

City Manager Report

Andy Joslin


September 8, 2016



City Manager's Informational Report for period ending 8-31-16

- The City Manager's Informational Report is a briefing that is provided to the Alice City Council. The Report may include important City news, updates on key initiatives and projects, statistical information and a listing of upcoming City-sponsored meetings and events. It covers a variety of topics, from grant funding to how the City is delivering services and responding to any concerns from our community.





The future success of the City of Alice will require us to maintain our focus on the fundamental understanding of the government's role in providing basic services, while facilitating positive development for our city through responsible spending, efficient operations, and a commitment to economic development as the primary way to increase revenues for future growth and capital initiatives. We are working to meet the needs and expectations of our residents and our business community through enhanced communication, transparency and strengthening of the financial stability of the City.

Attached for your review and information is the subject report for the period ending 08-31-2016. The report provides key operational results and project updates. Initiatives and projects continue to advance as detailed.

Website Redesign

- As we work thru the redesign, update and expansion of our city website, there are several changes I want to make, one of which will be a City Manager's Page.
- I would like to provide an archive for a condensed version of the City Manager's Monthly Report where it can be reviewed months after having been issued.
- It is anticipated the archive will have a Table of Contents so the user could easily find which topics have been discussed.



Municipal Court

- Some of you have noticed an increased emphasis in our Municipal Court.
- We have increased our efforts to serve Arrest Warrants and are planning additional steps in that area.
- Additionally, I would like to see a list of active Warrants on our city website.
- All I can say to our Citizens is if you have an outstanding Warrant for your Arrest, you should probably come and see us, if not, we will be coming to see you.



Performance Measures

- I would like to see departmental performance measures established and implemented for Fiscal Year 2016-2017. I will be challenging staff to review their operations and determine how to identify and link key performance metrics with their mission. Ultimate goal, to quantify how well, or poorly, we achieve results. If you don't have performance measures, then how do you know where improvement is needed, where to allocate or re-allocate funds/personnel; how do you know if you are improving or not; how would you know whether programs, methods, or employees are producing results that are cost effective and efficient. Police and Fire can be challenged to meet or exceed response times, our citizens might be pleased with increased neighborhood patrols, our Animal Shelter can strive to impress with an increased release rate, and the Finance Department can put controls in place to achieve a perfect unmodified opinion on our Audits, year after year.
- If any of the report's contents raise questions, or if you seek clarification on any of the discussion items, please contact me directly.

Upcoming Meetings – City Council

Regular & Budget City Council Meeting	06:30 p.m.	Thursday September 08, 2016
Regular & Budget City Council Meeting	06:30 p.m.	Monday September 12, 2016
Regular & Budget City Council Meeting	06:30 p.m.	Tuesday September 13, 2016
Regular & Budget City Council Meeting	06:30 p.m.	Wednesday September 14, 2016
Regular & Budget City Council Meeting	06:30 p.m.	Thursday September 15, 2016
Regular City Council Meeting	06:30 p.m.	Thursday September 22, 2016
Regular City Council Meeting	06:30 p.m.	Thursday October 13, 2016
Regular City Council Meeting	06:30 p.m.	Thursday October 27, 2016
Regular City Council Meeting	06:30 p.m.	Thursday November 10, 2016
Regular City Council Meeting	06:30 p.m.	Thursday November 24, 2016
Regular City Council Meeting	06:30 p.m.	Thursday December 8, 2016
Regular City Council Meeting	06:30 p.m.	Thursday December 22, 2016

Upcoming Meetings

Planning & Zoning Commission:

Regular P&Z Commission Meeting	6:00 p.m. Tuesday	August 16, 2016
Regular P&Z Commission Meeting	6:00 p.m. Tuesday	September 20, 2016
Regular P&Z Commission Meeting	6:00 p.m. Tuesday	October 18, 2016
Regular P&Z Commission Meeting	6:00 p.m. Tuesday	November 15, 2016
Regular P&Z Commission Meeting	6:00 p.m. Tuesday	December 20, 2016

Charter Revision Committee:

First Organizational Meeting	3:00 p.m. Tuesday	September 20, 2016
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Upcoming Meetings

Farmers Market:

Farmer's Market – City Hall Parking Lot 8:00 a.m. Saturday September 10, 2016

Farmer's Market – City Hall Parking Lot 8:00 a.m. Saturday October 08, 2016

Farmer's Market – City Hall Parking Lot 8:00 a.m. Saturday November 12, 2016

Farmer's Market – City Hall Parking Lot 8:00 a.m. Saturday December 10, 2016

Chamber of Commerce Regularly Scheduled Board Meetings:

