

CITY OF ALAMO HEIGHTS
CITY COUNCIL
June 1, 2015

A Strategic Plan Work Session of the City Council of the City of Alamo Heights, Texas was held at the Council Chambers, located at 6116 Broadway, San Antonio, Texas, at 8:30 a.m. on Monday, June 1, 2015.

Present and composing a quorum were:

Mayor Louis Cooper
Mayor Pro-Tempore Lynda Billa Burke
Councilmember Lawson Jessee
Councilmember Bobby Rosenthal
Councilmember John Savage

Also attending were:

City Manager J. Mark Browne
Fire Chief/Assistant City Manager Buddy Kuhn
Assistant to the City Manager Marian V. Mendoza
Community Development Services Director Jason Lutz
City Secretary Jennifer Reyna
Chief Police Rick Pruitt
Public Works Director Pat Sullivan

Absent was:

Councilmember Fred Prassel

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Mayor Louis Cooper opened the meeting at 8:47 a.m.

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Item #1 Mayor Cooper read the following caption.

Discuss the Strategic Action Plan

City Manager Mark Browne stated departmental directors will present their items and welcomed Council to express their ideas. Departmental Directors summarized FY 2014/2015 Strategic Action Plan (SAP) accomplishments, and identified FY 2015/2016 initiatives, and priorities.

Assistant to the City Manager Marian V. Mendoza briefly reviewed the vision, mission statement, and core values. Mayor Cooper suggested the mission statement be re-evaluated and requested Council provide any recommendations to him. He also encouraged evaluation of vision and core values.

Ms. Mendoza presented the departmental update to include accomplishments, initiatives, carry forwards and priorities identified by the Administration and Finance Department. Accomplishments for 2014/2015 were the 2% Cost of Living Allowance (COLA) for all employees, all employees trained in basic Cardiac Pulmonary Rescue (CPR), incentives for education and certifications for Administrative employees, monthly employee newsletter, reviewed and updated city personnel manual and job descriptions.

Ms. Mendoza presented carry forward items to include continued development of Accounting and Purchasing Administrative Directives, implement electronic time cards, and evaluate water and sewer rates.

Priorities included the development of a City safety plan modeled by the Texas Municipal League (TML), conduct a comprehensive salary surveys, the purchase of Automatic External Defibrillators (AED) for City Hall, 2% Cost of Living Allowance (COLA) for all employees, and incentives for certifications for Administrative employees. The continuation to update the City personnel manual and reviewing job descriptions, expansion of the City's wellness program, monthly employee newsletter, CPR training for all employees are priorities. New priorities for consideration were: exchanging the Battle of Flowers Holiday in consideration of Christmas Eve holiday, a Request for Proposal (RFP) for water meter reading or an alternative since SAWS is terminating their contract, increased broadband/internet connection from 10m to 20m, RAVE Alert system as a replacement for the current Connect-City system which is geared towards Public Safety. Mr. Browne asked Council consideration of a ¼ cent tax earmarked for beautification and briefly explained its purpose and benefits with a goal of a November 2015 election. Five-year priorities were intranet use for employees, on-line application process, on-line evaluation system, healthy vending machines, increase Texas Municipal Retirement Systems (TMRS) contributions 2:1 at 7%, Automatic External Defibrillators (AED) for City Hall, interdepartmental trainings, and continuation to train all employees in basic CPR.

Councilmember Rosenthal asked if personnel within City Hall were aware of the emergency exits. Councilmember Jessee inquired if there are drills conducted for employees to be aware of exit routes and safety process.

Police Chief Rick Pruitt responded emergency exits are identified and stated he is currently working on a drill to inform employees how to react safely in unexpected circumstances. He stated there is a safety plan for customer service personnel. Council agreed the Police Department implement an exercise drill program within City Hall for all employees.

There was a brief discussion among Council regarding the Administration's priorities. Council agreed to the addition of Christmas Eve as a holiday instead of removal of the Battle of Flowers. They expressed support in the purchase of the RAVE Alert System for savings and increased efficiency focused on public safety. Mayor Cooper suggested a direct mail to inform residents of the program and encourage sign up for the new RAVE program. Mayor Cooper requested additional information on the

TMRS contribution rates among surrounding cities and Human Resource Manager Lori Harris agreed to provide. Councilmember Jessee requested an alternative option other than a RFP for water meter readings to view what is the best for the City. Public Works Director Pat Sullivan responded to Mr. Jessee's questions. Ms. Vargas provided additional information on the RFP program, options, and confirmed we will check on grants for meter equipment. There is consideration of residents reading their own meters for cost efficiency.

