville Pointe  
620 E. Alice Ave.  
203 W. King Ave.  
322 Lemonwood  
600 block of E. Alice

1 bad odors; 2 – line locates; 0 – video service line; 1 – clean out; 2 – sewer service repairs; 0 - new tap and clean out; 0 – main line clean out; 1 – vacuumed manhole; 0 – dug up sewer line 1 - added deodorizer, 1 - added grease blaster to manhole.

Vacuumed grit box at 1MGD South Plant.

Hauled sludge from 1MGD South Plant

Attached are city crews replacing a sewer line.



**Water Distribution (1/12 – 1/25)**

Water Division Crews repaired 13 Main Breaks and answered approximately 50- Service Calls, 12- Locates, 10 -Service line leaks, 1- Meter Leaks, 19 - Backfills, 4 – customer side leaks, 0 – low pressure, , 1 - turn offs, 2 – turn on and 1 – no water.

2"	Main Break	200 Block Riedda Drive
2"	Main Break	12 <sup>th</sup> St and King Ave.
2"	Main Break (in the alley)	Kleberg Ave. and 12 <sup>th</sup> St.
2"	Main Break	Jackson St. and Kleberg Ave.
6"	Main Break	19 <sup>th</sup> St and Warren Ave.

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2"	Main Break	1002 W. Lott Ave.
2"	Main Break	1402 E. Johnston Ave.
2"	Main Break	228 E. Shelton Ave
3"	Main Break	711 E. Lott Ave.
6"	Main Break	7 <sup>th</sup> St. and Henrietta Ave.
6"	Main Break	2021 S. Brahma Blvd.
6"	Main Break	700 block W. Lott Ave.
2"	Main Break	828 S. 16 <sup>th</sup> St.

The Water Dept. crews made a ¾" tap on Carlos Truan Blvd and a 2" tap on 312 W. Corral Ave. Water crews continue to clean up and help contractor with concrete work on the 1000 block of E. Warren Ave. Water crews installed an 8" water main at Well 19, The Water Dept. continues to work with Contactor on concrete patches where water line repairs and replacements have been done.

**City Garage Division (1/12 – 1/25)**

Maintenance - 21 Oil changes on preventive maintenance; 27 scheduled work orders; 36 nonscheduled work; 8 Service calls; 0 Call out; 6 New tires on heavy equipment and trucks; 11 flat tire repairs and balances; 8 pending work orders. City Garage is replacing PTO and pump on Unit 338. They also repaired water pump and brooms on Units 544 and 545.

Welder - 4 work order; 4 pending work orders; 14-nonscheduled work orders; 3 scheduled work order; and 6 service calls. Welder is fixing dumpsters.

**Solid Waste Division (1/12– 1/25)**

Landfill - 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 participated in a conference call with NAS, EPA and Naismith Engineering regarding the Landfills Methane Outreach Program (LMOP). It was determined that the Landfill did not produce the sufficient amount of gas needed. The program will revisit this in a year of two as the Landfill begins producing additional gas. The sample of transmission fluid taken from the scraper came back from Holt-cat. It was determined that the rear crankshaft needs replacing. The Landfill employees completed their annual Fire Protection Training. An oil sample from the Brush Loader was sent to NPE for sampling. Maintenance workers are weed eating around the gas and monitor wells. Naismith Engineering performed Groundwater and Methane Monitoring. Operator repaired busted hose on Scraper and we have a flat tire on our pick up truck unit 9316. Delapaz & Munoz Trucking hauled asphalt for the Street Dept.

Trash –849 tons; Brush –715 tons; Construction and Demolition (C & D) –145.87 tons; Concrete – 38.88 tons; Litter –.08; Tires – 4.25 tons, and Metal - tons, Sludge – 92.62

Sanitation - Residential waste collected from 1/12 – 1/25 – **658,720** pounds; Commercial waste collected **675,460** pounds; Brush collected **35,420** pounds and construction debris collected **51,900**



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pounds. The brush crew will be collecting in Zone 4 last week and Zone 1 this week and working on abatements and demos when possible. White Goods collection for Zone 4 was on Friday, January 24, 2014.

