

CITY OF ALAMO HEIGHTS  
CITY COUNCIL  
June 6, 2016

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 6, 2016.

Present and composing a quorum were:

Mayor Louis Cooper  
Mayor Pro-Tempore Fred Prassel  
Councilmember Lawson Jessee  
Councilmember Bobby Rosenthal  
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 Louis Cooper opened the meeting at 8:41 a.m.

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Police Chief Rick Pruitt introduced David Price as a new Police Officer. Police Chief Pruitt highlighted his background and experience with the Dallas Police Department. Council congratulated and welcomed him.

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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 2015/2016 Strategic Action Plan (SAP) accomplishments, and identified FY 2016/2017 initiatives, and priorities.

Police Chief Rick Pruitt presented a departmental update for the Police Department. He began his presentation with a summary of 2015/2016 accomplishments which included re-recognition with the Texas Police Chief's Association, hiring of Christina Maurer - the Code Compliance Officer, and established focus groups consisting of police officers and dispatchers to discuss specific law enforcement challenges. He stated there was no interest within the community to conduct a Citizens Academy. He shared officers are obtaining 40 training hours of mental health illness to address health issues/conditions that are encountered. He commented that the community relationship needs to be strengthened.

Police Chief Pruitt identified initiatives to include an automatic license plate reader (ALPR) Technology to reduce the amount of outstanding warrants. He explained the program and stated there is a loss of revenue not pursuing warrants. He encouraged a traffic study of traffic patterns around the Alamo Heights High School to include off-street parking, and reclassifying one vacant police lieutenant position to deputy chief rank, a new position. He recommended the consideration of a focus group among the Police department and citizens to elevate community opinion to higher levels. The feasibility and cost study for the implementation of a police K-9 program and legal study of a 501 (c)(3) non-profit animal rescue and adoption program were also initiatives for 2016/2017.

Priorities included the continuation of the neighborhood on-street parking study with the Fire Department, neighborhood watch initiative utilizing mobile technology devices, replacement plan for mobile ticket writers, study compatible vehicle mounted computer tablets to replace existing technology, community traffic enforcement initiative to address dangerous driving behaviors, and study wide intersections acting traffic control/traffic lane designation.

Mayor Pro Tem Fred Prassel asked Police Chief Pruitt questions related to the K9 program. Police Chief Pruitt shared of a recent occurrence in which a K9 was needed and took time to locate. He estimated twelve occurrences in the past year in which a K9 is needed. He noted there are some costs other than the cost of a K9 and some cost off-sets through low cost veterinarians and food donations from local grocery and pet supply stores.

Mayor Cooper suggested to follow through with the traffic study around the high school and provide the Alamo Heights Independent School District (AHISD) a deadline to address parking issues. City Manager Mark Browne stated a citizen committee had been established and shared there were neighboring properties for sale that the AHISD is interested in purchasing. Police Chief Pruitt stated he will explore solutions with the AHISD.

Fire Chief Buddy Kuhn provided a summary of the following accomplishments for the Fire/EMS Department: re-certification of ISO class 2, tree trimming, quarterly first aid/CPR training classes to AHISD students, citizens and employees, and Alamo Heights Pool Staff, certified as an American Heart Association training facility which

includes six certified instructors, obtained Advance Cardiac Life Support Instructor Certification (ACLS), completion of the demolition of 213 Henderson, construction of additional parking area and landscaping at City Hall.

Initiatives are training additional 5% of residents on hands only CPR, continuation of tree trimming in right-of-way, conduct a full scale emergency operations drill required by DEM in October 2016 to provide grant and disaster funding, replace medic unit stretchers and rescue tools for vehicle extrication.

Fire Chief Kuhn presented the department's five-year priorities. Among them were the fire apparatus acquisition in 2024 with consideration of capital replacement funding in the amount of \$50,000 per year and the purchase of a new fire truck. He recommended SCBA replacement in FY2017 with a possible deferment of one additional year. He stated the replacement of the 2007 support truck is a consideration as well as the complete ambulance replacement in 2020. The following are tri-city joint purchases in need of replacement: breathing air compressor by 2020 and SCBA fit tester. Seeking grant options and evaluation of wages and benefits were identified as priorities too.

Fire Chief Kuhn highlighted information on the solar program and stated different options exist. One option required modifications to the concrete and the facility and another option offered city-owned panels. He shared that the consultant estimated utility savings of \$5,900 for the first year and 12 years to pay back with an annual maintenance of \$600. He stated that inverters are replaced at 12 years for an additional cost. Fire Chief Kuhn stated he needed to explore if the roof warranty will uphold the additional panels required to participate in the solar saving program.

Councilmember Lynda Billa Burke asked if EMS equipment for heavier patients should be upgraded. Fire Chief Kuhn responded that the stretcher capacity is 700 lbs. and noted there are bigger ambulances but costly. He stated 400+ lbs. patients had been transported previously. He noted additional equipment available may assist in transportation.

