

Staff Report

(A Publication of the City Manager's Office)

Monday, November 26, 2012

“Always do right. This will gratify some people and astonish the rest.”

Mark Twain, Great-Quotes.com

“Life shrinks or expands in proportion to one's courage.” Anais Nin,

Great-Quotes.com

CITY MANAGER (Courtesy of Vince Capell, City Manager)

Photos for New City Website

City Commission, City Manager and Director Staff went in front of the camera this week for updated photos needed for the City's new website, which is coming soon.

Texas Municipal League 2012 Annual Conference

The City Commission, City Manager and a few other staff will be attending the 2012 TML Conference in Grapevine Texas the week of November 12th.

FINANCE DEPARTMENT (Courtesy of Mark Rushing, Director)

Facts about Accounting: The ancient Romans were very cognitive of record keeping and inventories. Their military bases kept detailed accounts on everything from how much grain was in their stores to how many nails were in their workshops. It all has to do with making sure you have ready resources to keep it all together.

Finance Administration Division

Time Clock plus Software - The “GO LIVE” date is for Time Clock Plus is December 2nd. There were some delays with implementation due to Server issues, but these are being addressed. A webinar is being scheduled for those staff members that are having difficulty with using the Time Clock Plus program for editing time.

Settlement Agreement - At the November 5th Commissioner's meeting, the Mayor and Commissioners authorized the City Manager to enter into a settlement agreement with AEP Texas Central Co. This settlement is a result of an internal audit performed by the Finance Office based on a physical inventory of street lights provided by the Engineering Department. The audit covers from November 2004 through September 2012. Appreciation goes to the City Manager, Engineering Department, City Attorney, Finance Office staff and AEP for their collaborative effort in this project. The City was able to recover \$104,831.86 from the project.

Annual Outside Audit - John Womack & Co. P.C., the City's outside auditor, is scheduled to be at the City November 14-16 and possibly the week of Thanksgiving to perform audit fieldwork on Fiscal Year 2011-2012. This preliminary fieldwork is the basis for preparing the City's Comprehensive Annual Financial Report (CAFR) which is scheduled to be completed by March 31, 2013. The March 31 deadline date is set by the Governmental Financial Officers Association (GFOA), who performs the CAFR certification function. The City of Kingsville has participated in the CAFR certification program since 1988 and received the award every year since.

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REMINDER: Time sheets are due to Payroll on FRIDAY November 16th because of the early payday on November 21st for Thanksgiving. A memo will be attached to the time sheets sent out on November 12th.

Keeping our Employees Paid

Speaking of payroll, the payroll department is comprised of Norma Cavazos. She is assisted by Sally Saenz from Accounts Payable and Terri Vasquez in the Finance Office every other week when payroll is prepared. Together they confirm the time cards submitted by each department are accurate and they process paychecks and direct deposits for approximately 265 City employees bi-weekly. The average payroll fluctuates throughout the year, but normally runs about \$275,000. Thanks goes out to these 3 ladies for their dedication and diligence for ensuring that Payroll is successfully processed and everybody gets paid.



The Finance Department is completing annual, quarterly and monthly reconciliations and reports for the month of September, which is the City's fiscal year end. It is important that all City departments provide requested information in a expeditious manner to ensure that the Finance Office can prepare timely reports for the Commissioner's and outside parties that rely of this information to make informed decisions.

Spotlight on Joel A. Ramirez – Joel started with the City of Kingsville in January 2010. Joel is attending Texas A&M, Kingsville and majoring in Accounting. He is currently a sophomore. He is a member of the Delta Sigma Pi, Professional Business Fraternity. Joel has assisted with several special projects for all three Finance Areas. In Municipal Court, he has assisted with implementing procedures for how warrants are processed. For Utility Billings, he worked with collection efforts in regards to outstanding weed liens, paving liens and the resulting mail-out. In Finance Administration, he has assisted with taking consumables inventory, doing Sales Tax Revenue analysis, performing electricity consumption analysis and streetlight billing review. Recently, Joel shared with the Finance Director his plan to return to his hometown of Houston at the end of December. He is planning on enrolling January 2013 at the University of Houston and completing his Accounting degree. His moving back to his home town and leaving the employment of the City will be a loss to the City. We wish him the best and our thought and payers go with him. He has been a valuable asset.



Municipal Court Division

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

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Enforcing City and State Codes

As of October 24, 2012 through November 6, 2012, there were a total of 166 new cases filed. Of these new cases, the Kingsville Police Department filed 124 new traffic violation, 6 parking citations, and 43 new state law charges. The City Community Appearance and Health Departments filed 13 new city ordinance violations.

Before the October 25, 2012 court hearing, there were 121 cases resolved, 82 payments made by the plan orders with 157 warrant orders cleared from the court system. With cases being settled through the court with payment plan orders and the execution of warrants, a sum of \$24,885.01 was collected during the period of October 24, 2012 through November 6, 2012.

Cases Heard-During this update

Municipal Courts October 25, 2012 court session included 293 cases (160 people) to be heard. During this hearing, 36 defendants made their court appearance. Out of the 293 cases heard, 50 payment plans were approved, 11 thirty day extension orders were approved, and 94 cases are pending for further proceedings. A total of 27 cases were closed by full payment and 14 cases were dismissed upon compliance. By order of the court 46 cases were reset and 49 cases were forwarded to the warrant department for execution.

At the November 5th Commissioner's meeting, the Mayor and Commissioners passed a resolution authorizing the City to participate in a program with the State of Texas - Office of Court Administration (OCA). This program provides Municipal Court case management best practices and educational training. In addition, the Kingsville Municipal Court will be able to electronically handoff files to the OCA, who will be able to do desktop audits and provide specialized statistical reports for managerial review and diagnostics.

Thank You

Special Thanks to the Kingsville Police Department for the court security by Officer J. Aleman #74, Officer A. Sandoval #82

Schedule of Upcoming Court Hearings

November 8, 2012: Trial Setting / November 29, 2012: Trial Setting / December 6, 2012 / December 20, 2012

Special Reminders

Citizens are encouraged to contact the City of Kingsville Municipal Court by calling 592-8566 or in person at 200 E. Kleberg regarding any outstanding warrants or city traffic and ordinance citations.

Now available on the city website is the option to pay for any outstanding balances due in court, including active warrant orders. Interested persons can visit the website at www.cityofkingsville.com.

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Utility Billing Division

Working Together to Achieve More

The Collections Manager attended the Beautification meeting on November 7th, 2012. In attendance were the City Manager, Health Director, Finance Director, Municipal Court Manager, Director of Developmental Services, Community Appearance Supervisor, Chief of Police, Downtown Manager, and Public Works Supervisor. In this meeting the Community Appearance Supervisor discussed the update on the phase 8 addresses and status on each property. The Community Appearance Supervisor mentioned that five of the ten addresses were owner abated. This continues to be a good sign in that the focus has been to educate property owners that are in violation to take responsibility of keeping their properties clean. Also, the Community Appearance Director discussed the tentative dates for abatements listed on the phase 9 addresses. One of the addresses on the phase 9 list is a restaurant and on the pictures provided by the Community Appearance it is clear to see that the dumpsters located there, are not sitting in the dumpster enclosure. Per the Public Works Supervisor it could be that they were moved in order for the sanitation drivers to have access to picking them up.

The City Manager also stated that it is essential for all departments to over comply, over notify, and exceed what is in place with City Ordinances pertaining to the issue of cleaning up properties. In other words, we are showing that we have exhausted every effort in notifying property owners of what needs to be done before the City of Kingsville abates the property.

The Director of Developmental Services also discussed the South Corridor and the planting of mesquite trees. He also addressed the upkeep of such trees and will be working with the Public Works Director on setting up watering schedules.

