

City Manager

Monthly Report for August 2014

- Council finalized the 312 Agreement and the Easement Agreement with Oxy. These documents have been forwarded to Oxy for signatures and we are waiting for them to be returned.
- Have had several meetings with Cheniere regarding their plans within the City of Ingleside.
- There was 1 ED package returned to the Governor's Office this month. We had several site visits with potential housing developers and a few cold calls that we responded to with our ED packets and updated our site map information from 1 land owner.
- Have attended meetings with area cities, industry partners, and SPEDC to discuss possible options regarding increased transportation concerns in the area.
- The combined water levels as of 9/2/14 are at 35.0%.
- The EDA grant for the water tower is nearing the final stage. 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 have met with Wildcat, and are still trying to meet Exxon, and Welder Heirs regarding ROW acquisitions. Have had a few meetings with TxDOT, Engineers, and Judge Simpson to discuss finance options.
- Texas Parks & Wildlife has received the Parks Master Plan and grant application has been submitted. The updated timeline indicates we will not hear anything back from TPW until late January 2015.
- Continue to work with Todd Hunter's office regarding Water Desal Task Force.
- The next IDC meeting is currently scheduled for October 1, 2014; however that date will need to be changed due to a conflict with TML Annual Conference in Houston.

City Secretary/Human Resources Monthly Report for August 2014

Council Meetings: Prepared for 2 Council Meetings

Open Records Request: 7 requests documented

Employment Applications: Received 18 applications

TABC Permits: 3

Vehicle Tags: 0 tag changes and 0 with insurance change

News Paper Ads: no bills since April

Workers' Comp./Liability Claims: 6

Report a Concern: 5

Other:

- * Assisted with day-to-day items in Finance including but not limited to 10 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. Researching CIP projects for completion and documentation. Continuing to work on Budget.
- * Assisted 6 employees with benefits questions/communications with the TML-IEBP inquiries, 1 employees with TMRS items, and 0 AFLAC billing/benefit issues.
- * Performed 2 new hire orientations, 11 exit interviews, and reminded Managers of two 6-month evaluations.
- * Worked with 9 community service individuals for a total of 173.5 hours.
- * We assisted CCREDC in responding to 1 Economic Development lead through the Governor's Office. There has been an increase in activity and meetings with potential developers. We have handed out about 10-12 additional packets of ED information which includes maps, statistics, growth projections, utility rates, etc.
- * Attended the Big Event in Corpus Christi and met with individuals regarding the need for housing in Ingleside as well as potential secondary businesses needed to support the influx of additional industry in the area.

Memo

To: Jim Gray, City Manager

From: Isabel Valdez *IV*

Date: 09/02/2014

Re: August 2014 Monthly Report

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

Number of Deposits – 55

Number of Opened Accounts – 79

Number of Closed Accounts – 74

Number of Disconnect Notices Mailed – 822

Total Late Fees Billed - \$7,601.52

Number of Utility Bills Mailed – 3,136

Total Water Consumption Billed – 29,929,000 Gallons

Total Water Billing Amount – \$212,373.39

Total Sewer Billing Amount - \$124,632.51

Number of Utility Payments Received – 2,609

Total Amount of Utility Payments Received - \$368,019.35

If you have any questions, please let me know.

Librarian's Report August 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
- Meeting with Ted Ballinger who is rep for AtoZ databases (Aug 5)
- Proctored (Aug 5)
- Delivered the ILL's to post office (Aug 7)
- Proctored (Aug 8)
- Continued working on and off throughout the month on the Juv non-fiction weeding project
- Met with rep, Brad, about status of our HP large printer (repairable or not) (Aug 8)
- Attended a webinar: "Intro to FRBR" (Aug 12)
- One on one session on researching (Aug 12)
- Attended Council pertaining to budget for coming fiscal year (Aug 12)
- Meeting with both coordinators about the upcoming children programs (Aug 13)
- Meeting with Volunteer, Susan going over her yearly evaluation (Aug 18)
- Committee meeting at chamber for Round Up 2015 (Aug 20)
- Proctored (Aug 21)
- Attended meeting at chamber council per Mr. Gray (Aug 22)
- Attended a Webinar: "Getting Stated with United for Libraries for Texas" (Aug 27)
- Met with Robert about the tv mount and its location in meeting room (Aug 28)
- Meeting with Jim about CIP items and previewing bids for lighting (Aug 28)
- Met with Durham Electric about a 2nd bid (Aug 29)
- Proctored (Aug 29)
- Notarized as needed

