

Honorable Mayor and Council,

Attached report summarizes staff activities. Key activities below:

- Support to election (Tues)
- Planning and Zoning Commission met Wednesday
- PW Fuel storage tank was inspected and serviced Tuesday.
- Coordinating a meeting with CPS regarding cleaning easements where they have poles to be relocated
- Meeting conducted with staff, contractor, consultant in regard to the Trinity Well
- WAC Meeting occurred to consider Trinity Well repairs and SCADA Request for Proposal
- Conducted a meeting with SCADA Software Company which included 2 WAC members to verify the software was protected
- Met with Badger Meter Company – continuing resolution for meter programming challenge
- Fire Officer training in San Marcos for Chief Naughton
- Fire conducted a complete inventory verification of all structural firefighting gear
- Continuing application GFOA Distinguished Budget Award
- Continuing Comptroller Texas Stars Program for Financial Transparency
- Engineer Services – ongoing contract negotiations – Scope of Services and Fees agreed too
- Chief Lacy attending mandatory Police Chief training in Huntsville, TX from 11/7 to 11/11
- Investigations focusing on prosecution for numerous burglary of vehicles

Friday is Veteran's Day Holiday and City Hall is closed

FROM: Bill Hill, City Manager

DATE: 10 November 2016

SUBJECT: Department Weekly Reports: Nov. 7 – Nov. 10, 2016

PUBLIC WORKS:

- Finished cleaning up around the Rain Garden from Saturdays Event with Volunteers
- TX DOT to mow NW Military by end of week, if weather permits
- Fuel storage tank was inspected and serviced Tuesday.
- Crews cleaned out the secondary catchment basin for the fuel tank.
- Meeting with CPS regarding cleaning easements where they have poles to be relocated.
- Equipment approved to sell on GovDeals by Council was gathered and posted.

WATER DEPARTMENT

- Meeting with Bill, Grant, and AWWT regarding Trinity Well and the next phase
- Met with Lou to discuss RFP for SCADA
- Replaced air vents on all well heads
- Had a meeting with badger and conducted a few meter tests
- Resolved approximately 20 more water bills
- Conducted a meeting with SCADA Software Company which included 2 WAC members to verify it was a good product for the City.

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
- Complete inventory verification of all structural firefighting gear
- Hydrant Painting
- Standard operating guideline development to support Best Practice initiative

Next Week:

- Continue Best Practice initiative
- Emergency Medical Task Force Training, Lt. Woodruff
- Hydrant Painting
- Standard operating guideline development to support Best Practice initiative

FINANCE:

- WAC / Trinity Well preparation
- Ending Reserve balances
- October month end
- Year end processes
- City Council preparation

PLANNER / INFORMATION SYSTEMS MANAGER:

- GFOA Distinguished Budget Award – Filling out application
- Comptroller Texas Stars Program for Financial Transparency
- CC Agenda prep
- Engineer Services – ongoing contract negotiations – Scope of Services and Fees agreed too
- Assisted PW / W Director in SCADA IT security requirements

CITY SECRETARY:

- Agenda/Minutes CC/WAC/ PZ preparation
- Roadrunner
- Preparation for 2017 General Election

POLICE:

Call Report

TOTAL CALLS – 38

AVERAGE POLICE RESPONSE TIME – 3 minutes

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- Accident – 1
- Alarm – 2
- Animal Control – 7
- Assist other Agency – 4
- Assist Public – 1
- Burglary of Vehicle – 6
- Civil Standby – 1
- Deceased Person – 1
- Disturbance (verbal) – 1
- Information – 3
- Narcotics Offenses – 2
- Suspicious Person/Vehicle/Activity – 2
- Theft – 1
- Traffic Hazard – 1
- Wanted persons – 1
- 9-1-1 check – 4

Traffic Enforcement

- Total vehicles stopped – 129
- Total violations – 163
- Vehicles stopped resulting in citations – 39
- Citations issued – 51
- Vehicles stopped resulting in warnings – 104
- Warnings issued – 112
- % Total Stops Resulting in Citations – 30%

Warrant Recovery

(11/03/16 – 11/09/16)

- \$1641.10 collected in fines/court fees this week.

Code Enforcement

- Complaints investigated – 5
- Warnings issued – 3
- Summons/Citations issued – 0
- Stop work order issued – 0
- Code Enforcement cases cleared/closed – 7

Equipment / IT

- Security access server remains unable to add/delete/modify users and is awaiting replacement. Projected to be completed late November.
- Patrol unit #517 taken to dealership for warranty repairs
- Patrol unit #515 taken to dealership for warranty repairs
- Patrol unit #508 taken for tire repair (free)

Personnel / Training

- Chief Lacy attending mandatory Police Chief training in Huntsville, TX from 11/7 to 11/11
- 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)
- Placing surplus items, which were council approved for auction, on GovDeals

Summary

- Investigations focusing on prosecution for numerous burglary of vehicles
- 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.