The Director of Developmental Services asked the Public Works Director for assistance in cleaning up the entry corridors for the upcoming Ranch Hand Breakfast. He mentioned that over 4,000 people come to enjoy this event and it would be a necessity for the corridors to look appealing to the public.

The Chief of Police discussed the Junked and Abandoned vehicle report and per the City Manager and Finance Director's request will work on getting with Incode on a summary of each case for the next meeting.

One may wonder why the Collections Department is discussing Beautification and Community Appearance issues. The reason is ...it's all related. Abatement of high weeds, noxious material, junk cars (as it relates to Municipal Court), etc., if left unresolved by the property owner eventually turns into the placement of a lien and/or citation that become Accounts Receivable and Collection responsibilities of the City either in the Collections Department or Municipal Court.

Accounts Receivable Packet

The Collections Manager sent out the following invoices using the Incode Accounts Receivable packet: 112 (2009-2011) Weed Lien Invoices that totaled \$63,292.57. The Collections Manager will be sending out an approved informational notice to the property owners along with the invoice. The

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notice/letter will explain what the invoice pertains to and why the property owner is being sent the invoice. The Collections Manager will continue to provide a status on each set of invoices going out.

Paving liens

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

Storm Water Study

The Utility Bills continue to include the following comment on the utility bills mailed out October 31^s 2012 and November 7th, 2012: City of Kingsville Ordinance No. 2012-51 Storm water Utility fee was approved on September 17, 2012. A monthly flat-rate fee of \$1.25 is charged for single-family residential service. The monthly Storm water Utility fee for commercial accounts is dependent on the square footage of the property. For additional information call our main line 361-592-5281.

Additional duties

The Collections Manager is working diligently on fiscal year end reports at this time for upcoming audit purposes. The Collections Manager continues to address any additional issues or other items such as projects, and/or reports requested by other departments that may arise while also making sure all monthly Collections Reports are completed in a timely manner and ensure the upmost customer service is given to all customers that visit the Utility Billing Department. The Collections Manager is researching training sessions for the Customer Service Representatives in order to keep updated on their skills.

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

KFD Assists at TAMUK Bon Fire – 26 October

No complications were reported. Attending for event safety were F. M. Cavazos, Captain Sandoval, Lt. Cabrera, T/Lt Garcia, T/E Mendieta and T/E Palacios



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27 October Coastal Bend Fellowship event attended by Station II crew. A-Shift.

Red Ribbon Week – 28 October

This event kicked off at HM King High School. C-Shift Assisted.



Red Ribbon Week was celebrated October 20-28, 2012.

About the Event

Red Ribbon Week is the oldest and largest drug prevention campaign in the country. Although the start end dates can vary slightly depending on the organization and source, Red Ribbon Week generally takes place the last full week in October, with the weekends before and following the last full week included as appropriate celebration dates. This year

Red Ribbon Week serves as a vehicle for communities and individuals to take a stand for the hopes and dreams of our children through a commitment to drug prevention and education and a personal commitment to live drug free lives with the ultimate goal being the creation of drug free America.



Agility Test – 29 October

Entry level fire fighter agility testing was given at Wild Horse Mall. The test was attempted by two (2) applicants. One applicant did pass the test and continued on with the application process.



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Boys and Girls Club – 31 October

This event was attended by M2 crew, FF. Basaldu and FF. Pickard. B-Shift.

Baptist Church Event - 31 October

This event was attended by E2 crew, Lt. Valentine and Eng. Sandoval. B-Shift.

Firefighter Kindness is Returned in Kind - 31 October

Colene Solomon donated stuffed animals for EMS crews to give to children as needed. Mrs. Solomon stated that her son was given a stuffed animal by one of our crews while at hospital which made a difference to her son. The Solomon family just wanted to say thanks and pass on to other children.



Fire and EMS Responses

Fire/EMS crews responded to a total of one-hundred forty-four (144) emergency calls between 25 October and 08 November

HEALTH DEPARTMENT (Courtesy of Emilio Garcia, Director)

Food Service Inspections (October 26-November 8)

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.

The Scores Are In

Dixie Cream Donuts-97	Wal-Mart/Bakery-96	Kleberg Co. Jail-86
Donut Palace-90	Wal-Mart/Deli-92	Pizza Parlor-93
Kingsville Bakery-66	Wal-Mart/Grocery Store-96	Whataburger/Hwy 77-93
Party Barn-100	Wal-Mart/Meat Market-100	Big House Bar B Que-93
Taqueria El Chato-100	Sunny Mini Market-93	Speedy Stop #53-97
WalGreens-96	Sunny Mini Mart #2-79	Los Cabos de San Lucas-92

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Whataburger 14 th St.-90	The Children Corner-93	One Stop Hwy 77-84
Mariachi House of Burgers-86	Tiny Tots Dev. Center-100	
Kwik Pantry/W. King-65	Burger King-93	
Kwik Pantry/W. Corral-60	Casa De Taco-84	

Trainings/Meetings

City-County Health Unit Inspectors attended the TFER 101 Class at the Corpus Christi-Nueces County Health Department on October 24, 2012. The class was sponsored on by the Department of State Health Services. The intent of the class was for inspectors have a better understanding of the Food Service Inspection Form and the Texas Food Establishment Rules (TFER). Approximately 60 inspectors from the area attended the class.

Animal Control

Animal Control staff has been busy scraping, refilling cracks, priming and painting the kennel doors at the animal shelter. Time has taken a toll on the animal shelter. The repairs are a must to stay in compliance of all provisions of Chapter 826, Health and Safety Codes and the Department of State Health Services as an Animal Quarantine Facility.



Honey/Africanized Bee's Inspections

The Community Appearance Department along with City of Kingsville demolition crew will soon start demolishing properties. Jason Torres with the Health Dept. has been busy inspecting properties for bees. This vacant house located at 323 E. Henrietta was inspected and no bees were found.



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Mosquito's

City County Health staff will perform their last mosquito surveillance for the month of November on the 26th. So far all mosquitoes submitted to the DSHS laboratory in Austin continue to exhibit no signs of being positive for West Nile. Staff will continue to monitor the activities of mosquito's in Kingsville and Kleberg County.

Holiday Cooking: Keeping it Safe!

As the holidays approach we like to celebrate by entertaining friends and family, throwing parties, and preparing feasts. From the buffet table to the office party, food moves center stage throughout the holiday season. Be sure to keep food safe by following basic food safety steps...



Clean: Wash hands and food-contact surfaces often. Bacteria can spread throughout the kitchen and get onto cutting boards, knives, sponges, and counter tops.

Separate: Don't cross-contaminate--don't let bacteria spread from one food product to another. This is especially true for raw meat, poultry and seafood. Keep these foods

and their juices away from ready-to-eat foods.

Cook: Cook to proper temperatures. Foods are properly cooked when they are heated for a long enough time and at a high enough temperature to kill the harmful bacteria that cause foodborne illness.

Chill: Refrigerate promptly. Refrigerate foods quickly keeps most harmful bacteria from growing and multiplying. Refrigerators should be set at 40 F and the freezer at 0 F, and the accuracy of the settings should be checked occasionally with a thermometer

The Holiday Buffet

When serving food at a holiday gathering, it is important to maintain safe temperatures. Hot foods like turkey, ham, stuffing, chicken fingers and meatballs should be served hot and replenished frequently. Cold foods, such as chicken salad or potato salad, should be served and kept cold. A helpful hint is to prepare extra serving platters and dishes ahead of time, store them in the refrigerator or keep them hot in the oven (set at approximately 200 – 250 °F) prior to serving. Any perishable foods on the buffet table that are not served with a hot source (such as chafing dishes or slow cookers) or cold source (such as by nesting serving dishes in bowls of ice) should be discarded after two hours at room temperature.