Helping with Demolitions - Sanitation has been helping Community Appearance finish small abatements as needed. A small garage shed structure was demolished at 911 E. Alice. Brush crews performed a demolition on Ave B.



Community Involvement - Christmas trees were collected during the week and mulched to give away free to anyone in the city.



Sanitation also helped with roll outs along the parade route for the MLK celebration.

Sanitation helped give a tour of the Recycling to the Texas A&M University System Safety Council this past week highlighting cooperation between the City and TAMUK in recycling initiatives.

Recycling for the month of December totaled 9.17 tons from the Recycling Center taken to Corpus Christi.

1<sup>st</sup> grade students from Kleberg Elementary tour the recycling center and learn the importance of recycling and solid waste.

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

**Purchasing Division**

Purchase Orders - For a total of \$392,924.06 was spent on 110 Purchase Order Request. We continue to get Purchase Requisition request but with the new Incode Version all Requisitions are automatically entered and encumbered in the system.



Incode Training - The Purchasing/IT Department has been actively conducting Incode IS VX Requisition Training, Requisition Approval training, Incode Reports and P-Card Reconciliation Training. Onsite training has been provided to Public Works and Police Department personnel. Others receiving training include Task Force, Landfill, Planning, Permits, and Fire Department. Anyone wanting or needing new or refresher training just call the Purchasing Department and we will be happy to assist.

Assisting with Fire Station Capital Purchases and Projects - Work continues on getting quotes on multiple projects for the Fire Department including upstairs and downstairs restroom renovations, electrical, and dispatch at Fire Station 1, as well as exterior improvements at Fire Station 2.

Do You Know What Change Management Is? -

Change management is the complete set of processes employed on a project to ensure that changes are implemented in a visible, controlled and orderly fashion. Throughout the term of a contract it may become necessary to make changes to, or in relation to, the contract.

Three questions you should answer when implementing a change are:

1. How will you proceed with change and convince others to adopt change?
2. What will change?
3. Why is change necessary?

Change Factors - There are generally two factors that influence change:

1. Planned Change – Making changes in a planned and managed, or systematic, fashion in order to more effectively implement new methods or systems in an ongoing organization.
2. Environmental Change – Making change as a result of external factors in which the organization exercises little or no control. Examples of environmental change include, legislative initiatives, social and/or political upheaval, shifting economies, etc.

Types of Change - Based on the two above mentioned factors, various changes may occur including: Administrative Changes and Substantive Changes.

*Administrative changes* are changes that are within the scope of the contract and do not affect or alter the rights of the parties. Examples of administrative changes include:

- Changes in billing instructions or address.
- Corrections of typographical errors not affecting the substance of the contract.
- Changes as permitted by the specific contract language.
- Changes in agency personnel assigned to the contract.

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*Substantive changes* are contractual changes that affect the rights of both parties. Examples of substantive changes include:

- Change in the price of the contract.
- Change in the delivery schedule.
- Change in the quantity.
- Change or nature of deliverables.
- Change of key contract personnel.
- Change of any terms and conditions.

A contract renewal is one specific example of a substantive change. Contracts may only be extended prior to the contract expiration date, and only in accordance with the terms and conditions stated in the contract. Since the change affects the rights of both parties, contract extensions must be in writing and approved by both parties.

Response to Change - Change management is either proactive or reactive. Effective change management ensures proactive planning for future changes. You want to avoid reactive or “knee-jerk” responses to change whenever possible. Ordering entities should have an effective change management process in place and staff responsible for implementing the process. The three basic steps in change management include planning, implementation, and review. Failure to manage and control changes may result in:

- unintentional modifications to the scope of work
- schedule extensions
- increases in contract costs
- circumvention of management controls
- diminished contractor accountability

**Technology Division**

Incude Version X - You may have noticed small changes in some paperwork...This is because after a long 6 month process and many sleepless nights we have finally converted our Finance software. With the help of Tammy Johnson who was very patient though and very knowledgeable of her product. She was very pleased to have worked with a staff that was knowledgeable and ready for the changes that were coming. To Date we have completely migrated all of our current modules with the exceptions of Utility Billing and Municipal Court. Both of which are separate migrations schedules and we are currently on the waiting list. Many things have become more streamlined such as permission sets (increased security), better auditing on accounts, ease of use and reporting. While some changes are still yet to be seen especially in the budgeting aspect or the near-real-time pivot charts, a more robust fixed asset inventory, better reporting features.