Chamber Board Meeting	12:00 noon	Thursday August 18, 2016
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Chamber Board Meeting	12:00 noon	Thursday September 15, 2016
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Chamber Board Meeting	12:00 noon	Thursday October 20, 2016
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Chamber Board Meeting	12:00 noon	Thursday November 17, 2016
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Chamber Board Meeting	12:00 noon	Thursday December 15, 2016
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Municipal Court in Session:

August 10, 2016

September 9, 2016

October 10, 2016

August 30, 2016

September 30, 2016

October 24, 2016

November 03, 2016

December 9, 2016

November 21, 2016

Monthly Outdoor Warning Siren Test – 1st Wednesday of every month at noon

TML Region 11 Quarterly Meeting

“Teamwork Makes the Dream Work”

4 p.m. – 8 p.m., Friday, Aug. 19, 2016

Stewart Title Customer Appreciation Luncheon

& 1st Annual School Supply Drive

11 a.m. – 2 p.m., Stewart Title

Sal’s Journey of Hope Foundation

Childhood Cancer Awareness 5K Run

Anderson Park

8 a.m. --10 a.m., Saturday, Sep 3, 2016

City of Alice Personnel Ins. Open Enrollment

8:00 a.m., Sep 12, 13 & 14, 2016

Street Rods of Alice

October 1 & 2, 2016

Alice Hispanic Heritage Committee

Community Event – City Hall Parking Lot

Friday & Saturday, 6 p.m. to 1 a.m.

September 9 & 10, 2016

Jim Wells County Fairgrounds

Texas Downtown Conference

Killeen Civic & Conference Center

November 8-11, 2016

Cost Savings Measures

Cost Saving Measures Implemented

- PCARDS are not to be used unless emergency
- Vehicles are no longer allowed to be taken home unless on call
- Purchases should only be what is needed not what the department wants
- No travel allowed unless it is for testing or certifications
- Elimination of uniforms in some Departments
- 10% Salary Reduction for non-civil service employees
- Temporary Full Time Non-Civil Service Employee Voluntary Employment Separation
- Full Time Employees Temporary Retirement Incentive
- Police and Fire Renegotiate to save \$965K
- RFP for new Health Insurance will save \$109K

Cost Savings Measures Planned

- IT is negotiating new copier contracts and analyzing which departments really need based on usage
- IT reduced the cost of the website for this year by 1/2 the cost we had been previously been paying. The cost went from \$10,000 to \$4,800
- Police would like to cancel their cleaning contract
- Some departments would like to cancel their mat contracts
- New contract with a new electric provider
- Issuance of 2016-2017 Employee Benefits Request for Proposals
- Contract signed with Bureau Veritas for Constructions/Code Services, Plan Review, Inspections, and similar services
- Texas General Obligation Refunding Bonds, Series 2016A
- Texas General Obligation Refunding Bonds, Taxable Series 2016B
- Centralizing purchasing
- Presenting for council approval an Ordinance adopting an organizational chart for more uniform enforcement, service and distribution of work in an effort to enable the city to streamline processes and do more, with less.

Under Consideration:

- Lowering threshold on authorizing purchase authorizations (stricter control)
- Centralizing a function for major purchases
- Review and analyze cell phone usage and the process for issuing cell phones to personnel
- Standardizing costs for budget process (ex. Only a certain amount of office supplies should be budgeted based on department size)
- Budget monitoring and control throughout the year.
- Upgrade accounting system from server based to cloud based with a possible savings of half the current cost of yearly maintenance fee
- Implement accounting departmental policies and procedures to ensure all reconciliations and journal entries are complete in a timely manner and all departmental reports are given to department heads to review
- Exploring the potential for new grant revenue
- Supplementing department workforce with interns and federal work study students
- Paperless billing for utility department
- Imaging system to store files online instead of paper copies
- Review repair and maintenance costs, possibly centralize all repairs to 1 garage
- Centralizing purchases to specific vendors (one centralized approved vendor)

UPDATES FROM DEPARTMENT HEADS AND DIVISION SUPERVISORS

ALICE FIRE DEPARTMENT:

Project: Update the City of Alice Emergency Management Plan Annex's

Background: Required every five years

Status: In progress, several annex's out for review by personnel who are responsible for them.

Special Notes: Requires feedback when department heads review document

Project: Tanker replacement project

Background: The tanker for AFD was purchased ten years ago as a used unit with a new steel water tank. The truck was paid for in part by the City of Alice and the County of Jim Wells. The truck was taken out of service over concerns of the tank failing. Jim Wells County was approached with the idea of replacing the water tank with a new poly tank. The County approved 56K to replace the tank. The new tank should be ready for mounting in late September early October. This project will extend the life of the vehicle, while ensuring AFD has a water supply for rural firefighting.