Bacteria can also multiply quickly in moist desserts that contain dairy products. Keep eggnog, cheesecakes, cream pies, and cakes with whipped-cream and cream-cheese frostings refrigerated right up until serving time. *Source: Food Safety Inspection Service*

HUMAN RESOURCES DEPARTMENT (Courtesy of Diana Gonzales, Director)

Announcements

Active Vacancies

Garage – Maintenance Technician / Legal – Legal Assistant/Paralegal / Police – Information Systems Technician / Tourism – Equipment Operator I

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

New Hires



Myrna Barrera
Library Assistant



Cynthia Martin
Downtown &
Volunteer Manager



Jarrod Budreaux
Utility Worker



Joshua Morgan
Maint. Worker

Promotions/Transfers

Rosie Rodriguez – Administrative Assistant I - Community Appearance (correction)

Retirements – Edna Lopez receiving recognition at City Commission Meeting from Mayor Fugate

Workshops/Seminars/Training

TMRS and Nationwide pre-retirement workshop scheduled for December 12, 2012.



On October 26, 2012 the City held its 1st quarterly seminar in the Professional Development Program. National Seminars was utilized to provide Management Skills for Managers. The seminar was attended by 34 City personnel and was positively received. Staff provided Human Resources with great feedback and is looking forward to the next quarterly training session tentatively scheduled for January 2013.

Human Resources and Risk Management are working with Texas A & M University

Continuing Education Department to develop customized seminars for the City's Professional Development Program.

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Pictures from the November 7th Public Works training on Call before You Dig.



City employees participating in a parade



2012 Employee Recognition and Safety Week (December 3rd – 7th)

Several employee oriented events and celebrations are planned for the first week in December. There will be daily dress theme for employees to participate in and each department will hold celebrations of their choosing (so long as they can still get their work done ☺). The City Manager, Department Director and others will also celebrate by recognizing and thanking employees for their years-of-service. Certificates, gives, and other awards will be given to the employees by the City Manager during the first three days of that week. The week will end Friday night, the 7th, with the Employee Recognition and Safety Banquet at the Knights of Columbus Hall on north 14th Street. Several awards will be handed out during the Banquet including the Employee of the Year Award and several safety awards. There will be plenty of good food and good Company so we hope to see you there.

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Professional Development Program Kick-off Event a Hit (Photos courtesy of Diana Gonzales)



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

Meetings with Prospective Developers

Mike Kellam continued his meetings with a recent development prospect, regarding the redevelopment of an existing site to include a retail/service component. Since the original meeting on October 25th, three additional meetings have been had as progress continues on their development plan proposal. To date the talks have been very positive and discussions are involving Dick Messbarger with the Economic Development Council as well. Mike Kellam performed a site walk-thru with the prospective developers in an effort to gain a full understanding of the site and proposed development. Future meetings have been scheduled for ongoing discussions.

H.M. King High School Renovation

The H.M. King High School Renovation Coordination Team met on November 6th to further coordinate efforts regarding the renovation of the old high school as the city hall. Progress was made in the meeting as the door and window package was agreed upon and a notice to proceed was authorized. This package will bring the exterior of the building near completion with some detail work remaining and the surrounding site work as well. Additionally, discussion took place regarding space allocation for office, lobbies, etc. wherein a new study will be performed to ensure the needs of staff will be met. The previous study was performed several years ago and departmental changes have been made that require additional study. The team will be reviewing the financials as well to finalize budgets and create an operational timeline for completion. Progress continues...

Department Strategies, Goals & Measurables Established for FY13

Mike Kellam met with the Building Services and Community Appearance Division Managers who then provided all Planning & Development Services staff with the department strategies, goals and measurables plan for the fiscal year 2013. This plan outlines the goals of the department, the strategies in which they are to be attained, and how we'll measure our success to ensure continued progress throughout the fiscal year. This comprehensive development plan addresses strategies pertaining to Housing, Infill Development, Economic Development, Community Appearance (specifically gateway,

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corridor enhancements & dumpster enclosures), Dangerous Building Demolition, Development Review, Public Outreach & Education and Professional Development & Customer Service. This will be used as an implementation guide to achieve the mission of the department as designed and budgeted for during fiscal year 2013.

Chamber of Commerce Board Retreat

Mike Kellam attended the annual Chamber of Commerce Board Retreat on November 8th. The retreat provided open discussion on progress and goal setting for established objectives of the Chamber of Commerce. These topics included education, legislation, membership, Keep Kingsville Beautiful, and the Ambassador program. The City presented its achievements and continual plans and offered support in the joint efforts.

Building Services Division

Permitting - The following permits were recently issued:

Remodel- 9, Electric- 5, Fire Inspections- 34, Plumbing- 3, Mechanical- 6, Roofing- 3, Residential Meter- 14, Commercial Meter- 2, Gas Inspection- 7, House Leveling- 1, New Commercial-1, Curb Cut- 2, Demolition- 1. *Total Permits: 91*

New Business - Petsense, a retail pet supply store, located at 830 s. 14th Street, is now open for business.

One Stop Muscle Shop, located at 831 W. King Ave., is now open for business.

Plan Submittals - None to report at this time.

Building Official's Report - Building Official Daniel Ramirez reports the cement pour for the piers at the emergency department expansion for Christus Spohn Hospital began on November 6th. This marks the beginning of that important community addition. Additionally, inspections have been completed in preparation of the demolition of a dangerous building to be performed at 621 E. Nettie St. on November 14th.

Website Design Nearing Completion - Mike Kellam conferenced with the website design contractors on November 8th to get an update on the construction of the City's website. City Commission and Director head shot photographs were taken on November 7th as planned and went extremely smooth thanks to all the participants. The reschedule date for the city shot photographs is November 13th. This should be the final large piece of information and/or graphics needed to begin the final stages of construction of the website. The intent is to have the site launched in mid to late December.

Kellam to Speak to Noon Rotary Club - Mike Kellam will be presenting the City's "development progress report" on Tuesday, November 20th to the Noon Rotary Club. The purpose of the presentation is to provide the Rotary members of the ongoing efforts and successes of the City. Mike Kellam will present the current growth statistics consisting of permit data, projects under construction, pending projects and conceptual projects in design. This data includes all types of development, specifically single family residential, multi-family residential and commercial. Additionally, we'll share our strategies as to community appearance, dangerous building initiatives, and long range planning efforts.

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This gives the City a platform to promote its successful partnerships with existing businesses that have encouraged and enabled facility expansion and job growth. This is a component of the public outreach goals of the Planning & Development Services Department.

GIS Workshop on November 16th - Mike Kellam will be attending a Geographical Information Systems (GIS) Workshop November 16th at Texas A&M University-Kingsville. This training is a free service wherein skills are taught regarding the continued education and functionalities of the GIS software.

Special Meeting for ZBA - The Zoning Board of Adjustment will hold a special meeting on November 27th to hear two applications that were postponed at the November 1st meeting due to a lack of quorum. One application is for a height variance for the Newman Center Chapel and the other is for a sign code variance for the Kingsway church.

