



TO: Honorable Mayor and City Council Members

FROM: Kellis George, Director of Public Works

DATE: November 1, 2010

SUBJECT: Monthly Project Report – October 2010

Culvert Cleaning – The Department cleaned storm culverts at the following locations in October for a total of 818 feet in culvert cleaning:

106 feet Ave F at 21st and 22nd
300 feet 4300 Block of Meadow Glen
166 feet Kruger Drive
164 feet 5437 Thornwood Circle

Pothole Repairs – A pothole patching crew has been continuously out repairing potholes. We have received several compliments on our patch crew in October consisting of Michael Balentine, Light Equipment Operator, and Mario Anzualda, Action Personnel.

Mowing – The slope mower has been continuously out each week mowing from the east part of the City to the west part for the month of October. Many of our larger outfall ditches were mowed including the ditch west of Pabst, Spruce Drive, Central, Cheyenne Subdivision, and the ditch west of Tropical Gardens.

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.

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

Street Sweeping – The second rotation for the year for street sweeping began in September. We have completed Deats Road, FM 517, Hwy 3, and the following subdivisions:

Borden's Gully
Forest Cove
Bayou Lakes
Bayou Village
Bentwood at Bay Colony I & II

Owens Drive – City Council approved the consent to encroachment for the properties on Winding Brook on October 12th.

Street Projects – Contracts for Ave J were approved at the October 12th Regular Council Meeting. AAA Asphalt has attached the bonds required for the project and have signed the contracts. A pre-construction meeting has been set up on November 2nd with AAA Asphalt, Pate Engineers, and the City to discuss the construction schedule and traffic control plan. After this meeting a notice will be sent to the residents setting up a pre-construction meeting with them. Final plans were received for 44th Street, Oakridge Drive, and Sunset Drive. Bid documents were finalized and sent out, and the bid opening date was October 29th. Bid will be awarded and contracts will be approved at the November 9th Regular Council Meeting. The City Administrator has begun negotiations with JKC & Associates for engineering services on Water Street, Timber Drive, Elm Drive, and Birch Drive.

Storm Water Management Plan – Ms. Garcia completed a draft of the annual report to be submitted to TCEQ. Ms. Julie Johnston will review and make final revisions in November. The report is due on November 12th and will be submitted on time.

Comprehensive Drainage Study – Final draft of the Comprehensive Drainage Study was received in October and HDR Claunch & Miller presented their findings to Council on October 12th.

Round 2 CDBG – The City submitted their application for Round 2 of the CDBG on October 1st.

Drainage Ditch on 29th & California – Clearing of West Gum Bayou was completed in the first half of October. Pictures were posted on the Public Works' drainage page.

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

Construction Equipment Rental – Contracts were approved at the October 12th Regular Council Meeting. Contract for R.B. Everett has been signed and returned. We have continually made contact with representatives from United Rentals and are still waiting to receive contract back from them.

Cherry Drive Bridge – Demolition of the bridge has been completed and the contractor is currently pouring concrete beams.

Incentive Program – The Public Works began its Incentive Program in October. The objective for the quarter is *initiative*. At the end of the quarter we will rank the top 3 employees and give them a prize and recognize their hard work at a quarterly luncheon.

Communications Plan for Infrastructure Projects – Public Works staff, with the help of Mitchell Daugherty of WCID #1, created a map with all the approved projects for the City. The City will continue to update the map as more projects are added and will post the maps at City Hall and the Public Works Office. Connect CTY will also be used more to inform residents of projects in their area.

Thornwood Circle – The City has underground culverts running through 5437 Thornwood Circle, however no easement was acquired in order to install the culverts. Ms. Kendra Duhon, property owner, has allowed access to Ellis Surveying to complete the field work. They are currently working on the legal description for the proposed 15' easement and will have it complete in the beginning of November.

Oleander Drive Ditch – A drainage easement was acquired on Oleander Drive behind Tanglebriar Drive. A City crew has gone in and cleared along the back fence line of the properties on Tanglebriar Drive.

Street Striping – A contractor for the City has completed street striping on Spruce Drive (from FM 517 E to Deats Road), Timber Drive (from FM 517 E to Deats Road), and crosswalks on Hughes Road.

Training – Michael Balentine, Light Equipment Operator, was sent to College Station on October 12-13 to attend the 2010 Transportation Short Course presented by the Texas Transportation Institute and the Texas Department of Transportation.