

CITY COUNCIL MEMORANDUM

City Council Meeting: June 4, 2019

Department: City Manager

Subject: Update on major projects in progress/CIP, City View, Utility Meter Swap Out, AgendaQuick Software, Civic Rec Software, and Phone System Replacement

Background

This is the monthly update on large capital projects that are in progress or in the planning process. This update is being provided so Council will be up to date on the progress of these large projects. If Council desires more information on any project or on projects not on this list, please reach out to staff and that information will be provided.

Drainage Projects:

1. **East Dietz Creek Desilting:** C-3 Environmental continues to work on establishing vegetation in the channel as well as restore Gutierrez Park. Final completion is contingent on the completion of these items.
2. **Drainage Maintenance Projects:** C-3 Environmental continues to work on the Hidden Grove portion of the project. Weather has slowed the project progress, but the majority of the underground storm pipe has been installed. The Greenridge portion of the project is expected to begin in early June. The overall project is scheduled to be completed by mid July.

Facilities Projects:

1. **Fire Station 3:** Structural steel and roof decking is complete. Miscellaneous steel is ongoing. Dry in is at 90% over equipment bay. Exterior stud walls are being installed as well as exterior sheeting. Water lines are installed both fire and domestic. Sewer line is in process as well along Lower Seguin Road. Overhead MEP has started, Exterior tile is pending. Current substantial completion date is September 2019, barring any delays.
2. **Animal Adoption Center:** The epoxy flooring project is complete and fully occupied.

Water Projects:

1. **E. Live Oak Ground Storage Tank Painting:** The Notice to Proceed for the project was issued for April 18th. M&M Tank Coatings has begun work this month. The project has a 120 day duration to complete.
2. **Water Meter Change Out:** As of April 30, 2019, approximately 12,264 meters have been changed out (of approximately 14,200 meters). Replacement of meters started in areas with the most manual reads by staff. Staff is currently estimating a August 2019 completion date for all meter change outs.
3. **FM 1103 Utility Relocation Project:** City Staff continues to work on acquiring one final easement necessary to relocate water and wastewater lines that are in conflict with the planned roadway and drainage improvements associated with the TxDOT FM 1103 Improvement Project. City Staff had a Pre-Construction meeting on May 22nd with D. Guerra Construction Company and TxDOT. The Notice to Proceed was issued May 29th.

Engineering Projects:

1. **2018 Street Preservation and Maintenance/Rehabilitation Project:** Staff is generating final comments on the 100% plans. Comments will be given to LAN for final plan edits this week. Staff is finalizing the remaining few EJCDC documents with Purchasing to complete the bid package. The bidding process will begin as soon as these final edits are complete. Project information has been published in the Schertz Magazine and is on the City's website.
2. **Corbett Elevated Water Storage Tank:** Base was installed for the onsite road and parking area as well as the access road down Ray Corbett Drive. Waterline D, along the extension of Ray Corbett Drive, was completed and tested. Waterline C, which runs into the tank site, was completed and tested. Landmark Structures has completed the engineering design of the elevated storage tank pedestal and foundation. Work on the foundation is expected to begin in early June. The project is expected to be completed July of 2020.
3. **Woman Hollering Creek Wastewater Interceptor Main and Lift Station:** CobbFendley continues to work on making the final plan revisions and the bid documents. City Staff and CobbFendley continue to negotiate with property owners to acquire necessary easements for the project. Revised offer letters have been sent out to property owners and negotiations continue with property owners via email correspondence and face to face meetings. Negotiations this month resulted in one easement being signed, which brings the total number of easements acquired to five out of a total of 22. The bidding of the project is dependent on easement acquisition.
4. **Pedestrian Routes and Bike Lanes Project:** Ford Engineering continues to work on plan modifications for Staff review, plans are expected to be submitted in early June. LCRA has finalized the deed documents in order for the City to purchase the property for the hike and bike trail. City Staff continues to work through approvals with TxDOT and to acquire the

remaining ROW necessary for the project. The letting date for the project has been pushed back by TxDOT to October 2019.

5. **FM 1103 Bridge Project:** Final work is being done on the bridge project. Lane closures and traffic rerouting will continue as necessary. TxDOT and its contractors keep City Staff informed of detours and closures so that the City can assist in disseminating the information to the public in a timely fashion. The anticipated completion date has been moved back to July 2019 (weather permitting).
6. **FM 1103 Improvement Project:** No change from May update. Utility relocations are underway (including electric, communications, gas, water, and wastewater). Schertz Public Works is working to relocate water and wastewater lines that conflict with the planned roadway and drainage improvements (see FM 1103 Utility Relocation Project update). Due to issues with the numerous utilities and relocation projects, the target let date for a construction contract has been moved from October 2019 to May 2020.
7. **FM 1518 Improvement Project:** No change from May update. Project has been environmentally cleared. TxDOT has formally begun the process of acquiring property needed for the expansion project. Initial offer letters have been sent to property owners. Approximately 140 parcels are affected by right of way needs, including a parcel of land owned by the City of Schertz (across the front of the existing Sedona Lift Station). TxDOT is also continuing to work on a value-engineering phase of the project. The project is currently scheduled for letting in September, 2022; construction may begin as early as January, 2023.

Planning and Community Development Projects:

1. **CityView Permitting and Development Software:** We have been meeting with representatives from various city departments to work through the different permitting processes to wrap up the data collection phase which is the first step of the software implementation. We have also been working with the CityView project team to iron out how our various impact fees are calculated and assessed. Once the data collection is complete, the CityView Team will configure the software and return it to the City for User Acceptance Testing. The configured software is tested, we will move to staff user training and then go live with the software.
2. **Agenda Quick software:** As of May 14th the AgendaQuick production site is officially live for City staff to utilize in the creation of agenda items and packets. The May 28th City Council agenda was the first official City Council packet created using AgendaQuick. The new production site will be utilized moving forward for the agenda packet creations for the following: City Council, Planning & Zoning Commission, Capital Improvement Advisory Committee, Committee of Committee Advisory Board. The City admins will now start working with the various staff members to assist in bringing the other Boards and Commissions into utilizing AgendaQuick. Additionally, the admins are working with the IT Department in order to create the public facing web application that the citizens will be able to utilize from the City's website to review, search, and download the agendas for City Council and the various board and commissions that are utilizing AgendaQuick.

Information Technology Projects:

1. **Civic Rec Scheduling System:** Paperwork has been approved and funding identified. Next step is to coordinate training and deployment schedule with vendor.
2. **Phone System Replacement:** Configuration meetings with depts complete as of 05/02/19. Hardware is in house. Project is on track for deployment in mid-June, 2019.