

Staff Report

(A Publication of the City Manager's Office)

Monday, February 27, 2012

“Big budgets, small budgets, they are all the same – just add or subtract a few sets of zero’s.” ... Budget Director, New York City, Little Budget Book

“There is one thing which gives radiance to everything. It is the idea of something around the corner.”...G.K. Chesterton, The Change Your Life Quote Book

CITY MANAGER (Courtesy of Vince Capell, City Manager)

Best wishes to retiring Fire Chief Al Lopez, whose last day on the job will be February 29th. After 41 years of distinguished service it's difficult to express all that Chief Lopez has meant to this City and his Department. We wish him well and join his firefighters in “ringing the bell” in his honor.

City Manager Capell, Development Services Director Mike Kellam, Public Works Director and City Engineer Naim Khan, Downtown Manager Bob Trescott and other City staff will be conducting 2-hour site visits and community tours each Friday for the next several weeks to physically view, inspect and discuss City appearance, street and other related conditions in an effort to better coordinate interdepartmental approaches to these challenges.

The City Manager, Downtown Manager Bob Trescott and Director of Development Services Director Mike Kellam are working hard to streamline what has been a disjointed and untimely event permit application, review and approval process. Until now the process has been characterized by late and incomplete applications by volunteer organizations as well as uncertainty among City staff about responsibilities and assignments. These issues have now been corrected with the City Manager's appointment of Bob Trescott as the City's exclusive, event-related contact for event volunteers/leaders and with the issuance of letters to approximately 100 persons associated with more than thirty parades, festivals and events known to have occurred in Kingsville (mostly Downtown) during the last several years. The letter contains information about new event application submission deadlines and specific criteria necessary to obtain a permit and receive Commission consideration of free or subsidized public services. Mr. Capell is attempting to get some media attention on this issue and is addressing it now in response to event organizers' requests that the City clarify, finalize and communicate its expectations and processes. A copy of the letter, press release and distribution list was forwarded to the City Commission on Wednesday, February 22nd.

DEVELOPMENT SERVICES (Courtesy of Mike Kellam, Director of Development Services)

Mike Kellam & Naim Kahn hosted a follow up meeting on February 16th regarding the progression of the Newman Connection and Catholic Diocese development to be located adjacent to the University. The meeting was productive and progress has been made. The project is currently in the final site design phase, to which the University and the Newman Connection/Diocese have been collaborating on an agreed upon layout. The development area is still pending a land transaction with the University, which will be the next big step regarding the development, but this cannot be complete until the conceptual layout and footprint is agreed upon. This project management team will meet again on March 1st.

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Mike Kellam finalized the Requisition for Quotes regarding the Dumpster Enclosure Pilot Program. The Requisitions require receipt of a quote for services to be returned to the City no later than February 29th. Once we receive them staff will review the applications for selection. Staff is hopeful the City Commission will have an opportunity to approve an agreement for services no later than mid-March. Staff will keep you updated as we proceed with the bidding process.

Mike Kellam met with Brad Womack, Chairmen of the Joint Airport Zoning Board (JAZB), and Glenn Jones, Community Plans & Liaison for NASK, on February 14th. This meeting was held to touch base and discuss upcoming meetings pertaining to the JAZB, and tasks listed in the Joint Land Use Study (JLUS) implementation program. Subsequent meetings with the JAZB will be held soon, as staff is preparing informational materials for the board and other groups as a public outreach and education effort as prescribed in the JLUS.

Permitting

The following permits were recently issued:

Remodel-12, Irrigation/Sprinkler- 2, Electric- 12, Fire Inspections-16, Gas Inspection-4, Mechanical-4, New Residential- 4, Plumbing- 9, Roofing-1, Residential Meter-16, House Leveling- 2, Curb Break- 4, Commercial Meter- 1. *Total Permits:88*

Certificate of Occupancy Issuance

A new Downtown business, TaZoChel, was issued their Certificate of Occupancy. This business is located at 220 1/2 where Seller's Market used to be located. TaZoChel is a bistro type restaurant.

I Candy Hair Design was recently issued their Certificate of Occupancy at 924 E. Fordyce. They are now open for business.

Roy M. Gonzalez, CPA is relocating from 805 s. 14th St. to 632 E. King, and recently received his Certificate of Occupancy.

The Texas Department of Child Protection Services is in the process of relocating to the County owned "Exxon Building" located at 100 E. King.

New Construction

Local builder Ramon Perez submitted plans for a new residential structure to be constructed at 2016 Shelley St.

The South Texas Benevolence Society submitted plans for a new residential structures to be constructed at 1909, 2001, 2003 & 2005 Kelly Lane.

Plans have been submitted for a Steele's apparel & home furnishings store to be located in the Southgate Mall on S. Brahma. Per an excerpt from a website announcement "Steele's offers its customers great assortments of brand name family apparel, accessories, shoes and home décor at everyday values of 30% to 60% off department store prices."

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Construction has begun on the redevelopment of the Hollywood Video site at 805 S. 14th St. Home Smart and Rimco tenant spaces are currently under construction, as well as significant building façade, landscaping and site improvements.