Police Chief Rick Pruitt presented a departmental update for the Police Department. He began his presentation with a summary of 2014/2015. He informed Council of the officers certified to instruct "Civilian Response to Active Shooter Events" and "Police Response to Active Threat Events" and reported four citizen groups trained. He stated standard operating procedures are updated and officers trained in simulated active threat events. Police Chief Pruitt stated program officers had been identified for a "Neighborhood Officer" and currently working on the program. A new citizen academy is planned for January 2016. Parking zones have been identified for on-street parking regulations in the business district and update existing parking restrictions.

Mayor Cooper asked Police Chief Pruitt consider eliminating the 2:00 a.m. – 5:00 a.m. parking restrictions. Police Chief Pruitt provided a brief history of the parking restrictions and shared the benefit of the parking restrictions is avoiding street for storage issues. He informed Council that dispatchers receive an estimated 400 requests a month from residents for on-street overnight parking variances. He further stated officers actively address overnight parking violations by issuing warning and court citations.

Police Chief Pruitt identified initiatives and priorities to include coordination of the Citizen's Emergency Services Academy for January/February 2016, accomplish "re-recognized" status with the Texas Police Chief's Association by participating in the inspection and evaluation process prior to February 2016. Police Chief Pruitt highlighted the need for a Code Compliance Officer to work with residents as well as establishing focus groups that consists of officers and dispatchers regarding local and expanding challenges to law enforcement. Additional initiatives were identified related to improved departmental plan, development of strategies to meet the challenges associated with recruitment and retention of personnel, recognize changing attitudes towards police, and prioritize new and emerging challenges facing law enforcement, training strategies and new equipment needs. Five-year priorities were the consideration of hand-held mobile technology devices and associated software alternatives to the vehicle mounted mobile data computers, community traffic enforcement initiatives, and study wide intersections lacking traffic control, traffic lane designation and consideration of reclassifying one police lieutenant position to deputy chief, new position. Police Chief Pruitt highlighted the challenges of recruitment and maintaining an experienced officer due to competition.

Council agreed to allow Police Chief Pruitt proceed with the requested personnel addition/changes that Police Chief Pruitt presented. Mayor Cooper informed Council and staff regarding an individual that is interested in donating money to the public safety

sector to provide additional funds to salaries of public safety employees. Mayor Cooper requested staff to provide information about Police Officer/Fire Fighter retention.

Mayor Cooper announced a break at 10:27 a.m. The meeting reconvened at 10:46 a.m.

Fire Chief Buddy Kuhn provided a summary of the following accomplishments and initiatives: tree trimming, quarterly first aid/CPR training classes to AHISD students, citizens and employees, completion of research and presentation of on-street parking. He stated he worked closely with the new facility contractor and other City staff to construct the planning and implementation of various aspects of the facility construction project. The p25 radio compliance and FCC mandates were completed and reminded Council that the Police Department received a grant that offset the costs. Completion of the updated fire city code to IFC 2015 edition is estimated during summer 2015. Initiatives are to train at least 5% or 350 in hands only CPR, continue tree trimming initiative, re-establish citizen's emergency services academy with Police Department, and conduct full scale emergency operations drill required by DEM. Fire Chief Kuhn presented to Council regarding the remodel or demolition of 213 Henderson. He provided brief estimates for rehabilitation/remodeling and demolition and summarized the house was in poor condition. He displayed photos of 213 Henderson and highlighted the additional cost considerations for removal of 213 Henderson. Landscape buffers were briefly discussed.

Council provided direction to Fire Chief Kuhn to proceed with the demolition evaluation and explore the consideration of the purchase of the adjacent lot on Henderson. Councilmember Rosenthal suggested staff coordinate with Overland Partners Architects to provide a parking plan with the demolition of 213 Henderson. Fire Chief Kuhn agreed to both requests.

Fire Chief Kuhn presented the department's five-year priorities. The replacement of Fire/EMS necessities will be considered over a five-year period. Among them are the 2014 Medic unit (re-mount) and the replacement of cardiac monitors. Capital replacement funding for fire apparatus acquisition in 2024 will be evaluated as well as the SCBA replacement in 2017. In 2019, replace the 2007 support truck and a complete ambulance replacement. Identified priorities included to review the funding options for replacement of breathing air compressor, which was a joint purchase with sister cities by 2019/2020, remain competitive in the job market for recruitment and retention of firefighters and paramedics, and continue the evaluation of wages and benefits. Fire Chief Kuhn highlighted equipment as future technology for the department. They are EKG telemetry for the rear of EMS units and advanced fire helmet technology that provides 3D real time inside of a building to outside incident commander via iPad and GPS.

