

# Staff Report

(A Publication of the City Manager's Office)

Monday, January 23, 2012

***“Everybody is always in favor of general economy and particular expenditure.” ... Sir Anthony Eden, Little Budget Book***

***“Where we stand is not as important as the direction in which we are going.” .... Oliver Wendell Holmes, The Change Your Life Quote Book***

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

The City Manager looks forward to the upcoming Commission workshops during which staff will present information about projects, which if approved by the Commission, have the potential of achieving Commission goals that move Kingsville forward.

Vince congratulates Accounting personnel for the very timely and speedy issuance of 2011 calendar year wage forms (w-2's). Excellent!

Vince attended the monthly Chamber of Commerce Board meeting and was able to update Board members on current and future City initiatives. Vince's membership on this Board presents a good opportunity for him to spread the word about Commission goals and the good work being done by City employees.

The City Manager, Public Works Director and his staff will be hosting Leadership Kingsville at City yards on Thursday, January 19<sup>th</sup>. Vince will be talking about the City in general and has been asked to discuss the Commission/Manager form of government. Naim, Bill Donnell and public works supervisors will be giving a Powerpoint presentation about public works operations followed by a tour of city yards facility (weather permitting). Following their visit with the City, Leadership Kingsville members will be heading to the County to learn about its operations.

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

City staff met with Mark Dizdar of First Compass Homes, regarding the Paulson Falls phase III development progress. The meeting was attended by the Vince Capell and Mike Kellam, as well as representatives from Kleberg Bank, the Economic Development Council, and the Realtor community. The discussion was positive in that two of the four homes currently under construction have been contracted for sale, with another prospective buyer in discussions. We also discussed diversifying the housing choices in the neighborhood, utilizing the frontage tract along General Cavazos as a garden apartment/townhome type development to provide an additional housing choice.

City staff looks forward to the third party market study which was a partnership of the City of Kingsville, the Kingsville Area Industrial Development Foundation, and Texas A&M Kingsville, has been completed. Staff is preparing bound copies of the study for the City Commission and Planning Commission for their reference. This study will also be distributed to potential developers to show the forecasted growth in population and also job growth. The need for the study was communicated to staff by the development community as a tool to provide confidence in those that are considering developing, but don't have strong enough historical data to proceed without hesitation. Additionally, this will assist in providing the needed non-biased factual information regarding our community to encourage developers to invest in Kingsville.

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The Building Regulations & Permitting Division is preparing for adoption of the 2009 International Code Council codes to replace the 2003 codes which are currently adopted with the exception of the already adopted 2009 International Building Code. Additionally, staff is preparing to adopt the 2009 International Existing Building Code (IEBC) in an effort to allow an additional tool to for the remodeling and re-use of the historic inventory we have in the City. Our intent is to provide some relief where allowed within the IEBC restore these buildings while still assuring life safety and building safety are addressed fully. More to come on this.

## Permitting

The following permits were recently issued: Remodel- 8, Demo- 3, Irrigation/Sprinkler- 1, Electric- 4, Fire Inspections- 5, Gas Inspection- 1, Mechanical- 5, Moving- 2, Plumbing- 6, Roofing- 4, Residential Meter- 8, Signs- 1, House Leveling- 1. *Total Permits: 4*

## Permit Department Activity

The Permits Department has been busy as the renewal letters for the food and alcohol and contractor's licenses went out for the current year. So far the license renewal turn out has been good.

## Construction/Remodels

Plans were received for a remodel and site improvements at 805 S. 14<sup>th</sup> St. This is the old Hollywood Video store. The proposed development will be a multi-tenant retail remodel, for a Home Smart and RIMCO locations. Improvements to the site include façade improvements and a landscape border along the parking area including shrubbery and trees.

## Community Appearance Report

Recent activity (January 1-12) by Community Appearance Inspectors is as follows: Notices sent—40, Inspections—23, Court cases—1, Door hangers—111, Illegal dumping—3, Violation signs—15, Abatements—4, Re-inspections—35, Referral to other department for corrective action—6 Community Appearance staff has been researching new and effective ways in which to address large scale illegal dumping cases. This has been a joint effort in that it requires a partnership of numerous departments including Community Appearance, Health and Police. Upcoming training is being scheduled pertaining to illegal dumping enforcement. This training will be hosted by our Community Appearance division, and will be open to the surrounding cities and counties.

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

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## **Upcoming Plans**

Staff is excited to present to the Commission the Corridor Plan/proposal, Dumpster Screening Plan/Proposal, Comprehensive Housing Plan and other Community Appearance related, and workforce efficiency proposals. Development Services staff has been hard at work to provide information on how the City Commission can be successful in achieving their goals.

