

City Manager

Monthly Report for July 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 had numerous discussions with City Staff, Attorney, and Oxy Ingleside Energy Center regarding the 312 Agreement and the Easement Agreement.
- There was 1 ED package returned to the Governor's Office this month. We had a few site visits with potential housing developers and a potential desalinization developer. We had a few cold calls that we responded to with our ED packets and updated our information from several realtors.
- The combined water levels as of 8/6/14 are at 37.4%.
- The EDA grant for the water tower is moving quickly right now. The tank has been raised onto the pedestal and we are nearing completion. We hope to set a date for a ribbon cutting soon.
- Working with TxDOT regarding the city's water and wastewater lines located along FM 1069 between HEB and Walmart.
- Naismith continues finalizing the responses to TxDOT regarding the additional environmental questions for SH-200. We are also making contact with Wildcat, Exxon, and Welder Heirs regarding ROW acquisitions.
- Texas Parks & Wildlife has received the Parks Master Plan and grant application has been submitted. We hope to hear something positive sometime in August or September.
- Continue to work with Todd Hunter's office regarding Water Desal Task Force.
- Held another IDC meeting and they approved a proposed FY 14/15 budget to include additional funding for an entryway sign, website and Intern staff. We will be bringing those items to Council at a later date.
- Beautification Committee approved the landscaping near Humble Station and the Senior Citizens Center and that is ongoing.
- Held meetings with each department for the proposed FY 2014/2015 budget.
- Working with TxDot regarding a potential sidewalk program for 2016.

City Secretary/Human Resources Monthly Report for July 2014

Council Meetings: Prepared for 3 Council Meetings

Open Records Request: 10 requests documented

Employment Applications: Received 10 applications

TABC Permits: 4

Vehicle Tags: 3 tag changes and 2 with insurance change

News Paper Ads: 10 ads from January-April

Workers' Comp./Liability Claims: 8

Report a Concern: 5

Other:

- * Assisted with day-to-day items in Finance including but not limited to 12 transfers, 5 bond payments, 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. Continuing to work on Budget.
- * Assisted 6 employees with benefits questions/communications with the TML-IEBP inquiries, 2 employees with TMRS items, and 0 AFLAC billing/benefit issues.
- * Performed 2 new hire orientations, 3 exit interviews, and reminded Managers of zero 6-month evaluations.
- * Worked with 8 community service individuals for a total of 115 hours.
- * We responded to 1 Economic Development leads through the Governor's Office; however, we have had several people calling and asking for data as well as realtors calling and emailing us to make sure their properties are listed on our site maps. We also updated our maps in preparation of the August 6, 2014 "Big Event" in Corpus Chrsiti.
- * 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. GIS has most of the maps at this point.
- * Reviewed Website RFPs and then prepared presentation to IDC regarding the potential Website and Internship position.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez *IV*

Date: 8/5/2014

Re: July 2014 Monthly Report

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

Number of Deposits – 60

Number of Opened Accounts – 66

Number of Closed Accounts – 51

Number of Disconnect Notices Mailed – 756

Total Late Fees Billed - \$7,457.77

Number of Utility Bills Mailed – 3,121

Total Water Consumption Billed – 39,033,100 Gallons

Total Water Billing Amount – \$271,045.68

Total Sewer Billing Amount - \$124,081.74

Number of Utility Payments Received – 2,871

Total Amount of Utility Payments Received - \$457,591.13

If you have any questions, please let me know.

