



City Manager's MONTHLY UPDATE

TO THE ANDREWS CITY COUNCIL, COMMUNITY, AND EMPLOYEES

August 12, 2021

Greetings,

One of the biggest challenges we have as an entity is the ability to provide and receive information to and from City residents.

TextMyGov

This past month, the City rolled out a new communications tool called "TextMyGov." With this new tool, you will be able to use your mobile phone's text messaging service to quickly find City-related information anytime, day or night. The new tool will also be a tool you can use to receive City notifications via text regarding such things as road closures, water outages, etc. To get started, all one must do is text (432)223-9002. More information about "TextMyGov" is included below.

I encourage all our employees and residents to stay "engaged" by reading these updates each month. Items updated from last month's Update are in **green bold font**. As always, feel free to ask me about anything going on at the City.

Committed to Excellence,
Steve Eggleston

UPCOMING EVENTS

August 16

- o 7:00 P&Z Comm. Meeting

August 18

- o 3:00 A.E.D.C. Board Meeting

August 26

- o 5:30 City Council Meeting
 - Public Hearing for Tax Rate
 - Public Hearing for Budget
 - Award Bid for GWS Tank

September 6

- o Labor Day Holiday – Offices closed

September 9

- o 5:30 City Council Meeting
 - 1st Reading for Tax Rate
 - 1st Reading for 2022 Budget
 - 1st Reading for Fee Schedule
 - Authorize Cert. of Obligation

September 18

- o 3:00 A.E.D.C. Board Meeting

September 20

- o 7:00 P&Z Comm. Meeting

September 23

- o 5:30 City Council Meeting
 - Approve Tax Rate
 - Adopt 2022 Budget
 - Approve 2022 Fee Schedule
 - Award Bid for Pipe installation



City of Andrews

Report Issues & Get Information

Connect Via Text

Introducing a new way to skip a phone call and use your mobile phone's text messaging service to quickly find information on the go.

24/7 Assistance

Smart texting technology evaluates your input and searches keywords in order to provide you with assistance anytime, day or night.

Get Started

Text **Hi** or any of the featured keywords to: **(432)223-9002**

Receive Water Break, Road Closure, and other Alerts

Sign up to receive city notifications via text message.

To opt-in to receive citywide notifications, text **ANDREWS**

For NE notifications, text **NEANDREWS**

For NW notifications, text **NWANDREWS**

For SE notifications, text **SEANDREWS**

For SW notifications, text **SWANDREWS** to: **91896**



OUR VISION & FOCUS AREAS

VISION:

To become a City of Excellence – one others admire, learn from, and aspire to be.

Strategic Objectives grouped into four Key Focus Areas:

1. Deliver Exceptional Service

- Manage our resources in a responsible manner.
- Develop a high-performance workforce.
- Achieve a high level of customer satisfaction.
- Leverage technology to enhance efficiency and productivity.

2. Upgrade Essential Infrastructure

- Promote superior utility services.
- Proactively manage drainage infrastructure.
- Continuously improve the quality of City roadways.

3. Ensure Economic Vitality

- Develop targeted policies and incentives that boost economic growth and vitality.
- Encourage development, redevelopment, recruitment, and retention.
- Use innovative finance methods to support the City's economic vitality.
- Ensure a range of safe, quality housing

4. Enhance Quality of Life

- Enhance public health and safety.
- Promote clean and healthy neighborhoods.
- Provide outstanding leisure, cultural, & educational opportunities.