Presentation of the City of Kingsville Comprehensive Housing Plan to the Planning & Zoning Commission will take place at their regularly scheduled January 18, 2012 meeting. It will then be presented to City Commission at the next available meeting. Continued development of the website updates and the use of the web-based Geographical Information Systems.

## ***DOWNTOWN (Courtesy of Bob Trescott, Downtown Manager)***

Mr. Danny Sanchez, a graduate of A & I, is the CEO of Proterra Advertising with offices in Houston, Dallas, and San Antonio. During a recent visit, when Mr. Sanchez learned of the proposed initiative to build the sports tourism segment of our economy, he made an invitation for us to witness how his firm organizes the Army All American High School Football Bowl Game in San Antonio.

Mayor Fugate and TAMUK Athletic Director Kenneth Oliver were unable to attend. Bob Trescott and D'yan Lopez Garza met with Mr. Sanchez' and his staff and toured the operations and media centers at the San Antonio Grand Hyatt on Friday afternoon, January 6.

On Saturday, January 7, Ms. Lopez-Garza toured the Bowl operations at the Alamodome. Ms. Lopez-Garza is traveling this week, but she and Mr. Trescott are prepared to make a report on what they saw and learned and how it might be applied in Kingsville.

The Dr. Martin King Day Parade was held Monday, January 16 in the downtown. The Annual Kleberg Kenedy Junior Livestock Show parade is scheduled for Friday, January 27 in the downtown.

The Kleberg-Kenedy County Junior Livestock Show Association is hosting the Annual Livestock Show Parade on Friday, January 27, 2012 at 5:00 p.m. The parade will line up at the Old King High School (at 3<sup>rd</sup> and Kleberg) and travel down Kleberg Avenue to the Kleberg County Courthouse where the parade will disband. They are once again asking for City assistance through. Waiver of fees and reimbursements Street closure and barricades for Kleberg Avenue from Old HM King School to the Courthouse.

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

### **Finance Administration Division**

The Finance staff is assisting the external auditors by providing them various reports and other information. The staff continues to work diligently on year-end reconciliations and other financial reporting schedules to assist the auditor's in their audit process.

The Finance Director and the Accounting Manager, along with the City Manager, are working on the first quarter of FY 2012 financial reports, including analysis of revues and expenditures from October through December 2011.

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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. These are tentatively planned for February 2012.

The Accounting Manager and the Assistant Accountant I – Payroll have processed and distributed the 2011 Form W-2's to the City employees. In addition, the Finance Director has continued meeting and working with First Southwest, the City of Kingsville financial advisor, to discuss various continuing disclosure and compliance requirements.

**Municipal Court Division**

The Municipal Court operation includes police traffic activity reports and revenue collected. First, Court for the new year of 2012, was held on Thursday, January 5, 2012 at 2:00 PM. Four in-mates were arraigned, followed by the Juvenile and Adult docket of 126 defendants with 3 Trials scheduled. The Municipal Court Judge issued 21 Failure to Appear warrants. The security officers on duty were Ptlm: E. Perez #71, Ptlm: J. Flores #74 and Ptlm: S. Benys # 73.

A total of 184 citations were filed, since January 12, 2012, including, 1 City Ordinance Junk Vehicle, 3 Curfew, and 2 High weeds and traffic, state violations. Fifteen cases were processed prior to court, 103 cases were tried before Judge Krueger and 69 were compliance cases. Of the total of 240 warrants issued, 68 were cleared and 71 had payment plans processed. Total revenue of \$19,928.00 collected since January 3, 2012 through January 12, 2012.

Along with the busy daily office work and the press-release of the Kingsville Police Departments forgoing WARRANT ROUNDUP, the Municipal staff continues to take care of with phone calls and 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 at 592-8566, or at 200 E. Kleberg regarding any outstanding warrants.**

The Municipal Court Manager and staff are working diligently with the new transition from our Former Manger Yolanda Vasquez to our new Manager Rose Morrow.

**Utility Billing Division**

The Utility Billing Department included the City Hall business hours and Holiday trash pickup schedule for the Martin Luther King Holiday on the billing statements for January 4<sup>th</sup> and January 11<sup>th</sup>, 2012.

It read as follows:

- City Hall closed Jan. 16<sup>th</sup>, 2012 No Trash Pick Up
- Residential: Mon. service will be done Tues.
- Tues. service will be done Wed.
- Commercial: Mon. & Tues. will be done Tues.

The Collections Manager and temporary part-time employee have finished the calculations for the outstanding weed liens and provided the information to the Finance Director for his review on 1/11/12. The temporary part-time employee has been of great assistance and continues to be an asset to the Utility Billing/Collections Department. The next step is for the legal department to review the information. The

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Collections Manager did consult with the legal department and legal counsel to ensure the proper method was used before finishing the outstanding weed lien calculations.