Status: County has signed the contract. Waiting on vendor to receive water tank and call for the truck.

Special Notes: Extended life depends on the motor, transmission and chassis, which are in good condition considering age of vehicle.

ALICE FIRE DEPARTMENT:

Next Week's Projects

Project: SCBA replacement

Background: Our Self Contained Breathing Apparatus were updated to the 2007 standard in 2008. Several of these units date back to 1992. There are several units that constantly are being sent out for service with the same discrepancies

Status: Sample units are being evaluated, price quotes are being obtained. When the grant cycle opens for Assistance to Firefighters (AFG) a grant application will be submitted if approved by City Council. Anticipate the Fire Department will be able to update the SCBA units with a reduced financial impact on the City's budget. Will continue researching and getting price quotes. AFG grant process, time frame in unknown as the opening date has not been published. This project will ensure the safety of our personnel while they work in a hazardous atmosphere.

Project: Vehicle radio upgrades

Background: The current vehicle radios were installed over ten years ago. Need to upgrade radios to the new public safety standard radios. Radios also need to meet at least Level 3 of the interoperability standard. Researching if these radios should be dual band, or to purchase two radio one in each band spectrum. This project would be funded through the Texas Homeland Security Grants managed by the CBCOG.

ALICE FIRE DEPARTMENT:

Status: Anticipate we will be able to update the radio units with a reduced financial impact on the City's budget. Will continue research and request price quotes. Homeland Security Grants grant process time frame is unknown as the opening date has not been published. This project will ensure AFD has radio communications with all its partners in the region.

Project: Homeland security grants for 2016

Status: Preparing for AFG grants this summer

ALICE POLICE DEPARTMENT:

Highlights of Regular Operations

Border Star (JOIC) Conference call

CID will be utilizing Drop Box to process cases more efficiently

This will help submit cases more efficiently to District Attorney's office

Met with District Attorney regarding Drop Box

Burglar suspects arrested at Hinojosa's welding, feed store

SWAT Training

Training for State and Federal updates

ALICE POLICE DEPARTMENT:

- Project:** Humane Construction
Replacing the rusted metal structure at the kennels
Reconstructing a wall on the South side of kennels
Putting in additional fencing
- Background:** Repairs had to be made on structure, additional fencing needed to be added for security reasons
- Status:** Awaiting Purchase order for labor on sheet metal work

Next Week's Projects

- Projects:** Humane Division Construction
- Background:** As stated above
- Status:** Continue with above repairs to ensure a safer/sound facility
Paint walls
Completion Time four weeks

MUNICIPAL COURT

Internal Office Activity:

The following citations were processed by the Municipal Court Clerks:

Citations Processed	36
Warnings processed	45
Reports Processed	2 Theft 1 Simple Assault 1 Possession of Drug Paraphenalia 5 reports processed
Warrants served	68
Outstanding Warrants	1746 valued at \$537,637
*Warnings Processed f/APD	46
Revenue collected	\$6,799.85
Non-Cash credited	\$575.75 (46 hours of community service)
Jail Time Credited	\$2,845.43
Online Payments	2
Jury Trials July 21 st	1- Dismissed by Prosecutor 1-Pled out w/compliance dismissal fee 1-Warrant Issued
Failure to Pay Ltrs Collected	200 \$40,465.13 (COA portion is \$26,467.46)

MUNICIPAL COURT

Upcoming Week:

Continue issuing past due notices to the people that have defaulted on their payment plans, extensions and community service; continue to work on the files for Omni as the warrants are issued; and Courtesy Notices to the people that failed to show up for court; court files will be processed.

PUBLIC WORKS – OPERATIONS:

Highlights of Priority Work:

Bee Calls; 1106 Stonehenge St. checked the area no action taken. Weed spraying at City R.O.W assisting sanitation with residential pickup.

Project:	Residential Garbage Pickup	Regular Routes
	Commercial Garbage Pickup	Regular Routes
	Brush Crews	Section 8
	Landfill	Regular Operations: fill and cover
	Personnel:	Commercial Operations training additional personnel

PUBLIC WORKS – OPERATIONS

Project: Need to address brush and mulch areas

Project: Streets: Painting Crosswalks

•Project: Regular Operations - Sweeper on route plus any work orders patching in there assign sections. Also cleaning and patching utilities work orders (pavement breaks) continuing blading streets, curbs to remove dirt and grass addressing all work orders for caliche, alley repairs. Hauling dirt from back of yard to the landfill--Weed spraying and or weed eating city ROW. Trimming trees that are hanging to low or blocking view of traffic signs. Monitoring all the traffic lights and school lights. Resetting traffic signs or replacing them as needed. Painting around the school areas (arrows crosswalks and etc)

