

CITY OF ALAMO HEIGHTS  
CITY COUNCIL  
June 14, 2017

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 Wednesday, June 14, 2017.

Present and composing a quorum were:

Mayor Bobby Rosenthal  
Mayor Pro-Tempore Lawson Jessee  
Councilmember Wes Sharples  
Councilmember Fred Prassel  
Councilmember Lynda Billa Burke  
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  
Finance Director Robert Galindo  
City Secretary Jennifer Reyna  
Chief Police Rick Pruitt  
Public Works Director Pat Sullivan

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Mayor Bobby Rosenthal opened the meeting at 8:34 a.m.

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*Item #1* Mayor Rosenthal read the following caption.

**Discuss the Strategic Action Plan**

City Manager Mark Browne stated department directors will present their items and welcomed Council to express their ideas. Department directors summarized FY 2016/2017 Strategic Action Plan (SAP) accomplishments, and identified FY 2017/2018 initiatives, and priorities.

Finance Director Robert Galindo summarized accomplishments for the Administration department. The following were accomplished: 2% Cost of Living Allowance (COLA) for all employees, employees trained in basic CPR, continued monthly newsletter, updated city personnel manual, reviewed and updated job descriptions and financial policies, enhanced budget document to provide improved

financial transparency, restoration of trolley stop, reauthorization of existing street maintenance sales and use tax and an additional ¼ cent sales and use tax for street maintenance. Replacement of two Christmas street garlands, uplighting on City Hall, and replacement of all the lighting on the oak tree known as “sugar plum tree” were completed.

Initiatives included 2% COLA for all employees, conduct comprehensive salary surveys, continue to update the personnel manual and job descriptions, expansion of the City’s wellness program, and Automatic External Defibrillators (AED) for City Hall. Tuition reimbursement is a proposed incentive program that Mr. Browne briefly highlighted and Council briefly discussed. Mr. Browne stated employee engagement survey results surfaced with job satisfaction ranked high and employee benefits and communication ranked lower which brings consideration to exploring employee benefits. Mr. Galindo continued his presentation and highlighted IT initiatives which included replacement of Police camera video servers, the increase of storage capacity, and implementing paperless water bills. Also the City is gradually implementing rebranding, specifically wayfinding signs, communication materials (welcome brochure, newsletter, layout for social media formats), and develop an RFQ for a Branding Initiative Consultant. Six locations at City Hall were identified for wayfinding signs. Other initiatives were additional lighting at the City Hall parking lot, explore document scanning for City Council Meeting Minutes for the years of 1922 – 1977, explore furniture and artwork purchases for City Hall Public Areas, and establish a five-year financial forecast for the General and Utility Funds, and conduct a rate study for Utility Fund to review financial condition, water and sewer rates and cost of services. A graph of the Utility Fund was presented to display information on fiscal year, net income, revenues and expenses.

Council briefly discussed furniture and artwork purchases for City Hall. Mr. Browne suggested a friendly competition to seek community’s ideas in décor for City Hall. Councilmember Lynda Billa Burke suggested displaying City Hall memorabilia and hanging pictures of prior Mayors to display history of the City.

Mr. Galindo identified five-year priorities which were intranet use for employees, online employment application process, online internal employee evaluation system, increase Texas Municipal Retirement Systems (TMRS) contributions 2:1 at 7%, continuing to train all employees in basic CPR, construction on Broadway, utilize VIA transportation funds for Broadway, swimming pool repairs of at least \$600,000, Street Maintenance Plan, increase the capital replacement fund, maintain our S&P AAA Bond rating, and maintaining the property tax rate as low as possible.

Mr. Browne concluded the Administration presentation with a report on the citizen committee concerned with the traffic around Alamo Height High School. He stated traffic flow and preventing hardships on any particular street are priorities for the City. Two solutions were presented. One solution is consideration to open the intersection at Vanderhoeven and E. Fair Oaks and consider redesign. The second solution was a left turn arrow at Castano and N. New Braunfels and the City of San

Antonio had agreed with the second proposed solution. Mr. Browne summarized that coordination is needed with the Alamo Heights Independent School District (AHISD) to pursue a solution.

Council briefly spoke about TMRS rate. Councilmember John Savage briefly explained how the rate is calculated with TMRS and perhaps consider tweaking benefits for employees. He commented that retirement contribution rate dates back from the employee's beginning date of municipal service. Mayor Rosenthal stated to explore further the TMRS contribution rate.