Community Appearance Division

Recent activity (October 24-November 8) by Community Appearance Inspectors is as follows:

<i>Activity:</i>	<i>Results:</i>
Notices Sent- 118	Compliances- 57
Inspections- 152	Abatements- 8
Re-Inspections- 75	Court Cases- 2
Illegal Dumping Cases- 0	Referral to other Department- 2
Obsolete Sign Violations- 1	

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

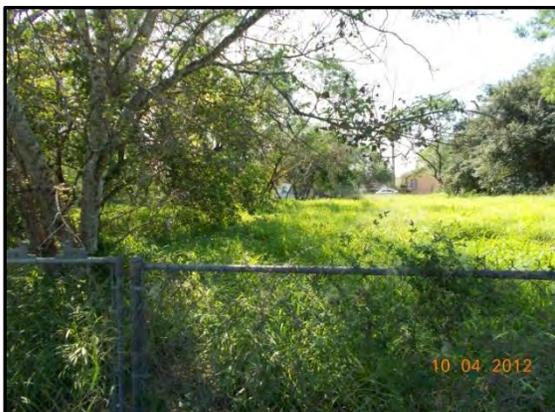
Typical Violations & Compliances

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

BEFORE

AFTER

529 E Ella



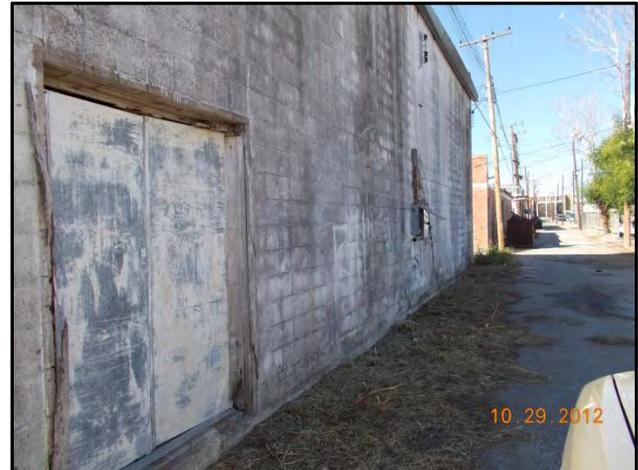
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BEFORE

322 E Kleberg

AFTER



Community Appearance Activities

Inspectors are working their districts, identifying nuisance violations and preparing work orders for the abatement crew. Efficiencies are being realized and will continue to be improved as we solidify our new processes. Inspection numbers are on the increase. Additional projects are being added on an as needed basis to provide further enhancement of the City's beautification efforts.

Demolition Initiative

The "Demo Team", headed by Jennifer Bernal, continues to identify structures in need of demolition to dangerously unstable structures throughout the City. Staff has advertised two additional identified structures in preparation for a demolition order request. These properties have been heard by the Historic Development Board on October 17th, and will be presented to the City Commission on November 26th. Staff is also continuing to work with property owners who are willing to participate in the voluntary demolition agreement, wherein the property owner will reimburse the City for the expenses related to the demolition of their property. Below is an update pertaining to the noticed properties in violation awaiting a demolition order and the already agreed upon and approved properties scheduled for upcoming demolition:

<i>Date</i>	<i>Property Location</i>
10/24/12	1304 E. Kenedy – Fire Damage, Emergency Demolition
10/25/12	726 W Ave. A (small structure in back)- Per signed Property Owner Agreement
10/25/12	109 ½ W Ave. D- Per signed Property Owner Agreement
11/2/12	1414 E Richard St.- Per signed Property Owner Agreement
11-7-12	323 E. Henrietta St. - Per signed Property Owner Agreement
Pending	519 N. 6 th St.- Awaiting expiration of 45 day waiting period to execute Demo.Order
Pending	418 E. Lee St.- Awaiting hearing for Demolition Order Request
Pending	523 E. Henrietta St.- Awaiting hearing for Demolition Order Request
Pending	807 E. Henrietta St. – Per Signed Property Owner Agreement
Pending	328 E. Alice St. – Per Signed Property Owner Agreement

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Pending 306 W. Huisache St. – Awaiting hearing for Demolition Order Request
Fiscal year budget performance measurable – 25 dangerous structures demolished.

Top Ten 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 8th phase (November). Currently, coordination with the Luke Stevens, Sanitation Division Head, is underway to schedule the upcoming abatements. As in the past, owners or occupants of the properties have failed to abate these nuisances after being noticed. Sanitation and Community Appearance staff will proceed with the cleanup of phase eight and nine involving properties which owners or occupants have failed to abate the nuisance. The remaining/recently cleaned properties and the current top ten properties are as follows:

9th Phase (December)

Property Address	Tentative Date of Abatement
1204 E Ave B	12/13/12
1240 E Yoakum	12/14/12
1236 E Ave B	12/19/12
226 E Alice	12/26/12
818 E Richard	12/28/12
525 W Ave C	12/06/12
1005 S 14 th	12/04/12
429 W Ave C	12/11/12
312 W Ella	12/17/12
1103 S 11 th	12/21/12

BEFORE **AFTER**
921 E Yoakum- Abated by City Crew 11/5/12



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Interviewed were Tony Wilson, of Indiana, Jonathan Swindle of Bishop, Texas and Ronald Coleman originally from Corpus Christi who had moved to Dallas but has returned to the area.

All of the personnel interviewed were highly qualified and some additional follow up interviews may take place to insure that the "Right Fit" between employer and employee is achieved. e are hopeful that we can bring someone on soon to assist us with the myriad of technology issues that we face.

Presentation at Harvey School

Kingsville PD Special Weapons and Tactics members provided a presentation to students at Harvey School, on Wednesday, November 5th, 2012. Shown in the photograph are from left to right, Criminal Investigator Daniel Gonzales, Cpl. Gilbert Rodriguez, Ptlm. Tony Cervantes, Sr. Ptlm. Gilbert Gonzalez, Ptlm. Eric Escobedo and Ptlm. K9 Handler Ryan Webb.



Reinstated/Lateral Entry Officers to Begin Employment 11/29/2012

The Police Department is fortunate in that an employee, Ms. Cindy Garza, who had previously worked with us has asked for reinstatement. Ms. Garza is best known for her skill at enforcing DWI Statutes and is also a Standardized Field Sobriety Test instructor.

Augustine Ruiz, recently of the KSCNTF, will be moving over as a member of the Police Department. Agent Ruiz also previously worked with the Kleberg County Sheriff's Office where he had achieved the position of Lieutenant of Patrol.

Lonnie Allen Brown, a veteran police officer and recently Sheriff of San Saba County will also be joining our team. Officer Brown's commitment to community really stood out during the interview process and we believe will be a great fit in our department.

Congratulations to all three, we are fortunate to be able to fill vacated positions with officers that have previous experience in command level positions. Welcome to the City of Kingsville family!

Holiday Safety Tips

The following Holiday Safety Tips were compiled to contribute to the safety and security of our citizens during the holiday season. The holiday season is always a special time of year. It is also a time when busy people become careless and vulnerable to theft and other holiday crime. We can never be too careful, too prepared or too aware. Please share this information with family, friends and neighbors. The City of Kingsville and Kingsville Police Department wish you a safe, happy and peaceful holiday seasons.

Keep in mind that even thieves need to do their holiday shopping, so do your best so that "you" don't become these holiday bandits' shopping mall. Don't let the "Grinch" steal your Christmas!

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Driving

- Avoid driving alone or at night.
- Keep all car doors locked and windows closed while in or out of your car. Set your alarm or use an anti-theft device.
- If you must shop at night, park in a well-lighted area.
- Avoid parking next to vans, trucks with camper shells, or cars with tinted windows.
- Park as close as you can to your destination and take notice of where you parked.
- Never leave your car unoccupied with the motor running or with children inside.
- Do not leave packages or valuables on the seat of your car. This creates a temptation for thieves. If you must leave something in the car, lock it in the trunk or put it out of sight.
- Be sure to locate your keys prior to going to your car.
- Keep a secure hold on your purse, handbag and parcels. Do not put them down or on top of the car in order to open the door.
- When approaching and leaving your vehicle be aware of your surroundings.
- Do not approach your car alone if there are suspicious people in the area.
- Ask mall or store security for an escort before leaving your shopping location.

Automated Teller Machine (ATM)

- If you must use an ATM, choose one that is located inside a police station, mall, or well-lighted location. Withdraw only the amount of cash you need.
- Protect your PIN by shielding the ATM keypad from anyone who is standing near you.
- Do not throw your ATM receipt away at the ATM location.

