

Honorable Mayor and Council,

Attached report summarizes weekly staff activities. Key activities include:

- Police Department filed 15 criminal cases with the Bexar County DA in reference to the recent burglary of vehicles
- CM and P&Z Chairman walked proposed sidewalk trail from Lockhill Selma to Pond Hill with reps from Denton Community
- CM approved new directive "Training Authorization Form" which establishes written approval of external training
- City Hall prep for holiday event
- Installed new faucets in the Women PD bathroom, and fixed the hot water tank recirculating pump
- PW ordered Software to start inspections of streets to create an automated street maintenance program
- PW Dump Truck transmission is out and at shop. Should be back in operation next week
- SCADA RFP was finalized and is ready for advertising on Wednesday Dec. 7th
- PW initiated proposal to continue work on the Trinity Well – supplies being ordered
- PW Coordinated to install the Cathodic Protect at Shavano Ground Storage Tank (Jan 2017)
- Fire Best Practice Initiative Status: Three chapters are complete and ready to submit for review; working on creating policy for other chapters needing documentation
- Fire Dept. started new inventory initiative of all information technology equipment in our FireRMS database
- Fire Dept. set up and employed new tablet and laptop computers
- Fire Crews are 70% complete with hydrant painting
- Auditors arrived began financial audit; prepared Audit Confirmations for City Manager signature
- Sick Leave Bank process set up in Incode to move donated time
- Finance began prep work for upcoming Investment Committee meeting and answered training questions
- Finance processed PO for Police Vehicle to Buy Board for approval
- Finance Reconciled December TML IEBP December health insurance bill
- Finance prepared December agenda item for approval of the 2016 Tax Roll
- Finance prepared invoices on Platting to Denton Properties
- KFW contract – Coordinating with KFW finalize details on insurance requirements in the contract
- Public Works IT overhaul: Laptops / Tablet received. Setup user accounts, emails, ensured mobile cellular access was in order. Ordered pavement condition software and awaiting the arrival of new meter reading software.
- New Phone / Internet Contract – Dec. 2 Logix install of Fiber circuit in server room above Council Chambers. Fiber circuit will serve as the "end point" for the fiber line being brought to City Hall.
- Tree City USA – Finished application for next year
- Chief of Police attended John E. Reid & Associates Advanced Interview and Interrogation Techniques Certification training
- Police Department focusing on emergency preparedness by setting up recertification on CPR training and auditing FEMA Incident Command training to further readiness of Police Department

Next Week

- Police Department hosting Texas Best Practices Review Training (32 registered attendees with 3 members of Shavano Park PD attending) on 12/06/16 (Tues)
- Replacement of City Hall security access server and readers
- P&Z Meeting (Wed)

- Staff / Council Holiday Luncheon scheduled for 12/ 9 @ 11:30 a.m. (Fri)

"Here to Serve!"

Bill Hill

City Manager

FROM: Bill Hill, City Manager

DATE: 2 December 2016

SUBJECT: Department Weekly Reports: Nov. 28 – Dec. 2, 2016

PUBLIC WORKS:

- JMD Plumbing installed new faucets in the Women PD bathroom, and fixed the hot water tank recirculating pump
- Software was ordered to start inspections of streets to begin a street maintenance program
- City Hall prep for holiday event
- City Hall patio and furniture were pressure washed and cleaned
- Water department read meters
- Water placing top soil at 15000blk NW Military, 112 Fawn Dr., 128 Turkey Creek, 132 Wagon Trail
- Dump Truck transmission is out and at shop. Should be back in operation next week
- Water department replaced a curb stop at 109 Pepper Bush
- Water meter issues are in progress of being resolved
- SCADA RFP was finalized and is ready for advertising on Wednesday Dec. 7th
- Initiated proposal with AWWT to continue work on the Trinity Well
- Coordinated with CorrPro to install the Cathodic Protect at Shavano Ground Storage Tank (Jan 2017)
- Water Department flushed the dead ends of the water system for the end of month

Next Week

- Holt Mechanic to install new A/C unit at City Hall

FIRE DEPARTMENT:

- Best Practice Initiative:
 - (3) Chapters are complete and ready to submit for review
 - We are working on creating policy for other chapters needing documentation
- Started new inventory initiative of all information technology equipment in our FireRMS database
- New tablet and laptop computers are being set up for deployment
- Fire Crews are 70% complete with hydrant painting
- All vehicles are in service:
 - Replacement emergency lights were installed on Brush 139
 - Replacement water level tank indicator lenses were installed on Engine 139
 - Brush 139 is being monitored for a possible transmission leak