Community Appearance Report

Recent activity (February 2-February 16) by Community Appearance Inspectors is as follows:
Notices sent—224, Inspections—55, Court cases—18, Illegal dumping—0, Violation signs—2, Abatements—0, Re-inspections—110, Compliances—91, Referral to other department for corrective action—13

Just a reminder, the Community Appearance Division will be hosting an Illegal Dumping training on March 20th from 9am to 4pm, all appropriate departments are encouraged to attend. All elected officials are invited as well. For registration information, please contact Jennifer Bernal for assistance, or go to www.tidrc.com for registration. The cost of the training is \$75.00, and the session will be presented by Dr. John Ockels, PhD, an illegal dumping enforcement expert.

Lastly, Jennifer Bernal has continued ongoing communication with John Evers, a TAMUK Student Government Association member, regarding “The Bigger Event”, which is a TAMUK sponsored volunteer event to perform community service in the spring. An inventory of projects that can be completed in conjunction with this event is being compiled. A coordination meeting with all the involved City departments, County Parks Department and Keep Kingsville Beautiful organization will take place on February 21st at 11am at the Community Appearance Offices.

Below is a recent example of success in our community appearance efforts:

BEFORE



AFTER



Upcoming Events

City Manager Vince Capell and Mike Kellam have been invited to speak to the Kingsville Next Generation group on February 23rd about the community appearance efforts of the City. This will be a great opportunity to spread the word regarding our current initiatives as well as the future plans the

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City has regarding ongoing planning efforts and the initiation of new programs to enhance the community and quality of life improvements.

Planning & Community Appearance staff will be participating in a "Scenic City" webinar on February 22nd. This TML sponsored event will give us continued guidance in our efforts to achieve Scenic City recognition which is a goal of the department. This webinar will assist us in gathering the insight needed to be successful in reaching this goal while also providing examples of successful code language and programs that have been beneficial to other cities.

Staff is meeting with a prospective residential developer on February 28th to discuss development opportunities in Kingsville. Staff was also successful in making contact with an additional resource in which a meeting with a separate residential development company is being solicited. Staff continues to work with local and regional developers in an effort to bring additional, quality residential development to the City.

DOWNTOWN (Courtesy of Bob Trescott, Downtown Manager)

During the period February 3rd through 17th, Bob Trescott continued to put together the partnership for the City to update our survey of historical resources. We received notice of our approval for an allocation of \$25,000 in funds from the Texas Historical Commission, The Convention and Visitors Bureau is offering \$6,250 to match the same funding amount that the City Commission approved last meeting, and TAMUK is putting up resources to match, in kind, the sum of those two figures. Our goal is to re-survey and document our historic buildings in support of our planning and zoning, code enforcement, and historic preservation programs.

Bob has participated in planning for the Navy's April 14-15 Wings over South Texas Air Show, coordinating the participation of various groups with an emphasis on making the event a strong economic producer for our business community and to make our residents more aware of the entertainment and educational value of the event that will take place just outside our City limits.

Bob and Mike Kellam met with a representative of Broaddus Planning, the group that we had engaged to produce a residential market analysis as a tool for attracting new developers. Broaddus also did the campus master plan for the university and continues its work with TAMUK.

Naim Khan and Bob are working with community and campus groups on facilitating the development of a community vegetable garden.

Mr. Trescott is supporting the TAMUK Student Government Association in convening a community-wide Media Summit to explore how our various printed, electronic, and social media can best provide information, education, and entertainment to our community, while making the commercial providers more profitable, the public sector providers more efficient, and providing service learning opportunities to our students.

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New Downtown Businesses



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

Finance Administration Division

The Finance staff is continuing to assist the external auditors by providing them various reports and other information. With this assistance, the auditors have made great progress with the audit and anticipate completing it soon. However, due to an unexpected delay, the Director of Finance, requested and received a 60 day extension to submit the FY2010-11 Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA). The City has participated in the GFOA Certification program for 22 years and is working towards earning the award again this year. The final audit reports will not be prepared due to the delay and the Director of Finance expects to submit the CAFR to GFOA no later than May 31, 2012.

The Finance Director and the Accounting Manager, along with the City Manager, have completed the first quarter of FY12 enhanced, statistical narrative quarterly financial report. This includes a more in-depth analysis of revenues and expenditures from October through December 2011, which will be available on the City's website during the week of February 20, 2012.

The two Assistant Accountant I's for Payroll and Accounts Payable and the Assistant Accountant II for General Ledger have worked together to ensure that payroll was processed and their other daily functions are current. The Finance Director, the Accounting Manager and the Assistant Accountant II – Special Revenues/Projects are planning an in-service for the City departments on fixed assets and capital outlay projects. The in-services are tentatively planned to take place sometime after the audit. Tracking the City's fixed assets is very important and we plan to enlist every department's assistance in keeping the list current.

In addition, the Finance Director and the Collections Manager have been working on the EMS Billing Rate Study which involves reviewing and analyzing EMS rates to ensure the rates cover the EMS expenses. The Finance Director has continued meeting and working with First Southwest, the City of Kingsville's financial advisor, to discuss various continuing disclosure and compliance requirements, bond refinancing alternatives and market condition, which is an on-going process.

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Municipal Court Division

The Municipal Court operation includes cases filed by the police traffic and state activity, along with code enforcement complaints.