Next Week

Project: Residential and Commercial will be on Holiday Routes

Brush Crews will work Section 8 & Phase 1 Operation Clean Sweep

Landfill - Normal Operations

Project: Landfill

Status: Need to prepare cost estimates for closure of Cell A, B and C, now that construction of Cell D is completed

ALICE MULTI-USE COMPLEX

Community Outreach / Branding

- Natatorium staff and committee members visited each AISD elementary school, as well as all private schools in the area, to promote water safety and our facility. After its first week of promotion, several dozen children brought in passes they had received from these events. The exposure to our facility and water safety courses will benefit considerably.
- R.E.A.L.'s TRIP program partnered with aquatic facility for Water Aerobics courses, again promoting visibility to our facility and increasing monetary and branding opportunities for our strengthening of programs.
- AISD School Supply Drive held at facility in which the community donated backpacks and other supplies for AISD students
- Community leaders and elected officials have donated to our facilities funds so that underprivileged children can enjoy the Natatorium and Water park, to which hundreds of children have already participated. This has led to many a smiling face at our facility and we thank these leaders for stepping up for our youth.

ALICE MULTI-USE COMPLEX

Promotions & Large Events

- After seeing a decrease in water park attendance from grand opening, facility tested a \$6 Thursday promotion. Attendance averaged between 55-70 guests **prior to the promotion**. After, we attained over 500 guests on a Thursday at the park taking advantage of the special promotion.
- New Fall swim clinic announced for the fall/winter
- 3 Swim Meets have been scheduled; meets typically average between 300-500+ guests in the facility. Two meets will be local teams with one meet hosting out of town swim teams.
- Parks and Recreation, as well as the Natatorium each have their own Facebook pages, both averaging a reach of 10,000 people weekly. These facebook pages have been instrumental in getting the word out on promotions, events, community activities, etc. in the Hub City and Natatorium.

ALICE MULTI-USE COMPLEX

Intergovernmental Outreach & Partnerships

Aside from the aforementioned visits with elementary students:

- Alice High School Senior Breakfast held at facility prior to school start, with about 200 seniors attending and touring the facility.
- AISD administrative staff have toured the facility and programs discussed by our facility manager, Rudy Leal.
- Alice High School Swim Team contracted to utilize the facility.
- Orange Grove ISD athletic director will be touring the facility and is very interested in using for his programs, and calls have been and being made to other athletic directors and school superintendents in the area.
- State Representative and representative from our US Congressman's office are supportive of grant opportunities for this facility and city parks.

COMMUNITY DEVELOPMENT:

Parks - Standard Operations; Maintenance of parks, playgrounds, garden spots, sports fields, right of ways. Work orders.

Project: Installation of tables and BBQ pits at Veterans Plaza Park.

Background: Wells Fargo donation of \$2500 used to purchase 4 picnic and 4 BBQ pits to be placed at the park.

Status: Table and BBQ pits have been installed. Working with Alice Police Association, Rotary Club, JWC Republican Party and/or other various organizations and volunteers.

Current: Set up for Hispanic Heritage

Anticipate four new picnic tables and four new BBQ pits for public use. Waiting on delivery, upon which will assemble a crew, and handle installation. Completion time not available at this time. Working with Alice Police Association, Rotary Club, JWC Republican Party and/or other various organizations and volunteers.

Recreation - Standard Operations; permitting of pavilion, fields, etc.

Project: No Current Projects at this time. Recreation duties being handled by Permitting Clerk and Community Development Administrative Assistant

COMMUNITY DEVELOPMENT:

Golf - Standard Operations: Sell golf rounds, merchandise, maintain greens, fairways, t's and roughs. Library Custodian to work at Golf Course 4 hours/day.

Tournaments: Sept 6—60 + Sept 10—Cowboy Softball
 Sept 13—50 + Sept 24—St Elizabeth ACTS

Community Development

Standard Operations: Generate permits, schedule inspections, send expense reports, receive payments, file liens, release liens, answer calls, relay info, etc.

- City of Alice property liens filed—27, released—23
- Assessment Certificates issued—2, Lien Payoff Requests—0
- Expense reports sent for mowing—10

Codes - Standard Operations: Enforcing city codes for property maintenance, mobile vending, food establishments, nuisance, environmental, housing safety, home occupations, junked and abandoned vehicles, illegal dumping, zoning, signage, littering. Processing daycare facility, foster home, peddler, vendor and alcoholic beverage permit applications. Conduct inspections, issue notices, remove illegal signage from right-of-ways.

- Violation Letters Mailed—103
- Ad signs removed—7 Work Orders Issued—21
- Citations issued—3 (overhanging limbs and high grass)

COMMUNITY DEVELOPMENT:

Inspections - Standard Operations: Issue permits and conduct inspections (plumbing, building, electrical, mechanical,) and plan reviews.

