

CITY OF ALAMO HEIGHTS
CITY COUNCIL
April 14, 2025

A regular meeting of the City Council of the City of Alamo Heights, Texas was held at the Council Chamber, located at 6116 Broadway, San Antonio, Texas, at 5:30 p.m. on Monday, April 14, 2025. A teleconference was held via Zoom; staff and meeting attendees were welcomed in the Council Chamber.

Composing a quorum were:

Mayor Bobby Rosenthal
Mayor Pro Tem Lynda Billa Burke
Councilmember Lawson Jessee
Councilmember Karl P. Baker
Councilmember Blake M. Bonner
Councilmember Trey Jacobson

Also attending were:

City Manager Buddy Kuhn
Assistant City Manager Phillip Laney
City Attorney Jessie Lopez
Assistant to City Manager Jennifer Reyna
City Secretary Elsa T. Robles
Police Chief Rick Pruitt
Fire Chief Allen Ottmers
Public Works Director Frank Orta
Community Development Services Director Lety Hernandez
Deputy Police Chief Cindy Pruitt

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Mayor Bobby Rosenthal opened the meeting at 5:34 p.m.

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Item # 1 In Memoriam

A moment to remember Robert J. Galindo, a valued member of our team whose contributions and service to the City of Alamo Heights were greatly appreciated.

City Council and staff held a moment of silence to remember Finance Director Robert J. Galindo who suddenly passed away on April 5th. City Manager Buddy Kuhn took a moment to recognize Mr. Galindo for his service to staff and the community. He noted Mr. Galindo will be a hard act to follow and will be greatly missed.

Item # 2 Approval of Minutes

Mayor Rosenthal asked the City Council for a motion on the March 10, 2025 City Council Work Session minutes. Councilmember Blake M. Bonner moved to approve the minutes as presented. The motion was seconded by Mayor Pro Tem Lynda Billa Burke and passed by unanimous vote.

Mayor Rosenthal asked the City Council for a motion on the March 24, 2025 City Council meeting minutes. Mayor Pro Tem Billa Burke moved to approve the minutes as presented. The motion was seconded by Councilmember Lawson Jessee and passed by unanimous vote.

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Item # 3 Announcements

Mayor Rosenthal read the following caption.

a. 2025 King Antonio CII, Paul A Rohlfs Jr

Mayor Rosenthal welcomed King Antonio 2025, Paul A. Rohlfs, Jr. who stated he was the 102nd King Antonio (CII). Mr. Rohlfs took the opportunity to thank the first responders and City leaders for their service. He proudly introduced the accompanying King's Men; Texas Cavaliers Commander – Gardner Peavy; Day Aide for King Antonio CII – Ty West, Night Aide for King Antonio CII – Will Ziegler, and Executive Aide for King Antonio CII – Eric Reblin. He shared he was excited to announce the charitable honoree for the 2025 River Parade is the Intellectual and Developmental Disabilities (IDD) Community and will highlight 7 nonprofits throughout the parade. He shared the Grand Marshal this year is Rosemary Kowalski, who was honored and announced prior to her passing. Mr. Rohlfs stated they are projected to give about \$3M to nonprofits in San Antonio across 62 different charities bring their cumulative charitable amount to over 20 million dollars.

Mayor Rosenthal thanked King Antonio for attending and presented him with a Key to the City as a token of appreciation.

b. Fiesta Medals

Assistant to City Manager Jennifer Reyna announced this year's Fiesta medals are literally just in and will be available to the public next week, Monday, April 21st. It is one per resident and two per household. Residents can pick them up during regular business hours.

c. Telecommunicators Week, April 13-19, 2025

Police Chief Rick Pruitt announced April 13-19 is Telecommunicators Week celebrated nationally since 1994. During this week the emergency services communications operators, the Real First Responders, are honored for their excellent work. He noted the COAH telecommunicators handled 41,387 "call for service" data entries and received 4,340 "9-1-1" calls. They provided life-sustaining instructions to callers including child delivery and operate six radio channels locally and have the ability to patch into other radio operations centers. Police Chief Pruitt stated they monitor surveillance cameras for Alamo Heights High School, Cambridge Elementary, and City Hall.

d. National Prescription Drug Take Back Day, April 26, 2025

Police Chief Pruitt announced Saturday, April 26th, is National Prescription Drug Take Back Day. He encouraged everyone to clean out their medicine cabinets for old or unused prescription drugs and bring them in on that day, no questions asked. This year, due to the risk

of injury to handlers, uncapped syringes, epi-pens or other injectable devices are not accepted. Police Chief Pruitt noted this is a drive through service behind City Hall from 10:00AM – 2:00PM.