The Fourth Court for the new year of 2012 was held on Thursday, February 16, 2012, at 2:00 PM; 3 inmates were arraigned, followed by the Juvenile and Adult docket of 173 cases with 49 appearance and 2 walk-ins and 4 Trials scheduled. The Municipal Court Judge issued 20 failure-to-appear and 41 capias-pro fine warrants. The security officers on duty were Ptlm. S. Flores #98 and Ptlm. E. J. Escobedo #72.

A total of 348 citations were filed, as of February 16, 2012; 35 City Ordinance, 63 state law, 22 parking and 228 traffic citations.

Cases processed prior to the court hearing were 27, cases before Judge Krueger were 165 and 56 were dismissed by compliance. There were 144 warrants issued and 199 were cleared. An additional 88 payments were processed from the payment plan orders, which generated a total of \$50,546.84 collected from February 3 until February 16, 2012.

Along with the busy daily office work and the continuation of the Kingsville Police Department forgoing WARRANT Executions, the Municipal Court staff is steadily answering phone calls and helping defendants at the window. Also, the clerks have been assisting Warrant officer Thomas Davis #86 with warrant information on defendants. 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.

Utility Billing Division

The Utility Billing Department has updated the billing statements to its regular comment as follows:
ONLINE PAY AT WWW.CITYOFKINGSVILLE.COM ANY QUESTIONS OR CONCERNS ABOUT YOUR ROLL OUT (TRASH BIN) PLEASE CONTACT SANITATION AT 361-595-8094

The Collections Manager is still currently working on several projects that include: the Commercial Dumpster Inventory, the Storm Water Study, the EMS Billing Rates Study, demolition liens, and outstanding weed/vacant lot clearance bills and liens.

The Collections Manager, City Manager, Finance Director, Fire Chief, Interim Fire Chief, a fire services employee, and a utility billing/EMS customer service representative met on February 15th, 2012, to discuss the EMS Billing Rates Study.

Along with addressing any additional issues/items that arise, the Collections Manager is also making sure all monthly Collections Reports are completed in a timely manner.

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FIRE DEPARTMENT (Courtesy of Al Lopez, Fire Chief)

CMA Cablevision has finished installing phones at Central Fire Station and all lines are up and running. They are currently working on installing two additional phones in the bay area of the station. This will be more time efficient when it comes to receiving emergency calls. This will allow personnel to answer the phone in the bay area instead of finding the closest phone inside the building. The installation process should be done sometime next week.

On Friday, March 9th, 2012, Ann Harrell has requested that a Fire truck and EMS unit be available for the annual South Texas Career Expo held at JK Northway from 9:00 am to 1:00 pm. Fire/EMS Personnel will be participating and will have a table with pamphlets on information on how to become a Firefighter/Paramedic.

The Department would like to wish Fire Chief Al Lopez a Happy Retirement. As some of you may know, Chief Lopez will be retiring and his last official day will be Wednesday, February 29, 2012. Chief Lopez has been employed by the City of Kingsville-Fire Department since October 8, 1970. Chief Lopez began his career at the early age of twenty-one. Chief Lopez began as a firefighter and worked his way through the ranks and ultimately became Fire Chief on July 26, 2005. Again, we wish Chief Lopez a safe and Happy Retirement!!!

Fire/EMS crews responded to ninety (90) emergency calls between Friday, February 3, 2012 and Thursday, February 16, 2012.

Other than the above, business as usual has been conducted on a daily basis.

HEALTH DEPARTMENT (Courtesy of Yolanda Cadena, Health Director)



Tractor Supply Company-Kingsville donated a total of 600lbs of dog and cat food to the animal shelter facility. Thank you Tractor Supply for your generous donation.

The County Commissioners' Court voted on Monday February 13th to stop accepting cash if the fees are more than ten dollars. City County Health Unit will only be accepting checks or money orders for any fees or services more than ten dollars.

City County Health Unit Staff would like to welcome two new employees to the Health Department: animal control officers, Hilda Minter and Silvester Eurich.

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The owners of 208 East Hoffman were notified of a violation of the city ordinance on their premises, requesting them to clean and abate the collection of trash, junk, tires, and brush on their premises. The violations were corrected. The owners cleaned and abated their property.

BEFORE



AFTER



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

Announcements

Entry-level Testing Scheduled

Police Officer – Application closing date is March 14, 2012 for testing on March 26, 2012.

Firefighter – Application closing date is March 15, 2012 for testing on March 27, 2012.

Civil Service Commission – 1 vacancy currently exists. Individuals interested in serving on the Commission please contact the City Secretary's Office at 361-595-8002.

Status of Open Positions

Equipment Operator II (Sanitation) – 2 positions

Maintenance Technician (Garage)

Plant Mechanic (Wastewater)

Police Officer – 2 position

Firefighter – 2 positions

New Employees

February 13th – Street: Dustin Ley and JavielMendietta (Equipment Operator II)

February 20th – Police: Benita Sanchez (Telecommunicator Operator)

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Promotions – 0

Separations - 0

Retirements

Alonzo Lopez – Fire Chief is scheduled for retirement on 02/29/2012

Employee Evaluation Update – Monthly Breakdown

May – August 2011 employee evaluations completed

15 September evaluations completed: Outstanding – 1 Police

19 October evaluations completed: Outstanding - 4 Police

20 November evaluations completed: Outstanding - 1 Police

15 December evaluations completed: Outstanding – 3 Public Works, 8 Police

27 January evaluations distributed: Due February 29, 2012

20 February evaluations distributed: Due March 31, 2012

General

Civil Service Commission meeting was held on January 27, 2012. Update of the Civil Service Rules and Regulations is ongoing. Quorum was attained with 2 members present. One vacancy currently exists.