OUR FY2021 WORK PLAN

1. DELIVER EXCEPTIONAL SERVICE

Manage our resources in a responsible manner	
o Decide City Hall / Police Station direction based on an architect's Facilities Study.	COMPLETE. Presented to Council 3/18/21.
o Resurface roads based on an engineered grading system.	COMPLETE.
o Select major infrastructure projects based on the Infrastructure Master Plan.	COMPLETE. Basis for 10-year Capital Plan.
Develop a high-performance workforce	
o Conduct 4th annual Employee Survey to gauge satisfaction & engagement.	COMPLETE. Results posted in July Newsletter
o Provide harassment training for all employees.	COMPLETE. Provided 10/21-10/29/20
o Conduct a Salary Survey to ensure employee pay is competitive.	COMPLETE. Surveys completed 3/26/21.
o Use technology to improve the employee onboarding experience.	POSTPONED. Will attempt in FY2022.
o Create an Assistant EMS Director position to plan for succession.	COMPLETE. Position added 10/1/20.
o Enhance employee benefit package with an Employee Assistance Program.	COMPLETE. Implemented in September 2020.
Achieve a high level of customer satisfaction	
o Conduct a 2nd Customer Survey of City operations and services.	COMPLETE. Conducted in October 2020.
o Implement an improved process for bulk trash pick-ups in alleys.	COMPLETE. Amended Ordinance 10/22/20.
o Improve customer's ability to electronically report and receive information.	COMPLETE. "Text-My-Gov" initiated in July

OUR FY2021 WORK PLAN (continued from previous page)

2. UPGRADE ESSENTIAL INFRASTRUCTURE

Promote superior utility services.	
o Replace water transmission line from Florey Wellfield to City with a 20" PVC line.	IN PROCESS. See "Our Projects"
o Change out approximately 1,000 water meters.	COMPLETE. 600 meters changed out in Jan-Feb.
o Video & clean/rehab existing sewer lines.	REDIRECTED funds to purchase video equipment
o Replace water lines in approximately 12 alleys.	COMPLETE. Tejas replaced lines in 12+ alleys.
o Conduct a Hydrology Study to determine long-range water availability & sources.	COMPLETE. Presented to Council 5/27.
o Complete AWIA Risk and Resilience Assessment & Emergency Response Plan.	COMPLETE. Submitted in March 2021.
Continuously improve the quality of City roadways.	
o Crack seal and cut-and-patch Loop 1910.	COMPLETE.
o Re-establish annual seal-coating program of interior roads.	COMPLETE.

3. ENSURE ECONOMIC VITALITY

Encourage development, redevelopment, recruitment, and retention.	
o Directly contact industries to attract new businesses.	COMPLETE. / Ongoing
o Identify and provide opportunities for workforce skills training.	COMPLETE. CDL classes
o Increase awareness of AEDC through strategic marketing and networking.	COMPLETE. Move Ahead Andrews program
o Pursue opportunities to diversify the local economy.	COMPLETE. / Ongoing
Ensure a range of safe, quality housing	
o Develop new land opportunities for future housing development.	COMPLETE.
o Develop 23.5 acres purchased in NW Andrews for affordable housing.	IN PROCESS. Discussions with developer(s).
o Explore opportunities to expand basic infrastructure beyond City's current footprint.	IN PROCESS. Pursuing CARES grant for SW.

4. ENHANCE QUALITY OF LIFE

Promote clean and healthy neighborhoods	
o Create a larger impound area to address Junk or Abandoned Vehicles.	IN PROCESS. Caliche on site; steel ordered.
o Systematically target specific neighborhoods for improvement.	IN PROCESS. Plan to complete by 9/11.
o Update downtown landscaping and irrigation.	IN PROCESS. Irrigation repaired; prepping
o Organize City-wide cleanup events.	COMPLETE. 2 events conducted in FY2021.
o Enlist a horticulturalist to advise City and residents on landscaping issues	COMPLETE. Class held 5/19/21 at B/T Center.
Provide outstanding leisure and cultural opportunities	
o Add an adult fitness area to the Wetlands Park.	COMPLETE. Ribbon cutting in December 2020.
o Provide oversight and direction for the Legacy Park project.	IN PROCESS. See "Our Projects"
o Refurbish Splash Park features and repaint kiddie pool surface.	COMPLETE.
o Identify options for Council to consider to re-purpose Amphitheater.	COMPLETE. Best viable option is drainage.
Enhance Public Safety	
o Create a fenced-in area for a Dog Park.	IN PROCESS. Requested estimates for fence.
o Provide more opportunities for animals to be adopted out.	COMPLETE. Multiple events have occurred.

