



City Manager's MONTHLY UPDATE

TO THE ANDREWS CITY COUNCIL, COMMUNITY, AND EMPLOYEES

June 15, 2021

Greetings,

Being a Family-Focused organization is one of the City's Core Values. I believe it is one of the areas that truly sets us apart from other organizations. Whenever possible, we attempt to allow employees to spend quality time with their families. We also desire to form and nurture a culture of caring for one another among our work FAMILY. We spend, in most cases, up to eight hours a day surrounded by our fellow employees and this plays into our overall level of wellbeing and happiness.

Earlier this month, our employees enjoyed our annual City picnic and pool party. Several days after the event, I had one of our Council members who attended the event tell me she could tell that our employees really enjoyed being around one another. That is what being family – at least a good family – should look like!

Good families also are transparent and communicate well. This Monthly Update is just one way we attempt to keep not only our employees, but our community, informed. (One could say it is somewhat like our annual family Christmas letter, only 12 times more frequent, lol). I encourage you 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

OUR VISION & FOCUS AREAS

VISION:

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

To fulfill its Vision, the City has established the following 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.

UPCOMING EVENTS

June 16

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

June 21

- 7:00 P&Z Committee Meeting

June 24

- 5:30 City Council Meeting

July 1-14

- **Alley sweep of NE Andrews**

July 3

- **July 4th celebration at Pioneer Park; free swim day**

July 5

- City HOLIDAY

July 8

- 5:30 City Council Meeting

July 12-16

- **Jr. Police Academy**

July 19

- 7:00 P&Z Committee Meeting

July 21

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

July 22

- 5:30 City Council Meeting

July 23

- 12:00 Investment Committee Meeting at PRMC

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.	Survey being conducted in June
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.	IN PROCESS. "Text-My-Gov" by EOY

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.	POSTPONED. Grant for apartments fell through.
o Explore opportunities to expand basic infrastructure beyond City's current footprint.	IN PROCESS. Pursuing CARES grant for SW.

OUR FY2021 WORK PLAN (continued from previous page)

4. ENHANCE QUALITY OF LIFE

Promote clean and healthy neighborhoods	
○ Create a larger impound area to address Junk or Abandoned Vehicles.	IN PROCESS. Lease signed with County for land; construction to finish by end of 2021.
○ Systematically target specific neighborhoods for improvement.	IN PROCESS. In planning stages.
○ Update downtown landscaping and irrigation.	IN PROCESS. In planning stages.
○ Organize City-wide cleanup events.	COMPLETE. 2 events conducted in FY2021.
○ 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	
○ Add an adult fitness area to the Wetlands Park.	COMPLETE. Ribbon cutting in December 2020.
○ Provide oversight and direction for the Legacy Park project.	IN PROCESS. See "Our Projects"
○ Refurbish Splash Park features and repaint kiddie pool surface.	COMPLETE.
○ Help coordinate a food truck festival or event	NOT STARTED. Waiting on Legacy Park project.
○ Identify options for Council to consider to re-purpose Amphitheater.	COMPLETE. Best viable option is drainage.
Enhance Public Safety	
○ Create a fenced-in area for a Dog Park.	IN PROCESS. Currently working on getting water to location.
○ 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.
- Partner 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 two Pickleball Courts 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.**

OUR EMPLOYEES

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

New Certifications & Licenses

- Israel Rivera – Customer Service Certification
- Dreux Garrett – Intermediate Fire Investigator

Current Full-Time Job Openings

- EMS – Paramedic
- Water/Sewer – Utility Operator

Future Employee Meetings & Activities

- May 25 Operations Safety Meeting
- June Annual Employee Survey
- July 19-23 Open Enrollment for Employee Benefits
- July (TBD) New Employee Breakfast

Celebrating Work Anniversaries in June (# of years)

- Atif Fared (2)
- Diego Flores (3)
- Justin Villafranco (3)
- Rebecca Miller (4)
- Maria Jimenez (5)
- Justin Escobar (8)



2021 Employee Picnic



Cornhole Champions



2nd Place



3rd Place

OUR FINANCES (\$000)

Year to Date through May 2021

	<u>Actual</u>	<u>Budget</u>
General Fund		
Operating Revenue	6,864	6,440
Operating Expense	5,345	5,441
Sales Tax Revenue	4,604	4,285
Utility Fund		
Operating Revenue	2,851	2,598
Operating Expense	2,711	2,526
Sanitation Fund		
Operating Revenue	1,324	1,370
Operating Expense	1,198	1,228

OUR STATISTICS

Year to Date through May 2021

	<u>2021</u>	<u>2020</u>
Public Safety		
Number of Criminal Offenses Reported	287	241
Number of Fire Department responses	357	344
Public Works		
Water Customers	5,068	5,073
Water Metered (million gallons)	428	396
Sewer Plant Flow (million gallons)	196	278

OUR WORKLOAD INDICATORS

Year to Date through May 2021

	<u>2021</u>	<u>2020</u>
Public Safety		
EMS City Transfers	538	474
Traffic Cases Filed in Court	1,235	1,354
Non-Traffic Cases Filed in Court	492	498
Public Works		
Flat Bed Loads to Landfill	661	470
Packer Loads to Landfill	1,026	940
Work Orders / Service Calls Handled	2,671	2,388
Community Services		
Permits Issued (Building, Electricity, Plumbing, Mechanical)	509	456
Inspections (Building, Electricity, Plumbing, Mechanical)	1,783	872
Property Maintenance Notices	605	573
Weed Control Letters	731	773

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 in progress.**



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.

Budget: \$3,200,000 (from AEDC Sales Tax receipts)
 Status: **The City will go out for bids in July, expanding the project to include a 24" header and 500,000-gallon ground storage tank at Florey. With FY2021 Budgeted funds, the City will install the header and pre-purchase PVC pipe. The remainder will be financed through a public issue Certificate of Obligation (CO). Annual CO payments will be made from AEDC Sales Tax receipts.**



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: **Architects are meeting with City Staff on June 17 to discuss preliminary design ideas.**



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	<u>\$ 5,994,000</u>