

CITY OF ALAMO HEIGHTS  
CITY COUNCIL  
June 23, 2021

A workshop 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 23, 2021. A teleconference was held via Zoom.

Present and composing a quorum were:

Mayor Bobby Rosenthal  
Mayor Pro-Tempore Lynda Billa Burke  
Councilmember Lawson Jessee  
Councilmember Wes Sharples  
Councilmember John Savage

Also attending were:

City Manager Buddy Kuhn  
Assistant City Manager/Community Development Services Director Nina Shealey  
Assistant to City Manager Jennifer Reyna  
City Secretary Elsa T. Robles  
Director of Finance Robert Galindo  
Human Resources Manager Lori Harris  
Police Chief Rick Pruitt  
Fire Chief Michael Gdovin  
Public Works Director Pat Sullivan  
Deputy Police Chief Cindy Pruitt

Absent was:

Councilmember Blake M. Bonner

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Mayor Bobby Rosenthal opened the meeting 8:32 a.m.

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

**Discuss the Strategic Action Plan for FY 22**

City Manager Buddy Kuhn welcomed Council and stated he and the department directors would provide a summary of FY 2020/2021 accomplishments and Strategic Action Plans for FY 2021/2022.

Mr. Kuhn presented for the Administration and Finance Department. He provided Council an update on the City's operations during COVID-19. City Hall is now open to the public and facemasks are no longer required, but encouraged.

Mr. Kuhn reported on challenges faced during the winter storm in February 2021. He noted some obstacles were identified, such as, equipment upgrades needed and procedure updates to better prepare for future weather events. Staff experienced heating issues at City Hall and faced fuel shortages out in the field for daily operations of equipment and vehicles during the storm. The City's water wells were also a concern. To address these issues, the following are considered: the addition of a large back-up generator, additional back-up motors for water wells and a fuel trailer.

Mr. Kuhn updated Council on the \$13.25 Million General Obligation bond issuance for the Austin Hwy/lower Broadway improvements. The bond issuance is finalized and funds will be deposited on July 14, 2021. He stated staff continues to coordinate with TxDOT and estimated to start the project in April 2024 with 18 months of construction time. He added Bexar County considered allocating funds for the project in June 2021 and staff is waiting to hear if additional funding is forthcoming.

Mr. Kuhn reported the City of Alamo Heights would soon receive \$1,878,187 in federal funds from the American Rescue Plan approved in March 2021. Half of the proceeds will be distributed in May/June 2021 and the other half a year later. These funds need to be spent on eligible projects by December 31, 2024.

Finance Director Robert Galindo reported on the City's Investment Portfolio and the safety of public funds. He stated the City had recently went out for requests for proposals for depository services, two were received. Mr. Galindo stated these would be scored and staff would make a recommendation to Council at the next Council meeting. He noted requests for qualifications for Audit Services are due in the fall of 2021.

Mr. Kuhn reported there were 249 city related bills following the 87<sup>th</sup> Legislative Session. He highlighted a few bills that were of interest including: Contractor Registration Fees, Building Codes, Board of Adjustment, Public Improvement Districts, Commercial Construction, Public Information, Cybersecurity, Ambulance Balance Billing, and Utility Preparedness.

Mr. Kuhn briefed Council on FY21 SAP initiatives. The swimming pool restrooms were completed within 270 days as mandated by the American with Disabilities Act (ADA) and passed Texas Department of Licensing and Regulation (TDLR) inspection February 2021. The new pool lease is due December 2021.

Mr. Kuhn outlined FY22 initiatives that include a future landscaping project for lower Broadway, the possibility of a Public Improvement District (PID), and the issuance of Certificates of Obligation debt for water/sewer line replacement and engineering costs. WGI Engineering was selected for this project and is currently working on designs.

The Cost of Living Adjustment (COLA) is being reviewed as part of FY22 initiatives. Mr. Kuhn stated staff is exploring a 2% increase for all employees and added insurance proposals are due in September. Councilmember John Savage suggested a 3% increase, stating the cost of living has increased significantly and suspected the cost of insurance may be another factor. Mr. Kuhn agreed and asked staff to research this possibility.