Shopping

- Shop during daylight hours whenever possible. If you must shop at night, go with a friend or family member.
- Dress casually and comfortably.
- Avoid wearing expensive jewelry.
- Do not carry a purse or wallet, if possible.
- Always carry your Driver License or Identification Card along with necessary cash, checks and/or a credit card you expect to use.
- Even though you are rushed and thinking about a thousand things, stay alert to your surroundings.
- Avoid carrying large amounts of cash.
- Pay for purchases with a check or credit card when possible.
- Keep cash in your front pocket.
- Notify the credit card issuer immediately if your credit card is lost, stolen or misused.
- Keep a record of all of your credit card numbers in a safe place at home.

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- Be extra careful if you do carry a wallet or purse. They are the prime targets of criminals in crowded shopping areas, transportation terminals, bus stops, on buses and other rapid transit.
- Avoid overloading yourself with packages. It is important to have clear visibility and freedom of motion to avoid mishaps.
- Beware of strangers approaching you for any reason. At this time of year, "con-artists" may try various methods of distracting you with the intention of taking your money or belongings.

Children

- If possible, leave small children at home with a trusted babysitter.
- Teach your child to go to a store clerk and ask for help in case your child is separated from you.
- Teach children to stay close to you at all times while shopping.
- Never allow children to make unaccompanied trips to the restroom.
- Children should never be allowed to go to the car alone and they should never be left alone in the car.
- Teach children their full name, address and telephone number to give to police officers or mall security. Teach children to immediately inform you if a stranger is bothering them.

At Home

- Be extra cautious about locking doors and windows when you leave the house, even for a few minutes.
- When leaving home for an extended time, have a neighbor or family member watch your house and pick up your newspapers and mail.
- Indoor and outdoor lights should be on an automatic timer.
- Leave a radio or television on so the house looks and sounds occupied.
- Large displays of holiday gifts should not be visible through the windows and doors of your home.
- When setting up a Christmas tree or other holiday display, make sure doors and passageways are clear inside your home.
- Be sure your Christmas tree is mounted on a sturdy base so children, elderly persons or family pets cannot pull it over on themselves.
- If you use lights on your Christmas tree ensure the wiring is not damaged or frayed.
- Frayed or damaged wiring can cause a fire.
- Place your Christmas tree in water or wet sand to keep it green.
- Never place wrapping paper in your fireplace.

Strangers at Your Door

- Be aware that criminals sometimes pose as couriers delivering gifts.

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- It is not uncommon for criminals to take advantage of the generosity of people during the holiday season by soliciting donations door-to-door for charitable causes although no charity is involved.
- Ask for their identification, and find out how the donated funds will be used. If you are not satisfied, do not donate.
- Donate to a recognized charitable organization.

Hosting a Party

- Have non-alcoholic beverages available for party guests.
- Find alternative transportation for intoxicated guests.
- Arrange for an official designated driver for your party who will not drink at all.

Attending a Party

- Have something to eat before consuming alcoholic beverages.
- Eat high protein foods that will stay in your stomach longer and slow the absorption of alcohol into your system.
- Remember only time will eliminate the alcohol from your body.
- Know your safe limit.
- Never drink and drive.

Update on Junked/Abandoned Vehicles

The officers of the Patrol Division continue their attack on junked/abandoned vehicles in our city to assist in the City of Kingsville's efforts to make our city the best place to live by improving our quality of life. Officers on patrol are also utilizing these efforts to insure that they are patrolling the neighborhoods in our community to saturate them and identify individuals who may be involved in criminal activity.

In addition to the junked vehicles where citations or warnings were issues as listed below, an additional 21 abandoned vehicle contacts were made by officers. Several of these contacts also had multiple vehicles associated with them.

Citation No	Date	Result	Officer (Badge)	Violator (Last Name, First Name)	Offense
E223223	11/4/2012	Citation	Aleman (74)	HALL, JEFF	City Ordinance-Prohibited Junk Vehicles
E223224	11/4/2012	WARNING	Aleman (74)	RYSAVY, PHILIP	City Ordinance-Prohibited Junk Vehicles

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E223225	11/5/2012	Citation	Aleman (74)	AGUILAR, JOSE	City Ordinance-Prohibited Junk Vehicles
E223226	11/5/2012	Citation	Aleman (74)	BEACH, NICHOLAS	City Ordinance-Prohibited Junk Vehicles
E223227	11/5/2012	Citation	Aleman (74)	JORDAN, BEVERLY	City Ordinance-Prohibited Junk Vehicles
E223228	11/5/2012	WARNING	Aleman (74)	CHRISTOPHER, HERNANDEZ	City Ordinance-Prohibited Junk Vehicles
E223229	11/9/2012	WARNING	Aleman (74)	CARTER, LEOTIS	City Ordinance-Prohibited Junk Vehicles
E223230	11/9/2012	WARNING	Aleman (74)	HUERTA, ANNA	City Ordinance-Prohibited Junk Vehicles
E223232	11/9/2012	WARNING	Aleman (74)	TREVINO, JOSE	City Ordinance-Prohibited Junk Vehicles
E223233	11/9/2012	WARNING	Aleman (74)	GARCIA, RUDY	City Ordinance-Prohibited Junk Vehicles
E225228	11/9/2012	Citation	Aleman (74)	DAVILA, APRIL	City Ordinance-Prohibited Junk Vehicles
E225229	11/9/2012	Citation	Aleman (74)	GARZA, OLGA	City Ordinance-Prohibited Junk Vehicles
E225230	11/9/2012	Citation	Aleman (74)	STANLEY, ANTHONY	City Ordinance-Prohibited Junk Vehicles
E225231	11/9/2012	WARNING	Aleman (74)	KEELER, DAVID	City Ordinance-Prohibited Junk Vehicles
E225232	11/9/2012	WARNING	Aleman (74)	FLORES, ANTONIO	City Ordinance-Prohibited Junk Vehicles
E226739	11/5/2012	Citation	Webb (76)	JONES, ELIZABETH	City Ordinance-

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					Prohibited Junk Vehicles
E226748	11/8/2012	WARNING	Murray (80)	MARTINEZ, EUSEBIO	City Ordinance-Prohibited Junk Vehicles
E227065	11/9/2012	WARNING	G Gonzalez (79)	GARZA, CHRISTOPHER	City Ordinance-Prohibited Junk Vehicles
E227621	11/9/2012	Citation	Murray (80)	HALE, DELIA	City Ordinance-Prohibited Junk Vehicles
E228618	11/3/2012	WARNING	Aleman (74)	SANCHEZ, RICARDO	City Ordinance-Prohibited Junk Vehicles
E228624	11/5/2012	Citation	Crawford (83)	GUEVARA, IMELDA	City Ordinance-Prohibited Junk Vehicles
E228636	11/7/2012	Citation	J I Gonzalez (70)	GROVER, JESUS	City Ordinance-Prohibited Junk Vehicles

PUBLIC WORKS DEPARTMENT (Courtesy of Naim Khan, Director)

Capital Improvement Projects

Concrete Intersection Reconstruction Projects

Elite General Contractors, LLC continue working on the reconstruction/repair of ten worst concrete intersections in between 6th to 14th Street and Kenedy to Ragland Avenue (Bid #12-39). This project includes the following areas: 8th and Johnston, Ragland between 6th and 7th, 7th and Warren, 10th and Fordyce, Huisache between 6th and 7th, Huisache between 7th and 8th, 10th and Huisache, 614 E. Lott, 411 E. Lott and 530 E. Huisache. Repair of 8th and Johnston, Ragland between 6th and 7th, Huisache between 6th to 8th, 10th and Fordyce and Warren & 7th Street intersections is done. Currently they are working at 10th and Huisache. Expected completion date of this project is the end of November.

