

Honorable Mayor and Council,

Attached report provides summary from Staff. Key weekly activities include:

- Meeting with KFW to initiate City Engineer contract negotiations
- Meeting ref Trinity Well (PW, CM, Geologist Consultant, and Contractor)
- Meeting with Chairman Water Advisory Committee; resulted in moving WAC meeting to next week
- Repair of CoSP water main leak on 112 Fawn. Resident's yard will be restored after the area dries up.
- New Water Advisory Committee members toured the water system
- Support to early Voting (with much shorter lines)
- Preparation work in support of the Rain Garden
- Various coordination between Luv n Care and construction activities
- Fire Officer training in San Marcos for Chief Naughton
- Hazard Mitigation Strategy Workshop Meeting at Emergency Operations Center for Lt. Woodruff
- Continue inventory verification of all structural firefighting gear
- Fire Hydrant Painting continued
- Finance updated Sales tax report for new year
- Finance coordinated with State on sales tax amounts and their new web site for reports no longer available
- Finance updated Paramedic Pay and worked with INCODE to set up overtime rates for certification pay.
- Finance Attend TGFOA Region 7 meeting
- GFOA Distinguished Budget Award – Filling out application
- Comptroller Texas Stars Program for Financial Transparency – finished raw budget format, updating figures on website for new FY
- Preparation for 2017 General Election initiated
- Chief Lacy attended a TML IRP meeting/training on public safety liability
- Police continued work on Best Practices submissions and compliance.
- PD personnel, through the use of our in-house instructors, are continuing to train toward advancements of state mandated training, Emergency management, ICS/NIMS and training on dealing with mentally challenged, PTSD and special needs individuals will be scheduled

Next Week

- Water Advisory Committee Meeting (Mon)
- Election Day (Tues)
- Planning and Zoning Commission Meeting (Wed)
- Agenda Prep
- Veteran's Day Holiday

*"Here to Serve!"*

*Bill Hill*

City Manager

**FROM: Bill Hill, City Manager**

**DATE: 4 November 2016**

**SUBJECT: Department Weekly Reports: Oct.31 – Nov. 4, 2016**

**PUBLIC WORKS:**

- Worked on preparing the rain garden area behind City Hall for Saturdays event
- Kept City Hall cleaned for Early Voting
- TX DOT to mow NW Military by end of week, if rain permits

**WATER DEPARTMENT**

- Water main leak on 112 Fawn, was repaired. Resident's yard will be restored after the area dries up.
- Had meeting with Bill, Grant, and AWWT regarding Trinity Well and the next phase
- Held a WAC tour of all the water system
- Finalized shop inventory for Finance
- Addressed a few water bills in dealing with Badger
- NW Military leak was identified as a resident leak form irrigation
- Prepared for WAC meeting on Monday

**Next week**

- Repair pothole patching
- Continue working on the Trinity Well and treatment process plant to get it back in service.
- Continue Badger Meter issue.
- Collect monthly water samples

**FIRE DEPARTMENT:**

- Continue Best Practice initiative
- Fire Officer training in San Marcos for Chief Naughton
- Hazard Mitigation Strategy Workshop Meeting at Emergency Operations Center for Lt. Woodruff
- Continue inventory verification of all structural firefighting gear
- Hydrant Painting
- Standard operating guideline development to support Best Practice initiative

**Next Week:**

- Continue Best Practice initiative
- Fire Officer training in San Marcos for Chief Naughton
- Field data collections meeting for Lt. Woodruff
- Regional Infection Control meeting for Lt. Woodruff
- Hydrant Painting
- Standard operating guideline development to support Best Practice initiative

**FINANCE:**

- Updated Sales tax report for new year
- Spoke with State on sales tax amounts and their new web site for reports no longer available.
- Updated Court Report for new year
- Updated Paramedic Pay and worked with In code to set up overtime rates for certification pay.
- Attend region 7 meeting
- Continued reviewing Sept invoices and prep for year end.

**PLANNER / INFORMATION SYSTEMS MANAGER:**

- GFOA Distinguished Budget Award – Filling out application
- Comptroller Texas Stars Program for Financial Transparency – finished raw budget format, updating figures on website for new finance year.
- P&Z Agenda prep
- CC Agenda prep
- Engineer Services – contract negotiation session with KFW on Monday

**CITY SECRETARY:**

- Meeting –Negotiations for City Engineer
- Agenda/Minutes CC/WAC/ PZ preparation
- Holiday Event Prep
- Roadrunner
- Preparation for 2017 General Election
- Early Voting continues at City Hall thru Friday – Election Day – Tues. Nov. 8<sup>th</sup>.

**POLICE:**

**Call Report**

- Accident – 1
- Alarm – 11
- Animal Control – 3
- Assist other Agency – 6
- Burglary of Vehicle – 1
- City Ord Violation – 2
- Disturbance (noise) – 4
- DWI – 1
- Found Property – 4
- Information – 7
- Narcotics Offenses – 1
- Reckless Driver – 4
- Shots Heard – 1
- Suspicious Person/Vehicle/Activity – 4
- Theft – 2
- Traffic Hazard – 1
- Wanted persons – 1
- Welfare Check – 1
- 9-1-1 check – 3

TOTAL CALLS – 58

***AVERAGE POLICE RESPONSE TIME – 2.7 minutes***

**Traffic Enforcement**

- Stops – 97
- Citations – 36
- Warnings – 85
- Field Interview – 0
- Trucks Over Limit – 0      Citations – 0      Warnings – 0
- % Total Stops Resulting in Citations –27.8%

**Warrant Recovery**

(10/27/16 – 11/02/16)

- \$3481.60 collected in fines/court fees this week.

### **Code Enforcement**

- Complaints investigated – 3
- Warnings issued – 2
- Summons/Citations issued – 0
- Stop work order issued – 0
- Code Enforcement cases cleared/closed – 3

### **Equipment / IT**

- Security access server remains unable to add/delete/modify users and is awaiting replacement. Tentative replacement end of November.
- Patrol unit #515 repaired under warranty at dealership (lower control arm)

### **Personnel / Training**

- OMNIXX certifications (TCIC/NCIC) checked and renewed as needed through free online recertification tests
- SPPD policy review given through roll call / pass down briefing

### **Forecasted Weekly Plan**

- Focused work on Texas Best Practices submissions.
- Upcoming training: Interviewing transnational offenders (Investigator), Special Investigative Topics (patrol), Crisis Intervention (patrol)
- Chief Lacy will be in mandatory Chief training at Sam Houston State University, Huntsville Monday 7 Nov thru Friday 11 Nov.

### **Summary**

- Continued focus on Best Practices submissions and compliance.
- PD personnel, through the use of our in-house instructors, are continuing to train toward advancements of state mandated training. Emergency management, ICS/NIMS and training on dealing with mentally challenged, PTSD and special needs individuals will be scheduled.