The Collections Manager is working on several projects that include: the review/adjustments needed for the Commercial Dumpster Inventory, the Storm Water Study, and the EMS Billing Rates Study. Along with providing the auditor with required information for last fiscal year, 2010-2011, the Collections Manager is also making sure all monthly Collections Reports are completed in a timely manner.

***FIRE DEPARTMENT (Courtesy of Al Lopez, Fire Chief)***

On Wednesday, January 4, 2012, at approximately 8:07pm, Fire personnel responded to 505 E. CR 1038 (Young drive) in reference to a structure fire. Ricardo Volunteer Fire Department was also notified and responded to the call. Upon arrival, the structure was fully engulfed and fire personnel were able to control the fire without incident. The residence was unoccupied at the time of the fire and no one was injured. After fire was knocked down and the surrounding area secured, command was passed over to Ricardo Fire. Kingsville units returned to service. The residence is owned by Belinda Riojas.

On Thursday, January 12, 2012, at approximately 2:36am, Fire personnel responded to 1705 E. Ave. F in reference to a structure fire. Upon arrival, personnel found the resident with a garden hose by one of the windows. All occupants of the residence were outside unharmed, except a family dog who suffered smoke inhalation. Burnt wiring was discovered on the floor and behind the dryer. Heavy smoke and heat damage to washroom and a bedroom. Overhaul, limited, was conducted as well as the use of a thermal imager. Red-Cross was contacted and arrived at the residence to assist the occupants. NAS fire units assisted in this structure fire. All units returned to service without incident. The residence is owned by Maria Trevino.

The new 80KW generator at Central Fire station has been installed and will be operable for any emergencies that may arise.

On Friday, January 13, 2012, department Paramedics had their quarterly meeting with Medical Director, Dr. Ben Moore. Modifications were made to the 2012 Department Protocols which were discussed and revised by Dr. Moore. Issues concerning staff at Christus Spohn Kleberg Hospital along with medical billing problems that have been encountered were also discussed.

Department Personnel will be participating in the Dr. Martin Luther King parade scheduled for Monday, January 16<sup>th</sup> at 12:00 noon. The Tower 1 Fire unit will be driven in the parade.

Fire/EMS crew responded to eighty-five (85) emergency calls between January 4<sup>th</sup> through January 11, 2012.

***HEALTH DEPARTMENT (Courtesy of Yolanda Cadena, Health Director)***

A notice was sent to the owner of 137 West Ave D; requesting them to clean and abate the collection of trash and garbage along the alley and high grass on their premises. The owners failed to abate the nuisance. Equipment Operator abated the nuisance by mowing the high grass and hauling 200 lbs. of trash and garbage to the city landfill. The property owners were billed \$194.85 to abate the nuisance.

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Staff has been busy procuring and ordering equipment to upgrade our animal shelter. We have ordered two set of stainless steel cat cages arriving within a month. The shelter overhead doors are in order and should be installed within a couple of weeks. Staff is working on upgrading the ceiling insulation for the animal shelter once the warmer weather begins.

**BEFORE**



**AFTER**



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

**Special Events**

City employees and their families were given a special treat to see a Corpus Christi IceRays hockey game. The IceRays held a City/County Appreciation Day Game at the AmericanBank Center in Corpus on January 15th and attendance for City employees was FREE. Employees requested a total of 300 tickets. THANK YOU ICERAYS!!!!

**Workshops/Seminars:**

The January 11, 2012 pre-retirement seminar was a success. It was attended by 32 employees. The seminar was geared for those employees thinking of retiring within the next 5-7 years. Representatives from Texas Municipal League and Nationwide made presentations and were available for questions.

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On January 12, 2012 employees had the opportunity to speak with National Group Benefits and sign up for supplemental benefits. Approximately 15-20 employees took advantage of this opportunity. Representative makes periodic visits to the City to be available for enrollment and questions.

**Status of Open Positions**

Animal Control Officer (Health) - pending hire  
Crime Scene Specialist (Police) - pending hire  
Equipment Operator II (Street)  
Equipment Operator II (Sanitation) – 3 positions pending hire  
Maintenance Technician (Garage)  
Maintenance Worker (Street) - pending hire  
Plant Operator (Wastewater) – pending hire

**Milestone Anniversaries - 5, 10, 15 and 20+ years**

20+ years: Terry Valentine (Fire), Mary Ann Escamilla (Library), Julian Cavazos (Police)

**New Employees**

January 9, 2011 - Water Production Operators: Michael Cantu and Sergio Luna

**Promotions – 0 / Retirements – 0 / Separations – 0 - - Yea!!!!**

**Employee Evaluation Update**

The following is a monthly breakdown of evaluations:  
May – July 2011 employee evaluations completed  
19 August evaluations completed - 2 outstanding from Police  
15 September evaluations completed; 1 outstanding from Police  
19 October evaluations completed; 4 outstanding from Police  
23 November evaluations distributed; Outstanding: 4-Fire, 1-Health, 1-Police  
28 December evaluations distributed - Due date: 01/31/2012

**Prescription Discount Program – National League of Cities (NLC)**

December – 51 prescriptions filled under this program used by a total of 18 individuals for a monthly savings of \$ 351.71. The average price savings was \$6.90 per prescription which translates to a 13.9% savings on prescriptions.

