



# Alpine City Council

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CITY MANAGER REPORT – FEBRUARY 4, 2020

# Captain George Felix Howland Park aka – Napolitos Park

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- Work has begun clearing the Park
- Following the Park plan designated in Master Park Plan
- Volunteer efforts from Leadership Big Bend Class

Initiatives/Priorities	Challenges
<b>Administration</b>	
Employee Development	Space Challenges at City Hall
Community Engagement	Lack of tenure in key positions
Leadership Training	
Personnel Policy Revisions	
<b>Finance</b>	
Clean up Assets and Inventory and create Asset and Inventory Policies	Verbal Commitments Outweigh Revenues
Purchase Order Policy Re-alignment	Delinquent Account Billing Upkeep
Finalize Grant Policy	Needs vs Wants on Spending
<b>Police</b>	
Investigation Training	Officer Turnover - results in lower tenure
Healthcare Program	Dispatch Employee Turnover
Patrol Officer Hiring	Investigation and Case File Preparation
Speeding and Stop Sign Adherence	

<b>Initiatives/Priorities</b>	<b>Challenges</b>
<b>Water</b>	
Southeast Side Water Pressure	Lack of experienced applicants
GIS Mapping Completion	Lack of experienced Sub-contractors
Licensing of Operators	
<b>WasteWater</b>	
Capital Purchase Implementation	Similar challenges as to Water
TCEQ Violation - clearing all Orders with governing authority	Heavy bulking of solids needs to be remediated before end of year
Licensing of Operators	Septic Haulers
<b>Sanitation / Recycling</b>	
Old Cell Utilization at Landfill	Open Market Rates on Recyclables
Contract Expiration with TDS	Illegal Dumping
Impact of Truck weight on Streets	
Bulky Trash Pickup	

Initiatives/Priorities	Challenges
<b>Building Official - Code Enforcement</b>	
Master Plan for Zoning	High Weeds
Training with current staff	Tenure in Current Roles
Communication Skills with current staff	Data Repository
<b>Gas</b>	
DIMP Work Completion (Distribution Integrity Management Plan)	Schedule of Fees
Leak Survy	Department Staffing
Damage Prevention / Public Awareness	
<b>Streets</b>	
Restart Streets Seal-Coat Rebuild Program	Tenure of staff
Address Alleys in Downtown	Older equipment needing more constant repairs
Improve Pothole Remediation Process	
<b>Parks</b>	
Implement Components from new Parks Master Plan to include in 2020:	Volume of assets and how to best distribute projects
Splashpad at Kokernot Park	Capital Dollar Needs
Improvements at Pueblo Nuevo Park	

Initiatives/Priorities	Challenges
<b>Airport</b>	
Airport Lighting Project in TxDOT Aviation Queue	Aging Infrastructure
Runway and Apron Capital Improvement Project	How to best improve visibility to attract more out-of-town pilots and visitors
Replace AWOS	Aging AWOS
Mower purchase	
Work with Tourism team on Fly-In	
<b>Tourism-Visitor Center</b>	
STR Adherence	Need more event planning expertise
Data Review with MindEcology on types of Visitors Coming to Alpine	Continuity with staffing
Build 2-3 New Events	Union Pacific Noise
<b>Municipal Court</b>	
Clear all old Case Files	Dual Locations
Good back-up/supporting material in files to minimize amount of dismissals	Case Dismissal
Building good relationship with PD and CA	

# Department Initiatives / Goals Key Themes

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Tenure and training of staff (still several new team members)

- Reviewing pay ranges in Utilities and Police Departments

2020 Paving Season and Streets Rehab as it relates to Utility Infrastructure

Community Engagement

- Coffee with City Manager
- 2<sup>nd</sup> Cup of Coffee at Big Bend Radio
- Heightened Visibility at Community Gatherings

Parks Development

Code Enforcement

Governing Authority Audits

# Leadership Training Update

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Three classes complete – last one focused on Strengths, Weaknesses, Opportunities and Threats alongside Goal formation (personal and professional)

Next two trainings will encompass formation of plan for each leaders organization and developing their teams

- This ties into our Department Goals / Initiatives

Already seeing positive impacts across City team(s)

- Understand potential setbacks and chart course for future

Human Resource Goals – healthy employee relationships, tenure, accountability

Will lead to a revamp of our Employee Review programs and implementation





# City Policies / Procedures Updates

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Focusing on training and updates to Policies to support: Goals/Initiatives and Leadership Training

Combination of Policies related to Utilities (Water, Sewer and Gas)

Team looking at Policies for Grants and Grant Assurances (PD and Airport)

Continued training on Purchase Order Policies



# City Property / Real Estate / Space Usage

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20 City Properties Appraised Last Year– two viable for sale