Fire Chief Buddy Kuhn provided a summary of the following accomplishments for the Fire/EMS Department: tree trimming, full scale exercise required by DEM for disaster/grant funding, remount of new ambulance chassis, purchased new stretchers for ambulances, replacement of hydraulic rescue tools (Jaws of Life) and ten SCBA for firefighter respiratory protection.

Initiatives are continue training AHISD students and residents in hands only CPR, continuation of tree trimming in right-of-way, begin implementation of Texas Fire Chief's Association Best Practices recognition program, work with tri-city Police Departments to place AEDs in police cars, purchase 3rd Lucas cardiac compression device for EMS units, evaluate capital replacement funding for fire apparatus acquisition in 2024 in consideration of \$50,000 per year and the purchase of a new fire truck.

Fire Chief Kuhn presented the department's five-year priorities. He recommended six SCBA replacements in FY2020. Other replacements are the 2007 support truck, complete ambulance replacement, 26 portable radios, 5 mobile units, truck radios in FY2021. The following are tri-city joint purchases in need of replacement: breathing air compressor in 2019 or 2020 and SCBA fit tester, seeking grant options.

Fire Chief Kuhn provided a brief report and identified trash pickup and collection along the drainage area along Jones Maltsberger as an initiative. He shared he has met with COSA in May and June 2017 and they are seeking group effort from all cities in watershed area. A study was completed in 2014 and an installation of catchment devices were purchased to assist in the trash pickup and collection along the Olmos Basin. A map identified the area and adjacent local property owners. He stated local property owners should be approached to participate in the annual cleaning process, including sharing in cleaning costs. A list of devices, sites, cost, priority, and photos of trash boom and bandalong devices were presented. Councilmember Prassel commented that COSA should pay as majority of the trash in the Olmos Basin comes from San Antonio. Mayor Rosenthal stated Jones Maltsberger serves as the gateway entrance for Alamo Heights. Fire Chief Kuhn reported that beta testing on the catchment devices are being conducted. Mr. Browne stated COSA is interested in a long-term solution; however, it will consume time as study is being conducted.

Mayor Rosenthal announced a break at 10:03 a.m. He reconvened the meeting at 10:18 a.m.

Community Development Department Services Director Jason Lutz presented a departmental summary, initiatives, and five-year priorities. Mr. Lutz reported the department's accomplishments to include commercial district amendments, GIS database creation, modified sign regulations to include a provision for "refacing" of signs to be approved by staff and waiving the requirement for approval by the Architectural Review Board (ARB).

Initiatives for the Community Development Services department were the continuation of commercial district amendments/residential design standards, and beautification of gateway areas into the City. Mr. Lutz stated code review and modification will be conducted to address vague, inconsistent, and conflicting sections of code and referenced Chapter 17 (Subdivisions) and the tree ordinance as examples. Mr. Lutz suggested creating a Development Review Committee to meet on a weekly basis and ensure all departments have coordinated projects for board and commission consideration. He stated this would formalize the internal coordination process. He stated another priority is to review/modify the existing permitting process and a new frequently asked questions brochure. Additional initiatives included reviewing prior sign approvals to begin sign regulations enforcement.

Mr. Lutz presented the five-year priorities. One of the priorities is 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) beginning with "test block" to create a template and set the tone for future development. He stated the Broadway re-design (street cross sections) is a big project with the Texas Department of Transportation (TxDOT). Several meetings have been conducted and Mr. Lutz reported TxDOT Engineering Contractor is working on a TIA to consider the possible impacts of a redesign. He stated the next stakeholder meeting is in October/November. In December, the project should be submitted to MPO transportation Improvement Plan and funding options will be explored with the City, County, and other entities. Councilmember Jessee suggested a TIRZ to pay for the project and Council briefly discussed options. Mr. Browne stated all financing options need to be explored. Mr. Lutz proposed a branding/marketing campaign for strategic economic development consisting of the City's basic demographics, population, and highlights. Councilmember Billa Burke expressed support in a frequently asked questions brochure that provided information about the permitting process and highlighted demographics of the City. She recommended two brochures focused on what the City of Alamo Heights has to offer and on opportunities. Mayor Rosenthal expressed support but not to be used as an aggressive advertising method. Council agreed.