Librarian's Report July 2014

- 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 especially this month. My staff and I took mini vacations.
- Attended the last 2 days of summer reading program, invited military branch for both classes and also attended the awards ceremony/ending pool party (July 1-3)
- One on one session with patron on Excel (July 2)
- Continued to work on the Juv non-fiction weeding project rest of the week (Jul7-11)
- One on one session with patron on Excel and Resume (July 9)
- Continued working on and off on the Juv non-fiction project (July 14-18)
- One on one session with patron on Word documents (July 16)
- Meeting with Mr. Gray and Rosie on budget cuts (July 17)
- Meeting with the volunteers to discuss duties and updates (July 18)
- Attended Council for the summer reading awards 2014 (July 22)
- Attended a workshop at library in Corpus for 2 days (July 23 &24)
- One on one session with patron on Word documents (July 30)
- Notarized as needed

*The month after the summer reading program is usually catch up time when we focus on reshelving, cleaning, shifting and cleaning the library and preparing program schedules for the following fall/school year.

Also, I began to weed the Juvenile non-fiction and move it over to the Juvenile section at the same time. I noticed that it wasn't circulating much and I believe moving it over next to the Juvenile fiction section by the end of this summer, that it will circulate next summer!

- **Children's Program: 127**

Meeting Room used by:

Summer Reading program
Connections

Woman's Club
Women's Shelter

Computer Classes
Humble Center

ESL Class
CB Center for indep Living

- **Meeting room total: 129**

**July 2014 Monthly Report
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	15	\$2,668.90	\$380,223.00
Electrical	10	\$805.00	\$32,080.00
Plumbing	6	\$505.10	\$28,853.53
Water Well	1	\$65.00	\$3,500.00
Mechanical	12	\$960.00	\$48,904.00
Demolition	4	\$750.00	\$0.00
Excavation	0	\$0.00	\$0.00
Move Structure	0	\$0.00	\$0.00
Commerical Repair	0	\$0.00	\$0.00
Tree Removal	2	\$0.00	\$0.00
Swimming Pool	0	\$0.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Sign	0	\$0.00	\$0.00
Totals	50	\$5,754.00	\$493,560.53

Impact Fees Collected: \$3,175.44

Certificate's of Occupancy:

Commercial: 0

Residential: 1 1848 FOURTH ST

Inspections Performed: 73

Code Enforcement report for July 2014

Completed 115 re-inspections on properties with previous violations resulted in the following:

<u>Abated:</u>		<u>Non-Compliant – Certified or Post on Property</u>	
Weeds	35	Weeds	2
Rubbish	6	Rubbish	1
Junk Vehicle	10	Junk Vehicle	2
Zoning: RV in R1	2	Illegal Parking	3
Zoning: M in R1	2	Unsafe Structure	3
Illegal Parking	4	Watering	1
Signs/Banners	3	Zoning: M in R1	1
No Permit	2		
Non Conforming Use	2	<u>Non-Compliant – Issue Work Order</u>	
Brush Pile	3	Weeds	14
Tree Trim	5	Rubbish	3
Illegal Dumping	1	Illegal Dumping	1
<u>Partially compliant – extension granted</u>		<u>Repeat Offender – File Complaint</u>	
Weeds	1	Weeds	2
Non Conforming Use	1	Rubbish	1
Unsafe Structure	1	No Permit	2
		Zoning: C2 in R1	1
		Total Re-inspects:	115

Identified 86 properties with violations to include the following:

Weeds	60
Rubbish	8
Junk Vehicles	16
Illegal Dumping	4
Illegal Parking	4
Unsafe Structure	3
Zoning – RV in R1	1
Zoning – C2 in R1	2
Zoning – M in R1	2
Brush Pile	3
No permits	3
Water restriction violation	1
Tree Trim	5
Sewer	1
	113
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- 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;
- 2) Attended the City Council Meeting on July 22, 2014 – presented one Unsafe Structure for determination of demolition.