*Continued to work on the weeding project with the Juvenile non-fiction

- **Children's Program: 114**

Meeting Room used by:

Woman's Club	Computer Classes	ESL Class
Connections	TCYSL	CACOST

- **Meeting room total: 291**

Cumulative Statistics FY 2013-2014

	Oct.	Nov.	Dec.	Jan	Feb	March	April	May	June	July	Aug	Sept.	Total
Total Circulation**	4162	3130	3178	4,434	2,846	3,084	2,803	3314	4347	3905	3460		38663
Adult Fiction*	431	430	538	411	457	511	565	599	524	614	493		5573
Adult Non-fiction*	313	258	207	246	178	226	210	246	303	241	237		2665
Spanish Language*	7	3	3	13	6	1	4	1	10	21	12		81
Juvenile Fiction*	179	100	128	106	139	123	139	187	405	337	245		2088
Juv Non-Fiction*	89	49	52	48	46	45	39	37	44	71	78		598
Easy*	564	300	234	1699	269	269	260	351	1081	534	553		6114
ILL Borrowed	27	6	3	13	16	19	17	11	11	8	8		139
ILL Requested/Lent	12	1	3	0	1	0	2	11	1	1	8		40
ILL Checkouts*	39	6	6	13	17	19	19	22	16	9	16		182
Periodicals*	29	20	14	21	39	24	18	15	35	29	18		262
Video*	34	31	32	10	23	23	37	58	21	31	14		314
Viewers	170	155	160	50	115	85	185	290	105	155	70		1540
Audio, CD*	25	23	27	36	39	55	48	31	51	38	25		398
DVD*	2452	1910	1937	1831	1633	1788	1464	1767	1857	2018	1769		20426
Viewers	9360	9550	9685	9155	8165	85	7320	8835	9285	10090	8845		90375
Ref Transactions	2294	1717	1922	1720	1767	1515	1561	1509	1934	1732	2045		19716
Computer Usage	837	619	635	801	776	816	776	835	925	843	947		8810
Library Programs	25	15	22	8	19	36	28	22	32	15	14		236
Materials used In-House (mag, supplies, news, etc.)	637	513	507	537	541	510	502	567	692	569	619		6194
Equipment used in- House (tv, laptops, screen, projector)	29	25	25	25	20	30	25	25	25	16	12		257
Patron Visits	2549	2053	2029	2149	2163	2043	2007	2269	2767	2277	2476		24782
Prgm Attendance:	192	135	133	46	145	234	189	181	560	127	114		2056
New Cards	49	45	41	61	47	24	42	42	59	62	80		552
Materials Catalogued	219	86	86	92	116	184	96	81	153	108	76		1297
Days Open	27	22	24	26	23	26	24	26	25	22	26		271
Hours Open	242.5	193	210.5	240	218	238.5	227.5	237.5	212.5	232	222.5		2474.5
Mtg. Room Use	232	154	245	196	211	346	213	221	586	129	291		2824
Volunteer Hrs.	92	78	92	110	68	68	84	120	187	172	86		1157
Community Service Hrs.	9	13	8	9	1	11	30	1	0	6	6		94
Employee CE hours	1	5	2	2	3	3	4	1	6	3	3		33
** Circulation totals													



**AUGUST 2014 Monthly Report
Building Dept**

<u>Permit Type</u>	<u>Number of Permits</u>	<u>Permit Fee</u>	<u>Total Valuation</u>
Building	22	\$3,736.50	\$462,677.01
Electrical	13	\$780.00	\$5,800.00
Plumbing	8	\$1,425.00	\$31,787.00
Water Well	1	\$65.00	\$3,500.00
Mechanical	7	\$590.00	\$29,033.00
Demolition	4	\$300.00	\$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	1	\$180.00	\$25,000.00
Special Permit Request	1	\$75.00	\$0.00
Pipeline	0	\$0.00	\$0.00
Sign	1	\$60.00	\$80.00
Totals	59	\$7,211.50	\$557,877.01

Impact Fees Collected: \$2,048.67

Certificate's of Occupancy:

Commercial: 5 2486 MAIN STREET
1450 LEXINGTON BLVD 300
262 CORAL SEA ROAD 217
262 CORAL SEA ROAD 229
200 HAYDEN HEAD BLVD 406

Residential: 1 3364 MAIN STREET

Inspections Performed: 103

TO: Jim Gray, City Manager
 FROM: Donald Paty, Director of Public Works
 DATE: August 29, 2014
 REF: MONTHLY ACTIVITY REPORT - AUGUST 2014