HR personnel address employee issues daily in person, phone and by email. New Hire orientations conducted by Ms. Beth Greenwell, HR Coordinator. Department continues monthly review of insurance summaries for Finance.

LIBRARY (Courtesy of Robert Rodriguez, Library Director)

H&R Block Offers Assistance at the Library

On the last three Saturdays in January, and on the third Saturday in February, representatives from H&R Block Tax Service were available to the public at the library to assist and answer any questions free of charge regarding taxes. Future meetings are being considered during the tax preparation period. Dates and times will be announced later, and no appointment is necessary for assistance. Meetings are on a first come, first serve basis.

Tax Forms Available at the Library

The Robert J. Kleberg Public Library serves as a depository library for providing Internal Revenue Service Tax Forms each year at tax time. The library now has available most of the tax forms and selected instruction booklets commonly used by the public. They are provided free of charge and are available at the circulation desk. Copies can be reproduced for a nominal fee from a Federal Tax Forms source book at the circulation desk for any forms the library does not provide. The library also has an adult computer lab for accessing the Internal Revenue Service's website at IRS.gov. A wealth of information is available on the website and tax forms also can be downloaded and printed from a computer.

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Library Prepares for Teen Tech Week

The Technical Services Librarian, Joey Garcia, is in high gear continuing to prepare for several school and community presentations. This includes planning and finalizing details for the library's largest tech-oriented event of the year, *Teen Tech Week*, to be held March 4-10. This year's theme is "Geek Out @ your library", and is designed to encourage teens to use the library's electronic resources for education and recreation. Garcia states that the library is a great resource for accessing information using the latest technology and teens can receive help through the library in developing skills necessary for using electronic services effectively. Also, Garcia has been hard at work coordinating with area businesses to get donations for prizes to be given away to students during that week, as well as creating a schedule for presentations to participating schools. He stated that many local businesses have been very generous with their donations and he expects great attendance for this event.

Library Gearing Up For 2012 Summer Program

Children's Services Librarian, Danielle Friend, is fast at work planning this year's Summer Reading and Summer Activity Programs for all school age children. The theme from the Texas Reading Club is, "*Get a Clue...at the Library*". Summer activities will begin on June 5th and run through July 18th. The focus will be on mysteries in stories and in nature. The library will provide more details on the summer program at a later date.

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

Driver Arrested After Striking Vehicle in the County

On February 5th, 2012, Officer Vincent Murray made contact with a citizen at the IHOP Parking lot whose 2007 Nissan Altima had been struck in the front bumper. The vehicle had been struck while it was parked at the Silver Spur, located at 3430 S. U.S. 77 Bypass.

The victim said that when his vehicle was struck that he attempted to get the white single cab pickup to stop but instead the vehicle left the parking lot at a high rate of speed. The vehicle left the parking lot and then struck the General Cavazos exit sign with the driver side as the vehicle exited the bypass.

Kleberg SO Deputy Wright made contact with a vehicle at FM2619 and CR1060 with damage to it consistent with that of the vehicle involved in the accident at the Silver Spur. The driver of the vehicle was identified as Frank Wearden 35YOA. Mr. Wearden was charged with Accident Involving Damage >=\$200 and Duty on Striking a Fixture/Highway Landscape >=\$200.

KPD Continues its Work on Systems

The Intergraph System has continually worked at a less than optimum level since it's inception. KPD recently upgraded system to get within compliance levels of the FBI. We will be upgrading our system with 10 new computer systems. We are evaluating building our own systems rather than purchasing complete systems.

Municipal Warrant "Hot List"

The Municipal Court and Police Department for the City of Kingsville continue to find ways of improving efficiencies when it comes to serving municipal warrants. Municipal Court Clerk Rose

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Morrow will be forwarding a list of new warrants after a court date as soon as Municipal Judge Michael Krueger signs them, to the Police Department. The "Hot List" will be forwarded to all employees via e-mail so that they can assist in serving these "fresh" warrants. The expectation is that more warrants will be served due to the force multiplication of not having this information out to the officers in the field.

City Commission Approves Submission of TxDOT IDM Grant

The City of Kingsville Police Department has been approved to submit a grant based on population and crash data for the City of Kingsville, TxDOT would like to offer **\$8,000** in grant funding for participation in the FY 2012 Impaired Driving Mobilization (IDM). Section 410 funds will be used for this project.

There is a 25% match (**\$2,000**) requirement from your agency for the grant fund. We are always glad to have and encourage more match than the minimum, if you can provide it.

Additional Requirements:

- 1) Conduct quarterly DWI Operations (not just Labor Day).
- 2) Conduct pre- and post earned media activities for each DWI Operation.