As of date, the program has been utilized by 1,404 individuals for a grand total savings of \$48,553.78 since the beginning of the program in August 2009. The plan has averaged a 20.7% savings in filling 5,305 prescriptions for persons in the Kingsville community.

**General**

HR personnel attended training provided by Department of Public Safety – Crime Records Division on January 5<sup>th</sup>. Training provided updated information on obtaining information for employment background checks

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***LIBRARY (Courtesy of Robert Rodriguez, Library Director)***

**Summer Program at the Library**

The Children's Services Department is currently working on the 2012 Summer Reading and Activity Programs for ages five through seventeen. The theme from the Texas Reading Club is "Get a Clue...at the Library." Summer activities will begin on June 5<sup>th</sup> and run through July 25<sup>th</sup>. The focus will be on mysteries in stories and in nature. The library will also be offering two ways for children to keep track of their reading this summer. The children may count the number of books or the number of minutes that they read. The idea of counting minutes was suggested by numerous parents who have slower readers. The library hopes this method will encourage children to read the recommended thirty minutes a day. Another suggestion from parents was to place a broader age range for activities so that all children in one family could participate in the same session. In order to accommodate the children and parents, the library has opened the activities on Wednesdays and Thursdays for all ages.

**Community Patron Programs**

The library is only three weeks into the new year and already the Computer Tech Services Department is gearing up for a very active first quarter. Mr. Joey Garcia, Technical Services Assistant, was recently invited to Kaufer High School in Riviera to conduct a presentation on Wednesday, January 18<sup>th</sup> for high school seniors regarding managing and protecting their online reputations. Mr. Garcia will explain the potential consequences that students could face when applying for scholarships and employment. Another event the library will be hosting is *Data Privacy Day* on Saturday, January 28<sup>th</sup>. The public is invited to come by the library and talk with Joey Garcia to learn various methods to protect their medical records, their identity, their social network data, and other private information. Other community programs that are being planned include a *Library Card Registration Drive* at the Sarita Public Elementary School for Kenedy County residents during their next Parent-Teacher Association meeting. The Circulation Librarian, Mrs. Andrea Vidaurri, will be on hand to register residents for library cards. Mr. Joey Garcia will have a booth displaying the library's electronic services, and will be available to answer any questions. The next technical related event coming to the library is the American Library Association's (ALA) *Annual Teen Tech Week*, which is tentatively set for March. The library's Computer Tech Services Department will be issuing flyers to the public and placing announcements in the *Kingsville-Bishop Record News* for these upcoming programs.

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

**Follow Kingsville PD on FACEBOOK and Twitter and Sign Up on NIXLE**

KPD continues to train their personnel to utilize these social networking sites in their efforts to send out information in real time to their community partners. For example on Friday, January 13, 2012 information on a Welfare Concern was distributed along with vehicle information. Fortunately the individuals were located unharmed. This type of information is useful as a force multiplier so that all of our citizens that have signed up for FACEBOOK, Twitter and NIXLE can be our next HERO who helps us save a life!

Kingsville PD will also be using these sites to deliver information on areas where crime are occurring, what types of crimes are occurring in those areas so that citizens can take appropriate action to keep themselves from becoming victims. This information will also work as a force multiplier so that citizens can assist us in capturing individuals involved in criminal activity. So KPD urges all of the City of Kingsville's residents to sign up!

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**Officers Rescue Puppy**

KPD officers responded to a call of a fire at 1705 E. Ave F. Ptlm. Tony Contreras, Ptlm. Eric Escobedo and Ptlm. Ernie Martinez arrived at the residence. They were able to determine that the family had come out of the residence.

A neighbor next to the residence was attempting to turn the fire off with a garden hose but was not making any headway. Smoke was pouring from the interior of the residence. The residents were holding on to a puppy and were visibly upset. They were concerned that the fire department had not yet arrived and they had another puppy inside of the residence.

Ptlm. Escobedo shined his flashlight into the residence through the smoke filled doorway and could see a small puppy on the floor. Ptlm. Contreras and Ptlm. Martinez made their way into the residence by crawling. Ptlm. Martinez was able to make it to the puppy that was now just laying on the floor. He was able to bring the puppy out and it was lifeless and non-responsive.

