

CITY OF ALAMO HEIGHTS
CITY COUNCIL
June 5, 2014

A Strategic Plan Work Session of the City Council of the City of Alamo Heights, Texas was held at St. Peter Prince of the Apostles Church, in the Mark and Luke Room, located at 111 Barilla Place, San Antonio, Texas, at 8:30 a.m. on Thursday, June 5, 2014.

Present and composing a quorum were:

Mayor Louis Cooper
Mayor Pro-Tempore Bobby Rosenthal
Councilmember Bobby Hasslocher
Councilmember Fred Prassel
Councilmember Lynda Billa Burke
Councilmember John Savage

Also attending were:

City Manager J. Mark Browne
Finance Director Cynthia Barr
Interim Community Development Services Director David Harris
Information Services Manager Marian Vargas
City Secretary Jennifer Reyna
Fire Chief Buddy Kuhn
Chief Police Rick Pruitt
Public Works Director Pat Sullivan

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Mayor Louis Cooper opened the meeting at 8:35 a.m.

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Item #1 Mayor Cooper read the following caption.

Discuss the Strategic Action Plan and Council Committee Structure

City Manager Mark Browne welcomed Council and attendees. He stated departmental directors will present their items and welcomed Council to express their ideas. He introduced David Harris the Interim Director for the Community Development Services. Mr. Browne provided brief background on Mr. Harris' experience.

Mr. Browne briefly reviewed the vision, mission statement, and core values. Departmental Directors summarized FY 2013/2014 Strategic Action Plan (SAP) accomplishments, and identified FY 2014/2015 initiatives, and priorities.

Finance Director Cynthia Barr presented the departmental update to include accomplishments, initiatives, carry forwards and priorities identified by the Human Resources Director, City Secretary, Information Services Manager and Finance Director. Accomplishments for 2013/2014 were the 2% Cost of Living Allowance (COLA) for all employees, an additional 2% salary increase for Public Works/Water Department, purchase and installation of additional pole banners, developed and continue to expand the City's wellness program, and a newsletter was created expanding employee recognition. The employee evaluation process was re-evaluated, the City personnel manual was updated and job descriptions will be reviewed annually to ensure necessary changes are made.

Ms. Barr presented carry forward items to include a city safety plan by reviewing Texas Municipal League (TML) model safety plan and collaborating with department heads. Continued participation with Waters Consulting Group for data information/survey, explore other entities that conduct comprehensive salary surveys, paperless agenda packets with iAnnotate application, utilization of Slideshare.net, paperless court module, the scanning of City Council meeting minutes for the years of 1922 and 1977, and replacement of servers to increase the storage capacity including email archiving were carry forward items.

Mayor Cooper shared he made a visit to Terrell Hills and noticed the use of iPads within their Council Chambers. He stated Council preparation consumes personnel time and resources. There was a brief discussion among Council regarding the use of iPads and training to transition to a paperless Council packet. Mayor Cooper asked consideration for City staff to have iPads as well or at least an extra one for the presenter. Council agreed and anticipating the implementation of iPads by September. Councilmember Hasslocher inquired the records being archived and necessity of maintaining permanent minute books. City Secretary Jennifer Reyna informed him the scanning of minutes allows convenience and accessibility to records without a retrieval request from Iron Mountain at a charge. Ms. Reyna stated the records may be digitalized but would seek Council's guidance on what medium to permanently keep minutes. Councilmember Hasslocher recommended the consideration of Geographic Information Services (GIS) to assist in the location of utility services and formalize the permit process requiring surveys to ensure site and information is accurate.

Initiatives were identified as the continued development of Accounting and Purchasing administrative directives, analyze current procedure in Administration and Accounting such as paperless court and electronic time cards. Evaluate effect of proposed purchases of additional water for a Request for Proposal (RFP) for water and sewer rate study, paperless agenda and paperless for all departments, and 2% COLA for all Administrative employees, education and certification incentives initiatives were identified as well. Five-year priorities were intranet use for employees, on-line application process, on-line evaluation system, healthy vending machines, cloud-base IT system, increase Texas Municipal Retirement Systems (TMRS) contributions 2:1, Automatic External Defibrillators (AED) for City Hall, interdepartmental trainings, CPR and First aid training and succession planning. Councilmembers Prassel and Savage

expressed concern on the consideration of an increased TMRS rate due to liability. Mayor Cooper recommended presentation of TMRS at a future meeting to further educate and evaluate. Councilmember Savage requested the representative be other than a TMRS representative. Mr. Browne agreed.

