

City of Kilgore

Annual Administrative Report

Presented by

Jeffrey Howell, MBA, CPM, ICMA-CM



FY2009

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ADMINISTRATION

CITY MANAGER

Our Vision A snapshot of Kilgore, Texas in 2028

A City that provides the citizens with a premier quality of life. A City with a vibrant downtown, which has evolved into an entertainment destination for East Texans and Texans alike with premier eating and retail establishments. A downtown that has maintained historical integrity and has continued to be rich in history and culture. A City that has grown in all directions creating new vibrant walkable neighborhoods. Premier parks and open space areas encompassing a trail system which criss-crosses the City connecting neighborhoods with parks, schools, and mixed-use centers. Entry corridors that include landscaping and attention to detail. First rate infrastructure including well maintained streets, water, and sewer lines. A city envied by all East Texans.

Our Mission

The City of Kilgore strives to create a better quality of life by protecting the health, safety and general welfare of its citizens. Our City Staff pledges to provide:

- *A customer oriented attitude*
- *Responsiveness to Issues*
- *Efficient use of resources.*
- *Progressive Management*
- *Best practices for municipal services*
- *Continuous Improvement*
- *Managed growth*
- *Diverse opportunities*
- *Planning for the future*

Through the Council's leadership and direction, staff accomplished several objectives related to the Strategic Plan. Presented below are the top ten goals along with accomplished objectives or strategic tasks:

GOAL 1: INCREASE HOUSING STOCK

Identify marketable properties (infill) for builders or developers – sold 7 properties that otherwise did not sell at the Sheriff's sale

Implement incentive programs to upfront finance some of the development costs to enhance subdivision development – worked with one developer to allow part of the infrastructure required, is being constructed as part of a city project with the developer reimbursing the city the assessed cost for improvements

Actively market opportunities to developers from around the state to entice them to develop property in Kilgore -- had all of the tools in place to begin marketing to developers about the time the "mortgage crisis" began. Other residential projects begun during the year: Lexington Court Phase II 76 units, Oakridge Addition 25 platted lots and Wildcatter estates will add 38 units

GOAL 2: IMPLEMENT THE MASTER PLAN

Develop a new Zoning Ordinance – adopted October 14, 2008 in conjunction with the new Development Code

Initiate rezoning as necessary – The city initiated a rezoning of the Pentecost Addition to disallow manufactured homes in this neighborhood. Planning and Main Street worked together to create the Downtown Core district, the Main Street Overlay district and the related restrictions

Develop a new Subdivision Ordinance – adopted October 14, 2008 in conjunction with the new Development Code

GOAL 3: IMPROVE APPEARANCE OF THE COMMUNITY

Sweep 1000 curb miles of streets – Actual accomplishment was 1,200 curb miles

Abated sub-standard conditions on 24 properties – Actual accomplishment was 45 structures

Rehabilitate Martin Luther King (formerly South Street) Park – KEDC public hearing to utilize 4A(s) funding was conducted December 16th; budget and authorization to proceed was approved by Council on December 22nd; able to start utilizing funds in mid February; ongoing, projected to be dedicated January 19, 2010

Completed a property swap to allow expansion of Pentecost Park

Cooperate with KIBA “Make Kilgore Shine” program with Staff and Volunteers – KIBA did not hold a clean-up in 2009

Assign responsibility for “Adopt-a-Street” program and monitor for effectiveness – Determined ownership is KIBA working to encourage them to re-ignite the program

Develop Design & Construction Standards for Downtown – these were incorporated into the Downtown Core Zoning district restrictions (mentioned above)

GOAL 4: DIVERSIFY THE TAX-BASE

Continue to partner with Kilgore Economic Development Corporation to entice or expand business enterprises not dependent upon Oil & Gas economy – have worked with KEDC on several projects this year

Develop inventory of Downtown commercial properties available for marketing purposes – ongoing project, prospects are directed to the owner/leasing agent for vacant properties

GOAL 5: CAPITALIZE ON AND ENHANCE TOURISM OPPORTUNITIES

Continue to partner with Chamber of Commerce to promote Kilgore – Tourism branch of the City through contracted use of Hotel Occupancy Tax