e. 26th Annual Pooch Parade, Saturday, May 3, 2025

Community Development Services Department Director Lety Hernandez announced the Therapy Animals of San Antonio is sponsoring the 26th Annual Pooch Parade on the May 3rd. The 2.7-mile parade begins at 9:00 a.m. at the Alamo Heights Pool parking lot and follows the same route as in years past in the city and ending back at the pool at 1:00 p.m. There will be a costume contest and mobile food vendors will be present this year.

f. May 3, 2025 Special Election

City Secretary Elsa T. Robles announced the City of Alamo Heights May 3, 2025 Special Election was less than a month away. The Special Election is to consider the reauthorization of local sales and use tax at the rate of one-half of one percent to continue providing revenue for maintenance and repair of municipal streets. Early voting will be Tuesday, April 22nd – Tuesday, April 29th, 2025 with the AHISD Administration Office, Lion's Field Community Center, and Tobin Library being nearby polling sites. On Election Day, May 3, 2025, the Alamo Heights City Hall Council chamber will serve as a polling site. Hours will be from 7:00 a.m. – 7:00 p.m.

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Item # 4 Citizens to be Heard

Mr. Ron Tietz, resident suggested the city consider installing a protected left turn at Tuxedo and Broadway and make the stop light at Gaylord Fenley Way a blinking caution light when there are no school events. Mr. Tietz suggested better reflectors/lane markings on N. New Braunfels. He shared he did not agree with the demolition of cottage homes. He suggested the city offer window stickers for on-street parking permits.

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Items for Individual Consideration

Item # 5 Mayor Rosenthal read the following caption.

Architectural Review Board Case No. 971F, a request of David Robertson of Build Modern LLC, applicant, representing Blake Keeling and Christopher Carroll, owners, for the compatibility review of the proposed design located at 233 Harrison Ave in order to construct a new two-story single-family residence with a detached garage.

Ms. Hernandez stated the Single Family-A (SF-A) property is located at 233 Harrison Ave between Acacia St and Morse St. The applicant requests approval of the compatibility review of the proposed design to construct a two-story single-family residence with detached garage. She stated the previous existing structure has been demolished as approved by City Council the

previous year; however, the current design is by a new applicant. She reviewed the existing conditions noting the property is currently vacant. Ms. Hernandez reviewed the proposed site plan with side access to the garage from Acacia Street, proposed elevations, streetscape, and renderings. There is an overall height of 28 feet 4 inches, composite/stone siding with standing seam metal roof. The garage has an overall height of 28 feet 6 inches with matching composite/stone siding and standing seam metal roof.

Ms. Hernandez stated the project is required to complete plan review process to ensure compliance with current regulations. Currently, there are some items that will need to be addressed because due to zoning violations.

The Architectural Review Board (ARB) considered the request on March 18, 2025, and voted unanimously to recommend approval of the proposed design as compatible with suggestion to modify articulation on the east side of the main structure.

Ms. Hernandez stated public notifications were mailed to property owners within a 200-foot radius. Notices were posted on the City's website and on the property. Staff received one response in support and none in opposition.

After a brief discussion Mayor Pro Tem Billa Burke moved to approve ARB Case No. 971F as presented. The motion was seconded by Councilmember Jessee and passed by unanimous vote.

Item # 6 Mayor Rosenthal read the following caption.

Architectural Review Board Case No. 972F, a request of Cy Goudge, owner, for the significance and compatibility review of the proposed design located at 305 Castano Ave. to demolish 39% of the street-facing façade and 63% of the existing roof in order to construct additions to the existing single-family residence.

Ms. Hernandez stated the Single-Family A (SF-A) property is located at 305 Castano Ave. on the north side of the street and west of Nacogdoches R. The applicant requests approval for the significance and compatibility review of the proposed design to demolish 39% of the street-facing façade and 63% of the existing roof to construct additions to the existing residence.

Ms. Hernandez reviewed the existing conditions/site plan and proposed demolition, site plan, elevations, renderings, proposed elevations and roof plan. The overall proposed height is 24 feet 6 inches with wood siding and asphalt shingles to match the current design.

The proposed lot coverage is 28.6% and floor to area ratio is 44.1% of the maximum allowed of .49% due to the preservation of the main structure. Staff will ensure compliance during the plan review process.

The ARB considered the request on March 18, 2025. The board voted unanimously to declare the existing main structure as not significant and recommended approval of the proposed design as compatible.

Ms. Hernandez stated public notifications were mailed to property owners within a 200-foot radius. Notices were posted on the City's website and on the property. Staff received four responses in support and none in opposition.

