

Memorandum

To: Alice Mayor and Council

From: Ray De Los Santos, Jr., City Manager

Subject: Manager's Report

Date: Thursday, January 22, 2009

Chemical, Pipe and Fitting Advertising

Background

The City of Alice engages into yearly contracts with the Water and Wastewater Treatment Chemical Suppliers as well as Pipe and Fitting suppliers for maintenance of the infrastructure. The chemicals are use for the treatment process at both the water and wastewater treatment plants while the pipes and fitting supplies are inventory items utilized for the daily maintenance of line repairs, construction and installation throughout the year.

The current contracts are nearing expiration and we have proceeded with the required Texas Local Government Bidding Requirements and have moved forward with the advertisement process.

Status

Proposed Schedule:

January 18, 2009First Advertisement (Posted this date due to timeline of current contracts)

January 25, 2009.....Second Advertisement

February 3, 2009.....Bid Opening

February 12, 2009.....City Council Award of Bid. A Bid Tab will be submitted to Council on this date addressing the low bidder and staff recommendations.

2009 Seal Coat Project

Background

The city of Alice began its Seal Coat Project in 1986 and has continued this process on a yearly basis. Since then all city streets have been seal coated once, twice and some even more than three times. In 1995 City Staff implemented a five (5) to seven (7) year program where the streets would be seal coated at a minimum of once within the five to seven year period. Since 1995, up to the year, 2002, the Five to Seven Year Seal Coat Cycle was completed with all City Streets having been seal coated. In 2002 the Cycle continued with a projected seven (7) year program implemented continuing with the remaining streets and streets that had been seal coated in 1995. Since then The City of Alice has had a very successful program.

Seal Coat – A wearing surface of an application of asphaltic material covered with aggregate, constructed on existing pavements or a prepared base course of a surface in accordance with design specifications. (The asphaltic material bridges between cracks in the existing pavement and creates a protective seal from the elements of nature while the aggregate provides an immediate driving surface. This process extends the life of the street in its current condition until full reconstruction can be implemented and extends the life of a newly constructed roadway prior to wear, tear and aging.)

Selection Process - The streets selection process for any given seal coat project includes date of last seal coat, preferably having been seal coated five (5) to seven (7) years earlier, condition of the paved surface, including base and sub-grade at the time of assessment, based on wear and tear as per usage and weathering. Some streets with little traffic can go beyond the five to seven years while other streets heavily traveled may need a more frequent seal coat. It is recommended to seal a newly constructed street within a reasonable time period prior to the elements taking their toll. The seal coat is primarily a method of construction used for prolonging the life of a paved surface of good condition.

Status

Preparation for the 2009 Seal Coat Project will begin soon. It is undetermined, as of this date, the amount of actual road surface in square yards that will be included in this year's seal coat other than there is a budget amount of \$300,000.00 for the purpose of seal coating. A cost estimate per square yard is to be established prior to the establishing quantity as per the budget amount. Bids can range from \$1.50 to \$2.30. Once an estimate is provided by the City Engineer, we can then establish a quantity and select the streets to fit within the budget. The streets department will then proceed with the necessary preparations by providing a level up of various degrees to provide an improved driving surface and removing any vegetation growth within the paved areas.

Proposed Schedule:

February 2, 2009Plans and Specification Completed

February 8, 2009First Advertisement

February 15, 2009Second Advertisement

February 24, 2009Bid Opening (Review of Bids to be within budget)

March 12, 2009Council Awards Bid (*Possibly award bid on February 26, 2009*)

(Dates from this point are subject to change pending execution of contracts and/or council award.)

April 13, 2009.....Preconstruction Meeting

April 13, 2009.....Notice to Proceed is issued

May 27, 2008.....Projected Completion Date (45 Days)

Parks & Recreation Center Auction

Background

Auction via Sisk Auctioneers was authorized at last council meeting, December 15, 2008.

Status

Scheduled to be held on March 04, 2009 by Sisk Auctioneers. Parks & Recreation has begun the process to move into City Hall and is expected to be moved no later than February 13, 2009.