Police Chief Rick Pruitt presented a departmental update for the Police Department. He began his presentation with a summary of 2016/2017 accomplishments which included a reduction of outstanding Municipal Court warrants with automatic license plate reader (ALPR) technology and setting aside the reclassification of one vacant police lieutenant position to deputy chief rank due to elimination of the vacant lieutenant position. He reported this project is in progress, the commission of a traffic

study of traffic patterns around the high school and explained no action had been taken due to pending AHISD bond project review. Other projects that are in progress are the development of strategies to elevate community opinion to higher levels, feasibility and cost study for implementation of police K-9 program, feasibility and legal study of a 501(c)(3) animal rescue and adoption program.

Police Chief Pruitt identified 2017/2018 initiatives to include a law enforcement internship program in cooperation with the University of Incarnate Word criminal justice program, planning and initiating the transition from Uniform Crime Reporting System to the Teas Incident Based Reporting System, monitoring AHISD plans for local high school and elementary school bond project renovations, working with Police Chiefs from Terrell Hills and Olmos Park to develop a new dispatch service agreement, replace seven mobile data computers in marked police vehicles, replacement plan for mobile ticket writers and mobile video equipment.

Five-year priorities included the continuation of the neighborhood on-street parking study with the Fire Department, neighborhood watch initiative utilizing mobile technology devices, and community traffic enforcement initiative to address dangerous driving behaviors.

Public Works Director Pat Sullivan presented a departmental update to include a summary, initiatives and priorities. The department's completed projects included the rebuild alley south of Albany between Broadway and Ashcroft including drive entrances to residents and noted the 4X2 issue in that alley had been resolved. As part of the Street Maintenance Program, work was completed at Abiso at Imlay and traffic signs at Elizabeth and N. New Braunfels were updated. The traffic signals located at Grove Place, Wiltshire and Arcadia at N. New Braunfels were not completed. Ongoing projects included the development of systemic patch program and identifying streets to be paved dependent on available revenue generated from the street maintenances sales tax.

Carry forward utility initiatives were contract boring for miscellaneous streets, replacing the sewer main along the south alley of Harrigan Court following water main abandonment, rebuild the alley south of Penny Lane; the 4X2 issue has been resolved. Capital improvements for utilities include the installation of two emergency water supply backup motors and installation of electrical improvements. Backup motors/photos of the water wells were presented. Capital purchases include the sewer cleaner truck (vactor), security system for the Public Works yard and Blue Bonnet parking, new rear packer for garbage truck # 23.

Priorities included the purchase of two garbage truck chassis to replace two trucks, replace the 2008 pothole patch truck, new backhoe to replace 2008 CAT, purchase ½ ton pickup to replace 2008 model Ford. Additional priorities are Public Works Department to provide more extensive alley repairs as needed, incorporate alternative street applications to the current Hot Mix Asphalt Overlay (consideration of ONYX surface treatment). Council agreed in utilizing ONYX. A map displayed the current street maintenance conditions. Other priorities included the continuation to resolve

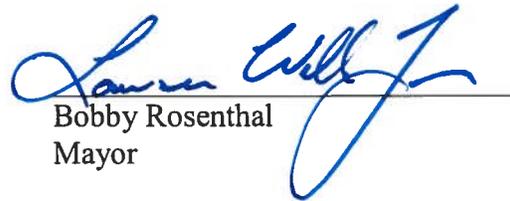
TCEQ's 4X2 non-compliance issues as he noted the deadline to resolve the 4X2 issues is January 2030 with anticipation of cost savings due to combination of contract and city forces. He noted water main replacement is as needed and stated it is ahead of SMP contracts.

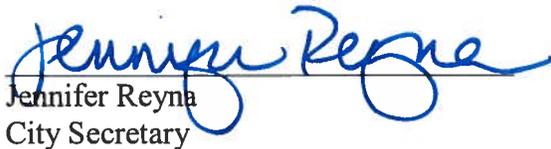
Mayor Rosenthal asked Mr. Sullivan if any work near the schools are scheduled during the summer. Mr. Sullivan responded that work is scheduled on Abiso, Columbine, and Ogden during the summer.

Mr. Browne thanked departments for saving in utilizing grant programs, conducting work in house and stated residents are not always aware of what departments do to realize savings and be efficient. Councilmember Prassel stated the City has a great team.

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There being no further business, Mayor Rosenthal adjourned the meeting at 12:20 p.m.

  
Bobby Rosenthal  
Mayor

  
Jennifer Reyna  
City Secretary