Councilmember Jessee moved to approve ARB Case No. 972F as presented. The motion was seconded by Councilmember Bonner and passed by unanimous vote.

*****Mayor Rosenthal announce Items # 7 & 8 were tabled until further notice and would not be discussed.*****

Item # 7 Public Hearing – Planning and Zoning Case No. 447. An ordinance amending Chapter 3, Zoning, Article I – In General and Article III – Single-Family Dwelling District A (SF-A) and Single-Family Dwelling District B (SF-B) and Chapter 5, Building and Building Regulations, Article I – General to incorporate clarifying language related to definitions and lot coverage.

Item # 8 Discussion and possible action on Planning and Zoning Case No. 447, an ordinance amending Chapter 3, Zoning, Article I – In General and Article III – Single-Family Dwelling District A (SF-A) and Single-Family Dwelling District B (SF-B) and Chapter 5, Building and Building Regulations, Article I – General to incorporate clarifying language related to definitions and lot coverage.

Item # 9 Mayor Rosenthal read the following caption.

RESOLUTION NO. 2025R - 210

A RESOLUTION OF THE CITY OF ALAMO HEIGHTS, TEXAS, AUTHORIZING APPROVAL FOR THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH BB INSPECTION SERVICES, LLC FOR BUILDING OFFICIAL SERVICES AND TO CONDUCT INSPECTIONS; AND SETTING AN EFFECTIVE DATE.

Ms. Hernandez stated staff requested approval for the continuation of the existing contract which recently expired and requires renewal. BB Inspection Services currently provides plan reviews for both commercial, multifamily, and residential. The city has contracted with BB Inspection Services on a full-time basis since 2019 who provides inspection services and staff support. Staff requests approval for a 3-year renewal option.

BB Inspection Services have nine inspectors who provide inspection services for all building and trade related improvements. They are Certified Master Code Professionals who provide services to several surrounding cities in the area. Their services include plan, permit, and plan review.

Ms. Hernandez stated the proposed contract term is for 3 years with ongoing renewal option. She noted there was a slight increase to the inspection fee of \$5, from \$50.00 to \$55.00 which has been their fee for some time. She commented the funds are currently included in the

Community Development Services budget. Ms. Hernandez added she was very satisfied with their service.

Mayor Rosenthal inquired about termination requirements. City Attorney Frank J. Garza stated he was still negotiating the contract to ensure it included three reasons for termination: “mutual, cause, or convenience” as it had in the past.

Councilmember Jacobson moved to approve Resolution No. 2025R – 210 authorizing the City Manager to execute an agreement with BB Inspection Services to include reasons for termination. The motion was seconded by Mayor Pro Tem Billa Burke and passed by unanimous vote.

Item # 10 Mayor Rosenthal read the following caption.

RESOLUTION NO. 2025R - 211

A RESOLUTION OF THE CITY OF ALAMO HEIGHTS, TEXAS, AUTHORIZING APPROVAL FOR THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH SAN ANTONIO WATER SYSTEM (SAWS) FOR WHOLESALE SEWER SERVICES; AND SETTING AN EFFECTIVE DATE.

Director of Public Works Frank Orta stated San Antonio Water Systems (SAWS) provides disposal and treatment of the City’s wastewater through SAWS infrastructure and resources. The proposal is to renew contract for wholesale sewer service through SAWS. He noted the City owns all sewer mains within the city limits and SAWS disposes/treats all City wastewater which travels via mains to the City limit and then is transported via SAWS mains to the treatment plant for processing. The existing 2001 contract with SAWS for transporting, processing, and treatment of city wastewater has expired.

Staff requests a 10-year term contract be renewed to include three 5-year renewal options. The contract requires the City inspect and clean mains every 5 years and smoke test every 2 years. SAWS reserves the right to inspect, test, collect data and make compliance determinations. There are no proposed rate changes; however, any SAWS rate changes are authorized by the San Antonio City Council.

Mr. Orta stated the action requested is consistent with City policy in partnering with San Antonio Water Systems for a wastewater disposal and treatment services. The City of Alamo Heights does not have an area to self-treat wastewater. The proposed contract is consistent with state and federal mandates. Either entity has right to terminate the agreement in case of material breach of contract provisions.

In closing, Mr. Orta stated the proposal for wastewater services retains existing rates charged by SAWS and reiterated no rate changes were proposed. Funds for this service are currently allocated in the FY 2025 Utility Fund Budget.

Councilmember Bonner moved to approve Resolution No. 2025R – 211 authorizing the City Manager to execute an agreement with San Antonio Water System (SAWS) for wholesale

sewer services. The motion was seconded by Councilmember Jacobson and passed by unanimous vote.