Revive the Downtown walking tour – while this particular program has not been completed several other events do generate walking traffic into downtown such as the Friday After 5 concerts, Trick or Treat and the Downtown Loft tour

GOAL 6: REBUILD RECREATION OPPORTUNITIES

Seek to add a Recreation Coordinator (FY10) – have yet to identify resources to include this in the annual budget

Leased Community Building at Martin Luther King Jr. Park and took over operations for maintenance and usage rental

GOAL 7: ADDRESS INFRASTRUCTURE NEEDS

Replace 3600 feet of undersized water mains – Actual accomplishment 4,157 feet

Overlay 7 lane miles of streets – objective met with 7 lane miles accomplished

Repair approximately 3000 square yards of concrete pavement - actual accomplishment 5,690 square yards repaired, along with 1,822 linear feet of curb and gutter,

Continue development of a multi-year capital improvements plan – ongoing project to add projects as others are completed.

Expand Wireless Network – added 9 network nodes

Other infrastructure projects:

- Completed the Lantrip Street drainage channel project
- Completed Maverick Drive Improvements Phase II
- Remodeled and re-roofed the Police Station
- Re-roofed Library and Pool House
- Completed expansion and remodel of Fire Station #2

- Re-roofed the Texan theater
- Began the Kirkwood Addition Street, Drainage, and Utility Reconstruction project
- Began the Rabbit Creek Trunk Main rehabilitation study

GOAL 8: COMMUNICATE EFFECTIVELY

Continue expansion and development of City web-site – ongoing project, the Budget, the Annual Report, Council meeting agendas and minutes are all included on the web-site.

Make building permits available on Web-site – forms are available, no option to actually obtain a building permit from an online application though

Expand GIS to allow citizen access via the Web-site – Zoning map and boundary map available, as well as the Downtown Core and Main Street Overlay maps

GOAL 9: FOSTER CITIZEN INVOLVEMENT

Expand upon the use of citizen advisory committees – utilizing the ZBA more appropriately

Conduct Police “Citizen Academy” with 20 participants – 2 successful sessions conducted

GOAL 10: REVITALIZE DOWNTOWN

Develop specific plan of action for Theaters including funding sources for renovations –

Leased the Texan theater to a group intent upon making it a stage entertainment venue

Began the Downtown Infrastructure improvements construction – Contract award Dec 16th construction began January 5, 2009

Continue to seek other funding sources for downtown infrastructure improvements – KEDC 4A(s), General Fund fund balance and bond sale proceeds are in use now

Create Marketing Plan for Main Street utilizing print, internet and advertising resources – accomplished and implemented in numerous publications

Expand the historic Christmas lights project by a minimum of one block – expanded through the sale of strands of lights

Facilitate twelve monthly merchant meetings and four downtown building owner meetings in order to stay in communication with the needs of stakeholders – held meetings to advise stakeholders of Streetscape progress

Other major administrative activities worth mentioning here as well as in other portions of this report include:

This year included a successful completion of the first HOME grant program. This project selected qualifying (low-income) homeowners in need of improved living conditions and essentially replaced their substandard homes with brand new residences.

City Staff developed a policy and program to administer Red Flag Rules to detect, prevent, and mitigate identity theft as mandated by the Federal Trade Commission.

Staff also worked with the ICMA-RC to establish a trust investment account for the purpose of meeting the funding obligations for Other Post Employment Benefits (OPEB) for eligible employees and retirees

Once again we transitioned our Health Care Plan from self-funded to a fully funded program offered by the Texas Municipal League – Intergovernmental Employees Benefit Pool. While constantly looking for a means to keep this ever increasing cost down, staff found that substantial savings could be realized by making this move. Council agreed and the change occurred in January. It has proven to be a successful endeavor.

CITY CLERK

MISSION STATEMENT

To record, preserve and distribute all municipal documents as required by the City Charter, City Council, and state law and provide information to the City Council, city staff, City Attorney, general public, and media. To promote a work environment that lead to compliance with all laws and better decision-making.

