

Council,

Attached report summarizes staff key actions. Key activities included:

- Weekly Focus was the preparation of the City Manager Proposed Budget presented Thursday
- WAC approved (Mon) the Water Fund Budget for presentation to City Council
- P&Z approved (Wed) the Town Plan for presentation to City Council (future agenda item)
- Finance Director, City Secretary/HR Director and AP/HR Clerk hosted two annual Open Enrollment meetings for all City employees. Representatives from TML-IEBP, Colonial Life & Legal Shield attended. Open enrollment continues.
- Staff approved ROW permit for AT&T to start installing fiber in Shavano Estates
- CM, PW, Asst, KFW Engineers met on site to review three proposed Low Water Crossings (Drainage). Meet resident's landscaper on Bent Oak
- Continued Permit Fee review for initial presentation on August 8th

Next Week

- City Manager on leave Monday and Tues morning
- CPS Pole Replacement meeting at City Hall (Mon)
- Special City Council Meeting (Wed)
- Fire to host tree limb chipper day with free mulch giveaway (Sat)

"Here to Serve!"

Bill Hill
City Manager

FROM: Bill Hill, City Manager

DATE: 3 August 2018

SUBJECT: Department Weekly Reports: 30 July – 3 August 2018

PUBLIC WORKS:

- PWD met with contractors for prices to replace City Hall roof
- PWD met with 3 contractors to provide quotes to add a water softener and hot water heater at City Hall
- PWD working with Contractor to make proper repairs to a CMP culvert pipe that was damaged during construction of a house. (Possibly built in the drainage easement) Bitter Blue is working with contractor to replace the pipe
- RTU #2 (A/C unit) at City Hall – burned up, Holt Mechanical will be in Thursday to assess damage
Approved ROW permit for AT&T to start installing fiber in Shavano Estates
- PWD and CPS representatives prepared for CPS pole replacement meeting held Aug 6th @ 6 pm

Water Department:

- Replaced blow off 111 Rock Squirrel in order to flush the dead in main;
- WAC meeting was held Monday
- Completed monthly EAA critical pumping report
- Installed eye wash station in the yard for safety

FIRE DEPARTMENT:

- Attended the South Texas Regional Advisory Council (STRAC) Quarterly meeting
- Participated in an interview board to assist Converse Fire Department in hiring their next Fire Chief
- Continued work on Texas Best Practice revisions and training
- Vehicles:
All vehicles are in service

Next Week:

- Chipper Day Saturday August 11th
- Continue working on Texas Best Practice revisions and training

FINANCE:

- Warrants collected - \$1,194
- Attended July 30 WAC meeting
- Hosted, along with the City Secretary/HR Director and AP/HR Clerk, 2 annual Open Enrollment meetings for all City employees. Representatives from TML-IEBP, Colonial Life & Legal Shield attended
- With the City Manager, finalized his draft FY 2018-19 budget to be presented to City Council

PLANNER / INFORMATION SYSTEMS MANAGER:

- Town Plan approved by P&Z
- Continued work on Permit Fees Review
- Meeting with KFW Engineers regarding resident concerns for Bent Oak, Windmill & Fawn; meeting with Mr. Don Elliot's landscape architect

CITY SECRETARY:

- City Council Agenda preparation

- National Night Out preparation
- Roadrunner
- Preparation – Boards / Commission application process

POLICE:

TOTAL CALLS – 61

AVERAGE POLICE RESPONSE TIME – approximately 4 minutes 15 seconds

- 911 Hang-up – 7
- Alarm Call – 17
- Animal Call – 1
- Assist Other Agency – 14
- Assist the Public – 1
- City Ordinance Violation – 1
- Deceased Person – 1
- Disturbance – 3
- Information – 7
- Possession of Drug Paraphernalia – 1
- Suspicious Activity – 6
- Theft – 1
- Wanted Person – 1

Traffic Enforcement

- Total vehicles stopped – 91
- Total violations – 110
- Citations issued – 45
- Warnings issued – 65

Code Enforcement

- Tree Protrusions - 200
- Complaints investigated – 8
- Warnings issued – 4
- Summons/Citations issued – 0
- Stop Work Order – 1
- Code Enforcement cases cleared/closed – 3

Personnel / Training

- Completing TML Law Enforcement Liability and Vehicle Pursuit training online

Forecasted Weekly Plan

- 7-9 Aug, hosting the Sexual Assault Family Violence Investigator Training for area law enforcement. Three patrol staff attending