



**TO: Honorable Mayor and City Council Members**

**FROM: Kellis George, Director of Public Works**

**DATE: September 1, 2010**

**SUBJECT: Monthly Project Report – August 2010**

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**Culvert Cleaning** – The Department cleaned storm culverts at the following locations in August for a total of 616 feet in culvert cleaning:

- 46 feet Cimarron Cove
- 46 feet Easy Street
- 84 feet HL&P ROW
- 40 feet 1558 & 1550 Oak Ridge
- 68 feet Sunset Drive at Timber Drive
- 196 feet south side of Oak Ridge
- 46 feet Sunset Drive at Avenue H
- 22 feet Sunset Drive at Avenue I
- 68 feet Sunset Drive at Avenue F

**Pothole Repairs** – Pothole patching crews have been continuously out repairing potholes.

**Mowing** – The slope mower has been out every day each week mowing from the east part of the City to the west part for the month of August.

**Ditch Spraying** – Public Works has continued spraying outfall ditches around town.

**Street Light Outages** – Staff is continually working on identifying and tracking the progress of street light outages. A street light audit by TNMP was conducted at the end of July beginning of August and we met with them to review their findings. Their billing was slightly lower than the amount of street lights found and they will apply this to our billing moving forward.

**Civic Services** – The Public Works staff is continually working on handling all requests submitted on Civic Services.

**Street Sweeping** – All curb and gutter subdivision and streets have been completed. We will begin the rotation again in the middle of September.

**Owens Drive** – The City Administrator, City Attorney and Mr. George met with the two residents on Winding Brook regarding the encroachments on the easement on August 10<sup>th</sup>. The issue will be taken back to Council for discussion and decision in September.

**Street Projects** – Completed plans from HDR Claunch & Miller were received in August for Sunset Dr, Oakridge Dr, and 44<sup>th</sup> St. Drainage work has been completed on Oakridge and 44<sup>th</sup> St and is almost complete on Sunset Dr. Ave J plans were completed at the beginning of August and we went out to bid in mid august. A pre-bid meeting was held at City Hall on August 26<sup>th</sup>, and we had 10 contractors attend. Bids are to be submitted on September 10<sup>th</sup> by 10:00am and will be opened at 10:10am. Another meeting will be held with Lovers Lane residents in September to go over drainage issues and possible solutions.

**Storm Water Management Plan** – Public Works staff attended a Storm Water Collaborative meeting at the Health District on August 4<sup>th</sup>. We discussed some of the issues facing each City and what some possible solutions are. We also discussed the end of Permit Year 3 and the report due date on November 12<sup>th</sup>. Ms. Garcia will also be attending a Water Quality Storm Water Seminar at the end of September, which is held by TCEQ. The seminar will be in Austin and will help answer questions on reporting and how to improve compliance.

**Comprehensive Drainage Study** – On August 4<sup>th</sup> Public Works staff attended a meeting with HDR Claunch & Miller on their advancement for the Comprehensive Drainage Study. They presented the hot spots and their findings to Council on August 10<sup>th</sup>. They are now working on completing their recommendations and will present the completed study in September.

**Round 2 CDBG** – The deadline for submittal for Round 2 CDBG is October 1<sup>st</sup>. Public Works will be assisting with the gathering of information to submit the application. We have changed engineering firms for this round to Pate Engineers. HDR Claunch & Miller will still be the sub-contractor on the Water District's projects.

**FY 2011 Budget** – Staff has continuously been working on reviewing the budget.

**Drainage Ditch on 29<sup>th</sup> & California** – Ellis Surveying completed the research on the drainage ditch on 29<sup>th</sup> & California, also known as West Gum Bayou. It was determined that the drainage ditch does belong to the City and we are responsible for maintaining it. The quotes received in June were reviewed and all contractors agreed the quotes are still accurate. This award of quote will be taken before Council in September.

**Street Prioritization Program** – Public Works staff has continued updating the street prioritization program by updating traffic count numbers and road conditions.

**Safety Meeting** – All Public Works employees attended a safety meeting concerning heat exhaustion and precautions. The class was conducted by Mr. Daniel Swaney, EMS Supervisor, at the Central Fire Station on August 11<sup>th</sup>.

**NIMS Training** – All Public Works employees are required to take the National Incident Management System (NIMS) courses. Employees will take this at the beginning of September at the Police Station.