- 1. Sunshine House (205 E. Sul Ross)
- 2. Post Office (Land only currently) 100-109 N. 13th St.)
- Discussing price metrics and future leaseholder value of Post Office with current Tenant (Horak Enterprises)
- Most other properties were Parks

City also continues to sell dead-end streets and alleys (provided no impact to traffic flow or access concerns by neighbors)

Optimal plan is to expand City Hall to the north

- Also contemplating property to south and east of Civic Center (3K square feet)

# Texas Community Challenge

City of Alpine – Currently in 15<sup>th</sup> Place in Small City Ranking

## Upcoming Events

- Fun Run
- Community Trash Pick-ups

Easy to Sign-Up: Go to [ITTCOMMUNITYCHALLENGE.COM](https://www.itcommunitychallenge.com)



## BECAUSE HEALTH IMPACTS EVERYTHING

THE IT'S TIME TEXAS COMMUNITY CHALLENGE IS MORE THAN A COMPETITION.

It's a movement of people all across Texas, working alongside each other to transform their health. It's about sharing ideas, encouragement, and inspiration. It's about pushing each other past hurdles and getting stronger with every step. For your family. For your community. For your health.

**JOIN THE FREE, 8-WEEK CHALLENGE AT**  
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It's free and easy to sign up at [itcommunitychallenge.com](https://www.itcommunitychallenge.com)



Submit healthy actions to earn points for your community and prizes for yourself



Check your inbox for prize giveaways, community rankings, stories and inspiration



Use #communitychallenge to connect on social media and encourage others to get involved

**CASH PRIZES FOR WINNING COMMUNITIES & SCHOOL DISTRICTS!**



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# Healthcare Benefits Update

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TML Health Benefits Q&A Evening

February 5<sup>th</sup>, 2020

Guest Speakers

- Kenneth Roberts – Insurance Specialist
- Shannon Caldwell – TML Employee Benefit Specialist
- LaRae Prehn – TML Account Manager

Opportunity for Spouses and Significant Others to Participate and ask questions

- Telehealth

Map out Preventative Care Needs and Initiatives for next Fiscal Year



# It's A Great Day To Be In Alpine



# Finance Update

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MEGAN ANTRIM, DIRECTOR OF FINANCE

# 2018-2019 AUDIT

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## Continue working with Auditors

- Auditors were here for 2 ½ days
- Able to provide items requested during field visit
- Discussed several internal controls
  - Purchasing
  - Documentation
- Continue to provide requested information via email



# FINANCE DEPARTMENT

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Survived January!!

- All required federal reports submitted and accepted on time

Continue working on asset and inventory for the City

- Established new form to assist with keeping track of assets

Addressing internal controls and documentation through training

- Purchase Orders
- Cash Handling

Policy

- Grant Policy
- Purchasing Policy





# RESERVE ACCOUNTS

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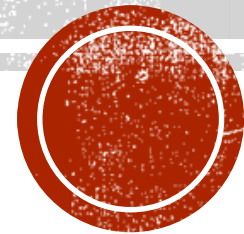
Recommendations to be provided at the March 3, 2020 City Council Meeting

Updated pool accounts with correct contact information and reserve accounts



**JANUARY 2020**

**BUILDING SERVICES DEPARTMENT**



# **NEW MISSION STATEMENT**

- **THE MISSION OF THE BUILDING SERVICES DEPARTMENT IS TO PROVIDE PROFESSIONAL SERVICES TO ALL CITIZENS OF APLINE TEXAS IN THE AREAS OF PLANNING, DEVELOPMENT, BUILDING INSPECTIONS, PLAN REVIEW AND CODE ENFORCEMENT.**
- **THE DEPARTMENT SEEKS TO MEET THE RECOGNIZED STANDARD FOR OVERALL QUALITY OF LIFE AND BUILDING SAFETY THROUGH A COOPERATIVE EFFORT WITH CITIZENS OF ALPINE.**



- **INCORRECT CODE ENFORCEMENT PROCEDURES AND ACTIVITIES.**
- **INCORRECT CODE ENFORCEMENT MANAGEMENT AND KEEPING OF RECORDS**
- **NO CITATIONS WRITTEN; ALL CODE ENFORCEMENT VIOLATIONS RECORDED AS VERBAL WARNINGS**
- **OVERALL INEFFECTIVE AND IMPROPER MANAGEMENT OF BUILDING SERVICES DEPARTMENT**
- **NO CITIZEN PORTAL OR DEPARTMENT TRANSPARENCY**
- **PERMIT APPLICATION FORMS INCORRECTLY DESIGNED, MISSING PERTINENT INFORMATION**
- **PERMIT FEE SCHEDULES DO NOT REFLECT THE TRUE COST OF DEPARTMENTAL OPERATIONS**
- **“TOOLS FOR THE JOB” NOT IN PLACE FOR SUCCESS.**

