



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: December 18, 2024  
RE: **November Monthly Report**

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## Public Works Department

### ***Street and Public, Parks, and Maintenance Department***

In November, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of way. They cleaned and maintained all city facilities and parks. They performed all maintenance on city vehicles and heavy equipment, and the Street Department repaired streets, curbs, and signs.

### ***Water and Wastewater Department***

In November, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters, and tested the water daily. The Wastewater Department performed daily maintenance on the wastewater plant. Raymond Muniz, Water/Wastewater Superintendent, received his Wastewater Class A License.

### ***Water Production & Purchase***

In November, 40 % of the water we supplied to our residents was from our wells, and we purchased 60% from EPCOR and Manville WSC.

#### ***Population***

City of Manor - 24,496

Shadowglen - 7,121

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 December 4<sup>th</sup>, 2024

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56  Pauline Gray	12" gravity wastewater main  The contractor is Guerra Underground, LLC	Waiting on project closeout documentation.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5  Frank Phelan	The northern extension of the gravity wastewater line in Cottonwood Creek Basin The contractor is R Construction	The Punchlist is completed waiting on administration documents for final acceptance and release of retainage/final pay app. - Record Drawings	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7  Tyler Shows	Phased wastewater collection system improvements for the Beltex area	Phase 1: Construction is underway. Alignment revisions sent to Manville. In process of Travis County Permit Approval.  Phase 2: Received TCEQ approval for variance. Finalizing the design in the near future.	Phase 1 Construction Phase  Phase 2 Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10  Pauline Gray	Ground storage tank and water pressurization facilities for the EPCOR water delivery point The contractor is CC Carlton	Tank construction scheduled to begin week of December 2. Pump building construction is underway. Check in meeting held onsite on November 22.	Construction Phase
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10  Pauline Gray	Water line extensions along FM973 and US 290	Working on Plata Holding Parcel 30' PUE.	Working on easement acquisition and addressing issues/concerns about easements from property owners.
Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10  Frank Phelan	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth  The contractor is JM Pipeline	Both Lift Stations – revegetation not established yet. As-builts received, under review.  Deduct change order for SCE under way.  Will release retainage once revegetation has been set and received all close out documents.	Construction documents 100%. Bid phase 100% Construction phase 100%

<p>Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12</p> <p>Frank Phelan</p>	<p>Wastewater CIP Line in Cottonwood Creek West Tributary Basin</p> <p>The contractor is Santa Clara Construction</p>	<p>The pipe bedding and true-up change order will be at the December 4<sup>th</sup> Council meeting.</p> <p>As-builts received. Responded to property owners' requests to remove silt fences. Will release retainage once revegetation has been set and received all close out documents.</p>	<p>Construction phase 100%</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p> <p>Frank Phelan</p>	<p>Developer-funded expansion of the plant</p>	<p>Received TCEQ approval for Phase 2 Construction Plans. Continue to monitor plant flows, currently at 66,200 gpd or 33% of capacity.</p>	<p>Construction Documents 100%</p>
<p>Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A</p> <p>Frank Phelan</p>	<p>Grant-funded expansion of the Cottonwood Wastewater Treatment Plant</p>	<p>90% plans in QC review.</p>	<p>Design Phase Engineering</p>
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Preparing final draft of plan to be finished by end of the week.</p>	<p>Report Phase – working on finalizing report.</p>
<p>2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18</p> <p>Pauline Gray</p>	<p>Update to the impact fee program</p>	<p>Preparing engineering report and fee recommendation to present to Council. (Roadway impact fees). Ordinance under review by City Legal. Directed to hold off until January.</p>	<p>The next meeting will be in January.</p>
<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Preparing submittal to TCEQ at end of this week. Close to having lot dedicated to City.</p>	<p>Construction documents at 95%</p>
<p>FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Currently working on finalizing FM 973 N waterline plans. Waiting for Travis County permit.</p> <p>The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.</p>	<p>Construction plans are done. Bid date will be set as soon as Travis County approves open cut across Suncrest.</p>
<p>FY2022 Cap Metro Paving Project 15451 – SOW No. 25</p> <p>Pauline Gray</p>	<p>Paving project improvements using allocated Cap Metro Funding</p> <p>The contractor is Smith Paving</p>	<p>Work has begun on additional streets. One final change order will be done at the end of the project. Work estimated to be completed by the beginning of December.</p>	<p>Under Construction.</p>

