



City Manager's MONTHLY UPDATE

TO THE ANDREWS CITY COUNCIL, COMMUNITY, AND EMPLOYEES

May 14, 2021

Greetings,

Since September 2019, City employees have received a monthly newsletter to keep them informed of pertinent City information. Similar information has also been shared with the City Council during City Council meetings. Beginning this month, the *City Manager's Monthly Update* will become the mechanism used to share important monthly information with the City Council, our employees, and the community. These monthly updates will be archived on the City's website under the City Manager page. We will distribute these updates to employees and Council members via e-mail to save paper. I encourage you to stay "engaged" by reading these updates each month. As always, feel free to ask me about anything going on at the City.

Committed to Excellence,
Steve Eggleston

OUR VISION

In June of 2018, the City Council & City Staff conducted a Strategic Visioning Workshop. The purpose of this workshop was to establish a roadmap to follow to become a City of Excellence – one others admire, learn from, and aspire to be.

During that workshop, the Council developed a **VISION** for the Community and for the Organization.

For the Community

- A city with a hometown feel-safe and secure.
- A city recognized as progressive and alive.
- A city that offers a great quality of life - affordable housing, recreational activities, nice city & neighborhood appearance, educational opportunities, etc.

For the Organization

- A city that provides excellent customer service.
- A city that is business friendly and has a "can do attitude."
- A city that cares about ALL citizens.
- A city that encourages diversity and participation.
- A desired workplace.

To fulfill the Council's Vision, the City aims to continuously improve its management and services along four Key Focus Areas categories:

1. Organizational Excellence
2. Public Infrastructure
3. Economic Development (A.E.D.C)
4. Quality of Life

UPCOMING EVENTS

May 31

- Memorial Day Holiday
- Memorial Day Celebration at Legacy Park

June 1

- Splash Park Opening Day

June 10

- 3:00 City Council Goal Setting

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 5

- City HOLIDAY

July 8

- 5:30 City Council Meeting

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

ORGANIZATIONAL EXCELLENCE

Manage our financial 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.	IN PROCESS. See "Our Projects"
o Select major infrastructure projects based on the Infrastructure Master Plan.	COMPLETE. Basis for 10-year Capital Plan.
Develop a high-performing workforce	
o Conduct 4th annual Employee Survey to gauge satisfaction & engagement.	NOT STARTED. Plan to conduct 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.	NOT STARTED.
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. Purchasing "Text-My-Gov"

PUBLIC INFRASTRUCTURE

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.	Purchasing video equipment to save \$ in future.
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.	IN PROCESS. Will be presented to Council 5/27.
o Complete AWIA Risk and Resilience Assessment & Emergency Response Plan.	COMPLETE. Submitted in March 2021.
o Crack seal and cut-and-patch Loop 1910.	IN PROCESS. See "Our Projects"
o Re-establish annual seal-coating program of interior roads.	IN PROCESS. See "Our Projects"

QUALITY OF LIFE

Promote clean and healthy neighborhoods	
o Create a larger impound area to address Junk or Abandoned Vehicles.	IN PROCESS. See "Our Projects"
o Systematically target specific neighborhoods for improvement.	IN PROCESS. In planning stages.
o Update downtown landscaping and irrigation.	IN PROCESS. In planning stages.
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.	IN PROCESS. See "Our Projects"
o Help coordinate a food truck festival or event	NOT STARTED. Waiting on Legacy Park project.
o Identify options for Council to consider to repurpose Amphitheater.	IN PROCESS. Looking to exchange land.
Enhance Public Safety	
o Create a fenced-in area for a Dog Park.	IN PROCESS. See "Our Projects"
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.
- 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.



Coming Soon

- Sensory Swim for students with disabilities every Friday beginning June 4th.
- City Alley Sweep of NW Andrews June 1 – June 14.
- Upgraded website expected to be rolled out in June.
- Increasing bandwidth at the Andrews Business Technology Center.
- Potential land purchase for future affordable housing. (AEDC)
- Police department working to become a Recognized Agency.
- **Jr. Police Academy – 2 sessions this summer**

OUR EMPLOYEES

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

Recently Hired

- William Buita – Animal Control (Part-time)

New Certifications & Licenses

- Jena Burkhardt – Paramedic

Current Full-Time Job Openings

- EMS – Paramedic
- Water/Sewer – Utility Operator

Future Employee Meetings & Activities

- May 25 Operations Safety Meeting
- June Annual Employee Survey
- **June 7 Noon – 5:00 PM; Annual City Family Picnic, Pool Party & Cornhole Tournament**
- July 19-23 Open Enrollment for Employee Benefits
- July (TBD) New Employee Breakfast

