

February 2024, Staff Update

- Logic investment account opened in January 2024 at the current rate of 5.5% on \$1,853,628.00
- TexPool investment account opened in February 2024 at the current rate of 5.5% on \$1,155,000.00
- FY 2021 -2022 Financial Audit papers submitted in January to MWH Group for review.
- FY 2022 -2023 Audit has started.
- CoServ to install a new transformer at Town Hall for building additions this month.
- Staff working with County Commissioners on the status of the Estates Drive bridge replacement.
- Staff, Dale Andrews and TNP Engineering evaluating Town roads to schedule road maintenance projects for Summer 2024.
- The 2016 Tahoe has been outfitted with additional lights and bump guard and all the systems have been tested and passed. The 2015 Tahoe will now head to the shop to add additional lighting and to test all the system.
- All systems on the new 2023 Chevy Silverado are being tested.
- The department policy manual (what are we going to call this?) is almost completed, including sections relating to fiscal management, mental health leave, field training, eyewitness identification, sex offender reporting, and artificial intelligence, Outstanding policies require additional research and updates.
- Special Projects Administrator:
 - Attended January 18th ESD#1 monthly meeting.
 - Attended January 23rd preliminary meeting for local area departments regarding active shooter training scheduled for this June.
 - Reviewed and updated the police department budget in an effort to maximize the existing resources.
 - Working on draft design for officer shields and patches
- TCOLE site visit is scheduled for February 22nd.
- Bids for Town Hall Additions were due February 6th and have been reviewed by staff, Rudy, Mayor and CMR.

- The employee personnel policy manual was last updated in 2009. With the addition of staff and the future Police Department, and to be competitive with other cities, the policy needs to be amended. The following topics were either added or amended:
 - Town property and equipment
 - Definitions
 - Take-home vehicles
 - Disciplinary action
 - Pandemic event leave policy
 - Telecommuting
 - Dress Code
 - Social Media
 - Information Systems
 - Sexual harassment
 - Vacation leave

The following policies may have a financial impact on the town budget; therefore, they would be approved by the Town Council each year:

- Overtime for future Police officers
- Merit Increases
- Cost-of-Living Increases
- Certification compensation
- Tuition reimbursement
- Longevity pay

Engineer

Stormwater (MS-4)

- Monthly Stormwater Inspections for Williams Ranch.
- Quarterly Inspections for Vickery Park, Copper Creek Estates and Boots' Ranch
- Met with Town Administrator and Town Secretary on Annual Report

Subdivision Construction

- Vickery Park
 - Permits
- Copper Creek Estates
 - Permits
- Boots Ranch
 - Permits
 - Lot 7 drainage design review
- Williams Ranch
 - Construction Observation
 - Underground conduits video review
 - Meeting on outstanding items
 - Design changes for Sidewalk

Subdivision Developments

- Pilot Knoll on Orchid Road
- Jernigan Estates Concept Plan
 - Concept and Development Plan Review
 - P&Z Meeting

Miscellaneous

- Design and coordination for the Town Hall Building/Parking Expansion
 - Coordination with Construction Manager At-Risk
 - Pre-bid meeting
- Meetings with Town staff
- We are reviewing building permits for drainage issues as they arise, as well as reviewing ROW permits, plats and replats as they are submitted.
- 2024 Street Maintenance planning

Permits

- New Home Permits Issued - Vickery sub-division: 5
- New Home Permits Issued – non-Vickery: 2
- Home Addition/Remodel Permits Issued: 1
- Swimming Pool Permits Issued: 2
- Other Permits Issued: 35
- Contractor Registrations: 9

Fire Department

- The newly appointed Denton County ESD 1 and 2 board of commissioners were all sworn-in at our meeting in January.
- In February, the commissioners will be attending a "DCESD 101" class to learn more about the inner workings of the organization.
- On January 20th, we hired 10 firefighters as part of the Department of Homeland Security SAFER grant.
- February 10th will be our annual awards banquet where we will celebrate and recognize last year's individual and team achievements.