Mr. Kuhn spoke briefly about the new federal declared holiday, Juneteenth. He stated this year it was impossible to observe the holiday with such short notice, but suggested this be added to the City's list of observed holidays with the possibility of eliminating the Battle of Flowers Parade holiday.

With Assistant City Manager/Community Development Services Director Nina Shealey's upcoming retirement, another FY22 SAP initiative is the addition of a full-time Assistant City Manager (ACM). Mr. Kuhn noted this would create continuity for city operations. The new ACM would supervise Community Development Services, Human Resources, and Public Works. The City Manager would continue to supervise Public Safety and Finance. The new ACM would help with the anticipated re-development of Broadway and other large projects. Mr. Kuhn announced he recently hired Mr. Phillip Laney from the City of San Antonio who accepted the position of Community Development Services Director; however, if Council approves the new ACM position, he suggested promoting Mr. Laney as the new ACM and promoting current City Planner, Lety Hernandez as Community Development Services Director. Mr. Kuhn stated Ms. Hernandez had many years of experience and currently serves as a liaison to the community. The addition of an ACM would give the City 101 full time employees.

Assistant to City Manager, Jennifer Reyna informed Council of the upcoming centennial celebration in 2022. To help plan the event, Council approved the hiring of CE Group, Inc. who specializes in event and production management. Ms. Reyna stated the vision is to incorporate the community and host family fun events. The event is scheduled for October 4 – 9, 2022 and will kick off with National Night Out. The celebration planning will be in two phases. The budget for Phase 1 (planning) is \$6,500. Cost for Phase 2 (logistics & marketing) will be considered at a future Council meeting. Council suggested staff erect a banner across Broadway announcing the upcoming centennial event.

In closing, Mr. Kuhn informed Council of five-year SAP priorities. Once Broadway is transferred to the City, the funding for on-going maintenance will need to be included in the budget process. The street maintenance plan-goal is \$800K per year. The breakdown of the current dedicated sales tax that is renewed every four years is \$700K in dedicated ½% sales tax and \$100K general fund transfer goal. Other priorities are maximum transfers if needed from the General Fund for future landscaping for lower Broadway. He noted there would be limited Council projects in future years; however, some feasible projects ideas for neighborhood project are pocket parks and pedestrian lighting. Mr. Kuhn added other priorities include keeping property tax rate as low as possible, continue with maximum transfers to the Capital Replacement Fund for capital equipment, and maintain the Standard & Poor's AAA bond rating.

Fire Chief Michael Gdovin reported on the Fire Department's FY 21 accomplishments. He stated the department continued tree trimming in right-of-way working closely with the code enforcement officer for on-going tree trimming. He added there were promotions in the department for Officer and Fire Apparatus Operator and continued progress with Texas Fire Chief's Association Best Practices recognition program.

A new EMS contract was drafted for the Tri-Cities at no cost. The current contract expires September 30, 2023. The adjusted percentages per call volume are Alamo Heights – 64.61%, Terrell Hills – 20.62%, and Olmos Park – 14.77%. These are based on call volume. Fire

Chief Gdovin stated Medical Director, Dr. Mark Ogden, was contracted for the Tri-Cities. Dr. Ogden's contract will expire September 30, 2023.

FY21 public education initiatives included: posting safety videos on the Fire Department's website, limited hands on CPR training to Alamo Heights Independent School District students and residents, "Civilian Response to Active Shooter/Active Attack Events" program, and "Geriatric Emergency Management" program.

Fire Chief Gdovin shared FY22 Fire Department initiatives. There will be continued progress with Texas Fire Chief's Association Best Practices recognition program. Staff will continue working with code enforcement for on-going tree trimming. Public education will focus on smoke detector awareness, "Civilian Response to Active Shooter/Active Attack Events", "Geriatric Emergency Management", and "Stop the Bleed" programs. FY22 personnel development will include Texas Commission on Fire Protection (TCFP) certifications for Fire Inspector, Fire Investigator, PIO, Driver Operator, and Fire Chief Academy.

Fire Chief Gdovin identified five-year Fire Capital Replacement plan funding for the purchase of 20 handheld radios, an F250 crew cab 4x4, a fire apparatus pumper, 2 desktop radios, and 2 mobile truck radios. The five-year EMS Capital Replacement plan includes funding for 9 handheld radios, 3 mobile truck radios, 1 medic unit, 3 Lucas compression devices, 3 stretchers, and 3 cardiac monitors. Fire Chief Gdovin noted wages and benefits will continue to be evaluated.