**Installation of the new Incude Version X is now complete!**

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

**Fun Fact Tidbit**

Did you know that 43 of the 50 states charge their citizens an income tax? The seven states that do not have a state income tax are Alaska, Florida, Nevada, South Dakota, **Texas**, Washington, and Wyoming.—*How Taxation Works* by Laura LaBella

**Prepare for Tax Season at Your Library**

Each year during tax season, the Robert J. Kleberg Public Library offers various resources to help patrons with some of their tax needs. Through the library, the United States Internal Revenue Service (IRS) makes readily available some of the more popular individual forms and select schedules, including the 1040, 1040A, 1040EZ, small business and self-employed tax forms. The IRS also distributes to participating libraries a binder, which contains all of the federal tax forms



and instructions for photocopying. This binder should arrive by mid-February. Photocopies of these forms are acceptable for filing tax returns and are 20 cents per page. Patrons are encouraged to call the library at 592-6381 to check on the availability of forms, instructions, and publications. Income tax filers using their personal computers can download and print tax forms from the IRS website, [www.irs.gov](http://www.irs.gov). The website also includes instructions, publications, educational materials, and answers to frequently asked questions. *Free File*, available on the IRS website, provides free options to brand-name tax software. If a person's annual income was \$58,000 or less, that

taxpayer is eligible to use *Free File*'s brand-name software and free e-file. According to the IRS, 70% of income tax filers can prepare and file their taxes for free. Income tax filers can also check the status of their refund through the IRS website by clicking on "Where's My Refund?" or by calling the IRS 24/7 at 1-800-829-1040. Library patrons who do not have a home computer can use the library's public computers in the Adult Computer Lab to access any of these services. Patrons must bring their library card, and their library account must be in good standing to use the library's public computers. Users can download forms, prepare their taxes, and file them online. Any forms printed from the library's computers are 25 cents per page. Library patrons who utilize the Computer Lab to prepare their taxes are encouraged to select "open" only to print their documents. The library's lab computers are not set-up to save documents. Patrons must also keep in mind that "the library staff members are not tax service providers and cannot provide any tax advice, including advice on what forms a patron might need." However the library has materials available, including *J. K. Lasser's Your Income Tax 2014* and *J. K. Lasser's Small Business Taxes 2014*, for reference use. Patrons, who need documents copied, faxed, or scanned to an e-mail or a jump drive, can visit the Circulation Desk to have any of these services performed. For more information, call or visit the library at 220 N. 4<sup>th</sup> Street.

**Special Valentine's Day Story Time**

Love is in the air, and the library staff wishes everyone a very Happy Valentine's Day. In celebration of Valentine's





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Day, the library will be hosting a Story Time on Friday, February 14, 2014, at 3:30 p.m. The National Student Society of Language and Hearing Arts (NSSLHA) from Texas A&M University-Kingsville will be reading a selection of Valentine's stories to the children. Parents are encouraged to bring their kids to come celebrate at the library.

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

**Monthly Safety Training at City Hall**

Risk Manager Melissa Perez conducted Monthly Safety in the City Hall Commission Chambers on Tuesday January 28<sup>th</sup> from 9:30am to 10:30am & from 1:30pm to 2:30pm. The topic for this month's training was Accident Investigations & Prevention. Training attendees viewed two (TML) Texas Municipal League Videos and had some Q&A after. Everyone also received hand-outs on Flu Awareness and for those employees who drive City vehicles they received a handout on blind spots.



**Risk Manager attends Trash-off Meeting at Community Appearance - Trash Off Scheduled for Saturday February 1st**

The Risk Manager attended a Trash off Meeting at Community Appearance on Wednesday January 22<sup>nd</sup> with Jennifer Bernal Community Appearance, Emilio Garcia Health Department, Robert Isassi Planning & Development and Luke Stevens Sanitation Department. Plans were discussed for a Trash-off scheduled for Saturday February 1<sup>st</sup> starting at 8:00am to 12:00pm.