All FY 2012 IDM agencies must conduct increased DWI enforcement and earned media activities during the following periods:

- . Spring Break (March 10 - 18, 2012 / at least 4 nights of enforcement).
- . Independence Day (June 30 and July 1- 8, 2012 / at least 4 nights of enforcement).
- . Labor Day (August 19 - September 5, 2012 / at least 4 nights of enforcement).

Agencies may work all of the nights during the above mobilization periods for a maximum of 49 nights, but are only required to work 4 nights per period, for a minimum of 12 nights.

The 410 funds can be used to reimburse usual Selective Traffic Enforcement Program (STEP) grant costs such as salary, fringe, travel and enforcement mileage. Agencies that have already been approved for other STEP Grants for FY 2011 would still be required to maintain performance levels on those grants. Agencies should consider their resources carefully before a final budget request for an IDM grant is made.

Beautification Project Approved by City Commission

We were able to get three quotes for the repairs, cleaning and painting of the Kingsville Law Enforcement Center. The first quote is from Precision Painting Co. in the amount of \$34,680.00. The second quote is from Rusty Van Fleet Construction Inc. in the amount of \$26,800.00 for the entire project. The third quote we received is from Valdez Carpentry in the amount of \$17,000.00 for the entire project.

The City Commission approved accepting the \$17,000.00 bid from Valdez Carpentry for this project.

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This "Building Maintenance and Beautification Project" will ensure that our city building's are on the leading edge in the beautification of our community. Our citizens will have a shining example of that for which they should be striving.

Property Beautification Project Approved by the City Commission

The City of Kingsville City Commission mission statement indicates that they promote the safety, health and general wellbeing of the community within the bounds of fiscal responsibility while preserving and advancing the quality of life resulting in exceptional civic pride. The mission statement is followed up with a Vision Statement and within that statement the commission states that they promote well planned neighborhoods.

The Kingsville Law Enforcement Center is located at 1700 E. King, which is just a few hundred feet from one of the major thoroughfares into the city off of US Highway 77 South. First impressions take in all signals given off by a new experience. Therefore we are charged with providing good signals of our community as a new resident or visitor comes through our city. The City of Kingsville is the driving force in the beautification of our community. We should lead by example by providing great first impressions of our city building.

The City Commission for the City of Kingsville has approved \$36,445 for landscaping and signage for the Kingsville Law Enforcement Center.

Body Armor Project Funded by the City of Kingsville Commissioners

The City Commission unanimously approved funds to outfit all 50 officers of the Kingsville Police Department with new body armor, inner carrier and outside carrier for patrol duty.

50 SC-SM01-IIIA* Second Chance Summit IIIA Full Wrap	EA \$847.15	\$42,357.50
50 SC-UNIFORMCARR* Second Chance-Uniform Carrier	EA \$117.38	\$5,869.00

The City Commission unanimously approved the purchase of new tactical body armor for SWAT personnel as well.

12 PTA-FAV-MKII-SM01-MOPLlroEte*ch FAV MKII Enhanced SM01 Molle	EA \$1,689.50	\$20,274.00
12 PTA-COLLAR* Protech-Ballistic Collar-Stealth	EA \$109.50	\$1,314.00
12 PTA-THROAT-SM01* Protech Throat Protection for SM01	EA \$107.50	\$1,290.00
12 PTA-UPPERARM* PT100 Stealth Upper Arm Protection	EA \$347.00	\$4,164.00
12 PTA-GP-SM01* Protech 06 std Groin Protection	EA \$249.00	\$2,988.00
12 PTA-MPS* Protech 6 Pouch Set	EA \$150.00	\$1,800.00
12 PTA-E1-POLICE* Protech 1" Police ID Patch	EA \$13.25	\$159.00
12 PTA-E2-POLICE* Protech-2 Inch Police ID Patch	EA \$19.75	\$237.00

Total to Fund this Project	\$80,452.50
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Chief Torres would like to thank Mayor Sam Fugate, Commissioner Al Garcia, Commissioner Charlie Wilson, Commissioner Stanley Laskowski, Commissioner Arturo Pecos and City Manager Vincent J Capell for supporting the officers of the Kingsville Police Department by outfitting them with the new armor.

PUBLIC WORKS DEPARTMENT (Courtesy of Naim Khan, Public Works Director/City Engineer)

Capital Improvement Projects

South Waste Water Treatment Plant Secondary Clarifier – Bid invitation was published in local newspaper and the bid was received until 1:30 pm, Wednesday February 8. Pre-Bid Conference was held on Wednesday, January 25 at 10:30 am at City Hall and finally ended with the site visit and answering contractors questions. Bid tabulation and consultant's recommendation for the contractor selection will be presented to the City Commission for approval.

Curb & Gutter and Sidewalk project - Contractor has finished removing and replacing/installing 400 feet of curb & gutter and sidewalk on 19th Street from Johnston to Maple Avenue. Street Division crews was supposed to start working on Paving of this street but could not start due to rain.

Design for 3000 feet sewer line (12" and 8" PVC) on Young Drive is done and has reviewed by Public Works staffs - This project was supposed to be started on the week of February 06 but could not because of rain. If weather permits, this project will start on the week of February 20.