**2019**

**A DYSFUNCTIONAL YEAR FOR THE DEPARTMENT**



## TOP PRIORITIES FOR THE BUILDING SERVICES DEPARTMENT

- WORK WITH CITY MANAGER TO DETERMINE CITIES MOST IMPORTANT NEEDS IN REGARDS TO DEVELOPMENT AND CODE ENFORCEMENT ACTIVITIES
- DEPARTMENT COMPLIANCY WITH TECQ, TEXAS ADMINISTRATIVE CODES AND TEXAS ARCHIVE COMMISSION
- DETERMINE INADEQUATE ORDINANCES, POLICIES AND PROCEDURES WITHIN THE DEPARTMENT
- PROCURE “ TOOLS FOR THE JOB”
- SUBMIT NEW ORDINANCES THAT ARE NEEDED WITHIN THE CITY AND AMEND CURRENT ORDINANCES THAT ARE IN CONFLICT WITH THE MASTER PLAN AND ZONING REGULATIONS. REVIEW AND AMEND CRITICAL ORDINANCES THAT ARE NO LONGER VALID OR DO NOT MEET STATE REQUIREMENTS. AMEND SCHEDULE OF FEES TO INCLUDE A MASTER FEE SCHEDULE FOR ALL PERMITTING

# 2020

A YEAR OF BALANCE AND CHANGE  
PROVIDING A HEALTHY FUTURE  
FOR THE DEPARTMENT



## TOP PRIORITIES FOR THE BUILDING SERVICES DEPARTMENT

- WORK WITH TXDOT ENGINEER CHRIS WEBER TO DESIGN A NEW CONSTRUCTION STANDARDS MANUAL FOR PUBLIC SIDEWALKS, FLATWORK, APPROACHES, STREETS, CURBS AND GUTTERS. SUBMIT TO COUNCIL FOR APPROVAL
- REVISE BUILDING SERVICES POLICY AND PROCEDURES FOR THE FUTURE SUCCESS OF THE DEPARTMENT
- AMEND THE CROSS CONNECTION CONTROL ORDINANCE SO THAT THE BUILDING SERVICES DEPARTMENT WILL BE ABLE TO MANAGE THE PROGRAM AND STAY IN COMPLIANCE WITH TECQ; SPECIFICALLY FOR THE CROSS CONNECTION CONTROL AT HOMES, IRRIGATION SYSTEMS AND COMMERCIAL BUILDINGS
- CROSS -TRAIN ALL EMPLOYEES OF THE DEPARTMENT TO BE ABLE TO PROVIDE A MUCH NEEDED PROFESSIONAL SERVICE TO THE CITIZENS OF ALPINE AND FOR THE HEALTH OF THE DEPARTMENT, TO INCLUDE ON-GOING TRAINING AND CONTINUING EDUCATION EACH YEAR

**2020**

A YEAR OF BALANCE AND CHANGE  
PROVIDING A HEALTHY FUTURE  
FOR THE DEPARTMENT



- ✓ RECORDS HAVE BEEN ARCHIVED FOR YEARS 2013-2019
- ✓ 10 PERMITS HAVE BEEN REVISED AND NOW ARE VALID PERMIT APPLICATIONS. MEETING CITY OF ALPINE ORDINANCES AND STATE REQUIREMENTS
- ✓ NEW SCHEDULE OF FEES COMPLETED AND READY TO BE SUBMITTED FOR COUNCIL APPROVAL. A TRUE REFLECTION OF OPERATIONAL COST AND FAIRNESS TO CONTRACTORS AND CITIZENS ARE REPRESENTED IN REVISED FEES
- ✓ NEW COIN – OPERATED MACHINE ORDINANCE WRITTEN AND READY TO BE SUBMITTED FOR COUNCILS FIRST READING IN FEBRUARY
- ✓ CROSS-CONNECTION ORDINANCE AMENDED AND READY FOR COUNCIL APPROVAL IN FEBRUARY
- ✓ AEP'S COMPLIANCE WITH BUILDING SERVICES ELECTRICAL RELEASE PROGRAM IS ENSURING THE SAFETY OF ALL OUR CITIZENS AND BUSINESS OWNERS IN ALPINE
- ✓ PLAN REVIEW IMPLEMENTED IN PERMITTING PROCESS

# **JANUARY 2020**

**JANUARY COMPLETED TASK**





## **FEBRUARY-MARCH**

### **PATH WAY TO ACHIEVING BALANCE**

- **SOFTWARE**
- **CODE ENFORCEMENT  
TRAINING AND CERTIFICATION**
- **COMPLETION OF ALL NEW /  
REVISED PERMIT APPLICATIONS**
- **SHORT TERM RENTAL  
ORDINANCE**
- **CITIZEN PORTAL/ WEB SITE FOR  
BUILDING SERVICES  
DEPARTMENT**
- **ZONING ORDINANCE  
ADMENDMENTS**