Mayor Rosenthal announced a break at 9:44 a.m. The meeting reconvened at 9:51 a.m.

Police Chief Rick Pruitt presented a summary of the Police Department's FY21 initiatives. The Police Department completed installation of a new computerized radio system and companion voice logger system in October 2020. A new part-time Animal Care Services staff member was added in October 2020. Other items to note, were the continuation of the emergency services dispatch agreement with the Cities of Terrell Hills and Olmos Park, and negotiated a 2-year extension of the vehicle towing and storage contract with Tex-Towing Corp. which were presented to Council on June 14, 2021. He stated the Police Department is current on state and federal mandates and continues to watch for new mandates set by the Federal and Texas Legislature.

Police Chief Pruitt highlighted FY22 initiatives which include the development and implementation of a leadership development program for AHPD officers, enhancement of officer and dispatcher physical and mental evaluation and assistance program, the purchase of 30 handheld radios to replace current inventory, and seeks to achieve 75% paperless operation in the department. Additional 5-year priorities include study on-going police reforms and adjust operations, policies, and training as mandated, explore a progressive approach to resolving various on-street parking issues, focus on initiatives to address dangerous driving behaviors, and expand/improve non-enforcement community interactions and programs.

Public Works Director Pat Sullivan presented on the Public Works Department including Utilities. He identified the streets that had been completed and are currently in progress within the Street Maintenance Program (SMP).

Mr. Sullivan identified FY22 initiatives including the addition of other City streets to the maintenance plan and the request to replace a vehicle for the Parks Crew Leader at the cost of \$42K.

Mr. Sullivan reviewed the FY21 initiative for the Utilities Department. A capital improvement included the installation of well #4 additional emergency water supply back up motors.

FY22 Utilities department initiatives are the installation of a 6-inch water main along Wildrose, Cloverleaf, and Rosemary by directional boring at the cost of \$439K with city forces and contracting support. Mr. Sullivan informed Council, the deadline for TCEQ compliance is January 2030. With the upcoming lower Broadway utility construction, staff will coordinate closure of streets for the utility contractor performing work on this project.

Other initiatives identified are the need to upgrade the City's outdated SCADA system at the cost of \$35K, proposed sewer upgrades on Ogden to west limits in the basin which would improve the sewer system discharge line exiting the City at a cost estimate of \$535K. Mr. Sullivan noted a vehicle capital replacement for Utilities is also being requested at the cost of \$52K.

Mr. Sullivan outlined the five-year priorities for the Public Works Department which include extensive alley repairs, continuation of the Street Maintenance Program (SMP), focus on resolving the Texas Commission on Environmental Quality (TCEQ) 4X2 non-compliance issues, the purchase of two garbage truck chassis to replace two trucks manufactured in 2000, the replacement of a 2008 pothole patch truck, and the purchase of a vactor truck to perform sewer maintenance.

Community Development Services Department Director/Assistant City Manager Nina Shealey presented a summary of FY21 accomplishments and upcoming FY22 goals. Ms. Shealey stated FY21 GIS database initiative is complete and FY22 goals include identifying opportunities to enhance GIS data and determine necessity and usefulness of public site.

In reference to the lower Broadway redesign, staff continues monthly meetings with TxDOT. FY22 goals are to secure additional funding and finalize schematic design to include bike lanes, parking, and streetscape.

Ms. Shealey stated in FY22 sign regulations would resume enforcement and there would be clarification on sign v. public art. Additionally, she noted an InCode Community Development Module was obtained in FY20, in FY22 the goal is to implement code compliance transition away from RMS and digitize the plan review process.

Ms. Shealey outlined other FY22 initiatives including code revisions for zoning, buildings, and signs, anticipated lower Broadway Public Improvement District petition, and a pocket park project partnership with the Alamo Heights Optimist Club.

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With no further business to consider, Mayor Rosenthal adjourned the meeting at 11:42 a.m.

**PASSED AND APPROVED THIS 26<sup>TH</sup> DAY OF JULY, 2021.**

  
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Elsa T. Robles, TRMC  
City Secretary

  
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Bobby Rosenthal  
Mayor