Street Improvement Projects

Street Division of the Public Works Department commenced with improvements on Armstrong Street on April 12, 2012 as part of a larger 2.4 mile Street improvement project along Ailsie Street (1.3 miles) and Armstrong Avenue (1.1 miles). The total cost of the project is \$507,147 paid from the City's FY 2011 budget surplus. The entire 2.4 mile project was scheduled to be completed by Mid-November, 2012. After finishing Armstrong Street from Santa Gertrudis to Caesar, crews started Ailsie project. They have finished Ailsie from Franklin Adams to 6th Street on September 13; Ailsie from Loop 428 to 14th Street on October 11; from Carlos Truan to Kelly Street on October 19th; From Kelly to West of Shelly on November 06. Street crews are currently working on scarifying, hauling of extra materials,

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rolling, watering and compacting the last section of Ailsie. This section of the street will be paved during the week of November 12.



Corral/ Santa Rosa Drainage Project – A preliminary walk-thru was completed on October 23rd. The contractor will be making some corrections to the projects for final walk-thru in November.

9000 feet 12” PVC water line along County Road 1030 from Escondido Road to FM 772- Project continues as crews have installed 3000 linear feet of pipe. Crews have already finished the most complicated part of the project which was the creek crossing. Expected completion date is November 2012.



South Wastewater Treatment Plant Secondary Clarifier – Project is on schedule. Clarifier wall has been poured by CSA Construction.

CSA Construction has poured the Clarifier wall.



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Public Works and Engineering

Public Works Yard

In last several months a tremendous improvement has been taken place in Public Works Yard. A few of these developments are: new concrete pavement in front of City Garage, new gas pumps and canopy, installation of automatic entry feature at the main gate, installation of fence slates, construction of new catwalk and installation of high pressure water hose.

Pothole Repair

From October 13, Street Division with the help of Water Division, Wastewater Division, and Sanitation Division will begin the "pothole blitz". Since the number of current potholes is extremely high, it is not possible for the regular 3 Street Division crews to fix those potholes. Most of the potholes of the City will be filled up by mid-December under this crash program.

Keeping the Lights on

In the past, City's burned out Street lights were not replaced until those were noticed by the citizen or the staff. From November 2011, staff started doing the inventory for the burned out street light throughout the City. Street Division crews drive for several hours at night and collect the data every month and the information is sent to AEP for necessary action. The burned out street lights are taken care of immediately.

Street Division (10/29-11/02)

Paving - Crews will finish the Ailsie Paving project on the week of November 12.

Patching - Crews patched Zone 2 and Zone 4 – Hall Street, Virginia Street, 3rd Street, Ave D, Ave C, 5th Street. Zone 13 – Circle Drive from Carlos Truan Blvd to Lawndale, Lawndale from Circle Drive to Elizabeth, Annette from Ailsie to Kathleen, Elizabeth from Lawndale to Annette, Kathleen from Annette to Lawndale. Zone 7 – Richard Street from 1st to 6th Street, Alice from 6th to Armstrong, Lee from Armstrong to 6th, Henrietta from 4th to 5th, on 5th Street between Yoakum and Lee. Zone 10 and Zone 6 – Lee between 5th and 6th, Henrietta between 6th and Armstrong, Yoakum between Armstrong and 6th, Kleberg between 6th and Armstrong, 4th between Henrietta and Yoakum, 7th between Yoakum and Santa Gertrudis, Alice between 6th and 14th, Kleberg between 14th and 13th, Huisache and 3rd Street, Fordyce between 3rd and 2nd Street. Zone 7 – 2nd from Lee to King, 1st from Santa Gertrudis to Alice, Henrietta between 1st and 2nd, 1st from Lee to King, Wells from Richard to King, 4th from Henrietta to Kleberg and 3rd between Yoakum and Kleberg, Alexander, Hall Street, Nettie, 2nd Street, 4th from Ave D to Corral and on 1st Street from Nettie to 5th Street.

Curb and Gutters – Crews cleaned gutters on Alexander from 11th to 14th, Miller from 14th to 6th, Shelton from 14th to 6th, Hoffman from 11th to 14th, 11th from Alexander to Caesar, 8th from Miller to Caesar, 7th from Miller to Caesar, 13th from Alexander to Caesar, Caesar from 14th to 6th, Huisache from 6th to Armstrong, 5th from Huisache to King, 4th from Huisache to King, 3rd from Huisache to King, 2nd from Huisache to King, Lott from 1st to 3rd, Fordyce from 3rd to Armstrong, Johnston from 3rd to Armstrong, Doddridge from 3rd to Armstrong, Wells from Doddridge to Huisache, 1st from Huisache to Doddridge, and 2nd from Huisache to Doddridge.

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Weed Killing – Cleaned grass and dirt from storm drain on 7th and Shelton, sprayed weed killer on Caesar from 14th to 6th Street, Hoffman to 13th, Shelton from 14th to 6th, Shelton from 6th to 8th, all on north and south sides of curb.

Sweeping - Crews swept King Street, Doddridge, Warren, Ragland, Ave F from Armstrong to Lantana, Ave G from Armstrong to Lantana, Ave H from Armstrong to Lantana, Ave I from Armstrong to Lantana, Chandler Acres from Jayvee to General Cavazos, Billy Evans from 6th to Dead End, Cecil Ave from 6th to Dead End, Trant Road from 6th to 14th, Andron from Trant to Tree Beard, and on Pipen Lane from Andron to Dead End.

Mowing - Crews mowed Franklin Adams from Caesar to Trant, Kenedy to W. May, Johnston to W. College Place, Tranquitas Creek, Armstrong at Johnston to Armstrong at Ailsie, west ditch from Kenedy to Johnston, Franklin Adams at Caesar to Franklin Adams at General Cavazos, and on Armstrong at Johnston to Armstrong at Ailsie.

Miscellaneous - Crews took 4 barricades to 13th and Henrietta and 6 barricades to 9th and Kleberg and picked up barricades from 9th and Kleberg. Crews completed Work Orders #5171 and #5170; trimmed trees at Escondido Creek; sharpened chainsaw blades, trimmed tree at H.M. King High School; picked



up mourning signs on Richard Street between 9th and 10th; picked up barricades at 13th and Henrietta and 9th and Kleberg. Crews also filled in potholes with recycled caliche on alley at 1st from 2nd to W. Lee.

Volunteer from Monsanto Sorghum Research picking up the trash from General Cavazos area

Wastewater Collection and Treatment Plant (10/29-11/04)

Wastewater Treatment North Plant - Operators and helpers cleaned clarifier troughs and weirs; operators shoveled sludge from sand drying bed; helpers and operators replaced UV lights; wasting in wedge wire and sand drying beds; plant helpers mowed grass around Treatment Plant & Lift stations; helpers sprayed weed killer around Plant; operators cleared brush along fence line; Radiant UV worked UV light rehab.

Wastewater Treatment South Plant - Operator cleaned clarifier troughs; operator shoveled sludge from sand drying beds; wasting in wedge wires and sand drying bed; mowed grass around the plant; wall of secondary clarifier completed by CSA Construction.

Wastewater Collection - Had 12 calls for sewer backups. Crews vacuumed sewer from manhole at 5th and King, installed sewer tap at 1300 E. Kenedy and 1600 E. Kenedy, replaced broken cleanout at 609

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E. Nettie, repaired service at 602 W. Ave F, replaced service at 1210 E. Ave D, installed new tap at 5th and Ave C for Water Production at Water Well #22 and did 5 sewer line locates. Crews also killed 5 sewer taps on demo homes.

Water Production (10/29-11/04)

All water wells are in operation. Grounds are being maintained at all four well sites. Crews tested 7 Backflow Preventers. The backflow at Santa Gertrudis had a broken 2" line so couldn't be tested and the Train Depot's Backflow Preventers needed repairs. Parts were ordered, repaired and tested. Water Production began the scheduled bi-annual pump and motor maintenance. Fence slat installation also continues.