Public Works Director Pat Sullivan presented a departmental update to include a summary, updates, initiatives and priorities. Prior to his presentation he stated he did not include his personnel's requests; however, stated a possibility of adding two utility personnel noting that there is an increased amount of work being conducted in-house. He

reported that there is continued work to resolve TCEQ's required separation of previously identified sewer and water mains proximity (4x2 issue). He informed Council of the final connection on "in house" main installation with contract boring on certain streets. Implement installation of a secondary alternate emergency backup diesel engine for pump at Well # 4. He highlighted some improvements within the Street Maintenance Program such as sidewalks, drive approaches and isolated improvements for future consideration. Unplanned initiatives were the participation in Olmos Creek Project with Olmos Creek Alliance, tree planting throughout the City, and working with various agencies for the Olmos Creek Restoration project. Mr. Sullivan stated the department will continue to improve water loss accountability and informed Council that 12 fire hydrants were replaced. Other initiatives were the installation of surveillance cameras within Public Works Yard, rebuild alley ways in which 4X2 issues had been resolved and develop a systematic patch program to resolve the older utility cuts throughout the City. Mr. Sullivan concluded his presentation with photos of the identified areas that are in need of reconstruction and possible coordination with the City of San Antonio. He informed Council of the need of coordination and/or communication with the Texas Department of Transportation (TxDOT) regarding several streets related needs such as drainage, lack of curb exposer, and inadequate drain inlets structural problems with the road bed which is need of reconstruction rather than piece meal the necessity.

Councilmember Rosenthal suggested the consideration of the City taking over the ownership of those streets if TxDOT addresses the drainage issue and need for maintenance. Mayor Cooper stated it may be considered in the future.

Community Development Department Services Director Jason Lutz presented departmental summary, "carry forwards", initiatives, and a five-year priority. Mr. Lutz reported that the process of updating the commercial zoning code and multi-family (MF-D) with key components of the City's Comprehensive Plan along with codification had begun. A digital Geographic Information System (GIS) for the City has been initiated and he explained the benefits of the GIS database. Initiatives identified are to develop a formalized development process for large commercial and multi-family project to be conducted in house. This initiative would include a Development Review Committee consisted of City staff to streamline the development process. Other initiatives included finalizing commercial/multi-family zoning code updates, and online interactive mapping (GIS) for a City Interactive map. Mr. Lutz requested Council consideration of a budget to beautify gateway areas into the City and he identified areas for beautification. Mr. Browne added the consideration of hiring a consultant to assist in formulating a plan and shared the challenges. A budget for Hondondo trails was briefly requested on behalf of Friends of the Hondondo Trails to assist in their next phases of construction and installation of additional trails and landscaping. A five-year initiative was to improve the public realm (street cross sections) such as to create a tree lined boulevard. He stated the goal is to develop a standard among sections within the City and conduct a redo (full sidewalk, crosswalks and tree planting) for future development on an annual basis. He noted there are individuals that owe tree mitigation and perhaps consider instead of planting the tree, consider a flat fee that would cover the cost of beautification.

There was a brief discussion among Council regarding beautification. Some ideas were expressed in where beautification may begin or consider a process in how to approach beautification. Mayor Cooper noted monies had been earmarked for beautification and nothing had been accomplished; noting that something must be done. Mayor Cooper shared that Cappy Lawton, resident, donated low-hanging trees that were planted last year. City Manager Mark Browne shared he wanted direction from Council on how to identify the projects and consider the timing and location. Mayor Pro Tem Billa Burke and Councilmember Jessee offered to meet with City Manager and City staff to develop a plan for beautification. Mayor Cooper suggested staff host a beautification workshop that consist of residents and Overland Partners Architects, who presented a beautification design scheme. Council asked Mr. Browne to inform Friends of the Hondondo Trails of the consideration of their financial assistance request as not in the City's budget to provide a large sum of financial support to any or one local organization.

Mayor Cooper requested staff consider an addition to the Code of Ordinances to regrade the lot after a structure had been demolished. Mr. Lutz stated currently there is nothing in the Code of Ordinances that identifies additional requirement(s) after demolition. He stated the demolition and compatibility requests are separate. Mr. Lutz agreed to explore additional language and/or requirements after a demolition had been done.

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There being no further business, Mayor Cooper adjourned the meeting at 12:17 p.m.


Louis Cooper
Mayor


Jennifer Reyna
City Secretary