Ptlm. Martinez began CPR on the puppy. After a few minutes the puppy began to respond and began to recover.

**Homeland Security Press Conference**

Lt. Julian Cavazos and Lt. George Crocker attended a demonstration of Homeland Security's newest technology for use by law enforcement in their investigations. Officers present were given a tour of the Predator® B or Persisten Multi-mission ISR. The drone has a 66 foot wingspan and is 36 feet in length and from the information demonstrated can easily spot a human target from 20 miles away.

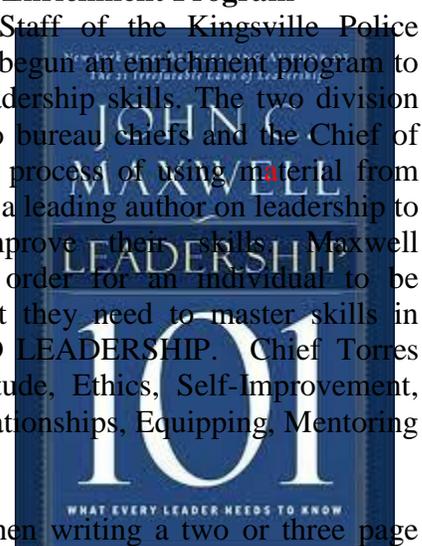


**Command Staff Enrichment Program**

The Command Staff of the Kingsville Police Department has begun an enrichment program to improve their leadership skills. The two division commanders, two bureau chiefs and the Chief of Police are in the process of using material from John C. Maxwell a leading author on leadership to continue to improve their skills. Maxwell believes that in order for an individual to be a great leader that they need to master skills in

these four areas: RELATIONSHIPS, EQUIPPING, ATTITUDE, AND LEADERSHIP. Chief Torres has purchased texts from authored by Maxwell on Leadership, Attitude, Ethics, Self-Improvement, and Teamwork. These initial texts will be followed by texts on Relationships, Equipping, Mentoring and Success.

Each participant is charged with reading the assigned material and then writing a two or three page summary of the text and how they will use what they have learned in their current assignments. The goal of the training is to identify that which will make the participants better leaders and use that knowledge to benefit our community by heading a more efficient and effective law enforcement entity.



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**2012 National AMBER Alert Awareness Day**  
**OBSERVANCE OF AMBER ALERT AWARENESS DAY**

Each year the U.S. Department of Justice, AMBER Alert Coordinators at the state, regional, tribal and local levels, state Missing Children Clearinghouses and AMBER Alert partners commemorate the anniversary of the AMBER Alert Program and the abduction of Amber Hagerman. On **January 13, 1996**, Amber was abducted while riding her bicycle and then brutally murdered. The AMBER (America's Missing: Broadcast Emergency Response) Alert network was created after her tragic death to provide emergency broadcast messages to the public when law enforcement determines that a child has been abducted. AMBER Alert broadcasts include information about the child and the abductor, including physical descriptions and information about the abductor's vehicle, which could lead to the child's recovery.

The continued success of the AMBER Alert Program is predicated on a collaborative partnership of law enforcement, broadcasters and media, departments of transportation and citizens. The PROTECT Act, signed into law in April 2003, statutorily established the National AMBER Alert Coordinator role within the Department of Justice. Since that time, AMBER Alert has made remarkable progress: and over 70 regional, local and tribal plans together create the most significant child recovery network in the history of the U.S. providers, and other private and public entities continue to enable AMBER Alerts to be sent directly to the public. Tribal communities may benefit from AMBER Alert. Ates in Mexico have adopted a resolution to implement a common child alert and recovery protocol called Alerta AMBER México. This effort will improve the collaboration between U.S. and Mexican law enforcement in child abduction cases and is expected to increase recoveries of abducted children on both sides of the U.S./Mexico border. The federal Mexican government is playing a key leadership role, similar to what the Department of Justice has provided for the United States.

"The Department of Justice leads our federal government's commitment to protecting children and to supporting families at every possible place of vulnerability in our society," said Office of Justice Programs' Assistant Attorney General Laurie Robinson, who serves as the National Amber Alert Coordinator. "Over 550 children have been recovered as a result of the AMBER Alert network. This unprecedented partnership between law enforcement, alert citizens, and the news media continues to be one of the most effective tools employed to protect children."

