



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: October 16, 2024
RE: **September Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In September, 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 September, 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.

City Operators installed 140ft of pipe for the new reuse station located off Llano St. Visted Beecave to observe the dewatering process for Wilbarger Wastewater Treatment Plant. Formal startup for Bell Farms and Presidential Glen lift stations. Staff completed cybersecurity training for our IT department. Tyler Zeplin, Wastewater Operator, received his D Wastewater Operator License.

Water Production & Purchase

In September, 29 % of the water we supplied to our residents was from our wells, and we purchased 71 % from EPCOR and Manville WSC.

Population

City of Manor- 24,041

Shadowglen- 7,108

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 September 25th, 2024

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main The contractor is Guerra Underground, LLC	Met with the contractor and the City wants them to finish paving work on Bastrop and no additional change orders will be issued.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	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.	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Phase 1: Precon scheduled for Sept 26 th . 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	Ground storage tank and water pressurization facilities for the EPCOR water delivery point The contractor is CC Carlton	Issues with MCC being received on time. Met with contractor to discuss alternatives. Waiting for them to submit revision for review. Tank construction will begin either on September 30 or October 7.	Construction Phase
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10	Water line extensions along FM973 and US 290	Acquiring easements. Plata Holding Parcel is being re-appraised for 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	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth The contractor is JM Pipeline	Bell Farms Lift Station: Punchlist conducted contractor is working on items. Startup/testing today. Presidential Glen: Punchlist conducted contractor is working on items. Waiting for the new TAC PAC unit. Startup/testing today. Change order (deduct and contract	Construction documents 100%. Bid phase 100% Construction phase 99%

		days due to weather and other delays) to be submitted shortly. Final completion 9/13.	
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin The contractor is Santa Clara Construction	Revegetation is to occur in October. The pipe bedding and true-up change orders are to be submitted shortly.	Construction phase 99%
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Received signed cover sheet from City Staff on 9/4/2024. Preparing bid documents for advertisement. TCEQ asked for additional information.	Construction Documents 100%
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Nearing 90% submittal for plans.	Design Phase Engineering
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Major Goals: Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; develop improvements to address capacity needs	<ul style="list-style-type: none"> Plan was reviewed with the combined Capital Committee and Council at the workshop the week of August 12. Added an appendix regarding ongoing model maintenance, will submit a sealed report this week with list of City comments that have been addressed. 	Completed
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Adding additional exhibits and information to final draft of the report.	Report Phase – working on finalizing report.

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Meeting held September 11. Preparing engineering report and fee recommendation for the October Meeting.	The next meeting will be on October 9.
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Revising the site layout based on grading provided by the project engineer. Close to having lot dedicated to City.	Construction documents at 75%
FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	Currently working on finalizing FM 973 N waterline plans. Dropped plans off at City for review. Questions about Monroe fencing – what was agreed upon? The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.	Construction plans are being worked on. Finalizing plans to go out for bid in October.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	The comment period ended on 3/25/2024. A total of 2 comments and 12 hearing requests have been received. Left five messages for permit writer, called new Municipal Permit Team Leader and left message.	Permit Comment
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding The contractor is Smith Paving	Work has begun on additional streets. One final change order will be done at the end of the project.	Under Construction.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro The contractor is Lonestar Paving	Closeout documents sent to Cap Metro.	Project closeout sent to Cap Metro. Project can be closed out.

2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Tunnel Vision is done, we will send to Raymond a list of ~4 lines that his crews can try to CCTV if they have time. But these aren't crucial for the project overall so we'll be finalizing draft report and submitting in 2 weeks.	Draft report due in 2 weeks
Wilbarger Creek WWTP Expansion	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	Attended site visit to Bohls WWTP in Bee Cave to observe their solids handling facility (screw press) on 9/18/2024. Work progressing towards 60% design.	60% Design Level
East Travis Regional WWTP Permit – SOW No. 31	TCEQ Permit application for Manor's 98-Acre site for East Travis Regional WWTP	SOW authorized 9/4/2024. Project setup complete (sans signed SOW). Internal kickoff to be scheduled.	Permit application
Cottonwood Creek WWTP Permit Renewal – SOW No. 33	TCEQ Permit renewal application for Cottonwood Creek WWTP	SOW authorized 9/4/2024. Project setup complete (sans signed SOW). Internal kickoff to be scheduled.	Mobilization
Wilbarger Creek WWTP Permit Renewal – SOW No. 32	TCEQ Permit renewal application for Wilbarger Creek WWTP	SOW authorized 9/4/2024. Project setup complete. Internal kickoff to be scheduled for next week.	Permit application
Emergency Generators – SOW No. 34	Emergency Generators for City Hall and Police Department	SOW authorized 9/4/2024. Project setup complete (sans signed SOW). Internal kickoff to be scheduled.	Mobilization

Streets and Parks Monthly Report September 2024

Daily Duties and Projects 9-1-2023 / 9-30-2023

Streets Maintenance

Started to place dirt along the cemetery road for a shoulder.

