

# City Manager

## Monthly Report for June 2014

- Have held meetings with Wildcat/Midstream and Flint Hills regarding the pending lawsuit. Holding regular phone conference with City Attorneys regarding the filings and rebuttals. Have discussed the latest information with the Council during Executive Session.
- Have held several meetings with City Staff, Engineers, and Oxy Ingleside Energy Center regarding the plans for the LPG portion of their project.
- There were no ED packages returned to the Governor's Office this month. We had 1 site visits with potential developers. We had several cold calls that we responded to with our ED packets.
- The combined water levels as of 7/1/14 are at 41.3%.
- The EDA grant for the water tower is moving quickly right now. The pedestal and the fabrication of the tank are complete. They have begun painting the base/prime paint. We have talked with the City of Sugarland and received the dimensions from their tank to help select our logo dimensions. The staff and engineers are performing regular inspections.
- Naismith is preparing the responses to TxDOT regarding the additional environmental questions for SH-200.
- Naismith has forwarded the Parks Master Plan to Texas Parks & Wildlife for review and has begun preparing the grant application that will be due August 1, 2014.
- Attended Todd Hunter's meeting regarding Water Desal Task Force.
- Held an IDC meeting and staff has published an RFP for a new IDC website due back in early July 2014.
- Have been working with the staff to get the landscaping near Humble Station and the Senior Citizens Center worked on. We are discussing with the Beautification Committee to make sure everyone is onboard with the actions.
- Attended TEDC and TCMA conferences.

# City Secretary/Human Resources

## Monthly Report for June 2014

Council Meetings: Prepared for 2 Council Meeting

Open Records Request: 12 requests documented

Employment Applications: Received 11 applications

TABC Permits: 5

Vehicle Tags: 4 tag changes and 2 with insurance change

News Paper Ads: We received no billing, can't confirm.

Workers' Comp./Liability Claims: 10

Report a Concern: 4

### Other:

- \* Assisted with day-to-day items in Finance including but not limited to 12 transfers, and bank reconciliations. Working with the new Finance Director to assist in acclimating her to our system and various special projects/events/funds/etc. as well as assisting with the departmental budgets.
- \* Assisted 5 employees with benefits questions/communications with the TML-IEBP inquiries and 3 AFLAC billing/benefit issues.
- \* Performed 2 new hire orientations, 0 exit interviews, and reminded Managers of 1 6-month evaluations.
- \* Worked with 11 community service individuals for a total of 161.5 hours.
- \* We responded to 0 Economic Development leads through the Governor's Office; however, we have had several people walking in and asking for data as well as realtors calling to make sure their properties are listed on our site maps.
- \* Continued working with the Attorneys handling the Zoning/Petition Lawsuit.
- \* Attended the Emergency Management Exercise and planned for Remote City Hall needs.
- \* Worked with GIS and Naismith Engineering to get the most up to date ED maps in order for us to handle in-house through GIS.
- \* Attended the Coastal Bend Clerks Quarterly Meeting and the TML Region 11 Quarterly Meeting. Mayor Perkins will be the Region 11 President in 2015 and Ingleside will be hosting one of the meetings in 2015.
- \* Assisting IDC with the RFP process for an IDC specific Website. RFP's due 7/3/14.

# Memo

**To:** Jim Gray, City Manager

**From:** Isabel Valdez JW

**Date:** 06/30/2014

**Re:** June 2014 Monthly Report

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Below, you will find Utility Department monthly statistical information for June 2014.

Number of Deposits – 50

Number of Opened Accounts – 66

Number of Closed Accounts – 72

Number of Disconnect Notices Mailed – 758

Total Late Fees Billed - \$7,307.67

Number of Utility Bills Mailed – 3,126

Total Water Consumption Billed – 43,260,600 Gallons

Total Water Billing Amount – \$248,546.53

Total Sewer Billing Amount - \$146,318.86

Number of Utility Payments Received – 2,666

Total Amount of Utility Payments Received - \$391,587.90

If you have any questions, please let me know.