OUR COMMITMENT TO EXCELLENCE

Major Activities & Accomplishments ABOVE & BEYOND the City's Work Plan

Since October 1, 2020

- Annual Financial Report awarded the GFOA Certificate of Achievement for "Excellence in Financial Reporting."
- Rolled out Tip411 program for anonymous tips.
- Worked with Andrews AMS Problem Solvers to provide a monthly community Market.
- Expanded the City's Waterwise Landscape Incentive Program to encourage xeriscaping.
- Partnered with AISD to use 2 abandoned kindergarten buildings for future police training.
- EMS Paramedics involved in dual credit EMS Program for AHS seniors.
- Refurbished the stage used by the Chamber of Commerce for community events.
- Purchased 227 acres in SW Andrews for a future industrial park. (AEDC)
- Keep Andrews Beautiful recognized as Gold Star Affiliate by Keep Texas Beautiful.
- Conducted dog adoption events at the Animal Shelter every weekend in April & May.
- Provided "How to Build Your Business" Seminar on May 11. (AEDC & BAM Consulting)
- City Attorney provided all supervisors training on Employee Discipline on May 13.
- Added 2 Pickleball Courts and 4 cornhole boards to the tennis courts located near the Andrews Country Club.
- Upgraded website was rolled out in June.
- For the first time in the City's history, no TCEQ violations regarding drinking water quality were required to be reported on the 2020 Consumer Confidence Report (January 1 – December 31, 2020)
- AEDC purchased land in NW Andrews for future affordable housing.
- Signed an Interlocal Agreement with Andrews County for a future junk/abandoned vehicle yard.
- Conducted a Hydrology Study of the city's future water supply and presented to Council on May 27.
- **Provided Dual Credit Grant for "financially-burdened" students of AHS who are taking Dual Credit classes for the first time from Odessa College.**
- **Consolidated the City's prosecutorial services with its general municipal legal services to promote efficiency and consistency in the legal services provided to the City.**

OUR EMPLOYEES

Core Values: Committed to Excellence • Engaged & Empowered • Family Oriented • Integrity at All Times

New Employees

- Cesar Jimenez – Utility Operator
- Brycen White – Police Patrol Officer

Current Full-Time Job Openings

- EMS – Paramedic
- Water/Sewer – Utility Operator

Future Employee Meetings & Activities

- August 31 Warehouse Safety Meeting

Celebrating Work Anniversaries in August (# of years)

- Camille Allen (3)
- Jamie Marquez (3)
- Mirenydy Porras (3)
- Stephen Salyer (3)
- Rena Black (4)
- Cody Hall (4)
- Micah Stewart (4)
- Clayton O'Rear (5)
- Hector Baeza (6)
- Michael Rosales (7)
- Paul Hill (9)
- Rutillo Barnard (10)
- Brent VanZandt (10)
- Shawn Kelley (13)
- Scott Wallace (29)

OUR FINANCES (\$000)

Year to Date through July 2021

	<u>Actual</u>	<u>Budget</u>
General Fund		
Operating Revenue	8,321	7,762
Operating Expense	6,941	6,587
Sales Tax Revenue	5,820	5,444
Utility Fund		
Operating Revenue	3,712	3,626
Operating Expense	3,445	3,309
Sanitation Fund		
Operating Revenue	1,662	1,745
Operating Expense	1,539	1,616

OUR STATISTICS

Year to Date through July 2021

	<u>2021</u>	<u>2020</u>
Public Safety		
Number of Criminal Offenses Reported	348	322
Number of Fire Department responses	429	514
Public Works		
Water Customers	5,074	5,080
Water Metered (million gallons)	577	604
Sewer Plant Flow (million gallons)	256	340