- Certificate of Occupancy applications—0
- Inspections: Elec-4 Mechanical-2, Building-5, Plumbing-3,
- Contractor Registrations—1 New Construction Permit Applications—0
- Permits Issued—7

Project: Contracting Inspections to Bureau Veritas

Background: The City of Alice signed contract with an outside organization to handle inspections and plan reviews. At this time, the City does not have any inspectors on staff.

Status: meeting Sept. 15 to discuss details of contract implementation.

COMMUNITY DEVELOPMENT:

Library - Standard Operations: Check books in and out, process and catalog new books, help patrons. Standard reading programs.

Current

- Monday—GED Classes 1-4pm
- Tuesday—GED Classes 1-4 pm
- Wednesday—Adult Coloring (12 adults—attendance doubled from previous week)
- Thursday—Families Reading Together (13 children—attendance 4x prior week)
- Friday—Crochet Class (16—3 more than prior week)

Sept Weekly Schedule

(2 new programs added)

- Monday—Crocheting, GED
- Tuesday—GED Classes,
Adult Coloring
- Wednesday—Storybook Friends (New)
- Thursday—Families Reading Together
- Friday—BYOG (Bring Your Own Game)

October Weekly Schedule

(2 new programs added)

- Monday—Kids Science (Grades 1,2,3), GED,
Around World in 8 Months (Grades 4,5,6)
- Tuesday—GED, Crocheting, Adult Coloring
- Wednesday—Storybook Friends (New)
- Thursday—Families Reading Together
- Friday—BYOG (Bring Your Own Game)

PUBLIC WORKS – UTILITIES:

Standard operational activity in PW Utilities, to include but not be limited to Water and Wastewater repairs, Weekly Water Sampling and General Up Keep at Water Plant, Wastewater Plants, pump stations, and water tower, well sites.

Focus for the year 2016: Work as a Team - Work within our budget - Customer Satisfaction - Be Healthier

Lake levels: Alice pumps cannot pump at Lake C.C. Elevation 74.0

Lake Findley-Elevation:	191.70
Lake C.C.-Elevation:	91.90
Lake C.C. Capacity:	85.40%
Choke Canyon-Elevation:	201.80
Choke Canyon Capacity:	43.70%
Combined Reservoir Capacity:	54.90%(this is choke canyon and Lake C.C.)
Lake Pumps Started:	**00 -00-2016**
Lake Pumps shut down:	**08 -12 - 2016 **
Pipe lines open:	20" & 30" closed
MGD's – (00.00 million gallons/day)	
Rain fall :	0.55(Lake Corpus Christi Reservoir, MTD-6.39; YTD-16.41) 0.00(Choke Canyon Reservoir, MTD-8.14; YTD-24.95)

PUBLIC WORKS – UTILITIES:

General Operations:

Water Production: Checked all other sites (well sites, ground storages, pump stations)

Pipe Lines: 20 inch: Closed**09-01-2016** (0%) & 30 inch: Closed **09-01-2016**(0%)

Pump Stations:

LAKE FINDLEY: good to go **07-21-2016**

LAKE C.C.: good to go**07-21-2016**

Water Towers:

North Tower: good to go**09-01-2016**

South Tower: good to go**09-01-2016**

West Tower: good to go**09-01-2016**

PUBLIC WORKS – UTILITIES:

Project: TCEQ plant inspection on Thursday 7-14-16 & Friday 7-15-16. Wrote up on 8 AV; none on treatment or MCL violations.

Background: Tri-annual inspection

Status: Waiting on inspection letter from the TCEQ Region Office of investigation. Correcting and working on AV's for compliance.

Project: SCADA UPGRADE

Status: CPUSA at plant on 24th & 25th for upgrade and other issues.

Anticipated Outcome: Upgrade will enable data to generate and record as required by TCEQ rules & regs for SWMOR reporting. This will satisfy TCEQ rule 290.111(h) cited during July 2016 plant inspection.

Next Step: Report upgrade to TCEQ with updated SWMOR reports.

Completion Time: The 24th & 25th

Special Notes: Issues with flow & levels on SCADA system experienced during past storm; David Morgan (CPUSA) will be here to correct those.

PROJECT: Preventive maintenance throughout the water production system.

Background: High demand time of the year, ensure that all is working as efficiently as possible.

Status: Daily activity while working within budget.

PUBLIC WORKS – UTILITIES:

Projects for upcoming week:

Project: Repair or replacement of cross member columns to Lake C.C. pump station.

Status: As per AWA request; Hinojosa Welding at site for assessment of repairs to report back to AWA meeting scheduled on the 30th.