9000 feet 12" PVC water line along County Road 1030 from Escondido Road to FM 772 - County Commissioners Court approved this waterline installation within County Right-of-way on November 02. Staff has sent the "20 feet Temporary Easement" documents to the property owners. TxDOT has reviewed the permit application and asked for more information. Staff already provided the information to TxDOT. Crews are ready to install the pipe as soon as temporary construction easement and TxDOT permit are ready.

New Water Well – Staff has selected a property for new water well construction at the North west corner of Farm Lot 3 Section 7, South of Sage Road, about 1864' west of Sage and Young intersection and east of existing 30' Utility Easement. There is an existing 20" waterline on the north and west side of this property. Staff sent a letter to the property owner expressing City's desire to purchase the property on January 12 and waiting on his response.

Drainage Project between Lawndale and Carlos Truan (4' Concrete Flume with 6" curb on both sides) – Contractor has installed the concrete flume, curb and gutter. Street Department could not start the paving work because of weather. If weather permits, this project will be started on the week of February 20.

Corral/ Santa Rosa Drainage Project – Bid opening for this project was held on February 07 at City Hall. Staff is working with the Contractors to clarify the utility relocation issues.

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18" Water line on Kenedy Street connecting East and West Elevated Water Tanks – Field Survey is done. Design work is in-progress

Public Works and Engineering

Staff met with TxDOT on December 15 regarding the replacement of existing 12" AC water pipe and concrete encasement along Caesar crossing US 77. This line replacement will cost about \$60,000. Materials have been already ordered and casing material is received and stored. Permit application and the drawings were submitted to TxDOT but was not approved due to the crossing issues. Staff is going to meet with TxDOT on February 23 to clarify the issue.

Staff met with KISD on February 16 to discuss new High School project. Staff also met with University regarding a new project on February 16.

GIS Technicians has finished about 80% Street Light Inventory in the City. It includes the Street light and transformer.

The City of Kingsville tried two different software companies for GPS unit in the City vehicles that would allow the City to demo their product. The staff has decided to use Network Fleet GPS System. This system is working great and even has engine codes that allow the Garage to call the units in for preventive maintenance. The GPS units will be installed to the City vehicles soon

Staff met with TCEQ on September 13 at Corpus Christi regarding a New Project. Test results of the Wastewater Treatment Plant samples were received and sent to TAMUK for recommendation. City staff met with TAMUK Agriculture Department teacher on October 27 to discuss in details the feasibility and different types test related to this project. Soil samples analysis is done. Staff visited the site on November 29.

Street Division (January 01 to January 06, 2012)

STOP Sign Replacement Project - Finished replacing stop signs throughout the City as per the Texas Uniform Traffic Control Devices, 2009 Edition manual and the crews are going around the town for final inventory.

Sweeping - Downtown area; 6th Street North Y to South Y and Ailsie from Franklin Adams to US 77 bypass.

Mowing- Carlos Truan from by-pass to NASK, spray weed killer at Armstrong form Kenedy to Caesar, underpass and King Avenue, Recycling center.

Tree Trimming/Brush Clean-up- 6th street project is done.

Paving- Lawndale Area was ready to pave but crews could not finish the job due to rain. If weather permits, this project will be done by February 20.

Patching - All over town as reported.

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Street Division Crews are installing Street Sign Gertrudis and Armstrong intersection.

Preparation for Hurricane Season at Santa Gertrudis (cleaning Storm Drain Inlet)

Miscellaneous -Picked up trash on loop 428, 6th Street South of Trant Road to the City limit line and by-pass areas; cleaned curbs on 4th and Richard, 4th and Alice, Santa Gertrudis and Fairview; changed batteries on 20th and Kenedy on School zone lights, made sign for Community Appearance Building ; replaced a Yield sign on W. Ave F and Lantana.