**Risk Manager speaks at Tourism Mixer about Risk Management**

If there is an accident or injury in any City Department you will see the Risk Manager immediately at the site conducting her investigation of the area, talking to witnesses, taking pictures, finding the cause of the injury and ways to prevent it from occurring again. Was the accident preventable or unpreventable? Some common areas that are looked at are: What was the cause of injury? Was there defective equipment at fault? Were there actions on the employee's part that were unsafe? Not enough Training? Taking short-cuts or in a Hurry? What measures can we take to ensure this incident/injury does not occur again? No stone is left unturned when she is on the Job.



**City of Kingsville Staff will be participating in TML Discovery Program**

The Discovery Program is a free voluntary program that is provided by Texas Municipal League. It is an implementation of an accident prevention plan that can give immediate improvements in the





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City's loss prevention performance. There is statistical data to support improvements in performance when the plan is actively utilized. Eight City Departments will be participating in the program to include:

Police, Fire, Water Maintenance, Water Production, Wastewater, Solid Waste, Landfill & Streets. The City Manager, Human Resource and Risk Management Department will lead the Team. Scheduled Dates – February 17 through 20 – 2014

**Risk Manager attends Naval Base Air-Show Meeting on January 29<sup>th</sup>**

The Risk Manager along with Tom Sanchez Emergency Manager for Kleberg County attended a meeting on January 29<sup>th</sup> at the Kingsville Naval Air Base. The meeting was to discuss plans and operations for the Upcoming Kingsville Naval Air Show coming March 29-30<sup>th</sup>. The City is coordinating and working closely with Tourism Director Bob Trescott on any assistance if needed by the Navy base. The Naval Base has meeting every Tuesday from 1:00pm to 2:00pm.



**Finance Director & Risk Manager discuss Texas Windstorm Association (TWIA) renewal proposal -Windstorm Coverage for City of Kingsville**



Risk Manager Melissa Perez and Finance Director Deborah Balli had several meetings from January 27-30<sup>th</sup> to discuss the TWIA Windstorm renewal proposal from Victor O. Shinnerer & Co. Renewal for the coverage begins January 30, 2014. The City of Kingsville is located in the 1<sup>st</sup> Tier of Counties that border the Texas Gulf Coast; windstorm coverage is not available through the Texas Municipal League Intergovernmental Risk Pool (TML) to the extent that it is available through Texas Windstorm Insurance Association (TWIA). This year Lloyd's of London also offered Windstorm coverage through (TWIA).

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

**A Personal Message from Our Family Members**

*"A Thankful Miracle Year - On January 21, 2014 Karen and I celebrated one year of recovery from a life threatening fire that almost took her life. While our home was destroyed Karen's life was saved by miracle workers at San Antonio Military Medical Hospital. We are in full mode recovery and have hopefully only one more operation to assist Karen in her recovery efforts."*



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*We wanted to express our sincere appreciation for the support we received during this journey from every employee in every department that represents the caring folks that work for the City of Kingsville. Words cannot express how Karen and I feel for your prayers, support and kindness during this miracle journey. Thank you from the bottom of our hearts."*

*Sincerely, Ken and Karen Starrs*

*P.S. - as you can see by the attached picture of Karen and her granddaughter Ella, Karen has a lot to live for."*

**Another Dangerous Drug is making a Strong Presence in South Texas**

On Tuesday January 14, 2014, at approximately 5:30 p.m. Kingsville Task Force Agent Loftin was working criminal interdiction on U.S. Hwy 77. Agent Loftin was at Highway 77 and County Road 2140 when he was stopped by a concerned citizen. The citizen pointed out a green passenger vehicle bearing Texas registration and stated it was driving in a reckless manner. Agent Loftin observed the vehicle traveling south bound and caught up to the vehicle. Agent Loftin observed the driver of the vehicle commit several traffic violations and then conducted a traffic stop on the vehicle. Agent Loftin made contact with the driver, later identified as Mario Trevino. Agent Loftin observed the right front passenger rolled down and he then greeted the driver. Agent Loftin immediately observed in plain view several plastic packages which appeared to contain Synthetic Marijuana products on the front right seat. Agent Loftin observed that some of the packages contained a greenish potpourri-like substance believed to be Synthetic Marijuana. Agent Loftin asked Mr. Trevino to step out of the vehicle. While Mr. Trevino was stepping out of the car, Agent Loftin observed what appeared to be residue all over Mr. Trevino's shirt and pants. At that point Mr. Trevino was detained with the agent's handcuffs.