Anticipated Outcome: Much needed repairs for pump house stability...safety factor involved.

Next Step: Repair & or replace cross member columns.

Completion Time : No date set

Special Notes : Cross members are in poor condition...repairs are warranted.

Project: Filter Magic Assessment – Approved by AWA

Status: Water Tech & Filter Magic techs will be at plant for evaluation of filter magic system in early August. Anticipate this will give a more precise cost of upgrade.

Next Step: Present assessment report to AWA

Timeline: 2-3 days

Notation: Upgrade is needed due to parts availability.

PUBLIC WORKS – UTILITIES:

AWA Projects in Progress

Project: ** 20” raw water transmission line rehab – the first 8 miles from Lake C.C. pump station towards Orange Grove; this is the area experiencing majority of leaks. Working with TWDB (Grants Administration) for funding

Project: ** Repair, rehab, or possibly replacing pump station at Lake C.C.

Project: **Emergency generators at Lake C.C. and Lake Findley pump stations

Daily Operations:

Waste Water Plants/Lift stations:

Project: All Lift Stations inspected & in operation 09-01-2016** (6th Street, Airport, and Woman’s World).

North Plant (this week)

Daily operations

Met with Finance Department for budget workshop (regular budget & capital equipment)

Attended Chemical Spill Response training in Austin on July 19th.

PUBLIC WORKS – UTILITIES:

Upcoming Week:

Continue plant operations as normal

Waiting for purchase order to repair Clarifier #2 skimmer arm scraper for

Hinojosas Welding

Removing dried sludge from 4 drying beds

Preparing plant for solids removal project.

South Plant:

This week's outcome:

Daily operations. Installation of new bar screen and compactor washer, still working on electrical issues with compactor.

Upcoming Week:

Continue plant operations as normal

Obtain quotes from Moody Bros. and JCS Ind. For 3/4" Wallace & Tiernann Injector for Sulfur Dioxide.

Preparing bid package for grit cyclone screw clarifier

Area lights to be installed by AEP

FINANCE DEPARTMENT:

PROGRESS THIS WEEK:

Attended AWA Meeting on Tuesday, August 30th to discuss their budget and proposed tax rate. AWA discussed waiving 1/2 the City's bond contribution of \$206,400 for FY 2017. Contacted TML about adding AWA as own Fund Member.
Preparing Master Budget File for Council
Coordinating audit materials with External Auditor
Department review and discussion on cost saving options
Produced documentation to attorneys regarding pending lawsuit
Assisted departmental staff with budget questions and general requisition/coding questions
Provided assistance as needed to Finance staff
Reviewed and processed pending requisition

PLAN FOR THE COMING WEEK:

TML 2016-2017 Rerate in progress
Process License plates for Police Department
Chapter 59 – Work on prior year reporting that is due
Audit – working w/External Auditor to complete audit

FINANCE DEPARTMENT:

Water Collection Office Operational Activity:

CSR'S CR Module Proof List Payments	\$ 44,570.64
Drop Box	\$ 8,189.32
Mail Payments	\$ 45,596.08
Bank Drafts	\$ 0
Web Payments	\$ <u>22,956.29</u>
 Grand Total Received	 \$ <u>121,312.33</u>

The meter readers will be reading the following routes:

27 & 28	July 25
31	July 26
32	July 27
41 & 42	July 28
43 & 44	July 29

FINANCE DEPARTMENT:

Keyed in remaining Natatorium deposits into daily report/summary sheets; requested past due pending deposits; processed petty cash requests; processed high grass concerns to Codes Division; handled city deposits; generated weekly deposit reports; generated deposits/reviewed/committed deposits; processed disconnects; generated billing registers/reviewed/issued work orders; forwarded delinquent landfill accounts to be processed; processed increased petty cash request; issued landfill payment issue information to Accounting Manager; secured daily deposit batches; generation/submission of web payment batches; customer contact as needed.

Information Technology:

Website – Negotiated/entered into website services revision for redesign and additional services thru CivicPlus with substantial savings.

Copiers - continue to work w/Dahill/Xerox for submission/review of proposals for copiers and software, to save \$10K/year.

Fire - continue coordinating AFD accountability laptop w/vendor.

NAT - obtaining camera quotes, set up replacement amplifier for outside PA system.

WAN – talking to vendors about adding fiber to outside offices, and switching all AT&T lines to 40% cheaper alternatives.

Backup/Disaster Recovery – changing strategy to get better results and pricing.

Information Technology:

Video - Coordinating services/hardware w/Rushworks to enhance council meeting recording/streaming including, but not limited to two large screens in chamber, three smaller ones throughout the building, new servers/cameras/mixing/racks/etc
Finance - reviewed budget figures.