Routine job: Collected 10 routine Bacteriological Samples; collected 7 daily chlorine residuals; daily water system monitoring; delivered Ammonia to 5 sites; delivered Chlorine to 5 sites.

Water pumped to distribution (10/29-11/04) - Wells – 22,125,000 gallons; Surface – 6,736,000 gallons; 2,168,000 gallons for Ricardo bypass; Total 26,693,000 gallons; Average – 3,813,000 gals/day

Water Distribution (10/29-11/04)

Water Division Crews repaired 12 Main Breaks and answered approximately 38 Service Calls (meter leaks, cutoffs and backfills). Crews completed concrete removal at CR 1030 and at the creek crossing. Crews crossed 12" water line with 20" of steel casing. Crews completed the job by laying line and installing hydrants.

City Garage (10/30-11/05)

Maintenance

3 Oil changes on preventive maintenance; 24 scheduled work orders; 19 nonscheduled work; 6 Service calls; 1 Call out; 7 New tires on heavy equipment and trucks; 12 flat tire repairs and balances; 12 pending work orders.

Welder

2 received work orders; 4 pending work orders; 1 nonscheduled work order; 2 scheduled work orders; and 0 service calls. Welder also worked base plates for wash rack legs.

Solid Waste (10/28-11/03)

Landfill

Landfill crews have completed seeding on south and east slopes. The load inspection stand was painted and crews continue to clean up around fences and buildings.

No Silt Fence

Naismith Engineering sent a letter to Windrush Operating Company, LLC in reference to a no silt fence to be placed on the containment pond



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by the landfill property. Windrush Operating Company, LLC has already installed the fence. Windrush Operating Company, LLC already installed the silt fence at the edge of their property.

MSW – 410.95 tons; Brush – 81.23 tons; Concrete (commercial and residential) – 291.32 tons; Construction and Demolition (C & D) – 64.35 tons; Tires – 2.09 tons; Dirt – 409.76 tons

Sanitation

Residential waste collected from 10/28-11/03 – **285,600** pounds; Commercial waste collected **367,260** pounds; Brush collected **21,860** pounds and construction debris collected **59,340** pounds. Brush crews collected Zone 1. Crews completed demolition at 1414 E. Richard and worked abatements when possible.

Fence Slats

Crews continue to work on the east side fencing at the Public Works complex.

Flagger Training

Three Brush Crew employees attended Flagger Training in Corpus Christi. The class was free of charge and put on by the City of Corpus Christi.

Brush Crews Assist with Private Property Cleanups

Supervisors and the crews from Sanitation Division are actively working with Community Appearance and Health Department to clean several worst illegal dumping sites as part of the beautification effort of the City. One of the projects recently completed is 1304 E. Kenedy.



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

Purchasing Division

Purchase Orders

For the period of 10-25-12 through 11-07-12, 113 purchase orders were issued totaling approximately \$278,600.00.

It's P-Card Time Again!

P-Card purchases for period ending October 26, 2012 were over \$59,000.00. A total of 494 transactions were processed.



Texas Public Purchasing Association Conference

The Purchasing Director is out of the office attending the 2012 Texas Public Purchasing Association Conference. This conference is taking place in San Antonio from November 7-9, 2012. Details on the conference will be included in our next staff report.

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Technology Division

Technology staff is working on various projects and modifying methods using in place infrastructure to increase productivity and provide a better end result for users. For example, we have added a printing server to the Engineering intern staff to reduce the print overhead on their machines and provide a center point for print jobs to be distributed. We have moved the network at Community Appearance behind a secure firewall to better route their internal traffic and reduce the down time associated with internal IP conflicts. Finally, we are leveraging existing technologies to better address hardware issues as they occur in real time instead of reactive. IT staff has reviewed and begun the purchase process of new storage and backup equipment to provide backup services to individual users. We have done some real world testing of our current backup and restore functions and discovered areas to be improved.

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

Children's Department Holiday Events

November and December are busy holiday seasons for most people, and the library is no exception. The Kleberg Public Library has two holiday story times coming before Christmas that the library's younger patrons will not want to miss. On Saturday, November 17th, at 10 a.m., the Children's Librarian will be "talking turkey" by reading several Thanksgiving stories for all ages in the Children's Area. The November story time will include several new holiday stories, as well as songs that are appropriate for the season. On Saturday, December 15th, at 10 a.m., the library will have its annual La Posada story time in the



Community Life Center at 5th St. and Yoakum Ave. Members of the Woodsmen of the World Organization will be making free identification cards for children under fifteen years of age. These are laminated I.D. cards providing necessary information to help locate and identify a missing child. Holiday door prizes will be given away and snacks will be served. The Kleberg Public Library invites its young patrons and parents to come in and participate in the Child Safety Event and enjoy the holiday story time.

PirateBox Project Coming Soon

A new project is currently in development at the library as the Information & Technology Services Department begins to implement a pilot project called PirateBox. The expected start of the project is January 2013. Although the name may seem synonymous for "pirating" materials online, the concept is quite the opposite. The PirateBox is a wireless storage device that contains a treasure trove of materials that both the public and the library can upload to share with one another. Unlike being



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connected to the Internet and illegally downloading materials, the PirateBox will be monitored and maintained by the library to prevent the illegal distribution of movies and videos. The library will also be monitoring uploaded files for signs of adult materials and malicious files. The ultimate goal of this project is to allow the public to create a library of digital content that contains materials that are of interest to the community. The library hopes to encourage innovative collaboration between the library and the community. If the project is successful, the library plans to install a cluster of PirateBoxes in Sarita, Texas to allow residents to also enjoy this new innovative technology.

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

Public Works Employees were treated to Breakfast Tacos while attending Excavation Training

It was a great morning on Wednesday November 7, 2012 @7:00am as 94 public works employees and directors gathered for monthly training on excavation safety. Breakfast taco's, orange juice and coffee were provided by Risk Management & Public Works. Employees were trained on the importance of calling 811 two days before you DIG!, Waiting the required time for facilities to be marked, respecting the marks and digging with care. Every digging project requires that we call the one-call center before digging in order to avoid injury and expense. Employees were given training material to review and utilize for their jobs in assisting with excavations.



Melissa Perez conducts excavation training



Bill Donnell thanks his staff for their hard work



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Employee Recognition & Safety Week Agenda December 3rd-7th

The City of Kingsville is exited this year with new activities that are being planned in celebration city employees. December 3rd through 7th the city will be recognizing its employees with a fun filled week of worksite service recognition awards, theme days, pot lucks, barbecues and more. The week will end with a Christmas Banquet on Friday December 7th at the Knights of Columbus Hall with dinner, more recognition awards, music and more. Thank you City of Kingsville Employees for the Great Job you do!!