Installed a 4-Way Stop at Burnet St. and Burton St.

Water cut repair on Burnet St.

Trimmed trees on Lexington St. over the sidewalk.

Placed illegal dumping on Canopy Ln.

Placed curb stops in the parking lot at the City Hall parking lot.

Pothole repairs at Sun Crest Rd, Old Kimbo, E. Carrie Manor Rd, S. San Marcos, E. Boyce St, Hamilton Circle, Timber Arch, E. Wheeler St, and Gregg Manor.

Crack-sealed at Joy Lee Ln, Cummins Way, Jamie Dr, and Walter Vaughn Dr.

Placed Hispanic Heritage signs on the poles along Lexington St.

Parks Maintenance

Fresh mulch was applied to the flower beds at City Hall.

Mowed and trimmed E. Manor Development # 1.

Set up and take down for the Movies in the Park.

Mowed the cemetery.

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.

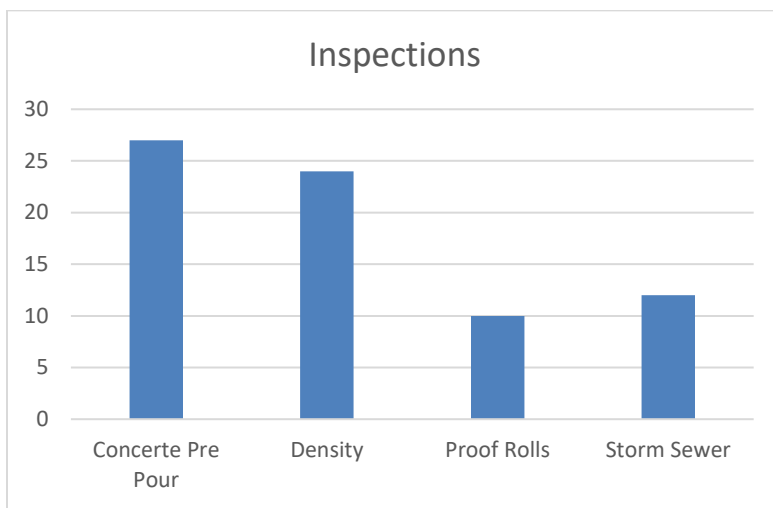
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

748 - inspections are done this month.

2 - MS4 reports submitted 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 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 & 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

September 3rd, 5th, 7th, and 10th - Monitored the cemetery.

September 12, 2024 – Met with Ms. Reyes on her parent’s headstone, which requires a base.

September 13, 2024 - Met with Mr. Biscoe to discuss her son’s grave site needing a refill of dirt. The site is shifting.

September 13, 2024 – Light cleaning of the cemetery, including picking up broken vases, ceramic figures, broken liquor bottles, and faded flowers. Left trash bags at the exit path for city employees to pick up.

September 16th, 18th, 20th, 24th, and 26th – Monitored the cemetery.

September 28, 2024 – Coordinated the funeral digging with Beck Funeral Home for an upcoming funeral service. The funeral is on Wednesday, October 2nd.

September 30, 2024 – Meeting with a family to mark the grave for Monday’s digging.

WATER/ WASTEWATER MONTHLY REPORT SEPTEMBER

WASTEWATER	TASK COMPLETED
SERVICE CALLS	3
SEWER BACKUPS	3
LIF STATION CALLS	3
LIFT STATION WORK	
MANHOLES REPAIRED	1
CAMERA LINES	4
TAPS	
LINES REPAIRED	3
LINES LOCATED	5
LINES CLEANED	
MANHOLES PLUS LINES CLEANED	4
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	
BUILDING MAINTENANCE	
SCADA TROUBLESHOOTING	
WATER	TASK COMPLETED
SERVICE CALLS	48
WATER LEAKS SERVICE LEAKS	7
CUSTOMER LEAKS	19
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	50
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	1
LINES LOCATED	5
WHOLESALE BROWN WATER	
BROWN WATER	4
WATER PRESSURE	3
WATER TURN ON/OFF	14
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	4
METER INSTALL	
INSPECTIONS	
SITES	139
MANHOLES INSPECTED	1
CONSTRUCTION METER SET	
CONSTRUCTION BAC T	2
WATER SERVICES INSTALLED	2