AMBER Alert Training and Technical Assistance Program  
A U.S. Department of Justice Initiative  
Office of Justice Programs  
877-71-AMBER  
877-712-6237  
920-735-4757 fax askamber@fvtc.edu  
Phil Keith  
Program Director

**\$5,000 Donation to Communities in Schools**

City of Kingsville Police Department donates \$5,000.00 to Communities in Schools. The Texas Code of Criminal Procedure under Chapter 59 allows awarded funds to be used to assist in the funding of nonprofit programs for the prevention of drug abuse. Communities In Schools is a tax-



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exempt organization and due to funding shortfalls has become more dependent upon support from individuals, corporations, and private foundations in our community. Shown in the photograph from left to right are Ptlm. Santos Flores, Commissioner and CIS Board Member Stanley Laskowski, Gloria Taylor, Communities in Schools, Director, Chief Ricardo Torres, Lt. Julian Cavazos and Sr. Ptlm. Jorge Flores.

**12<sup>th</sup> Citizen's Police Academy**

The City of Kingsville Police Department would like to take this opportunity to invite the citizens of the City of Kingsville to our next 12<sup>th</sup> Citizen's Police Academy. Our next class will begin March 8<sup>th</sup>, 2012. The Citizens Police Academy is 11-week program that meets once a week. The initial class will be held Thursday March 8<sup>th</sup>, 2012 from 7 PM to 10 PM at the Kingsville Police Department, located at 1700 East King Avenue. The CPA is designed to give residents a working knowledge of the Kingsville Police Department and other Law Enforcement agencies, including police procedures and protocol.

Through the CPA interactive courses, participants learn many aspects of law enforcement, such as the Texas Penal Code, Patrol Procedures, Gang Awareness, Terrorism and many other topics. Residents will gain a better understanding of how police services are conducted in their communities and see "how and why" officers make some of their decisions in the course of their duties. Graduates of the CPA play a vital role in their community by improving communication between citizens and law enforcement and by providing local input and support throughout the county. The City of Kingsville Police Department hopes the graduates will become partners with the agency in identifying problems and solutions to the crime issues affecting our community.

The CPA course is free and enrollment is open to qualified individuals, but space is limited. Applicants must be at least 18 years of age and reside in Kleberg County. A thorough background check will be conducted on each applicant. Enrollment is on a first-come, first-serve basis. All applications must be turned in no later than February 29<sup>th</sup> of 2012. Please complete the attached application (registration) and mail to P.O. Box 1458, Kingsville Texas 78364 or deliver to the Kingsville Law Enforcement Center at 1700 East King Avenue Kingsville, TX. 78363. Questions regarding the CPA can be directed to KPD Chief R. Torres, Rick Salinas or Chaplain J. Rodriguez by contacting the Kingsville Police Department at PH#(361) 592 – 4311.

The City of Kingsville Police Department is; "Committed to Excellence"

**Crime Scene Technician**

Angelita Roy has been selected for the position of Crime Scene Technician after an exhaustivesearch by members of the Kingsville Police Department. Ms. Roy will begin her work at KPD on Tuesday, January 17<sup>th</sup>, 2012. Please join us in welcoming her to our family.

**Del Mar Regional Police Academy**

Feliciano Reyna will be starting his six month long police academy on Tuesday, January 17<sup>th</sup>, 2012. Cadet Reyna was brought on in November and has been assisting Sgt. Johnny Campos with the Evidence and Narcotics Rooms. They are doing an excellent job in organizing these areas. KPD will be destroying years of old evidence and narcotics thanks to their hard work. Destroying these items took painstaking research and patience and a lot of prodding to get the correct court orders to allow for this

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process. If you see Sgt. Campos or Cadet Reyna thank them for their hard work and service to make KPD a success.

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

**Capital Improvement Projects**

South Waste Water Treatment Plant Secondary Clarifier – Bid invitation is going to be published and the bid will be received until 1:30 pm, Wednesday February 8. Pre-Bid Conference will be held on Wednesday, January 25 at 10:30 am at City Hall.

Curb & Gutter and Sidewalk project: Contractor is working on removing and replacing/installing 400 feet of curb & gutter and sidewalk on 19<sup>th</sup> Street from Johnston to Maple Avenue. This project will be done by January 20. Next project is the intersection improvement at Henrietta and Wells Street.

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.

Design for 3000 feet sewer line (12” and 8” PVC) on Young Drive is done and Public Works staffs are reviewing the drawings. This project will be started on the week of January 23.

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 and east of existing 30’ Utility Easement. There is an existing 20” waterline on the north and west side of this property.

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 will start working on paving work soon. Contractor needs to finish rest of the concrete flume work.

Corral/ Santa Rosa Drainage Project – Bid invitation for this project will be advertised on the week of January 16.

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**

Director of Kleberg County Parks and Recreation has confirmed the staff that the concrete work is done and Base is prepared and the Hot-mix Pavement work is ready to start. Street Division will pave the hike and bike trail at Kleberg Park on the Week of January 16.