## Librarian's Report June 2014

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- Attended weekly Management meetings on Mondays for the month
- Coordinated and attended biweekly staff meetings.
- Assisted when needed at circulation desk and opened and closed when needed
- Meeting with volunteers about updates on procedures (June 3)
- Attended a conference meeting with SPCALC (June 4)
- Met with Stevie Clarke on Friends contact list updates (June 4)
- Meeting with a staff member about some concerns (June 4)
- Met with Rosie to go over budget for next year (June 5)
- Meeting with Aubrey with Connections about creating some kind of an additional children's summer program in the future (June 9)
- Assisted Isabel with our first summer reading programs (June 10)
- Proctored a test (June 10)
- Assisted with our first presenter held at the Humble Center (June 12)
- Submitted my newsletter information to Carey (June 13)
- Assisted Isabel with the summer reading program
- Attended the Emergency Management (June 17)
- Finalized the "electronics project" with Robert and the guys to deliver all non-working computers, scanners, printers to Good Will as they recycle with Dell (June 19)
- Assisted with our second presenter at the Humble Center (June 20)
- Assisted Isabel with summer program (June 24)
- Attended RosaAleta's retirement party at Portland Library (June 25)
- Assisted with last presenter at Humble Center (June 26)
- Assisted Gina with Movie in the Park an estimating 450 showed up! (June 28)
- Networking for our summer reading program throughout the community and surrounding area during this month
- Notarized as needed

- **Children's Program including Mr. Kippy: 560**

**Meeting Room used by: Total 586**

Summer Reading program	Woman's Club	Computer Classes	ESL Class
Mr. Kippy	Connections	Game Day	
Sorority	Women's Shelter	Humble Center	



**June 2014 Monthly Report  
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	23	\$3,193.20	\$331,527.47
Electrical	23	\$1,699.70	\$11,500.00
Plumbing	3	\$349.70	\$7,775.00
Water Well	7	\$280.00	\$1,500.00
Mechanical	14	\$1,414.70	\$79,957.00
Demolition	0	\$0.00	\$0.00
Excavation	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	1	\$0.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Sign	1	\$25.00	\$50.00
<b>Totals</b>	<b>72</b>	<b>\$6,962.30</b>	<b>\$432,309.47</b>

**Impact Fees Collected: \$96.88**

**Certificate's of Occupancy:**

**Commercial: 0**

**Residential: 3 3025 MAYFIELD  
3655 AVE A  
2570 BIG OAK**

**Inspections Performed: 81**

(6)

**Code Enforcement report for May 2014**

Completed 36 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – File Complaint</u>	
Weeds	6	Weeds	2
Rubbish	4	Rubbish	2
Junk Vehicle	8		
Zoning: RV in R1	1	<u>Non-Compliant – Issue Work Order</u>	
Illegal Dumping	3	Weeds	2
Unsafe Structure	1	Rubbish	1
Illegal Parking	3		
Sewer violation	1	<b>Total Re-inspects:</b>	<b>36</b>
Unsafe Electrical wiring	1		<u><u>    </u></u>

Partially compliant – extension granted

Rubbish	1
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Identified 20 properties with violations to include the following:

Weeds	5
Rubbish	2
Junk Vehicles	7
Illegal Dumping	3
Illegal Parking	1
Unsafe Structure	2
Zoning – RV in R1	1
Zoning – Boarding House in R1	1
Electrical Code violation	1
Excessive animals and fesces	1
Open Sewer	1
	<b>25</b>
	<u><u>    </u></u>

- 1) Assisted the Building Department with the front desk, phones, meeting with citizens, schedule inspections, perform inspections, issue permits, research property owner and Zoning information for citizens;

Any questions please feel free to contact me;

Carey Dietrich  
Code Enforcement

**Code Enforcement report for June 2014**

Completed 61 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Certified or Post on Property</u>	
Weeds	28	Weeds	2
Rubbish	4	Rubbish	1
Junk Vehicle	1	No permit	1
Zoning: RV in R1	1		
Illegal Parking	1	<u>Non-Compliant – Issue Work Order</u>	
Signs/Banners	5	Weeds	13
		Rubbish	1
<u>Partially compliant – extension granted</u>			
Rubbish	1		
Junk Vehicle	1		
Unsafe Structure	1	<b>Total Re-inspects:</b>	<b><u>61</u></b>

Identified 69 properties with violations to include the following:

Weeds	41
Weeds – Alleys	45
Rubbish	19
Junk Vehicles	13
Illegal Dumping	1
Illegal Parking	2
Unsafe Structure	6
Zoning – RV in R1	2
Zoning – C2 in R1	1
Brush Pile	1
Signs/Banners without permits	9
Non-Conforming Use expired	2
No permits – Bldg, Plmbng, Electrical	1
Water restriction violation	1

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- 1) Was out of the office for the first two (2) weeks of June due to a family illness/surgery; however, we have enlisted the assistance of Mr. Victor Brooks who is doing his internship with the Code Enforcement Department for his College Degree. Mr. Brooks has been a positive addition to the Department and a great help to Code Enforcement!
- 2) Prepared, processed, labeled and mailed the 3<sup>rd</sup> quarter newsletter;