Mr. Browne requested Council to consider funding of administrative assistants or key personnel as he noted with the recent departure of two key personnel, personnel incurred additional job duties over a period of time. Mayor Cooper stated there are funds to hire essential personnel required to alleviate duties. Councilmember Hasslocher stated explore other succession programming ideas.

Police Chief Rick Pruitt presented a departmental update. He reported that Alamo Heights Independent School District (AHISD) initiated steps to make campuses less accessible to public without screening and noted a School Resource Officer (SRO) is not considered at this time. A full-time Communications Operator replaced the eliminated part-time position. The Police Department was awarded \$8,000 grant by the San Antonio Area Foundation for the animal care program. The animal care services and rescue program will be expanded. The Tactical Oversight Committee approved the interlocal agreement on May 21, 2014 and there is consideration to join the interlocal agreement with the City of Live Oak for the use of armored vehicle and equipment. New replacement radio equipment and some existing communications office equipment were upgraded to meet P25 compliance standards. He reported the installation of dispatch equipment in the new dispatch center is pending. Since State agencies and the Texas Transportation Code regulate the towing of vehicles from private property by independently contracted towing services, this item was removed from consideration.

Police Chief Pruitt identified initiatives and priorities to include to update and revise the Police Department emergency response procedures for active shooter situations or other threats, develop a "Neighborhood Officer" initiative, study wide intersections lacking traffic control, and study on-street parking regulations in the business district. Police Chief Pruitt stated the planning and coordination of the Citizen's Emergency Services Academy is scheduled for a tentative date in January 2015. Five-year priorities were neighborhood on-street parking study with the Fire Department, neighborhood watch initiative utilizing mobile technology devices, replacement plan for mobile ticket writers/tasers/mobile video equipment/traffic radar units, study hand-held mobile devices and associated software alternatives to the vehicle mounted mobile data computers, community traffic enforcement initiative, vehicle mounted night vision equipment grants, and consideration of re-instating the Assistant Police Chief and warrant officer positions.

Mayor Cooper observed a family attempting to cross Broadway at Albany, near Jefferson Bank and noted there are other families that attempt to cross also. He suggested staff identify a crosswalk. Mayor Pro Tem Rosenthal added a time change in traffic control to allow sufficient time to cross would be appreciated. There was a brief discussion among Council regarding crosswalks and the parking at the dog park and baseball fields.

Fire Chief Buddy Kuhn provided a summary of the following accomplishments and initiatives: tree trimming, quarterly first aid/CPR training classes, completion of rewritten emergency operation basic plans and fourteen (14) additional annexes. 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. Initiatives are to complete the assessment and recommendations for on-street parking for emergency vehicle access, train at least 5% or 350 in hands only CPR, continue tree trimming initiative, establish community cooking/kitchen safety program with HEB Culinary school and Alamo Heights High School, and completion of p25 radio compliance and FCC mandates. Fire Chief Kuhn displayed photos of tree trimming and the limited space on residential streets that provides a challenge for Emergency Medical Service to respond. Additional initiatives included completion of curb flattening on Vanderhoeven, update City Fire Code to 2015 edition, establish large/capital items replacement program, ISO data collection, and coordinate with the Police Department on the Citizen's academy.

Fire Chief Kuhn presented the department's five-year priorities. Capital replacement funding for fire apparatus acquisition in 2024 will be evaluated as well as the SCBA replacement in 2017. Review the funding options for replacement of breathing air compressor, which was a joint purchase with sister cities, integrate iPads into the EMS system for patient care reporting, and a pilot program are five-year priorities as well. Fire Chief Kuhn added that cardiac monitors needed to be replaced and noted refurbished monitors had been purchased before.