DEPARTMENTAL GOALS

- ❖ To update and maintain ordinances, resolutions, official documents, and correspondence for easy access on the network and website
- ❖ To coordinate agenda request from department heads, city council and city manager and prepare final agenda packets to be timely delivered to the City Council on Friday prior to the Council meeting.
- ❖ To process request for public information, update and administer records management program according to State guidelines and City policy.
- ❖ To file property/liability insurance claims within 24 hours of incident

❖ **City Council Duties:**

(A) *Preparation of Agendas/Minutes:*

1. 24 regular council agendas and minutes
2. 5 special council agendas and minutes
3. 8 work-session agenda and minutes

Agenda packets are prepared for the City Council, City Manager, City Attorney, Assistant Finance Director, City Clerk, and two packets are prepared for the news media (Kilgore and Longview). Agendas are posted on the bulletin board located outside of City Hall and posted on the webpage.

Minutes are prepared for the agenda packets and once approved are typed in the official minutes book to be signed by the Mayor and City Clerk. Minutes are also placed on the City webpage.

Minutes are also prepared for the Planning and Zoning Board and the Zoning Board of Adjustments and Appeals.

(B) *Proclamations:*

Proclamations are written to recognize a special event, i.e. birthday events, business accomplishments, sports, education, fraternal organizations and etc. 20 proclamations were prepared for the Mayor to present this year.

(C) *Ordinances/Resolutions:*

Ordinances/Resolutions are prepared by the City Attorney or by the City Manager or department heads for approval by the City Attorney. 41 Ordinances and 24 Resolutions were adopted.





(D) Elections:

The City of Kilgore was able to call the 2009 election for the Mayor and City Council Place 2 position as no one filed against the incumbents. In 2010, City Council Place 1, 3, and 4 will be on the ballot.

(E) Other duties as requested:

The City Clerk has prepared correspondence, made reservations, notified council of upcoming events or events that might have an effect on the citizens of Kilgore, kept the council aware of any public concerns, and other duties as requested.

❖ Records Management:



Interior Secured Storage Areas

As part of our records management program, personnel records were purged according to the guidelines of the Texas State Library, which oversees the state program. We used East Texas Shredding again to destroy 769 pounds of records at a cost of \$115.35. Our goal for 2009/10 is to purge old files from the records storage building and move the accounting/city clerk files from City Hall that must be retained to the records storage building.

❖ Public Information Requests:

The City Clerk's office received approximately 4 requests for records pertaining to the Council, City Manager, City Staff or City records.

❖ Property/Liability Insurance Claims: - 24 claims were filed during FY 2009.

Claims Filed	Number of Claims	Number of Claims Approved/Denied or Subrogated
City Vehicle	11	Total received \$56,629.19*; 3 claims in subrogation totaling \$28,970.06
City Property	1	weather related (\$5,923.17*)
Public Vehicle	8	7 - \$10,357.45* 1 - denied
Public Property	4	3 - Denied 1 - \$5,300*
Liability	0	
		*Total amount of repairs – The City has a \$1,000 vehicle deductible and \$2500 property deductible plus depreciation that is taken off what we receive from the insurance)

❖ **Training:**

- *State sponsored conferences:* In order to keep updated on changing State voting requirements and open meetings/public information act law, I attended two seminars in Austin in December 2008.
- *TML sponsored conferences:* I did not attend any TML sponsored conference this year.
- *Texas Municipal Clerks Association (TMCA)* - The Saltgrass Chapter of TMCA sponsored a two day seminar in Salado in July 2009 providing training on communication skills, office safety, legislative update, and personal improvement.



❖ **Routine Office Duties:**

The City Clerk's office routinely answers phone calls from the public requesting or asking about city services, and/or expressing appreciation or dissatisfaction about city services. If an answer is not immediately available from the City Clerk's office, the call is forwarded to the department head providing that service.

Office duties performed include filing of official documents, preparing correspondence and/or documents for mailing for the administration office and other department heads as requested, and assisting other departments as needed.