Any questions please feel free to contact me;

Carey Dietrich  
Code Enforcement

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TO: Jim Gray, City Manager  
 FROM: Donald Paty, Director of Public Works  
 DATE: June 27, 2014  
 REF: JUNE 2014 ACTIVITY REPORT

DEPARTMENT	LOCATION	JOB PERFORMED
<b>WATER</b>	Various locations	Perform daily duties for utility desk - on/off, rechecks, locks & plugs, chlorine levels, read master meters, check pump stations, pick up & drop off mail, raise & lower flags
	Highway 361 & East Street	Install 140 ft. of 12" C-900 water line for new elevated water storage tower
	Highway 361 & East Street	Install 140 ft. of 12" C-900 pvc water line for new elevated water storage tower. Cannot complete the final 20 ft. until contractor fence removed
	1941 Chandler	Finish connecting the 2" water line to the 6" water line
	4th Street & Avenue F	Repair leak
	All Meter Routes	Read water meters
	Waco Street & Fourth Street pump stations	Get information requested by engineer
	4th Street pump station	clean up pump station
	2487 Fourth Street	Repair old 1" water line
	City Yard	Meter repair
	City Yard	Install starter on truck #560
	City Yard	Install alternator in mini-excavator
	Various locations	Assist with brush pick up
	FM 1069	Repair 6" transite water line
	2072 First Street	Change out 3/4" water valve
Various locations	Check drainage during rain	
<b>WASTEWATER</b>	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	Main Street	Unclog main line - full of grease from tortilla factory, again
	Corpus Christi, TX	Take samples to lab twice weekly
	Highway 361 & East Street	Assist Water Department with line installation
	West Main Street	Take barricades and assist on site of hazmat spill
	4th Street & Avenue F	Operate push camera for Water Department trying to locate leak
	Aransas Pass, TX	Take vac truck to AP to borrow for the day
	Various locations	Removing grease from lift stations
	Morgan lift station	Troubleshooting power supply because of communication problem
	2401 Westlake Circle North	Sewer service request - plugged at main, cleared line
	WWTP	Maintenance and mowing around plant
	2784 Houston	Respond to sewer service request, plugged on residential side
	2095 Ridgewood Circle	Respond to sewer service request, line was clear
	WWTP	Work with Xylem and United Rentals for 3" diaphragm pump to remove grease at WWTP
	2701 Avenue G	Respond to sewer service request
2467 Tallow Trail	Respond to sewer service request	
City Yard	Vehicle & equipment maintenance	
<b>BLDG., PARKS, DRAINAGE</b>	All City Parks	Clean restrooms, empty trash
	Swimming Pool	Mowing weekly
	Swimming Pool	Daily check of chemicals and system
	City Buildings	Water planters on M-W-F
	City Buildings	Change ac filters
	Live Oak Park	Bolt down bleachers
	Live Oak Park	Mowing
	Simmons Park	Mowing
	Simmons Park	Power wash graffiti from skate bowl
	Simmons Park	Repair flag pole, replace burnt out lights around skate bowl and fields
	Public Library	Bolt down bench
	Public Library	Load up old computer equipment and deliver to Goodwill in Portland
	Humble Center	Reset belts and pulleys on ac

Public Safety Building  
City Hall  
City Hall/pool area  
Main Street  
Main Street  
Live Oak Park, Oak Park, Swimming Pool  
Various locations

Install aerosol air freshener dispensers  
Move shelf due to ac leak  
Trial set up of new movie screen for movies in the park  
Mow R-O-W's  
Weed around crepe myrtles  
Move picnic tables  
Assist with brush pick up

**STREETS**

Mooney Lane  
Various locations  
Various locations  
Brush Route 1B  
Brush Routes 2B, 3B, 4B  
West Main Street  
City Yard  
City Yard

Rehang "No Trucks" sign  
Repairing potholes  
Replacing faded stop signs  
Brush pick up  
Brush pick up with trucks & trailers  
Hauling sand  
Moving dirt piles, making pad for limestone  
Vehicle and equipment maintenance

RK

## **June 2014**

### **Parks and Recreation Programs/Events Report**

#### *Humble Station Youth Center*

The Humble Youth Center's Summer Program is in progress. The total for this month is 33 children enrolled.

The daily exercise program has 10 people attending on a regular basis.

The Zumba classes are being held twice a week.