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 flaes	
	Various locations	Pull monthly water samples	
	All meter routes	Read water meters	
	3714 FM 1069 & Collins Lane	Repair 4" water line	
	Highway 361	Repair leak on the 12" tapping saddle	
	First Street & Avenue C	Repair water main line break	
	Kwik Wash Laundry Mat	Repair 2" water line	
	Sabal & Hwy 361	Install fire hydrant	
	2255 Morgan Lane	Repair 3/4" water line	
	8th Street & Main St.	Repair 3/4" water line	
	2764 San Antonio	Help customer locate leak on their side	
	2521 San Angelo	Help customer locate leak on their side	
	2632 Poinsettia	Make 3/4" water tap	
	2632 Poinsettia	Make 4" sewer tap in alley	
	Avenue J & First Street	Look for possible leak reported, none found	
	Nix & Mayfield	Repair water leak	
	2544 Arkansas	Replace 3/4" water line	
	Dendy Lane	Repair leak	
	2372 Kenny Lane	Make 4" sewer tap	
	2372 Kenny Lane	Repair 2" pvc water line	
	Sun Meadow/Portside Apts.	Look for manhole	
	Tallow Trail, Oak Park Drive, Live Oak, Palm Drive	Clearing grass from the pavement in preparation for street repair project	
	CC, TX FM 1069	Attend meeting with engineers about water & sewer line relocates Locate depth of water and sewer lines on NE side of road for TXDOT construction	
Various locations	Meter repair		
Various locations	Flush fire hydrants		
WASTEWATER	WWTP & 17 lift stations	Daily maintenance of WWTP and all lift stations	
	WWTP	Bio-Aquatic Testing	
	Berry Dock, Taft, Kiewit lift stations	Maintenance and repair of lift stations	
	Taft lift station, Morgan lift station	Maintenance and repair of lift stations	
	2482 First Street	Sewer service request, plugged on residential side	
	2355 Redwood	Sewer service request, plugged on residential side, no cleanout	
	Morgan Lane	Sewer service request, plugged on residential side	
	2771 San Angelo	Respond to sewer service request, plugged on residential side	
	2543 Avenue D	Respond to sewer service request, plugged on residential side	
	2467 Tallow Trail	Respond to sewer service request, plugged on city side, cleared	
	Police Department	Spray for bees	
	FM 1069	Work with Water Dept. regarding line relocates	
	WWTP	Discussed manhole and lift station issues with Naismith Engineers	
	Various locations	Work on manhole project for Engineers	
	WWTP/City Yard	Mowing, maintenance, snake removal	
	City Yard	Vehicle maintenance and repair	
	PARKS, FACILITIES, DRAINAGE	All City Parks	Clean restrooms, empty trash
Morgan Lane		Work with San Patricio Drainage District to install culverts	
Swimming Pool		Daily check of chemicals and system	
Swimming Pool		Mow	
Swimming Pool		Pump down pool, closed for season	
Little League & Pony League Fields		Mow	
Simmons Park		Mow & edge	
Live Oak Park		Mow	
Whitney Lake		Mow	
Various locations		Mow R-O-W's	
City Buildings		Change out ac filters	
City Buildings		Water and trim plants in planters	
City Hall		Patching and painting ceiling and door	
City Hall		Mow	
Library		Mow	
Public Safety Bld.		Mow/weed/trim palm trees	
Public Safety Bld.		Install stop signs on gates	
Public Safety Bld.		Meet with plumber to install gas line for dryer	
Tiner Lane, ACO Facility		Mow	
Humble Center		Repair toilet in men's room	
Garden Center		Work on door	
Senior Citizen Ctr.		Mow	
Chamber of Commerce Office		Cleaning and painting closet damaged by water	
STREETS		Tallow Trail, Oak Park, Palm Drive, Mesquite Circle, Ave E, Ave C, First St.	Prep work for annual street repair project
		Brush Route 1B - 4B	Pick up brush
		School Zones	Paint crosswalks
		Various locations	Mow R-O-W's

August 2014

Parks and Recreation Programs/Events Report

Humble Station Youth Center

The Humble Youth Center's After-School Program is in progress. The total for this month is 6 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 August 2014, the Center was rented out 1 times by exempt non-profits, 2 pay non-profits, and 4 private pay rentals.

The Humble Youth Summer Program has ended.