BEFORE



AFTER

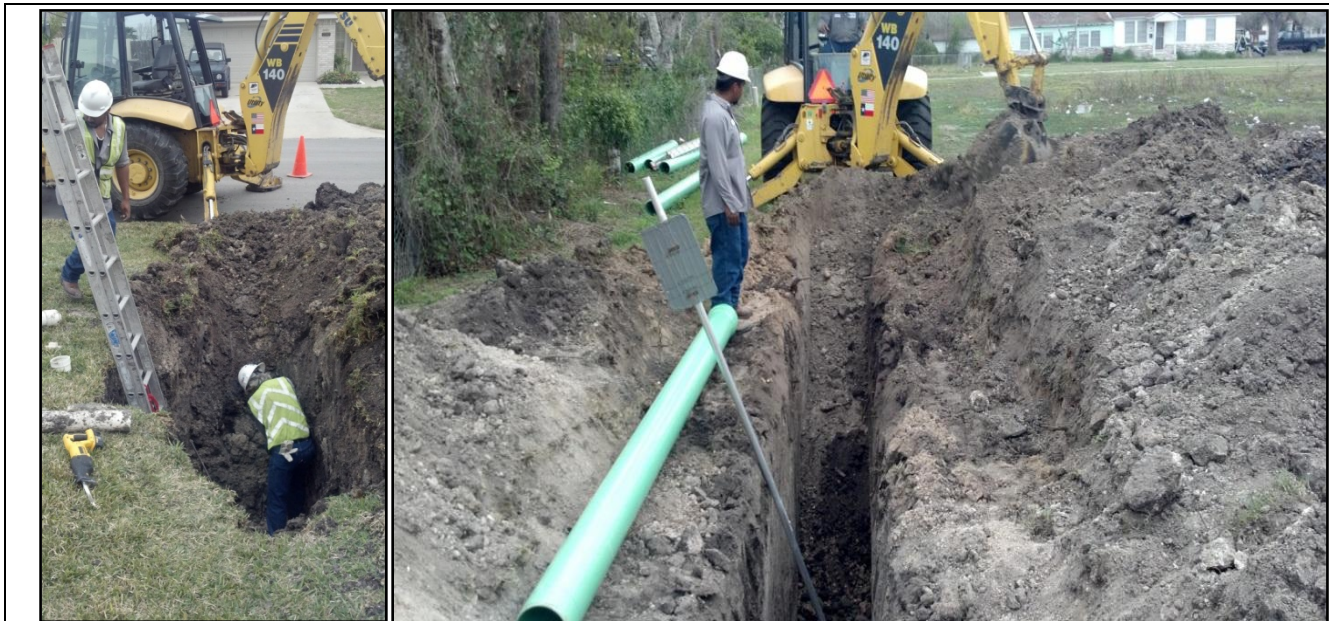


Curb and Gutter Cleanup at 7th and Caesar – Before and after

Wastewater Collection and Treatment Plant

Collection - Crews did 5 line locates for Centerpoint gas; had 10 calls for sewer backups; cleaned manhole with Vactor at 4th and Lemonwood; repaired 8” sewer main at 322 E. Santa Gertrudis; Vacuumed grease at 1717 Lift Station; Replace 4” Service line at Birchwood.

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Wastewater Crews replacing sewer lines at 2203 Margaret lane and 900 block of Doddridge.

Wastewater Treatment North Plant -Operators and Helpers cleaned clarifier troughs and weirs; operators shoveled sludge from sand drying bed; helpers cleaned UV lights, wasted in wedge wire drying beds; plant helpers cleaned effluent troughs; plant operators repaired Sludge discharge on wedge wire drying beds; staff met with TAMUK Environmental students on Bio-filter project. Staff is working with Purchasing Department to get UV light project bid out.

Wastewater Treatment South Plant - Operator cleaned clarifier troughs; operator shoveling sludge from sand drying beds; plant helpers cleaned fence line for repairs; wasted in wedge wires. Staff is trying to set up a meeting with TCEQ regarding effluent reuse.

Water Production

Water Well 14: The well is rehabilitated and the average discharge from this well is 500 gpm.

Water Well 20: Video survey shows the well needs to be rehabilitated – need to replace brushing, 8” drop pipe (16 joints), oil tube and new pump. Cost estimate done by Alsay for the rehabilitation of this project is \$64,674.25. Hydrologist/consultant Mr. Joe Vickers has recommended to Acid wash. It might cost additional \$15,000.

Routine job: Collected 8 routine Bacteriological Samples - all TC negative; daily water system monitoring; delivered Ammonia five sites; delivered Chlorine to five sites.

Water Pumped to Distribution (2/06/12 – 1/12/12): Wells – 18,551,000 gal; surface- 0 gal Total- 18,551,000 gal, Average – 2,650,000 gal/day.

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Field Calibration of the SCADA System by Water Production supervisor Water production Crews are installing booster pump at Well #17

Water Distribution

From January 16th through the 22nd, Water Department crews repaired 10 Main Breaks; answered approximately 42 Service Calls (meter leaks, cutoffs and backfills); 3 new water taps on Armstrong, ordered all materials for Caesar and US 77 project, Casing has been delivered and stored at the job site. Crews are working with the contractors to complete the barn expansion at Public Works yard, staff worked with the engineering department for Caesar and bypass 12" water line crossing.

City Garage (1/31 to 2/07)

General - 3 Oil change on preventive maintenance; 15 Scheduled work order; 16 Non schedule work; 4 service calls; 0 call out; 11 New tires on heavy equipment and truck; 4 Flat repairs and balance; 10 pending work order.

Welder -7 Non schedule work order; 2 schedule work order and 4 pending work order.

Solid Waste

Landfill

TCEQ will do a full blown comprehensive investigation and inspection on Wednesday February 22 and Thursday, February 23.

Brush burner is in operation as winds and backhoe allow. 4th quarter SEP report to TCEQ was due by February 15 by the SEP administrator. Agreement letter between Kleberg County & COK for use of County ROW is finalized and waiting for return from Kleberg County.

MW 28 -VOC's- Specifically -Benzene and Ethyl benzene- Consultant Naismith Engineering believes that there is a good case for an Alternate Source Demonstration (ASD) and also if it is needed to go for clean up, the City would likely be able to use Rail road Commission Standards which are much less stringent than TCEQ standards. The 4 wells have been developed, elevations have been taken and wells locked; The City has 90 days to do exploration and send report to TCEQ as to what the City find and may need to do - 90 day clock started on December 13, 2011.