For the month of June 2014, the Center was rented out 2 times by exempt non-profits, 3 pay non-profits, and 5 private pay rentals.

#### *Hildegard Schmidt Garden Center*

For the month of June 2014, the Hildegard Schmidt Garden Center was rented out 11 times by exempt non-profits, 1 pay non-profits, and 7 private pay rentals.

#### *Ingleside Senior Center*

The Ingleside Senior Center has an average of 30 members a day attending the center.

This month the members enjoyed a Father's Day Party.

#### *N.O. Simmons Park*

The movie that was featured this month was "Frozen."  
"Market Days" was canceled this month due to low vendor participation.

#### *Park and Recreation Misc.*

The Parks and Rec Department summer programs are in progress.

# INGLESIDE POLICE DEPARTMENT

## MONTHLY STATISTICS REPORT: June 2014

### A. Communications

2,872 Calls for Service (including 274, 911 calls)

### B. Uniformed Patrol

1. 93 Reports prepared
2. 26 Adult Arrests
3. 13 Traffic Accidents Investigated
4. 426 Traffic Contacts
5. 1 Juvenile Arrest(s)

### C. Criminal Investigations

#### Uniform Crime Report (UCR), Part 1 Crimes

1. 30 Offenses Reported
2. 0 Unfounded, false or baseless
3. 16 cases were cleared by arrest or exceptional means
4. 4 cases were cleared involving persons less than 18 years of age

#### Incidents/reports (other than UCR)

1. 63 Incident reports have been resolved or closed.

#### Stolen/ Recovered property and vehicles

1. \$23,046 stolen
2. \$569.50 recovered

#### Cases filed with District Attorney/County Attorney's Office

1. 26 cases were filed with County Attorney's Office.
2. 7 cases were filed with District Attorney's Office.
3. 1 case filed with Juvenile Probation Department.
4. 61 cases assigned to detectives.

#### Narcotics Seized:

- |                         |                                   |
|-------------------------|-----------------------------------|
| 1. Marijuana: 9.7 grams | 5. Cocaine: 0 grams               |
| 2. Synthetics: 26 grams | 6. Crack Cocaine: 0               |
| 3. Marijuana plants: 0  | 7. Methamphetamine: 41 grams      |
| 4. Heroin: 1 gram       | 8. Pharmaceutical pills: 12 pills |

Seizures (pending court disposition in District Court): 2003 GMC Yukon, 2004 Ford Expedition, Apple i-pod, Sony personal computer, Samsung security video system, thumb drive, 1700 items of drug paraphernalia, \$6000.00cash

**Ingleside Animal Control**  
**Monthly Report**

<b>Month of</b>	<b><u>June 2014</u></b>
<b>County</b>	Cats: 30    Dogs: 17    Raccoon:1    Skunk:1
<b>Animals Impounded</b>	Cats:49    Dogs:53    Raccoon:2    Skunk:1 Alligator:1
<b>Returned to Owner</b>	Cats: 0    Dogs: 10
<b>Adopted Out</b>	Cats:1    Dogs:2
<b>Released to Rescue</b>	Cats:1    Dogs:4
<b>Put To Sleep</b>	Cats: 54    Dogs:31    Raccoon:2    Skunk:1
<b>Warning Citations</b>	Jennifer- 2 Cameron - 1
<b>Court Summons</b>	Jennifer -1 Cameron -1
<b>Calls For Service</b>	130

*Preparer's Signature: Jennifer Salinas*

*Date: July 1, 2014*

# City of Ingleside Office of Emergency Management Monthly Report

June 2014

**Training/Meetings:**

- 6/4-6                                      EOC Operations & ICS Interface G-975                                      CCNC Health Dept - Corpus
- 6/7-8:                                      Assisted TexSAR & Portland PD with SAR ops                                      Portland
- 6/17:                                        Ingleside OEM Mtg/Hurricane Tabletop    Ingleside