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. Engineering Department is currently designing and Water Division is closely working with TxDOT.

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Staff reviewed the plans submitted for new commercial development – Home Smart and RimCo at the South west corner of 14<sup>th</sup> Street and Doddridge.

GIS Technicians has started working on the Street Light Inventory.

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.

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.

**Street Division 2)**

STOP Sign Replacement Project

Finished replacing stop signs in zone 11 and continue replacing in zone 12 to zone 15. Until January 09, total 329 STOP signs are replaced. 200 more signs are ordered.

Mowing

Mowed at the Golf Course with the slope mower

Curb & Gutters

Cleaned the gutters at Wells street from Caesar to King, 1<sup>st</sup> street from Caesar to King, 2<sup>nd</sup> street from Caesar to Doddridge, 9<sup>th</sup> and Caesar, 6<sup>th</sup> and Yoakum.

Tree Trimming/Brush Clean-up

Continued working on 6<sup>th</sup> street project, it should be finished at the end of January.

Paving

Hot-mix on Wanda Street between Ave. F to Corral is done. Next project Hot-mix at Hike and Bike Trail at Dick Kleberg Park and Lawndale Area.

Patching all over town, reports that come in by telephone

Miscellaneous:

Helped fire department to haul old generator to public works, and put new generator in place; on 5<sup>th</sup> and King the STOP sign was knocked down. Staff broke off the cement, replaced the anchor, got the hardware from the TxDOT and replaced the STOP sign.

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Crews put Cold-mix Asphalt around the manhole at Ailsie between 6<sup>th</sup> and Loop428

Crews painted the Crosswalk at Armstrong and Santa Gertrudis Intersection.

**Wastewater Collection and Treatment Plant**

Collection: Crews did 10 line locates for Centerpoint gas; had 10 calls for sewer backups; emergency repair's service at 514 W. Yoakum; replaced ring and cover on Trant and Master Drive, Hauled sludge from North Plant to Landfill, repaired 8" sewer line at Richard and University, replaced 4" services at 227 North Pasadena, Cleaned sewer main with degreaser at 800 block E. Dodridge, received new mobile Jetter unit, investigated the availability of sewer to County Golf Course.

Wastewater Treatment North Plant: Operators and helpers cleaned clarifier troughs and weirs; operators shoveled sludge from sand drying bed; helpers cleaned UV lights; wasting in sand drying beds; secondary clarifier down-needs new breaker; Bar Screen needed repairs and Back-up blower is down due to fire in the pecker head

Wastewater Treatment South Plant: Operator cleaned clarifier troughs; operator shoveling sludge from sand drying beds; plant helpers cleaning fence line for repairs; wasting in wedge wires; met with LNV Engineering to review final plans and Specifications .

Scheduled work for the week: (1) Clean sewer mains along 14<sup>th</sup> Street and (2) Checking grease traps

**Water Production**

Water Well 14: Contractor has finished rehabilitation of this well. Booster pump and motor needed reconditioning. Motor is repaired (cost approximately \$1,200); Pump will be ready by 1/19/12 (cost approximately \$3,200)

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 (1/2/12 – 1/8/12): Wells - 22,638,000 gal; surface-775,000 gal Total-21,863,000 gal, Average - 3,123,000 gal/day Well 19- Rehabilitation is done and production has increased to 1000 gpm. The production was 680 gpm before rehabilitation.

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**Water Distribution (1/2/2012 to 1/8/2012):**

Water Dept repaired 4 Main Breaks; answered approx 32 Service Calls (meter leaks, cutoffs and backfills); crews fixed a Water main break at 118 E. Fairview under driveway; met with contractor to get the quote for bore under for US 77 as part of the 12" water line and encasement project along Caesar.

**City Garage (1/3 to 1/10)**

3 Oil change on preventive maintenance; 20 Scheduled work order; 15 Non schedule work; 3 service calls; 2 call out; 4 New tires on heavy equipment and truck; 3 Flat repairs and balance; Unit 336 at Rush in Alice to work on; 10 pending work order;

Welder:

4 received work order; Welder has 1- 4 yrd and 4 -3 yrd; 4 Non schedule work order; 1 service calls.

**Solid Waste**

Landfill

Brush burner is in operation as winds and backhoe allow;

Groundwater Monitoring Well # 28 re-sampling is done and analysis still show high levels for benzene and ethyl benzene. It needed to drill another monitor well between the oil well outside of the 235 (old landfill cell) to demonstrate alternative source. The City has initially 90 days to do exploration and send report to TCEQ as to what the City will do (The 90 day clock started 12/13/11 date). Staff contacted TCEQ and requested for time extension. TCEQ has extended the deadline 90 days from January 06. Staff met with representatives from Houston Pipeline on 12.12.11 to determine where the end of a transmission line is located. The end was capped in (likely) 1973 in the vicinity of MW28. Maps show feeder lines from wells on landfill site, fed this transmission line. Houston Pipeline was not able to locate the end of the line on 12/12/11. End of line was located on 12/13. EnviroCore Drilling Services (boring)

finished the drilling on January 09 to discover whether VOC's are leaching into MW 28. Cost for drilling is estimated at \$13,950. Engineering costs will be above this.