A Request for Proposal (RFP) is written for the chipping of brush and submitted for editing. If proposals are acceptable, Brush burner would be shut down and mothballed thus realizing a cost savings for the handling of brush; WinVRS software program on the scale computer is having a

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problem, is not summarizing reports; WinVRS representative is working to fix the problem but has not been able to fix as of yet. In the meantime staffs are compiling information manually. Cost to fix will be \$600 which is much less than cost of a new program. This \$600.00 will cover any problems with this program until Jan 2013. Excavator and dump truck is moving dirty brush from old brush site to landfill working face for cover.

Sanitation

Residential waste collected 294,280 pounds; Commercial waste collected 376,760 pounds; Brush collected 52,020 pounds from 6th Street Clearing Project and construction debris collected 16,640 pounds. Commercial Garbage pickup Unit 338 is out of Service with Transmission Problem.



Brush Crews -Started working at Zone 2 on February 13 and will be working in this Zone until February 24. White goods will be collected from this zone on February 24.

Brush crew is helping Fire Department. Security Shredding was shredding paper for King Ranch Publishing and the paper started smoldering.

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

Tony, the City's Information Systems Technician, attended Cisco Boot Camp Training the week of 13-17 in Dallas.

Fire wall at Fire Station was completed.

Santa Rosa & Corral drainage bid was opened Tuesday Feb 7, 2012. Award is pending clarification of Utility re-location.

Bid opening for South Plant Secondary Clarifier was opened on February 8, 2012. Bid analysis & funding options are under review.

Met with vendor concerning reporting systems for fueling island.

Met with City Manager & Police Chief concerning IT upgrades for the Police Dept.

SAFETY AND RISK MANAGEMENT (Courtesy of John Garcia, Safety and Risk Manager)

2012 Coastal Bend Hurricane Conference

Risk & Emergency Manager, John Garcia has met with regional Emergency Planners to discuss the schedule and training for the 2012 Hurricane Conference & Exercise. Target Audience for the Conference is primary: Public Safety, Emergency Managers, Industry, Non-Profits organizations, Transportations Partners, Public School and Higher Education, Public Health, and Hospital

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officials. Last year the City of Kingsville was well represented at this event. This year the Hurricane Conference is planned for May 14th – 17th at the Richard M. Borchard Regional Fairgrounds in Robstown, Texas. May 14th and 15th is scheduled to have several training sessions and Key Note speakers. On May 16th the EOC training exercise should begin around 10:00 am and continue until around 3:00 pm with a wash out discussion. Mr. Garcia will meet with the Conference planners next week to discuss final plans and should be sending out a completed schedule around March 1st.

Climate Prediction

The National Weather Service's Climate Prediction Center says La Nina is showing signs that it will be over by summer. But it is good news for us in the Texas Coast and the Atlantic hurricane belt because more tropical storms form during La Ninas. La Nina years generally causes more weather damage to the U.S. than El Nino.

Property and Vehicle Inventory

Mr. Garcia is currently updating our property and vehicle inventory for TML insurance coverage. With the recent purchase of equipment several departments have added and replaced several vehicles.

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

Seized Asset Auction

On Saturday February 25, 2012 at 10:00 AM the Kingsville Task Force will be conducting an auction of seized vehicles which include cars, trucks, boats, trailers and one ATV. The auction will be conducted at Juan's Wrecker Yard at 2171 North Highway 77 in Kingsville, Texas. Twenty-three units will be auctioned off on that date.



Training

The Kingsville Task Force will host interdiction training on March 26th thru the 30th for the United Nations Office on Drugs and Crime (UNODC). U.N. Inspectors from Uzbekistan will be exposed to current search procedures and interdiction techniques being utilized by law enforcement officers in the United States.

Investigations

The Kingsville Task Force has been assisting local and federal agencies with several narcotic and gang investigations in our area. Details are of a sensitive nature and cannot be divulged at this time. Agents are hard at work helping keep our community safe.

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MEETINGS, EVENTS AND REMINDERS (Courtesy of Edna S Lopez, City Secretary)

Regular Commission Meetings	Monday, February 27 th	6 p.m.
	Monday, March 12 th	6 p.m.
Board Meetings (Commission Chamber)		
Planning and Zoning Board	Wednesday, March 21 st	7:00 p.m.
Historic Development Board	Wednesday, March 21 st	2:00 p.m.
Zoning Board of Adjustments	Thursday, March 8 th	7:00 p.m.
Community Events & Dates		
TML Region 11 Meeting Edna, Texas	Thursday, February 23 rd	4:00 p.m. – 9:00 p.m.
Economic Forum & Luncheon TAMUK - Memorial Student Union Bldg. Rooms 219 A,B,C	Tuesday, March 6 th	11:30 a.m. – 1:30 p.m.
2012 CB Hurricane Conference Richard M. Borchard Fairgrounds Robstown, TX	May 14 th - 17 th	TBA
General Election Filing Dates		
First Day to File for Application for Place on Ballot –	Monday, February 6 th	
Last Day to File for Application for Place on Ballot –	Monday, March 5 th	
Election Day	Saturday, May 12 th	7 a.m. – 7 p.m.
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	1	0
Civil Service Commission	1	0
Historic Development Board	1	0
Planning & Zoning Commission	2	0