Councilmember Jessee asked if CPS Energy's solar program was considered. Fire Chief Kuhn stated savings were under \$700 on an annual basis with a 20-year agreement. He summarized the options that were explored were not the best for the City.

Councilmember Bobby Rosenthal suggested not to consider a solar system until further in the future as he noted that technology is changing and offers may be lucrative if the City waits. Council agreed to wait on the consideration of a solar program.

Public Works Director Pat Sullivan presented a departmental update to include a summary, updates, initiatives and priorities. He reported that there is continued work to resolve TCEQ's required separation of previously identified sewer and water mains proximity (4x2 issue) with completion reported at 38% and the alley way south of Redwood between Kokomo and Lafayette was rebuilt in which 4X2 issues had been resolved. Mr. Sullivan stated the department will continue to improve water loss

accountability and informed Council that 12 fire hydrants were replaced and the drainage issue on Loveta between Tuxedo and W. Castano was corrected. Unplanned initiatives were the participation in Olmos Creek Project with Olmos Creek Alliance and tree planting throughout the City.

Carry forward utility initiatives were the main installation with final connections at various streets along N. New Braunfels, install 6" water main on Harrigan from Broadway to N. New Braunfels to include water service relays due to 4X2 issue, and replacement of sewer main along south alley of Harrigan Court follow water main abandonment. Additional Public Works initiatives were the alley was rebuilt south of Albany between Broadway and Ashcroft to include drive entrances to residents, the alley south of Penny lane, and developing a systematic patch program to resolve the older utility cuts throughout the City that are in need of leveling. He briefly reviewed the Street Maintenance Program (SMP) to identify additional work ahead of City's SMP (drainage) such as Abiso at Imlay, and Oak View at N. New Braunfels. He stated the quarter sales tax is expected to be renewed to continue funding the street maintenance program. Streets will be identified to be paved dependent on available revenue generated from the ¼ cent sales tax.

Capital replacement for the Public Works Department includes updated traffic signal at Grove Place, Wiltshire and Arcadia at N. New Braunfels and Elizabeth and N. New Braunfels, replacing a 1/2 ton vehicle with a heavy duty 3/4 ton crew cab truck equipped with tow package and purchase a seven-ton capacity tilt trailer. Photos of a vactor and the current jetter were presented. Mr. Sullivan recommended a lease purchase program for the vactor.

Councilmember Jessee asked about the percentage rate of water loss.

Mr. Sullivan responded last year it was at 23% and prior years it was at 4% or 5% depending on factors. Upon occasion, the City may lose revenue. Mr. Browne stated a study of utility rates needs to be conducted by an outside consultant and noted that a study was done about ten years ago. Assistant to the City Manager Marian Mendoza stated consultant rates are not available and noted there are many to consider for the different aspects the City is looking for.

Councilmember Rosenthal asked if the Olmos Creek cleanup project included upstream cleanup along Basse.

Mr. Sullivan responded the entities involved stated there is a need and the City of San Antonio (COSA) had been asked to remedy the issues when a flood occurs. Mr. Browne stated there trash collection is technology available in which the San Antonio River Authority (SARA) may install. There was a brief discussion among Council regarding what resources were available and coordination with other entities.

Mayor Cooper requested to patch the curbs along Broadway. He observed medians are broken and in need to repair. Mr. Sullivan noted inlets are crushed.

City Manager Mark Browne began his presentation on the Street Maintenance Program in consideration of a street bond proposal. Staff estimated \$12M in capital infrastructure improvement projects for a special election in November 2016. He stated there will be public meetings in June, July, and in the fall. Mr. Browne stated the proposition had been considered in two ways that consist of mill and overlay projects and reconstruction with curbs and sidewalks. A map was presented that identified the streets that are part of the proposed bond program that are in need of mill and overlay with spot repair, overlay or fog seal, or reconstruction with curbs and sidewalks. Mr. Browne presented a tax rate analysis that displayed the different years of assessed value during a 20-year time period.

Councilmember Jessee suggested sidewalks at Albany and Austin Highway and along Broadway.

Mr. Sullivan stated a consultant had been hired to ensure Americans with Disabilities Act (ADA) compliance and the consultant shared it would be difficult and challenging.

Mr. Browne provided Council an update on discussions with the Texas Department of Transportation (TxDOT) regarding Broadway reconstruction. He stated a final schematic design is being presented with anticipation of a complete schematic design by January 2017 and noted the process to fund will begin once schematic design is finalized. A meeting will be held in July with shareholders.

Councilmember Jessee asked if the dollar value of the reconstruction of Broadway had been identified. Mr. Browne stated the value had not been disclosed and noted that TxDOT acknowledged money is requested by the City of Alamo Heights for maintenance and all entities will work together to find the value. He estimated two to four years for the Broadway reconstruction. He shared that a decision would need to be made on a bond election by August 22<sup>nd</sup> to include this item for a November election.

Council agreed to move forward in preparation for a bond election for street maintenance.