Disaster Recovery – Continuing discussions with vendors about strategies, equipment and services; Barracuda Backup data in cloud cannot be switched to the Amazon cloud, so checking another solution before we renew.

Broadcast – Time Warner replaced encoder, no longer freezing the picture.

PD -Alignment of APD satellite dish; Humane Division webpage revisions.

Internet - working with GTEK to obtain cost free internet in return for tower space.

HUMAN RESOURCES:

Project: 10% Reduction in Pay to all Non-Civil Service

Status: Decrease of personnel expense of \$256,992 thru September 30th

Project: Temporary Hiring Freeze (excluding essential personnel)

Status: 198 positions budgeted for FY 2015/2016 for COA

Excludes civil service and AAMUC positions

As of 07-15-2016, 29 positions were vacant approximating a 15% reduction

Plan is to defund 24 vacant positions at a \$1,041,158.00 savings FY 2016-17

HUMAN RESOURCES:

Project: Temporary Full Time Non-Civil Service Employee Voluntary Employment Separation

Status: Enacted by Council

Through 08-31-2016 may receive maximum of 120 hours' sick leave accrual, and FLSA exempt may receive up to maximum of 160 hours' worth of leave accrual Lump sum payment, sign separation agreement; Reduction in Force, Furlough & Salary Reduction Policies remain in effect

Project: Temporary Retirement Incentive Full Time Employees

Status: Effective 07-15-2016 through 09-30-2017, the City of Alice has implemented a Rule of 85. This temporarily replaces the City's policy of Rule of 90. When age plus consecutive years of service equals or exceeds 85, and the employee retires under TMRS, the City of Alice will pay the employee only portion of group health insurance (Medical and Dental) until the employee is 65 years of age. Dependent coverage at employee expense. When the employee attains 65 years of age, the group health insurance coverage will terminate.

HUMAN RESOURCES:

Project: Collective Bargaining Negotiations

Alice Police Officers' Association (APOA) and

International Association of Fire Fighters' Local #4102 (IAFF)

Status: Collective Bargaining negotiations with the Police Department and Fire Department are complete.

GRANT ADMINISTRATION:

Regular Operations: Review of weekly published Texas Register & distribution of relevant information to departments. Weekly review of e-grants management system for new mail. Worked with Finance to get City to grantor agencies. Will get County Audits to submit to TxDOT Office of Aviation.

Projects:

EDA Grant – Submitted pay requests #'s 10 & 11; working with team and with EDA Project Engineer regarding close out of grant.

FEMA Planning Grant - received revised award letter & have had team meetings to develop RFP for hiring firm to write Mitigation Action Plan for the City and County. Sent draft RFP to 4 newspapers to get quotes for publishing .

GRANT ADMINISTRATION:

Airport Game Fencing – Documents submitted to TxDOT for County to be lead for grant project. Project should be presented to TxDOT Commission on Sept. 29th.

Airport road project (road to west of FBO) - engineering continuing work on design of RAMP Grant project; I'll be checking back with Finance re: carry-over of \$25,000 match from 2016 to 2017 for this project.

Texas Capital Fund (TCF) for TCF development - Continuing work with team members on implementation of project - review of environmental items GrantWorks sent last week, review of GrantWorks “start-up” packet sent this week.

2015 Federal JAG Grant (direct allocation) - Continued work with Finance to prepare the financial and progress reports due July 30.

DEPARTMENT OF ENGINEERING:

Special Projects/Maintenance

Texas Energy Sanitary Sewer line; we are working on acquiring installation permit within TxDOT R.O.W. City is waiting on letter from owner to allow the City to open cut across their entrance driveway to continue with pipe installation.

DEPARTMENT OF ENGINEERING:

Almond St. drainage project is complete. Concrete has cured fire trucks are being placed on the driveways.

Current project, crews are replacing approximately 3,000 LF of water line along **Hobbs St. and Adams St.** including fire hydrants. Once the project has begun it shall be completed within 60 working days. 1,600 LF of water line has been installed.

Dellwood sewer blockage crews are providing maintenance on the line. City Crew may need to replace line and install manholes.

La Arboleda Subdivision water line replacement project is being revised. Once the project has begun it shall be completed within 30 working days.

The last **bond project for 2014** is the **water line replacement along N. Aransas St from Third St. to north dead end.** The project consists of replacing 4,600 linear feet of water line and installing fire hydrants. Once the project has begun it shall be completed within 90 working days.

Construction & Tasks

Project coordination continues on a daily basis.

DEPARTMENT OF ENGINEERING:

At the **Natatorium**, Multi-Use Contractor still has not addressed the **water ponding in the parking lot**. Water is ponding in some of the interior spaces. Parking is an issue for swim events; we are addressing concern from City Attorney. Water leak has been repaired by Contractor.