Staff met with Toby Zavala, Zavala Corp. Mr. Zavala is interested in chipping brush received at landfill at no charge to City of Kingsville. Mr. Zavala has sent a proposal to the staff.  
Kleberg



County -Prct #1- brought 4 additional load of trash (they have already hauled about 615 ton earlier) from county dump site at corner of 2130 and 2619 to landfill. This is in response to a 30 day TCEQ ordered clean-up  
Contractor is drilling at Landfill to discover the VOC at MW28

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**Sanitation (December 26 to December 31)**

Residential waste collected **334,820** pounds; Commercial waste collected **309,020** pounds; Brush collected **27,400** pounds and construction debris collected 31,040 pounds. Unit number 336 is still down pending repairs. Unit 335 is back in operation. The staffs have revised the trash collection route and now collecting from 3 routes instead of 4. The Brush crews collected white goods from Zone 3 on January 13 and will start working at Zone 4 on January 17.

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

IT received and installed diagnostic programs on the new tablet for the garage. A new printer was installed in payroll. Most significantly I T began work on the new webpage structure on the newly acquired cloud. While not an overnight task, the process of converting to the new structure has begun. Offsite disaster recovery was researched and feature evaluation of the different products continues. Firewall analysis is complete and IT will be issuing PO's for products and doing installations in the next month.

The Fire Department began work on their new VOIP phone system through CMA. Phones were ordered and a faster internet connection was established. The T-1 at City Hall is being activated to enhance internet and network speed. Upon completion of installation to our system our internet speed will be 8-10 times faster.

One of the many advantages of cooperative purchasing surfaced when HGAC found a pricing error in the quotes on the two front end loaders. This resulted in price reductions in wastewater of \$4,195.45 and street of \$4,265.57 for a total savings of \$8,465.02.

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

Risk and Emergency Manager, John Garcia is currently busy updating Homeland Security NIMS records all EOC members and Emergency first responders are required to maintain NIMS training. He is also updating grant information for current 2011 grant year which includes a trailer mounted generator for our EOC. Mr. Garcia is also preparing for proposals for the upcoming Homeland Security 2012 grant funding. Mr. Garcia is also working on updating claims records and status of all claims processed for the City of Kingsville. This is done by working closely with several city departments.

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

On Tuesday January 3, 2012 Kingsville Task Force Agent Arnold Salinas began Del Mar College's CDL Training. Agent Salinas is the second member of the Task Force to attend the three week commercial driver training course in Corpus Christi. Tuition costs and fees are waived with the Training and Development Agreement currently in place.

On Thursday January 5, 2012 Kingsville Task Force Agents assisted Immigration and Customs Enforcement (ICE) Agents from Corpus Christi with a drug investigation involving local suspects. The investigation is ongoing.

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On Saturday January 14, 2012 Kingsville Task Force members attended the Fourth Annual Living Legends of Kingsville Roast & Toast held at Texas A&M University-Kingsville. Staff and family members enjoyed the dinner event benefiting the students of Communities in Schools, Kleberg County.

**MEETINGS, EVENTS AND REMINDERS (Courtesy of Vince Capell, City Manager)**

<b>Regular Commission Meetings</b>	Monday, January 23rd	6 p.m.
	Monday, February 13 <sup>th</sup>	6 p.m.
	Monday, February 27 <sup>th</sup>	6 p.m.
<b>Special Commission Meetings</b>	Monday, January 23 <sup>rd</sup>	4 p.m.
	Monday, January 30 <sup>th</sup>	5:30 p.m.
	Monday, February 13 <sup>th</sup>	4 p.m.
	Monday, February 27 <sup>th</sup>	4 p.m.
<b>Community Events &amp; Dates</b>		
The Kleberg-Kenedy County Junior Livestock Show Association is hosting the Annual Livestock Show Parade on Friday, January 27, 2012 at 5:00 p.m. The parade will line up at the Old King High School (at 3 <sup>rd</sup> and Kleberg) and travel down Kleberg Avenue to the Kleberg County Courthouse.		
<b>General Election Filing Dates</b>		
First Day to File for Application for Place on Ballot – Monday, February 6 <sup>th</sup>		
Last Day to File for Application for Place on Ballot – Monday, March 5 <sup>th</sup>		
<b>Reminders</b>		
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