Any questions please feel free to contact me;

Carey Dietrich
Code Enforcement

TO: Jim Gray, City Manager

FROM: Donald Paty, Director of Public Works

DATE: August 5, 2014

REF: JULY 2014 ACTIVITY REPORT

DEPARTMENT	LOCATION	JOB PERFORMED
WATER	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
	All meter routes	Read water meters
	2750 Avenue C -alley between C & D	Repair 2" water line
	2706 Hwy 361, Portside Villa, #1103	Change out water valve
	Dallas & Humble St.	Repair 1" water line
	2626 Big Oak Lane	Make 4" sewer tap
	2994 Avenue A	Change 3/4" ball valve
	2153 Capeheart	Repair 2" steel line
	4th St. & Avenue E	Repair 3" steel water line
	2445 Henrietta	Repair 1" water service line
	Upton St.	Repair 1" water service line
	Highway 361	Install 12" tapping sleeve and 12" valve for the new water tower, make 12" water tap for new water tower, tie in the new water line for the new water tower
	2633 West Main St.	Repair water leak
	Mustang Drive	Work with Street & Drainage Departments installing culvert pipe and lowering water valve
	Various locations	Unclogging drainage ditches & culverts
	Waco St. water pump station	Mow and weed
WASTEWATER	Various locations	Meter repair
	Various locations	Flush fire hydrants
	Various locations	Mow around fire hydrants
	City Yard	Vehicle & Equipment repair
	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations
	WWTP	Set sampler
	CC, TX	Take samples to lab
	1785 Morgan Lane	Use vac truck to clean out culverts
	WWTP & 17 lift stations	Check clarifiers and lift stations during rain event
	Office, City Hall, CC, TX	Meeting with City Manager, calling on sewer camera, going to CC, TX to get new batteries and charger, trying to test camera, etc.
	City Hall	Meet with TXDOT about FM 1069 Project
	2620 Poinsettia	Respond to sewer service request, plugged on residential side
	2764 Avenue G	Respond to sewer service request, plugged on residential side
	8th & Greenbriar	Measure manhole for future development
	2487 Oak Park	Respond to sewer service request, plugged on residential side
	2781 Houghton	Respond to sewer service request, clear both sides of line
WWTP	Work on bar screen	
WWTP	Work on CL2 system	
WWTP	Build shipping crate for camera system	
WWTP	Work with Scott Electric on transfer switch	
WWTP	Camera system picked up by freight carrier for return to vendor	
City Yard	Vehicle repair	
WWTP/City Yard	Mow and weed	
Various lift stations	Mow and weed	

BLDG., PARKS, DRAINAGE	All City Parks	Clean restrooms, empty trash
	Swimming Pool	Mow weekly
	Swimming Pool	Daily check of chemicals and system
	City Buildings	Water planters on M-W-F
	City Buildings	Change ac filters
	City Hall Annex	Move glass cabinets and take to Pony League
	Animal Control Facility, Tiner Lane	Mow
	Cove Park	Mow
	City Hall/Library	Mow
	Whitney Lake	Mow
	Simmons Park	Mow
	Live Oak Park	Mow
	Highway 361, FM 1069	Mow r-o-w's
	Various locations	Check drainage ditches & culverts during rain event
	Mooney Lane	Measure ditch
	West Main St.	Mow
	Various locations	Assist Street Department whenever possible
	Avenue C & 2nd Street	Install culverts
STREETS	Various locations	Prep work for annual street repair project
	Various locations	Check drainage ditches & culverts during rain event
	4th Street pump station	painting
	Brush Routes 1A - 4A	Pick up brush

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INGLESIDE POLICE DEPARTMENT
MONTHLY STATISTICS REPORT: July 2014

A. Communications

3,134 Calls for Service

B. Uniformed Patrol

1. 98 Reports prepared
2. 31 Adult Arrests
3. 10 Traffic Accidents Investigated
4. Unavailable) Traffic Contacts
- 5 00 Juvenile Arrests
6. 00 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

1. 27 Offenses Reported
2. 00 Unfounded, false or baseless
3. 18 cases were cleared by arrest or exceptional means
4. 00 case were cleared involving persons less than 18 years of age

Incidents/reports (other than UCR)

1. 62 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

1. \$ 32,377.92 in stolen property and vehicles recovered.

Cases filed with District Attorney/County Attorney's Office

1. 04 cases were filed with County Attorney's Office.
2. 01 cases were filed with District Attorney's Office.
3. 00 cases were filed with Juvenile Probation Department.