Once the assisting agents arrived to assist, Agent Loftin went back to the passenger vehicle and retrieved part of a cigarette containing what appeared to be Synthetic Marijuana, two empty plastic baggies containing residue, and two bags containing the green potpourri-like substance. Agent Loftin placed Mr. Trevino under arrest for Possession of a Controlled Substance. The vehicle was impounded by Hughes Wrecker and Mr. Trevino was transported to the Kleberg County Jail without any incident.

**Drug Interdiction on the Other Major U.S. Corridor to Mexico**

On Thursday January 23, 2014 Kingsville Specialized Crimes and Narcotics Task Force Agents Ruben Villalobos and Jason McGee were working highway drug interdiction on U.S. Highway 281 in Brooks County. Agents had received information from a reliable source that a U.S. Currency courier would be driving a red GMC pickup southbound on Hwy. 281 with a large sum of drug money. At approximately 12:00 PM, Agent



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Villalobos spotted a red GMC pickup and developed probable cause to stop the vehicle. During the violator contact the driver was identified as a 26 year old male from Pharr, Texas. While conducting the stop, Agent Villalobos spotted many indicators of deception. Agent Villalobos received consent to search the driver and found a bulge in the middle of his back. The bulge turned out to be U.S. Currency wrapped in five (5) separate bundles. The driver, now suspect, was placed under arrest and \$53,880.00 was confiscated from his person. All five bundles were wrapped in cellophane and drenched with dog repellent. The suspect was arrested for money laundering and tampering with evidence.



***TOURISM SERVICES DEPARTMENT (Courtesy of Bob Trescott, Director) January 3 - 17, 2014***

**Kingsville Main Street Report**

In 2009, the City Commission decided to renew and expand its commitment to downtown revitalization.

In reviewing the history of its commitments, we learned that:

- Kingsville had made a commitment to historic preservation going back decades.
- The National Trust for Historic Preservation and the Texas Historical Commission had support for the revitalization of historic downtown districts going back thirty years when the Texas Main Street Program was created.
- Kingsville was one of the first Texas cities to participate in Texas Main Street but that participation had been temporary

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A Downtown Manager position was created and filled in 2010 and Kingsville applied to rejoin Texas Main Street; re-designation was made official in 2011. Today, Kingsville Main Street has a Main Street Manager and a Main Street Facilities' Manager who are part of a newly created Tourism and Heritage Department. These personnel, equipment and time are dedicated to enhanced maintenance, management and marketing of the Kingsville Main Street District.

In addition, our participation in Texas and National Main Street gives us:

- Promotional advantage in being designated as a formal "Main Street Community", similar to other designations like: "Tree City USA". All-American City" or "Keep Texas Beautiful" community.
- Technical and grant assistance. We have received design assistance and historic preservation consulting as well as a grant for a historic resources survey.
- Networking and access to "best practices" from the nearly 100 Main Street managers in Texas and the hundreds nationwide.

Improvements to Main Street districts are incremental and people don't always notice the day-to-day changes. At the same time, as conditions improve, expectations are often raised, resulting in frustrations and impatience even as success is being achieved.