Item # 11 Mayor Rosenthal read the following caption.

RESOLUTION NO. 2025R - 212

A RESOLUTION OF THE CITY OF ALAMO HEIGHTS, TEXAS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH VASS SOLUTIONS, LLC FOR PROJECT MANAGEMENT SERVICES FOR THE CITY OF ALAMO HEIGHTS ADVANCED METERING INFRASTRUCTURE (AMI) SYSTEM PROJECT FOR AN AMOUNT NOT TO EXCEED \$128,750; AND SETTING AN EFFECTIVE DATE.

Mr. Orta stated the staff is working on the installation of advanced metering infrastructure (AMI) water system throughout the city. The AMI system has on-demand data and will replace out-of-date, less efficient analog meter system. A Request for Proposal (RFP) was issued for project management of the meter replacement project. Seven companies responded and staff proposes selecting VASS Solutions for the project. They will oversee the RFP development for future project phases and will support implementation.

The Water Meter Replacement (WMR) project goal is to implement AMI water systems with on-demand data for account holders and City operators. It will provide automated remote functions of meter reading, usage, and notifications for leaks, outages, etc. The project requires two RFPs: RFP 1 (Current proposal) – Project management and RFP 2 (Future) – Meters, infrastructure, construction, and software integration/training.

Mr. Orta outline the project requirements desired:

- Compatibility with financial & billing system
- Compatibility with CPS Energy's digital network as a service vendor
- Infrastructure already installed on nearly all properties
- Work with existing meter boxes
- Facilitate compliance with Revised Lead & Copper Rule Revisions

In September 2023 with the adoption of the 5-year water/sewer rates and meter replacement analysis. The adopted annual adjustments will be imposed on October 1st of each year through 2027. The approved rates included estimated costs associated with the water meter replacement (WMR) project. In January 2025 staff presented a report confirming Council support to pursue WMR project.

Mr. Orta stated the RFP was issued for project management services for the RFP project development and will support the installation, integration, and staff training on new equipment/systems. The RFP was advertised on January 22, 2025. Respondents had a deadline to reply by February 21, 2025. He noted seven firms (ALINEDS, Atlas Design Services, Holistic Utility Solutions, Performance Services, Quanta Technology, LLC, VASS Solutions, and Wildan Energy Solutions) submitted proposals and were evaluated according to qualifications & relative experience, cost, responsiveness to RFP, and previous project performance.

Staff selected VASS Solutions who demonstrated exceptional experience and value. They were previously selected to provide an identical role to San Antonio Water Systems (SAWS) for their AMI transition for 600,000 accounts. Additionally, SAW's transition and system relationship with CPS Energy is being used as a model for the COAH AMI implementation. VASS will use the same team leaders used with the COAH as they used with SAWS and estimate roughly 21 months to complete the project.

Mr. Orta commented the proposal is consistent with City's interest in professionally managing critical infrastructure projects that impact all residences, businesses, and schools in community. The RFP gives City Council the ability to interview any vendor that submitted a proposal. The City may proceed with the proposed firm, select another option, or reject all firms. Staff coordinated with the City Manager and City Attorney on this proposal.

Mr. Orta noted the proposed resolution authorizes the City Manager to execute an agreement with VASS Solutions to provide project management services for water meter replacement project, not to exceed the amount of \$128,750. Funds are currently available in FY 2025 Utility Fund budget. He stated VASS Solutions representative Jeff Evans was on the line for any questions.

Council discussed the project cost and comparison to other municipalities. Mr. Kuhn reminded Council staff cannot explore costs associated with other municipalities for similar projects but could only select the most qualified vendor. He affirmed based on VASS's experience and research that it will hopefully be a smooth transition through implementation. Mr. Kuhn added staff will work on hosting public meetings to inform the residents of upcoming AMI rollouts pointing out residents may see an increase in their water bills because they will be charged for their actual water usage.

Mayor Rosenthal agreed and suggested City Council discuss it further during the upcoming Strategic Action Plan Work Session in June.

Councilmember Jacobson moved to approve Resolution No. 2025R – 212 authorizing the City Manager to execute an agreement with VASS Solutions, LLC, for Project Management services for the Advanced Metering Infrastructure System project. The motion was seconded by Mayor Pro Tem Billa Burke and passed by unanimous vote.

Item # 12 Mayor Rosenthal read the following caption.