Visit from TML Texas Municipal League Representative Georgina Ybarra

Georgina Ybarra Insurance Representative with

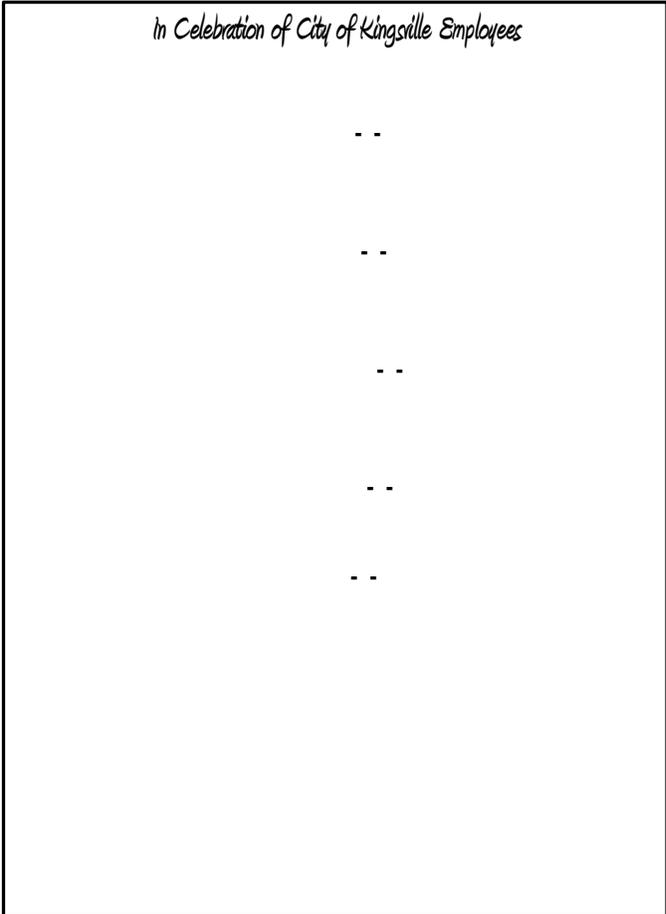


TML visited with the Risk Manager, Finance Director and Manager and Human Resources on Thursday November 8th.

Ms. Ybarra updated Staff with the current insurance coverage's for the city of Kingsville. It is important to stay informed as a team to ensure the city is covered and protected just like an Umbrella!

Candy Canes... Candy Canes and more...

The Risk Manager Melissa Perez is overwhelmed by Candy Canes and Great Prizes for the city's upcoming Christmas Banquet. Apart from city employees being recognized for their years of service to the city, the children of employees are a big part of the banquets festivities. Santa Claus will be visiting the Children while they receive candy canes It will be such a Joy to see their excited faces!!



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

Writing Some Checks

On Monday October 29, 2012 during a Special Session of the Kleberg County Commissioners Court, two checks totaling \$10,328.00 were presented to Pct. 3 Constable Cid Zavala for seizures made in said precinct by the Kingsville Task Force. The Interlocal Cooperation Agreements between the Kingsville Task Force and all four Kleberg County Constables has proven to be quite beneficial to the agencies involved. The Commissioners Court was also informed by the Task Force Commander of two other pending cases that would result in monies being shared once those cases are settled. The County Judge and all four Commissioners were delighted to see the successful working relationships between the agencies.

Conspiracy to Distribute Marijuana

On Tuesday October 30, 2012 Agents of the Kingsville Specialized Crimes and Narcotics Task Force, along with Agents of the U.S. Customs Corpus Christi, Texas Office, arrested Michael Ray Pena. Agents arrested Pena at his home located here in Kleberg County. Pena was wanted for Conspiracy with the Intent to Distribute Marijuana. Pena was involved in a marijuana trafficking organization that was transporting marijuana from the Rio Grande City area to the Houston area. Pena was transported to the Federal Courthouse located in Corpus Christi, Texas by the U.S. Customs Agents.

Agents Tamez and McGee Train with Texas Highway Patrol

On Friday November 02, 2012 Kingsville Task Force Agents Mike Tamez and Jason McGee spent the day training with Texas Highway Patrol Troopers at La Paloma Ranch. Agents Tamez and McGee shared an interdiction presentation with the Troopers during a District meeting held by Lt. Richard Jankovsky. Agents and DPS Troopers then met and examined impounded vehicles at the Task Force's impound yard to visually see the different compartments utilized by narcotics smugglers. Both agencies agreed there is no substitute for shared intelligence and actual experiences learned by law enforcement.

Monetary Donation to Communities in Schools

On Wednesday November 07, 2012 Task Force Commander Vera met with Ms. Gloria Taylor, Communities in Schools Executive Director, and Staff for a breakfast meeting in Kingsville. Everyone enjoyed a good meal and excellent conversation during the meeting. A monetary donation will be submitted for approval to the Kingsville City Commission at their next commission meeting on November 26, 2012.

Vehicle Impounded

On Thursday November 08, 2012 at approximately 10:50 am Kingsville Task Force Agent McGee attempted to conduct a traffic stop on a 2000 Ford F250 pickup. After a short pursuit, the F250 ended up in a field south of Corral Street near U.S. Highway 77. The male driver jumped a fence and disappeared into the thick brush and was not found after a search led by the U.S. Border Patrol. During an inspection of the F250, Agents noticed the rear seat had been removed and there was a strong odor of body odor that is consistent with Alien Smuggling. The F250 was recovered and impounded at the Kingsville Task Force Impound Yard.

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

Downtown and Volunteer Manager at the Helm



Cynthia Martin has reported for work, is taking over the reins of some aspects of the Historic Preservation and Downtown duties, and has gone to Wichita Falls for the Texas Downtown Association and Texas Main Street Conference and for some specific training for her position. The photo to the left is Cynthia's office at the Tourism Center

Staying Busy at the Tourism Center

The Tourism Director and staff continue to perform repairs to the Tourism Center and offices and to do planning and staffing.

Ranch Hand Weekend Lineup

Friday Evening, Nov16

There will be:

- Specials at the shops and restaurants downtown
- Art Exhibits
- Light up Downtown ceremony
- Outdoor movie: *The Cowboys*
- Spotlight wildlife tour on the Ranch

Saturday November 17

There will be:

Shuttles to and from Ranch from downtown

- The unique and authentic Ranch Hand Breakfast
- All three museums open
- Classic Cars and City Touch the Trucks
- Cowboy movies at the Henrietta
- Art shows and making art with a City "steam" roller
- Music including a symphony
- Food
- Sampling of adult beverages made from the blue agave plant
- Arts and craft
- Christmas Tree Forest
- And more, will even spill over into Sunday



Staff Report

(A Publication of the City Manager's Office)
Monday, November 26, 2012

Visiting the Witte Museum in San Antonio

In support of our efforts to capitalize on our destination museum offerings, we arranged a visit and tour of the Robert J and Helen C Kleberg South Texas Heritage Center at the Witte Museum in San Antonio by the TAMUK Dean who is in charge of the Conner Museum, a representative of the Engineering College, the City Manager and me. We were hosted by the president and CEO of the Witte, the Curator of the exhibit and Mrs. Helen Kleberg. All agreed to explore museum and exhibit opportunities.

Captain King's Coach at Witte Museum



Kleberg Building at the Witte Museum



HEB Canopy Moved to New Location for Use by Residents



HEB getting close to having 21 new parking spots



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

Regular Commission Meetings	Monday, November 26 th	6:00 p.m.
	Monday, December 10 th	6:00 p.m.
Board Meetings (Commission Chambers)		
Planning and Zoning Board	Wednesday, December 12 th	7:00 p.m.
Historic Development Board	Wednesday, December 19 th	2:00 p.m.
Zoning Board of Adjustments	Thursday, December 13 th	6:00 p.m.
Civil Service Commission	tba	11:00 a.m.
Board Meetings (Respective Location)		
Library Board	Wednesday, January 30, 2013	4:00 p.m.
City/County Health Board	(3 rd week of every other month @ 5:30 p.m.)	
Events – 2012 Parade of Lights (Downtown Kingsville)	Saturday, December 1 st	7:00 p.m.
City Holidays (City Hall and most offices closed)		
Thanksgiving Holiday	Thursday, November 22 nd & Friday, November 23 rd	
Christmas Holiday	Monday, December 24 th & Tuesday, December 25 th	
New Year's Day	Tuesday, January 1 st , 2013	
Reminders		
City Secretary requests Commission Member Nominations for the following Vacant Board Positions:		
<u>Board Name</u>	<u>Vacancies</u>	<u>Recommendations</u>
Zoning Board of Adjustments	1	0
Joint Airport Zoning Board	0	0
Civil Service Commission	1	0
Historic Development Board	0	0
Planning & Zoning Commission	0	0