It is good to periodically report actions and results. In the past we have published posters showing visual improvements to the Kingsville Main Street District. Soon, we will issue another in that series. For now, we offer the following statistics for 2011 - 2013:

- New business starts: 14
- Net business gain: 7
- Net Business expansions: 7
- Net gain in jobs: 57
- Private investment: \$1,162,200
- Public projects: \$9,669,000
- Façade Improvements: 8

Downtown Park improvements – Xeriscape plantings, pergola, canopy, concrete deck, electrical, landscaping + Downtown mural + Current downtown benches refinished, five new benches and 15 trash receptacles to be installed + Plants added to refurbished tree rings and flowers in downtown planters + Reduced sign clutter downtown significantly; created and started implementation of a downtown signage plan

Festivals and events downtown:

- MLK Parade & Celebration - January
- July 4<sup>th</sup> Parade & Celebration - July
- KISD Community Fair – August
- Safe Trick or Treating – October
- Zombie Walk – November



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- Ranch Hand Festival – November
- La Posada – December

Kingsville Main Street scored 87.5 on the National Main Street 2013 10 Criteria report

The City renewed its agreement to continue its participation in Texas Main Street for 2014 as per January 27 City Commission Meeting.

Kingsville Main Street manager Cynthia Martin recently had the opportunity to visit and explore Main Street Corsicana.

The City Commission was presented the city historic landmark emblem that was developed by staff and the Historic Development Board and approved by the Texas Historical Commission.



The historic resources survey is scheduled for completion the week of February 3, 2014.

**Martin Luther King Jr Legacy Committee Parade**

The MLK Legacy Committee will host an America's Sunday Supper at the Henrietta Memorial Center on February 9. Community service clubs and church groups are participating in fellowship and in planning to serve the needy in our community.



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**Another Successful Tourism Mixer**

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**Junior Livestock Show**





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**Catholic Schools Week at the City Commission Meeting**

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**Wings over South Texas 2014**

Planning continues for the WOST2014 Air Show.

A few years ago, Corpus Christi had a fundraiser involving custom painted fiberglass dolphin models. Three ended up painted in Navy/Marine Corps training aircraft colors and in the hands of the Kingsville Navy League. Three are being displayed at the Visitors' Center, at City Hall and at the Police Department to promote the air show.

There will be the Pep Rally on Friday morning, March 28 at Javelina stadium that may require security and traffic assistance. For the first time, the Meet the Blues event will be held in the Henrietta Memorial Center on Friday evening, March 28. We are planning for several community groups to have outdoor activities at the downtown park pavilion as a sort of "tailgate party" before the traditional indoor Meet the Blue event. We will have some street closing and parking control for these events.



Many departments are involved in support of the air shows on Saturday and Sunday, March 29 and 30: security, safety, logistics, marketing, etc. For the first time, this year, the Navy is offering for us to plan community pavilions for displays, exhibitions, static displays and marketing to the tens of thousands of show attendees.

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**Regional Tourism**

Participated in two regional tourism efforts, in the Valley and at Rockport.

**TAMUK Student Services**

TAMUK purchased a new brochure rack for display in the Student Services Building where they display Kingsville Tourism brochures.



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

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

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Monday, February 10, 2104      6:00 p.m.  
Monday, February 24, 2014      6:00 p.m.  
Monday, March 10, 2104      6:00 p.m.  
Monday, March 24, 2014      6:00 p.m.

**Special Commission Meetings/Workshops**

Thursday, February 13, 2014    4:00 p.m.

**Municipal Court Dates (Commission Chambers)**

Thursday, February 13, 2014    3:00 p.m.  
Thursday, February 27, 2014    3:00 p.m.

**Board Meetings (Commission Chambers)**

Planning and Zoning Board      Wednesday, February 19, 2014 7:00 p.m.  
Historic Development Board      Wednesday, February 19, 2014 4:00 p.m.  
Zoning Board of Adjustments      Thursday, February 13, 2014    6:00 p.m.  
Civil Service Commission      TBA 11:00 a.m.

**Board Meetings (Respective Location)**

Library Board      Wednesday, February 19, 2014 4:00 p.m.  
City/County Health Board      (3<sup>rd</sup> week of every other month @ 5:30 p.m.)

**City General Election Filing Dates**

First Day to File for Application for Place on Ballot – Wednesday, January 29, 2014  
Last Day to File for Application for Place on Ballot – Friday, February 28, 2014 @ 5:00 P.M.

**Election Day**, Saturday, May 10, 2014    7:00 a.m – 7:00 p.m.

**Economic Forum & Luncheon**

Tuesday February 18, 2014 11:30 a.m. – 1:30 p.m.  
TAMUK – Memorial Student Union Building Ballrooms A&B

**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