RESOLUTION NO. 2025R - 207

A RESOLUTION OF THE CITY OF ALAMO HEIGHTS, TEXAS AUTHORIZING AN AGREEMENT WITH FORD, POWELL & CARSON ARCHITECTS AND PLANNERS, INC. FOR PROFESSIONAL ARCHITECTURAL DESIGN AND ENGINEERING SERVICES FOR THE ALAMO HEIGHTS POOL POCKET PARK FOR AN AMOUNT NOT TO EXCEED \$165,825; AND SETTING AN EFFECTIVE DATE.

Assistant City Manager Phillip Laney stated this item has been discussed for a few months, but noted staff is now proposing a vendor for professional architectural design and engineering services. In February 2025, Council approved negotiating with Ford, Powell & Carson for architecture design services.

The Alamo Heights Pool Pocket Park is proposed to be built outside the existing pool area. It will include a roofed shade structure, seating, park area, low scale playscapes, perimeter fencing, and restrooms. The City is seeking architectural and engineering services for the proposed improvements. Staff proposes an agreement with Ford, Powell & Carson (FPC) for the Pocket Park design and construction support.

Mr. Laney reviewed the proposed pocket park footprint and detailed plans for the area that include roofed shade structure, open park area with low scale playscapes, open eating area with tables/chairs for 40 persons, perimeter fencing, landscaping & hardscaping, two free-standing single-use restrooms, and storage room attached to restrooms.

Mr. Laney noted the estimated preliminary cost for the project is \$800,000 to \$900,000. The FPC proposed fee for architectural/engineering (A/E) services is approximately \$166K and includes sub-contractors. The proposed fee is up to 21% of the preliminary construction costs, Architect is 12%, Structural and MEP is 3%, Landscape is 3%, and Civil is 2%.

The proposal is consistent with City practice to negotiate fees for professional services and the proposed action is consistent with City's interest in having professional expertise to design and project-manage key infrastructure/beautification enhancements. Staff coordinated with the City Manager and City Attorney on this proposal. The proposed agreement authorizes Ford, Powell & Carson to provide professional architectural design and engineering services for the Alamo Heights Pool Pocket Park in an amount not to exceed \$165,825. The funds are currently available in the FY 2025 Comprehensive Plan Fund.

Councilmember Jessee commended Mr. Al Honigblum for helping negotiate the vendor fees with FPC and stated it was a fantastic idea that will help enhance the pool area.

Mr. Kuhn thanked Mr. Honigblum, Councilmember Jessee, Nathan Perez (FPC), and Mark Anderson for coming together over the last month finalize the project scope.

Councilmember Jessee moved to approve Resolution No. 2025R – 207 authorizing the City Manager to execute an agreement with Ford, Powell & Carson (FPC) for Professional Architectural Design and Engineering Services for the Alamo Heights Pool Pocket Park. The motion was seconded by Mayor Pro Tem Billa Burke and passed by unanimous vote.

Item # 13 Mayor Rosenthal read the following caption.

RESOLUTION NO. 2025R - 213

A RESOLUTION OF THE CITY OF ALAMO HEIGHTS, TEXAS, DESIGNATING CERTAIN CITY OFFICIALS AS AUTHORIZED REPRESENTATIVES FOR THE TEXAS LOCAL GOVERNMENT INVESTMENT POOL (TEXPOOL); AND SETTING AN EFFECTIVE DATE.

Mr. Kuhn amending the current list of City officials authorized for TEXPOOL investment account was necessary and needed to be addressed due to the recent passing of Mr. Galindo. Mr. Kuhn noted this account was unique as it only needed one signer when it was initially set up several years ago. Staff proposed to add two primary point of contacts, City Manager Buddy Kuhn & Assistant City Manager Phil Laney, and one “read only” capability staff member, City Accountant Kayla Dechert. The City maintains: 1 operating account, 1 zero balance payroll account, 7 investment pool accounts, and currently 2 U.S. agency bonds.

The proposed resolution outlines the authorization Buddy Kuhn or Phillip Laney to execute drafts, deposits and transfers to and from other city investment accounts and daily operating accounts. It is appropriate and necessary to authorize City officials to sign financial transactions in order to process prompt payment on behalf of the City. There is no negative fiscal impact on the City.

Councilmember Jessee moved to approve Resolution No. 2025R – 213 amending authorized representatives to TEXPOOL for investment of Public Funds. The motion was seconded by Councilmember Jacobson and passed by unanimous vote.

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With no further business to consider, Councilmember Bonner moved to adjourn the meeting at 6:32 p.m. The motion was seconded by Councilmember Baker and passed by unanimous vote.

PASSED AND APPROVED THIS 28th DAY OF APRIL, 2025.


Elsa T. Robles, TRMC
City Secretary




Bobby Rosenthal
Mayor