Court Appearances

1. Investigators spent 00 days in court appearances.

Narcotics Seized:

1. Marijuana:
- 2 Marijuana plants:
- 3 Pharmaceutical Pills:
- 4 Cocaine:
- 5 Crack Cocaine
- 6 Heroin
- 7 Methamphetamine 29.3 grams
8. Synthetic drugs 3.96 ozs.

Seizures (pending court disposition) : Apple i-pod, Sony personal computer, Samsung security video system, thumb drive, 2003 GMC Yukon, 1700 items of drug paraphernalia, \$632.00, surveillance equipment

Ingleside Animal Control
Monthly Report

Month of	<u>July 2014</u>
County	Cats: 34 Dogs: 17 Bats:2
Animals Impounded	Cats:61 Dogs:43 Raccoon:1 Bats:4
Returned to Owner	Cats: 1 Dogs: 8
Adopted Out	Cats:5 Dogs 5
Released to Rescue	Cats:3 Dogs: 5
Put To Sleep	Cats:46 Dogs:41 Raccoon:1 Bat:4
Warning Citations	Jennifer- 2 Tracy-1
Court Summons	Jennifer -2 Tracy-0
Calls For Service	125

Preparer's Signature: Jennifer Salinas

Date: August 1, 2014

City of Ingleside Office of Emergency Management Monthly Report

JULY 2014

Training/Meetings:

- 7/17 CPLEPC Meeting Sinton
 - 7/18 CBTVOAD Meeting Corpus
 - 7/21-25 Advanced Professional Series TX Academy Austin
- Shanna is working on a brief about the training academy.

Grants:

- NTR

BASIC PLAN & ANNEX INFORMATION										
Levels	Annex	Name	Plan Date	Expire Date	Responsibility	Started	To EMC	To State	Approved	
Basic	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						
Intermediate	D	Radiological Protection	5/3/2011	5/3/2016	Fire Chief					
	<i>Includes the basic level annexes</i>	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						
Advanced	P	Hazard Mitigation	8/8/2011	8/8/2016	Building Official					
	<i>Includes basic & advanced level annexes</i>	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:

NTR

Signed,
Stan Bynum, EMC/Police Chief

Shanna K. Owens, Asst. EMC/EM Planner

Ingleside Fire Department

Monthly Report for June/July 2014

JUNE Types NFIRS Summary by Incident Type	#	Mutual Aid Given	Mutual Aid Received	County Calls
Fires				
Structures (110-118, 120-123)	3		1	
Vehicle (130-138)	4		1	1
Other (100, 140-173)	3			1
Rescue				
EMS (300-323)	1			
Other (331-381)	1			
Hazardous Conditions (400-482)	6	1		1
Service Calls (500-571)				
Good Intent (600-671)	2			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)				
Other false calls (700, 721-746)				
	22	1	2	3

JULY Types NFIRS Summary by Incident Type	#	Mutual Aid Given	Mutual Aid Received	County Calls
Fires				
Structures (110-118, 120-123)	1			
Vehicle (130-138)				
Other (100, 140-173)	2	1		
Rescue				
EMS (300-323)	4			
Other (331-381)	2	1	1	1
Hazardous Conditions (400-482)	10			1
Service Calls (500-571)				
Good Intent (600-671)	5			
Severe weather or natural disaster (800-815)				
Special Incident Type (900-911)				
False Calls				
Malicious (710-715, 751)				
Other false calls (700, 721-746)				
	24	2	1	2

June Fuel Usage:

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

June Water Usage:

- Firefighter 1 Graduation August 29
- Moose Lodge 911 Ceremony September
- Fire Prevention in Schools October 15
- Bob Richardson Fire & Safety Expo October 18
- Breakfast with Santa December 20

Signed,

RJ Thomas
Fire Chief

Shanna K. Owens
Admin Assistant