2024 SSES  Dari Sakharova	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Draft report has been submitted to Matt and Raymond. CCTV has also been provided to Raymond.	98%
Wilbarger Creek WWTP Expansion  Kevin Taylor	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	QA/QC review of 60% plans and specifications. Will submit plans to City on 12/6/24. Evaluating additional information from filter press vendors to finalize decision on equipment selection.	60% Design Level
East Travis Regional WWTP Permit – SOW No. 31  Jose Castillo	TCEQ Permit application for Manor’s 98-Acre site for East Travis Regional WWTP	Modeling work commenced for preliminary design for permitting. Finalization of modeling to be completed following receipt of revised flow chart information.	Permit application
Wilbarger Creek WWTP Permit Renewal – SOW No. 32  Pauline Gray	TCEQ Permit renewal application for Wilbarger Creek WWTP	Working on permit and providing list of tests required for permit to City Staff.	Permit application
Emergency Generators – SOW No. 34  Kevin Taylor	Emergency Generators for City Hall and Police Department	Preparing site plan drawings and updating power requirements for generators.	4%
Llano St. & Lampasas St. Interceptors – CP-WW-0003 – SOW No. 40  Kevin Taylor	Upgrade/upsized of existing sanitary sewer relief pipes, 18” to 36”	Conducting internal kickoff meeting on 12/4/24 to discuss scope and roles. Kickoff meeting with the City will be scheduled soon.	Design Phase

## **Streets and Parks Monthly Report November 2024**

### **Daily Duties and Projects**

#### **Streets Maintenance**

Trimmed and chipped trees at the cemetery.

Repaired a down Stop sign at Grover Cleveland Way.

Repaired a down Stop sign at Lexington St.

Repaired a down Stop sign at Old Kimbro Rd.

Repaired a down Stop sign at Ann Richards Ave.

Pothole repairs at Pebble Run, Bois D Arc, Old Kimbro Rd, Johnson Road, Jamie Dr, Carillon Way, Ship Bell, and W. Parsons St.

Swept and mopped the event building at the E. Manor Development #1.

Crack-sealed at Stone Ridge, Waterford Run Way, and Genome Dr.

Replaced donated ceiling fans in E. Manor Development #1 building.

Metro Paving Project. The contractor started construction on Murray Ave. from Lexington St. To N. La Grange St.

#### **Parks Maintenance**

Added playground mulch to the playscape in Jennie Lane Park.

Trimmed and chipped trees in Bell Farms Park.

Replaced two rusty benches in Timmermann Park near the front playscape.

Cut and chipped dead trees in Timmermann Park.

Placed Christmas lights at Manor Art Park, Jennie Lane Park, City Hall, and the Police Department.

Mowed at E. Manor Development # 1 for the Holiday In Manor Event.

Mowed the cemetery.

Trimmed trees behind the Police Department.

Power washed City Hall twice on the South and East sides of the building.

Weekly irrigation checks.

Playground and playscape monthly safety checks.

Scheduled weekly Park mowing maintenance.

Friday Afternoons Bulk Drop Off for city residence.

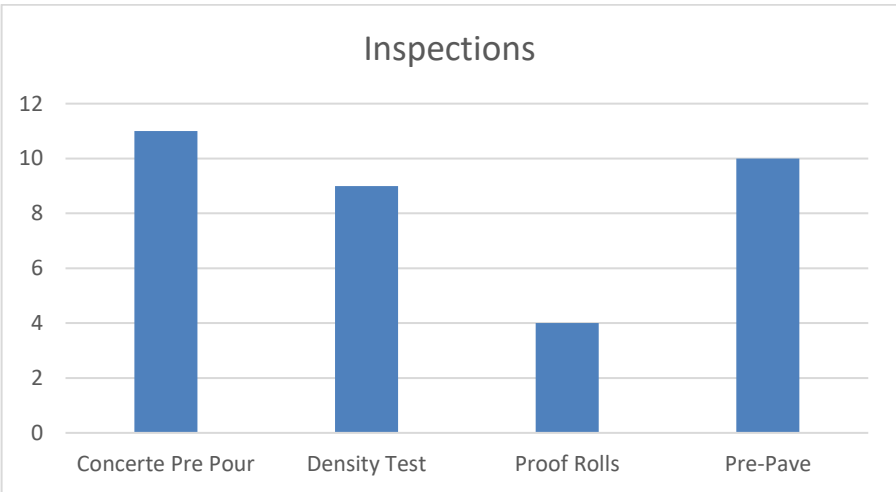
Scheduled weekly Park rounds at park facilities.

Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

**MS4 Storm drain inspections monitored New/Construction under warranty 817** - inspections are done this month.

2 - MS4 reports summited this month as required by TCEQ.



## **Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings.**

Presidential Heights Phase 3- 2-year walkthrough has been done, contractor in process of repairs. October 2021 still waiting.

Presidential Heights Phase 5 – 2-year walkthrough has been done, contractor in process of repairs. September 2022.

Presidential Heights Phase 4 – 2- year walkthrough has been done, contractor in process of repairs. November 2021 still waiting.

Manor Heights – Phase II Sec. 1B and 2B Contractor in the building process.

Manor Heights – Phase II Sec.2 Contractor in the building process.

Manor Heights – Phase III Sec. 1- Homes are being built.

Manor Heights Phase III Sec. 2 – Homes are being built.

Manor Heights Phase 4 – Development process.

LA Mexicana – Development process.

Manor Crossing (Butler Tract) Development process.

Logos Phase 3- Waiting on homes to be built.

Logos Phase 4- Homes are being built.

Logos Phase 5- Homes are being built.

Palomino Subdivision – Homes are being built.

Presidential Glen Commercial WW – In the

building process.

Manor Heights Medium Density -Not started.

9910 Hill Lane apartments - Building process

Village at Manor Commons Phase 3 – Building process.

Presidential Glen Townhomes – Not started.

Las Entradas Section 3- Waiting to be built.

Las Entradas Section 4 – Waiting to be built.

109 Lexington apartments – Building process.

Manor Town Apartments Phase 2 – Development process.

The LEX at FM 973 and Murchison – Has not started.

Holley Smith Phase 1A – Development process.

The View at Manor apartments – Development process.

Eggleston Extension – closed. Opening pending.

Rapid Express Car Wash -Building process.

Cap Metro Contracted roads are in the process of being prepped for paving.

## **Cemetery Report**

November 1, 2024 – Meet with Elizabeth Hahn and Frank Funk on surveying the cemetery.

November 2, 2024 – Monitored the cemetery.

November 8, 2024 – Monitored the cemetery.

November 11, 2024 – Working with Mary Hernandez to find her grandmother's grave.

November 12, 2024 – Monitored the cemetery.

November 13, 2024 - Working with Cathy Routt Thornhill on finding a headstone engraver.

November 14, 2024 – A neighbor called to report that a vehicle was parked overnight at the cemetery. I will address this with Matthew and Lance and inquire about a security gate.

November 18, 2024- Monitored the cemetery.

November 20, 2024 – Monitored the cemetery.

November 21, 2024 – Monitored the cemetery

November 25, 2024 – Met with a resident regarding her parent's headstone.

November 26, 2024 – Monitored the cemetery.

November 30, 2024 – Monitored the cemetery.



# WATER/ WASTEWATER MONTHLY REPORT NOVEMBER

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	9
SEWER BACKUPS	9
LIF STATION CALLS	2
LIFT STATION WORK	
MANHOLES REPAIRED	1
CAMERA LINES	6
MANHOLES PLUS LINES CLEANED	11
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	
BUILDING MAINTENANCE	1
SCADA TROUBLESHOOTING	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	15
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	6
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	35
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	1
ANGLE STOPS REPLACED	
LINES LOCATED	3
WHOLESALE BROWN WATER	
BROWN WATER	4
WATER PRESSURE	4
WATER TURN ON/OFF	2
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	5
METER INSTALL	
<b>INSPECTIONS</b>	
SITES INSPECTED	524
ALL DAY INSPECTIONS	37
MANHOLES INSPECTED	24
WASTEWATER LINES INSTALLED	24
WATER SERVICES INSTALLED	
CONSTRUCTION BAC T	8
WALK-THROUGHS	1
DENSITIES	150
MANHOLES TESTED	1
FLOW TEST	1