City of Alice Public Auction

Background

Last auction of this type was in 2004. Items included but not limited to unclaimed property, seized vehicles, surplus vehicles and surplus equipment to include computers and copiers.

Status

Scheduled to be held Saturday, February 28, 2009 at 9:00 am.

Alice Water Authority Audit

Background

Audit began December 29, 2008 with a visit by Chet Draper, the external auditor. The audit is expected to be completed by February 15, 2009.

Status

Preliminary document has been provided for the external auditor with additional follow-up documentation to be provided as requested. At this juncture, the remaining informational items to be gathered are gallons of water pumped for last fiscal year, 2007 tax rates and investment data.

First draft of audit is in-work and is expected to be completed by Friday, January 23, 2009.

City of Alice Audit

Background

Audit began December 29, 2008 with a visit by Chet Draper, the external auditor. The audit is expected to be completed by March 31, 2009.

Status

Preliminary documentation has been provided to the external auditor with additional documentation to be provided as requested. Items which have been or are being gathered for the audit include but are not limited to trial balances of each fund, investment and debt confirmation letters, year-end reconciliations, property and equipment inventories, tax collection reports and utility accounts receivable reports.

RFP's for Equity and Compensation Plan

Background

Administration was authorized to publish RFP for Equity and Compensation Plan on December 15, 2008.

Status

The RFP was advertised on January 11, 2009.

There have been 12 requests for copies of the specifications.

Proposals are due February 20, 2009 at 2:00 pm.

Economic Initiatives

Background

There is an expectation of economic stimulus funds to be available for “shovel ready” projects which can demonstrate job creation and sustainability. The focus is on domestic infrastructure...roads, bridges, water, wastewater etc...While the scoring criteria remains unclear, it has been announced that the federal government will utilize existing funding mechanism by which to disseminate funding to municipalities.

Status

Administration has begun working with the various departments to identify “shovel ready” projects which focus on infrastructure and create jobs. It is the intent of administration to submit water/waste water, road and parks projects. The first deadline is in regard to water projects through the Texas Water Development Board and is Friday, January 23, 2009.

Civic Plus Website

Background

On October 09, 2008 Council approved administration to enter into a contract for web design and web maintenance services with Civic Plus. Administration requested and received a breakdown of phases necessary for the design and creation of the website to include an associated timeline. Civic Plus indicated they anticipated six months to have the website operational. Administration has requested a new timeline which would significantly reduce the web design timeframe.

Status

Design is complete.

Content has been compiled, submitted and is being incorporated into the website.

IT training to update website took place this week.

Department users will be trained this week and next week.

Website will go live, Friday, January 30, 2008.

Cameras for the council chamber have arrived, been installed and tested. The first taped council meeting will be Thursday, January 22, 2008.

Demolition of Substandard Structures

Background

Texas National Guard has a Joint Counterdrug Task Force which assists local law enforcement agencies to demolition derelict structures which have been associated with the drug trade. The unit arrives within a city or county and works for two weeks to conduct demolitions.

Status

Discussion have commenced to determine the extent and nature of city cooperation and an update and/or a potential action item will be available for council at the subsequent council meeting.

Trustees for Trash Pickup Along Major Roadways

Background

There is a significant amount of trash which accumulates along the east and west entrances of Alice along Hwy 44. The City of Alice does not have the number of personnel required to effectively pickup trash along the entrances of Hwy 44 and the subsequent effect is that the trash is mowed resulting in the multiplication of the number of pieces of trash and a reduction of the size of each piece.

Status

City personnel have begun discussions to utilize trustees from the Jim Wells County Jail as well as the Glossbrenner unit in San Diego. Expectation is that trustees will utilized as early as February 2009 and will continue on a monthly basis.

Railroad Crossing Repair and Property Maintenance

Background

There are a number of railroad crossing which are of concern because of their state of disrepair. Over the last three months dialogue has been established and correspondence exchanged regarding the City's concern for public safety in regard to the condition of various railroad crossings.

Status

Kansas City Southern has explained they have funding in this calendar year's budget to repair railroad crossings and Alice is a priority. They expect to have identified locations and a timeline by the end of January 2009.