Celebrating Work Anniversaries in May (# of years)

- Larry Blocker (7)
- Jamie Montague (8)
- Joe Harper (16)
- Rudy Madrilez (24)



OUR FINANCES (\$000)

Year to Date through April 2021

	<u>Actual</u>	<u>Budget</u>
General Fund		
Operating Revenue	6,287	5,942
Operating Expense	4,680	4,761
Sales Tax Revenue	3,934	3,769
Utility Fund		
Operating Revenue	2,412	2,178
Operating Expense	2,314	2,098
Sanitation Fund		
Operating Revenue	1,155	1,196
Operating Expense	1,042	1,074

OUR STATISTICS

Year to Date through April 2021

	<u>2021</u>	<u>2020</u>
Public Safety		
Number of Criminal Offenses Reported	259	189
Number of Fire Department responses (through March)	265	288
Public Works		
Water Customers	5,037	5,059
Water Metered (million gallons)	354	314
Sewer Plant Flow (million gallons)	167	246

OUR WORKLOAD INDICATORS

Year to Date through April 2021

	<u>2021</u>	<u>2020</u>
Public Safety		
EMS City Transfers	475	420
Fire Responses (through March)	265	288
Traffic Cases Filed in Court	1,106	1,258
Non-Traffic Cases Filed in Court	406	413
Public Works		
Flat Bed Loads to Landfill	596	390
Packer Loads to Landfill	893	817
Work Orders / Service Calls Handled	2,165	1,790
Community Services		
Permits Issued (Building, Electricity, Plumbing, Mechanical)	439	376
Inspections (Building, Electricity, Plumbing, Mechanical)	1,225	864
Property Maintenance Notices	452	
Weed Control Letters	572	678

OUR 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: Bids have been awarded & drilling is expected to begin soon.



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 recent pandemic has caused PVC pipe prices to skyrocket, making the projected cost of the project to double. The City is planning to go out for bids in the summer and possibly do the project in phases.

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 will be complete by end of May. Currently waiting on the artist to provide mural wall tiles; museum & chamber work not started.



SW Loop 1910 Pavement & Drainage

In Kimley-Horn's 2019 evaluation of Loop 1910's existing pavement, the only non-intersection portion of the loop that was determined to be "poor to failing" was the section of pavement from the intersection of SW 11th Place to the intersection at US 385. Poor drainage on this section of the loop causes water to sit on the road for extended lengths of time, deteriorating the surface. This project will redirect the standing water to a tract of land recently donated to the City south of the Loop. After the drainage has been addressed, this section will be resurfaced.

Budget: \$1,050,000 (from the General Fund)

Status: On 5/6/21, the City Council awarded JD King to be the contractor for the project.

Resurface selected sections City streets, Loop 1910, & Mustang Dr.

This project will address the City's FY2021 goal to re-establish the annual seal-coating program of interior roads based upon road-grading conducted by Kimley-Horn in 2020.

Budget: \$650,000 (from the General Fund and Reliever Route Fund)

Status: Lipham Asphalt & Construction are expected to begin work in late May.



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 finalizing the site plan layout and working on 2 floor plan concepts.

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 |



Create a larger Abandoned/Junked Vehicle Yard

Junked and abandoned vehicles are an eye-sore and public health hazard to the community. The City's ability to deal with these vehicles is currently limited by an abandoned vehicle yard which is too small and remains full most of the time. This project will provide a much larger space for these vehicles so more abandoned and junked vehicles can be removed from view.

Budget: \$77,400 (from the General Fund)

Status: City leaders are in discussions with Andrews County for land north of jail.

Create a fenced-in Dog Park

The City is converting a section of donated land in NW Andrews into a dog park. In 2021, plans include putting up a perimeter fence and running water to the location. In 2022, features will be added to the park.

Budget: \$10,000 (from the General Fund)

Status: Currently working on getting water to location.



Refurbish Splash Park features

The pirate ship features, benches, and tables at the Splash Park were installed in 2014. During that time, the chlorine used to keep the water sanitary has created a significant calcium buildup on the features and has caused significant erosion on the base of the furniture. This project will remove the buildup and repaint the features and rehab and recoat the furniture as needed.

Budget: \$125,000 (from the General Fund)

Status: Features should be completed this week; re-coating furniture in process



← Before
After →



Covert tennis court to Pickleball Courts

The City is partnering with Andrews County to provide 2 pickleball courts on tennis courts owned by the County.

Budget: \$8,000 (from the General Fund – Community Projects)

Status: In process; should be complete by end of May.