OUR WORKLOAD INDICATORS

Year to Date through July 2021

	<u>2021</u>	<u>2020</u>
Public Safety		
EMS City Transfers	665	586
Traffic Cases Filed in Court	1,577	1,586
Non-Traffic Cases Filed in Court	789	617
Public Works		
Flat Bed Loads to Landfill	823	769
Packer Loads to Landfill	1,288	1,198
Work Orders / Service Calls Handled	3,629	3,265
Community Services		
Permits Issued (Building, Electricity, Plumbing, Mechanical)	642	620
Inspections (Building, Electricity, Plumbing, Mechanical)	3,277	1,156
Property Maintenance Notices	2,031	1,189
Weed Control Letters	2,471	1,726

OUR MAJOR PROJECTS

Drill 2 New water wells on DCP property

The City has 20 water wells located on 3 wellfields (DCP, Florey, and University) some 10 miles north of town. A volume-based royalty is required to produce water from the DCP and University wellfields. The wells located on the DCP wellfield do not produce enough water to meet the minimum contractual volume levels; therefore, the City is currently paying a premium for water produced from DCP. This project should allow the City to produce volumes that exceed the minimum, reducing the average production cost at DCP by almost half.

Budget: \$470,000 (from AEDC Sales Tax receipts)
 Status: **Drilling of first well is complete; waiting delivery of pump. Directed drilling of next well to commence as soon as possible.**



Replace Florey Transmission Line

Transmission lines deliver water produced in the City's wellfields to the water treatment plant. The University line is a 20" line and is capable of delivering the volume of water required by the city during normal months. The older Florey line is a 14" line not solely capable of meeting monthly water volume requirements. Over the past several years, the Florey line has had to be repaired on numerous occasions (see picture). This project will replace the Florey 14" line with a 20" line, giving the City the ability to maintain water volumes from 2 lines instead of 1. The project also includes adding a 500,000 gallon groundwater storage tank and a booster pump suction header at Florey.

Budget: \$9,383,000 (from AEDC Sales Tax receipts)
 Status: **BenMark was awarded the bid for pipe and materials at \$5,023,910. Discharge Header was awarded to Tejas Construction at \$ 278,700. The City will award the bid for the storage tank on August 26, and the installation of the pipe on September 23. Construction is scheduled to begin in October or November.**

Legacy Park

This project will honor Andrews County veterans, 1st responders, and its history. The park will feature an upgraded veteran's memorial section, a 1st responder mural wall, a history of Andrews County mural wall, a small museum in the Mean's house, and an antique trail wagon display. The project also included adding a large, covered patio, an upgraded sound system, and landscaping.

Budget: \$1,997,572 (from Legacy Fund)
 Status: Veteran's section was complete in May. Currently waiting on the artist to provide mural wall tiles; museum & chamber work will begin in the coming months.



Design New City Hall

A Facilities Study recently concluded that the most effective method to address future facility requirements for departments currently housed in City Hall and the Public Safety Building was to build a new City Hall for the Administration and Finance departments, renovate the existing City Hall for the Police department and Municipal Court, and renovate the existing Public Safety Building for AEDC and the Community Services department. On March 18, 2021, the City Council authorized Pate Architects to design a new City Hall to be located on the lot south of the existing City Hall.

Budget: \$182,000 (from the General Fund)
 Status: **Schematic design work approved on August 8 (preliminary site and floor plans).**



Pate Architects Proposed Renovations & Additions with estimated costs:

1) Construct a new 1-story building for Administration & Finance departments	\$ 2,560,000
2) Renovate and build addition to existing City Hall for Police & Municipal Court departments	3,146,000
3) Renovate the existing Public Safety building for AEDC and Community Services department	<u>288,000</u>
Estimated Total	\$ 5,994,000