

Council,

Attached report summarizes Director reports to me. I will be off (on leave) Friday – therefore I'm sending report today. Key activities included.

- Significant focus was continuing budget prep as well as future Council meeting items
- CPS Energy meeting was held at City Hall for all residents to learn about the CPS Pole replacement (Mon)
- PW Superintendent attended TCEQ operators conference in Austin (Tuesday and Wednesday)
- PW continued improvement along the sidewalk/trail from Lockhill Selma to Pond Hill. The entire route can now be driven by truck. Much of the area has been cleaned up, rocks removed, old debris removed, low hanging limbs removed and is able to be more easily mowed. CM also coordinated with three home builders to have trash and other piles removed behind Bentley Manor and Pond Hill.
- Well 5 Repair – Contractor started building the new well head to meet TCEQ requirements, well is anticipated to be completed by Friday and staff will complete samples over the weekend.
- CM, PW Dir, Asst to CM attended a Web conference with TxDOT and the project manager regarding widening of NW Military Highway – focused on the details of mitigating challenges to a number of driveways. This has been very complex and I've been impressed with the detailed planning on each and every driveway. TxDOT's intent is to mitigate as much as possible so that when they meet with the individual property owners (target October) that they will be prepared. In my assessment, TxDOT has met the stormwater runoff (drainage) challenges, they will meet the driveway challenges, and they are also working to mitigate the requirement to move water lines. There is certainly five known water line crossings of NW Military Hwy that will need improvements. There is likely (but not fully known yet) some movement of lines between Endgate and Wagon Trail, but it appears as of today not to be as much as we thought.
- IT RFP Selection Committee – reviewed bids; scheduled interviews next week. We will interview three firms.

Next Week

- Fire hosting Chipper Day and Public Works hosting free mulch giveaway (this Saturday)
- Prep for next Budget Workshop (21 Aug)
- Interviews for IT Managed Services

"Here to Serve!"

Bill Hill
City Manager

FROM: Bill Hill, City Manager

DATE: 10 August 2018

SUBJECT: Department Weekly Reports: 6 August – 10 August 2018

PUBLIC WORKS:

- Crews worked on chipping all the brush that Texas A&M Forestry has cut.
- Preparing for Chipper day on Saturday and moving all mulch to the back of City Hall to give away
- CPS Energy meeting at City Hall for all residents to learn about the CPS Pole replacement
- PWD met with CPS to trim trees within the well sites
- PWD inspected first portion of the drainage at 3415 Paesanos Parkway
- PWD to attend TxDOT meeting to discuss the driveways along NW Military and impact to water line
- Staff completed cleaning up of the trail from Lockhill Selma to Willow Wood
- PWD met with another plumber to discuss the hot water heater and a softener for City Hall

Water Department:

- Completed the installation of an eye wash station in the yard for safety
- Superintendent attended TCEQ operators conference in Austin (Tuesday and Wednesday)
- Well 5 – Contractor started building the new well head to meet TCEQ requirements, well is anticipated to be completed by Friday and staff will complete samples over the weekend.
- Replaced parts in the swing check valve at Huebner, leaking for the last 6 months

FIRE DEPARTMENT:

- Chipper Day Saturday August 11th
- Participated in training with police department over domestic violence.
- Completed preparations for promotional exam process
- Continued work on Texas Best Practice revisions and training
- Vehicles – All are in service

Next Week:

- Texas Commission on Fire Protection skills testing for Fire Investigator
- Promotional exam process
- South Texas Regional Advisory Council Field Data Collections monthly meeting
- Emergency Medical Task Force Training
- Continue working on Texas Best Practice revisions and training

FINANCE:

- Warrants collected \$200.
- Researched uses of Court Security funds
- Met with TML-IEBP representative Joe Munoz along with the City's AP/HR clerk to discuss/review the on-line enrollment system

PLANNER / INFORMATION SYSTEMS MANAGER:

- Web conference with TxDOT regarding NW Military Highway – focused on driveways
- IT RFP Selection Committee – reviewed bids; scheduled interviews next week
- FTP / Telnet ports blocked across network to improve network security
- Council packet preparation: Small Cell Design Manual amendments
- Continued work on Permit Fees Review as directed by Council

CITY SECRETARY:

- City Council Agenda preparation
- National Night Out / Holiday event preparation
- Roadrunner
- Shavano Park Directory coordinating w/ Mrs. Stipek

POLICE:

TOTAL CALLS – 43

AVERAGE POLICE RESPONSE TIME – approximately 3 minutes 47 seconds

- 911 Hang-up – 3
- Alarm Call – 7
- Animal Call – 5
- Assist Other Agency – 7
- Assist the Public – 4
- Disturbance – 2
- Family Violence - 1
- Information – 6
- Suspicious Activity – 6
- Traffic Hazard - 1
- Welfare Concern – 1

Traffic Enforcement

- Total vehicles stopped – 87
- Total violations – 97
- Citations issued – 41
- Warnings issued – 56

Code Enforcement

- Tree Protrusions - 209
- Complaints investigated – 1
- Warnings issued – 0
- Summons/Citations issued – 0
- Stop Work Order – 0
- Code Enforcement cases cleared/closed – 0

Personnel / Training

- 7-9 Aug, hosted the Sexual Assault Family Violence Investigator Training for area law enforcement. Three staff attended

Forecasted Weekly Plan

- 14 Aug, Chief Lacy conducting a briefing to Bexar Metro 9-1-1 on video auditors