Hildegard Schmidt Garden Center

For the month of August 2014, the Hildegard Schmidt Garden Center was rented out 9 times by exempt non-profits, 1 pay non-profits, and 10 private pay rentals.

Ingleside Senior Center

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

N.O. Simmons Park

The "Movie in the Park" is ongoing and successful.

Park and Recreation Misc.

The Pool is closed for the season.

INGLESIDE POLICE DEPARTMENT
MONTHLY STATISTICS REPORT: August 2014

A. Communications

3,045 Calls for Service

B. Uniformed Patrol

- 1. 93 Reports prepared
- 2. 26 Adult Arrests
- 3. 20 Traffic Accidents Investigated
- 4. 450 Traffic Contacts
- 5. 00 Juvenile Arrests
- 6. 16 Hours Reserve Officer Service Time

C. Criminal Investigations

Uniform Crime Report (UCR), Part 1 Crimes

- 1. 23 Offenses Reported
- 2. 02 Unfounded, false or baseless
- 3. 14 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. 70 Incident reports have been resolved or closed.

Stolen Property and Vehicles Recovered

- 1. \$ 3, 330.97 in stolen property and vehicles recovered.

Cased filed with District Attorney/County Attorney's Office

- 1. 06 cases were filed with County Attorney's Office.
- 2. 06 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: 14 pills
- 4. Cocaine:
- 5. Crack Cocaine
- 6. Heroin .5 grams
- 7. Methamphetamine
- 8. Synthetic drugs

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, \$6,357.85

Ingleside Animal Control
Monthly Report

Month of	<u>August 2014</u>
County	Cats: 9 Dogs: 6 Fox:1 Raccoon:1
Animals Impounded	Cats: 31 Dogs:52 Raccoon:1 Fox:1 Chickens:2
Returned to Owner	Cats: 1 Dogs: 11
Adopted Out	Cats: 7 Dogs:7
Released to Rescue	Cats:10 Dogs: 10 Chickens:2
Put To Sleep	Cats:22 Dogs:26 Raccoon:1 Fox:1
Warning Citations	Jennifer- 1 Tracy-2
Court Summons	Jennifer -0 Tracy-5
Calls For Service	128

Preparer's Signature: Jennifer Salinas

Date: September 1, 2014

City of Ingleside Office of Emergency Management Monthly Report

AUGUST 2014

Training/Meetings:

- None Attended

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	9/2/2014			
	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 August 2014

Types NFIRS Summary by Incident Type	#	Mutual Aid Given	Mutual Aid Received	County Calls
Fires				
Structures (110-118, 120-123)	3	2		2
Vehicle (130-138)	1			
Other (100, 140-173)	1		1	1
Rescue				
EMS (300-323)				
Other (331-381)	1	1		1
Hazardous Conditions (400-482)	3			
Service Calls (500-571)	1			
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)				
TOTAL	12	3	1	4

☛ **Fuel Usage:**

- Diesel: 155.6 gallons
- Gasoline: 41.3 gallons
- Total Fuel: 196.9 gallons

☛ **Water Usage:**

- 4537 Incident Calls (if used in mutual aid, we refill in that jurisdiction)
- 1000 Used in training & other activities
- 5537 Total gallons of water

▪ *SEE ATTACHED REPORT FOR FUEL AND WATER*

☛ **Meetings/other:**

- Business Mtgs: 2nd Tuesday of every month @ 7 pm
- Business Meeting Schedule:
 - September 9
 - October 14
 - November 11
 - December 9
- Apparatus Checks: 4th Tuesday of every month @ 7 pm

☛ **Training:**

- Trainings: 1st & 3rd Tuesdays every month @ 7 pm for in-house training
- Members may attend training around the region at various Area Fire Schools.

☛ **Total Membership:** 45 members, 6 Lifetime members, 8 probationary

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

- Mtgs: 188 (2 hrs average/mtg)
- Incident calls: 322.5 (2.5 hrs average/call)
- Other: 2000 Work @ station, on apparatus', & on various projects

Fire Marshal:

Report submitted by Fire Marshal.

🌿 **Fire Corps:**

- 2014 Business Mtgs: Sept. 4th, Dec. 4th starting at 6 pm.
- Training 3rd Tuesday/month @ 7:00 pm
 - Total members: 5

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

- Meetings/training: 12.5
 - Activities: 10
 - Incident Calls: 7.5
-

🌿 **Grants:**

- None pending
-

🌿 **Upcoming:**

- | | |
|-------------------------------------|-------------|
| ○ 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