Community Development Department Services Director Jason Lutz presented a departmental summary, “carry forwards”, initiatives, and five-year priorities. 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 and will continue. A digital Geographic Information System (GIS) for the City had been initiated to compile and create data sets. Other accomplishments included amending the ordinances related to trees, fence height, residential design standards, and MF-D regulations.

Carry forward initiatives for the Community Development Services department were the commercial district amendments to codify principles outlined in the Comprehensive Plan, GIS Database creation in the development of interactive web map

in which new data and information will be added and updated on a quarterly basis. He identified sign regulations is a section within a code to review and remove vague, inconsistent, and conflicting sections of the code. This would include a provision for "re-facing" of signs to be approved by staff and waive the requirement for approval by the Architectural Review Board (ARB). Additional initiatives included review prior sign approvals to begin sign regulations enforcement. Councilmember Billa Burke encouraged signage to be defined. Mr. Lutz stated enforcement issues on negative comments from business owners, code review and modification of sections within the Code that are vague, inconsistent and conflicting sections of code and the tree ordinance are reviewed. Beautification of the gateway areas into the City and tree planting continue to be initiatives. He identified areas for beautification.

A five-year priority 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.

Mayor Pro Tem Prassel referenced the comprehensive plan. There were comments made regarding the comprehensive plan. Mr. Lutz stated the comprehensive plan is not regulatory; however, any future zoning changes made must be aligned with the comprehensive plan.

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, an additional holiday, Christmas Eve, to the holiday schedule, increased fiber internet connection, implementation of Rave alert, and implementation of a five-year forecast during budget.

Initiatives included to conduct comprehensive salary surveys, continue to update the personnel manual and job descriptions. Mr. Browne stated personnel initiatives include a 2% COLA for all employees and coordinate all training courses for all departments. Mr. Galindo identified other initiatives to include reviewing and updating financial policies and review budget document to ensure better transparency. Mr. Galindo stated restoration and maintenance of the trolley stop located on Broadway and Patterson is in need and asked Council if they would like the restoration to begin soon or next fiscal year. Councilmember Billa Burke commented to do the repairs now. Mayor Cooper agreed as he explained the one person that may be available to conduct repairs may consider another restoration job and timing is important. Council agreed to move forward with the repair of the trolley stop. Mr. Galindo stated reauthorization of the sales tax for street maintenance tax is to be renewed and consideration of an additional 1/4 cent sales tax for Streets and/or General Fund. Mr. Galindo stated both sales tax items would be considered in November 2016 for the voters.

Assistant to the City Manager Marian V. Mendoza identified IT initiatives to include develop infrastructure for online storage, sending water bills/late notice by email, and "SeeClickFix" application that allows citizens are able to report issues within the City. Replacement of Police camera video servers and increase of storage capacity are additional IT initiatives. Other initiatives include branding marketing on entryway, pole banners, and communication materials. Replacement of street garlands, lighting on City hall, and replace all the lighting on the oak tree are initiatives related to Christmas decorations.

Mr. Galindo identified five-year priorities which were intranet use for employees, online application process, continuation to develop online and mobile applications for internal and external users, increase Texas Municipal Retirement Systems (TMRS) contributions 2:1 at 7%, Automatic External Defibrillators (AED) for City Hall, interdepartmental trainings, and continuing to train all employees in basic CPR, a wellness program, increase the capital replacement fund, maintain our S&P AAA Bond rating, maintain property tax rate as low as possible, and an evaluation of utility and solid waste rates.

Mayor Cooper recommended informing residents if there will be any raises related to utility/garbage rates if a street bond package is being considered. He suggested to allocate  $\frac{1}{4}$  sales tax specifically for beautification. Mr. Browne stated there are options to consider to be specified on beautification. Mr. Galindo stated he will check with City Attorney Mike Brenan on the ability to transfer from the General Fund if the additional sales tax is received in that fund for beautification. Councilmember Jessee recommended an ordinance to be considered on an annual basis specific to the use of the revenue from the additional  $\frac{1}{4}$  sales tax.

Mayor Pro Tem Prassel expressed concern in the increased rate for TMRS. He was uncertain on how to resolve service credit and shared other contribution rates for other municipalities. Councilmember John Savage recommended exploring other municipality contribution rates within the state. He shared a brief background on how the increased contribution surfaced due to miscalculation on TMRS behalf. Mayor Pro Tem Prassel asked Council to reconsider an increased municipality retirement contribution rate with TMRS.

Mayor Cooper recognized Ms. Mendoza and Ms. Reyna for their contributions for the Barney Smith birthday. Ms. Mendoza compiled a slideshow of Mr. Smith's birthday celebration which is available via Facebook. Ms. Reyna created the proclamation for Mr. Smith.


Council thanked staff for their time.

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There being no further business, Mayor Cooper adjourned the meeting at 12:21 p.m.

  
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Louis Cooper  
Mayor

  
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Jennifer Reyna  
City Secretary