Next Week:

- C-Shift will take Santa over to City Hall for Saturday's event
- We will conduct a staff officers meeting Friday

FINANCE:

- Auditors arrived began audit
- Prepared Audit Confirmations for City Manager signature
- Payroll processed and researched several questions prior to completion
- Sick Leave Bank process set up in Incode to move donated time
- Worked with Staff to prepared Training Authorization forms for upcoming training
- Began prep work for upcoming Investment Committee meeting and answered training questions
- Processed PO for Police Vehicle to Buy Board for approval
- Reconciled December TML IEBP December health insurance bill
- Sent electronically the TMRS monthly payroll file
- Prepared December agenda item for approval of the 2016 Tax Roll
- Prepared invoices on Platting to Denton Properties

PLANNER / INFORMATION SYSTEMS MANAGER:

- KFW contract – Coordinating with KFW finalize details on insurance requirements in the contract
- Public Works IT overhaul: Laptops / Tablet received. Setup user accounts, emails, ensured mobile cellular access was in order. Ordered pavement condition software and awaiting the arrival of new meter reading software.
- New Phone / Internet Contract – Dec. 2 Logix install of Fiber circuit in server room above Council Chambers. Fiber circuit will serve as the “end point” for the fiber line being brought to City Hall.
- P&Z Agenda prep
- Tree City USA – Finished application for next year

CITY SECRETARY:

- Agenda/Minutes CC/PZ preparation
- Holiday Event Prep for Dec. 3rd
- Preparation - Staff / Council Holiday Luncheon scheduled for 12/ 9 @ 11:30 a.m.
- Preparation of Calendar and update information for 2017 General Election

POLICE:

Call Report

TOTAL CALLS – 38

AVERAGE POLICE RESPONSE TIME – approximately 2 minutes 34 seconds

- Accident – 1
- Alarm – 13
- Animal Control – 3
- Assist other Agency – 5
- Assist Public – 2
- Deceased Person – 1
- Found Property – 1
- Information – 2
- Narcotics Offenses – 2
- Noise Disturbance – 2
- Suspicious Person/Vehicle/Activity – 1
- Welfare Check – 2
- 9-1-1 check – 3

Traffic Enforcement

- Total vehicles stopped – 50
- Total violations – 61
- Vehicles stopped resulting in citations – 13
- Citations issued – 15

- Vehicles stopped resulting in warnings – 42
- Warnings issued – 46
- % Total Stops Resulting in Citations – 26%

Warrant Recovery

(11/24/16 – 11/28/16)

- \$1,766.80 collected in fines/court fees

Code Enforcement

- Complaints investigated – 4
- Warnings issued – 3
- Summons/Citations issued – 0
- Stop work order issued – 0
- Code Enforcement cases cleared/closed – 6

Equipment / IT

- Police Department staff working with Intruder Alert for the security access server replacement. Projected completion mid next week

Personnel / Training

- Chief of Police attended John E. Reid & Associates Advanced Interview and Interrogation Techniques Certification training from Monday, 11/28/16, to Thursday, 12/01/16
- Corporal A. Semlinger (SPPD) attended Glock armorer certification training on Tuesday, 11/29/16
- Police Department focusing on emergency preparedness by setting up recertification on CPR training and auditing FEMA Incident Command training to further readiness of Police Department

Forecasted Weekly Plan

- Police Department hosting Texas Best Practices Review Training (32 registered attendees with 3 members of Shavano Park PD attending) on Tuesday, 12/06/16
- One Police Officer to attend free training, Pre-Incident indicators of violent assault against law enforcement, on Thursday, 12/08/16
- Police Department to send two Officers to residential crime prevention certification December 12th through 15th in order to further Community Policing services to residents of Shavano Park

Summary

- Police Department filed 15 criminal cases with the Bexar County DA in reference to the recent burglary of vehicles
- Police Department Investigator met with Bexar County DA to finalize prosecution preparation for a solicitation of minor arrest which occurred in July 2016
- Police Department continuing primary focus on Texas Best Practices submissions and compliance
- Code Enforcement beginning to focus on violations relating to tree trimming due to beginning of December