Councilmember Billa Burke expressed concern that residential homes do not have their address located on their property. Fire Chief Kuhn responded the lack of addresses had been a challenge for first responders searching for a home. After a brief discussion among Council, Council agreed the City needed to conduct curb address identification.

Councilmember Hasslocher expressed concern on the parking congestion at Patterson and Grant. He noted it is difficult to go through and requested Council to consider parking arrangements during the summer.

Public Works Director Pat Sullivan presented a departmental update to include accomplishments, updates, initiatives and priorities. He reported the following were completed: city facility at the Evans water tower location received a makeover with painting and repairs including fence replacement, construction of a silt trap in drainage structure at Albany and Austin Highway, drainage improved at Alamo Heights Boulevard and Jones Maltsberger Road due to installation of larger pipes. Unplanned initiatives were the participation in Olmos Creek Project with Olmos Creek Alliance, tree planting throughout the City, upgrade landscape at the island located on Grant and Patterson, decreased water loss accountability to less than 4% instead of a target of 7%. The contracted service connection to new mains resolving some 4X2 separation on E. Fair Oaks and Halcyon were completed and the installation of a water main along Argyle at Patterson as well as on Bronson at Patterson for 4X2 separation. The upgrade of water mains within the new city hall facility is in progress aiming for completion.

Mr. Sullivan reviewed carry forward priorities. He stated boring had been performed in house; however, contractors continue to resolve 4X2 issues. He reported 32% of the 4X2 issues had been resolved. He reminded Council the completion date to resolve 4X2 issues mandated by the Texas Commission on Environmental Quality (TCEQ) is January 2030. Mr. Sullivan acknowledged raw water samples had irregularity reports. He stated TCEQ required raw sampling reports until 4x2 issues are completed and would be the same for the surrounding cities if they were resolving 4x2 issues. Mr. Sullivan noted the sewer line pipe in the basin area is in poor condition and requires repair. A sewer replacement of 3800' of sewer main located between Morse and Greely is for consideration.

Public Works' initiatives included the rebuilding of alleyways, develop a systemic patch program to resolve older utility cuts throughout the City, identify five-year Street Maintenance Program (SMP), incorporate alley maintenance into a five-year program, improvement of solid waste services by educating the public on professional landscaping company's removal of debris, sidewalk replacement on Townsend from Ogden north to Jefferson Bank. Five-year priorities were identify and develop a five-year sidewalk improvement/replacement program, and widen a new curb along the north side of the 100 block of E. Fair Oaks to allow additional parking. 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.

Councilmember Hasslocher shared his recent experience in the need for disposal of hazardous household materials. He asked about the disposal of hazardous household materials as he learned the City does not collect hazardous household materials. Mr. Sullivan acknowledged there is a concern when employees pick up hazardous materials due to appropriate disposal process and precautions. Fire Chief Kuhn added there is a liability when materials are received and then disposed of. Information Services Manager Marian Vargas recalled disposal of hazardous household materials was expensive to cover personnel, resources, and liability. Mr. Browne stated he can contact the City of San Antonio to explore an arrangement with them.

Mr. Browne presented a departmental update for the Planning and Development Services Department. He provided a brief update and noted day-to-day operations are being addressed with the loss of two essential personnel. He stated the official zoning map was updated and completed, the consideration of the purchase of a department truck was added to the Capital Replacement Fund.

Mr. Browne noted the carry forwards included a workshop with contractors and architects regarding one-story homes, develop a formalized development process for large commercial and multi-family projects, and revise the Multi-Family District (MF-D) and commercial district standards to reflect Comprehensive Plan concepts. Mr. Browne stated the department would like to develop a process to implement Economic Development Plan for the Business District as an initiative.

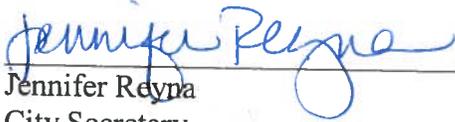
Mr. Browne asked Council to consider the committee structure. Mayor Cooper asked Council to inform City Manager on what committee they would like to serve. Council agreed.

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There being no further business, Mayor Cooper adjourned the meeting at 11:44 a.m.



Louis Cooper
Mayor



Jennifer Reyna
City Secretary