**Grants:**

- NTR

BASIC PLAN & ANNEX INFORMATION										
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved	
<b>Basic</b>	BASIC		5/29/2008	5/29/2013	EMC	6/21/2013	8/22/2013	8/23/2013	Approved	
	A	Warning	7/17/2008	7/17/2013	Police Chief	7/29/2013	8/26/2013	8/29/2013	Approved	
	B	Communications	1/12/2010	1/12/2015	Police Chief					
	C	Shelter & Mass Care	7/17/2008	7/17/2013	Asst. EMC	7/29/2013	10/10/2013	10/11/2013	Approved	
	E	Evacuation	12/28/2009	12/28/2014	Police Chief					
	I	Emergency Public Info	7/20/2011	7/20/2016	City Secretary					
	M	Resource Management	8/8/2011	8/8/2016	Finance Dir <i>changed to EMC</i>					
	N	Direction & Control	5/31/2011	5/31/2016	City Manager					
	O	Human Services	7/9/2008	7/9/2013	Asst. EMC	7/29/2013	8/27/2013	8/29/2013	Approved	
	Q	Hazmat/Oil Spill	1/12/2013	1/12/2015	Fire Chief					
V	Terrorism	2/22/2011	2/22/2016	Police Chief						
<b>Intermediate</b>	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief					
	Includes the basic level annexes	F	Firefighting	5/3/2011	5/3/2016	Fire Chief				
		G	Law Enforcement	7/19/2008	7/19/2013	Police Chief	7/29/2013	8/29/2013	10/11/2013	Approved
	H	Health & Medical	8/8/2011	8/8/2016	Asst. EMC					
	J	Recovery	4/28/2008	4/28/2013	Finance Dir <i>changed to EMC</i>	3/27/2013	5/24/2013	5/29/2103	Approved	
	K	Public Works	6/28/2011	6/28/2016	Public Works Dir					
	L	Energy & Utilities	6/28/2011	6/28/2016	Public Works Dir					
	R	Search & Rescue	4/28/2008	4/28/2013	Fire Chief	3/27/2013	5/3/2013	5/29/2013	Approved	
	S	Transportation	7/20/2011	7/20/2016	Public Works Dir					
	<b>Advanced</b>	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official				
Includes basic & advanced level annexes		T	Donations Mgmt	4/28/2008	4/28/2013	Finance Dir <i>changed to EMC</i>	3/28/2013	5/8/2013	8/2/2013	Approved
		U	Legal	4/30/2008	4/30/2013	City Secretary	4/2/2013	5/8/2013	5/29/2013	Approved

**Upcoming:**

7/21-24:                      Advanced Professional Series Texas Academy                      Shanna Attending    Austin

Signed,  
Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

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**Ingleside Fire Department**  
**Monthly Report for June 2014**  
**Some Info unavailable will be included in July's Report**

Types NFIRS Summary by Incident Type	#	Mutual Aid Given	Mutual Aid Received	County Calls
Fires				
Structures (110-118, 120-123)				
Vehicle (130-138)				
Other (100, 140-173)				
Rescue				
EMS (300-323)				
Other (331-381)				
Hazardous Conditions (400-482)				
Service Calls (500-571)				
Good Intent (600-671)				
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)				
Other false calls (700, 721-746)				
<b>TOTAL</b>				

☛ **Fuel Usage:**

- Diesel: 170.9 gallons
- Gasoline: 148.6 gallons
- Total Fuel: 319.5 gallons

☛ **Water Usage:**

- Incident Calls (if used in mutual aid, we refill in that jurisdiction)
- Used in training & other activities
- Total gallons of water
  - *SEE ATTACHED REPORT FOR FUEL AND WATER*

☛ **Meetings/other:**

- Business Mtgs: 2<sup>nd</sup> Tuesday of every month @ 7 pm
- Business Meeting Schedule:
  - June 10
  - July 8
- Apparatus Checks: 4<sup>th</sup> Tuesday of every month @ 7 pm

☛ **Training:**

- Trainings: 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays every month @ 7 pm for in-house training
- Members may attend training around the region at various Area Fire Schools.
- Firefighter I training started April 15 continues through August (Tues & Thurs)

☛ **Total Membership:** 45 members, 9 new applicants, 4 Lifetime members, 8 probationary

☛ **IVFD Volunteer Hours (man hours-estimated):**

- Mtgs: 300 Incident calls: TBD (2.5 hrs average/call)
- Other: 1250 Work @ station, on apparatus', & on various projects

**Fire Marshal:**

Report submitted by Fire Marshal.

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☼ **Fire Corps:**

- 2014 Business Mtgs: Sept. 4<sup>th</sup>, Dec. 4<sup>th</sup> starting at 6 pm.
- Training 3<sup>rd</sup> Tuesday/month @ 7:00 pm
  - Total members: 7

☼ **IFC Volunteer Hours** (hrs are approximate):

- Meetings/training: 18                      Activities: 211                      Incident Calls: TBD
- 

☼ **Grants:**

- None pending
- 

☼ **Upcoming:**

- NTR

Signed,

RJ Thomas  
Fire Chief

Shanna K. Owens  
Admin Assistant