Flores Addition, Engineer will request from the developer a letter of understanding that once the project continues the relocation of the water line, City will not approve the subdivision until all the utilities are in place including water, sanitary sewer, drainage, and electrical. Also the plat will need to be revised with easement dedicated to the City and recorded. Construction plans and as-builts will also need to be submitted prior to subdivision approval.

Twin Fountains – Minor ER, Contractor is working on the exterior of the building. Superintendent mentioned project is on schedule.

Advanced Auto Parts, contractor is working on parking lot. The water meter still has not been relocated, I have sent City Attorney the notice letter we sent to Don's Cleaners.

Airport fuel service road design, we are working on the design of a service road for the Airport.

DEPARTMENT OF ENGINEERING:

Shady Shores Development/Houston St extension, The preliminary plat was submitted on July 5th, it has been reviewed and comments shall be submitted back soon. Grantworks submitted an environmental review letter for the Mayor's signature, staff will need to review prior to executing. We will be reviewing the letter on Monday August 1st.

K-Bar Ranch Waterline extension; this is a County project; for which the City has no match commitment. The Engineer for the project has submitted a preliminary layout for the waterline. We have reviewed and provided comments to the preliminary plans. Revisions were submitted to Engineer on May 13, 2016

Essex Developer at the intersection of Beam Station and FM 1554. This project involves tapping into the 12" waterline at the intersection of FM 1554 and Highway 281; because of the low water pressure at Beam Station and FM 1554. Preliminary construction plans were submitted on July 5th; it has been reviewed and comments shall be submitted back soon. The developer would like to purchase the land by Tuesday, July 26, 2016 and begin construction of the water line on August 1st; the deadlines are very unreasonable will need to meet and discuss.

DEPARTMENT OF ENGINEERING:

•**Chicken Express Preliminary Plat** was approved by Planning & Zoning on August 16, 2016. The Final Plat was received August 19th and will be reviewed promptly. It will be placed on the P&Z Agenda on Sept. 20th and then placed on Council Sept. 22nd.

Chicken Express Civil Construction plans were submitted for review on June 1, 2016, Staff has reviewed plans and comments have been sent, we will review revisions once submitted. Building permit shall not be issued until a complete set of construction plans have been reviewed and approved. We met with TxDOT last week and they are requiring the development to surface drain into Hwy 44. The other issue was the light pole in the sidewalk and in the ADA accessibility route.

Library Roof Replacement; Jesse's Roofing project is complete. Final payment is pending submission of letter of completion, warranties, and release of liens.

Police Dept., Fire Dept, Warehouse Roof Repairs: complete.

City Hall Roof Repairs, extension has been granted till till September 19th.

NRG Demand Response Program Contract has been sent to City Attorney for review.

DEPARTMENT OF ENGINEERING:

Landfill, we met with Naismith on June 30th to discuss status of projects. Section F 60% preliminary design was submitted for review. Final documents are expected to be submitted on October 7, 2016. Project bidding maybe on hold until groundwater monitoring wells are in place for two years.

Landfill - Section C slope adjustment and waste grading is on hold from meeting with TCEQ, may need to amend contract to help with City with self-audit. Permit Amendment Naismith shall prepare report after self-audit.

Bar Screen and Washer/Compactor Project; Bar screen has been installed and in operation; however a few minor items are pending. Final payment is pending paperwork submission.

Ruben Contreras Plat was approved by P&Z on June 21st.

San Diego Creek Stream Gauge installation specifications and exhibit have been reviewed and approved. Conducted the Pre-construction meeting August 18, 2016 at City Hall, first floor conference room. The project is scheduled to begin Sept. 5th.

Bond Money – Four temporary personnel will be hired 08-01-2016 - we have prioritized three projects: 1) North Aransas Street water line replacement; 2) La Arboleda Subdivision (Andrea Street)water line replacement; and 3) Madison Street water line replacement.

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Roof Replacements



Public Library



Police Department



Fire Station

Wastewater Plant Improvements



Bar Screen



Ariel Piping



Security Lighting

Other Improvements



Drive Thru Remodel



Cameron Street Sidewalk



New Trash Truck

Natatorium Grand Opening



Events



Grub in the Hub
ALICE, TEXAS
WELCOMES
FOOD TRUCKS
Est. 2016

July 9th, 2016
11am-8pm
Front St & N. Adams

- Dine N Dash
- Alice's Wonderland
- Kona Ice
- Mise en Place
- Munchies Bus
- The Mix Grill
- Bigger Burger
- Rita's Italian Ice
- Roadside Grill



Food Truck Event
“Grub in the Hub”