



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: July 12, 2023  
RE: **June Monthly Report**

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## Public Works Department

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

In June, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city's 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 June, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

### *Water Production & Purchase*

In June, 38 % of the water we supplied to our residents was from our wells, and purchased 62 % from EPCOR and Manville WSC.

### *Population*

City of Manor- 20,249

Shadowglen- 7,427

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 July 5th, 2023

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek Wastewater Collection System Improvements Project 14621 – Addendum #49	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	The contractor is working on the remaining punch list items for WWCS and LS. Waiting to hear back from the contractor, next steps for a formal notice.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	The bonding company is sending out a geotech this week to test Bastrop.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	PMP has been signed and sealed and will present to the council in August. 80/20 forecast conducted. Currently, the project is budgeted at \$2.2 Million, updating the list to include additional streets and 2025 work.	Draft copy presented to City Staff.
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	The easement has been purchased. The change order for the completion of the work and reimbursement of pumping and hauling costs has been approved by Council. Waiting on schedule from the sub-contractor (JL Gray)	Construction Phase - Precon with JL Gray to be held today.
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Schedule a meeting with the city regarding the amendment for additional design and construction services. Conducting an internal review of the design memo and OPC.	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	Collected pump information on recommended pumps from the pump rep and existing pumps in the system (American Marsh). Updating drawings and specifications to add an alternate bid for a larger GST. Waiting on the finalization of foundations.	Working on Construction documents.
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	Manville approved the proposed layout at the meeting last week. The next step is working on obtaining the easements.	Design

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 project was awarded on February 15, 2023. Accepted Genset and pump submittals. Reviewing control panel submittal. Schedule: Bypass will be in Q4. Generator delivery past substantial completion (4/30/2024). Looking at other options for genset. Working on access easement for West Elgin property.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Working on 100% plans, specs, bid documents. Verifying easements, commissioner hearing scheduled for August 9 <sup>th</sup> for a few parcels.	Construction documents.
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. <u>Tentative schedule:</u> Bid documents – 7/23/23 Incorporating City comments, including retrofits to Phase 1.	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	All grant-required preliminary engineering is complete. Grant Admin. waiting on the executed purchase agreement for the plant site to submit an application package.	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 & choose improvement alternatives to address capacity needs	Basis of Design Memo – submitted 6/9, questions/comments?  In progress: Growth projections Model Development	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Final design memo provided to City Staff and Raftelis. Began working on the Water master plan report. The water model is set up, working on scenarios, future growth, and alternative water sources.	Study Phase

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Water and Wastewater fees will be presented to Council on July 5. Roadway Impact Fee - Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area. Did not have a quorum at June 14 meeting.	The next meeting is on July 12, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. Received ROW and will have boring done onsite within the next few weeks.	Preliminary engineering.
2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	No updates, project is finalized.	Complete
FY2022 Bond-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements. Hill lane – construct Entrada entrance first, update on a drainage easement location for outfall. Currently working on FM 973 N waterline alignment	Working on the preliminary layout for FM 973 (north) Waterline. Right of Entry documents have been completed. Survey will be out onsite within the next couple of weeks.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	Permit review payments to TCEQ, Mayor signed the permit application package the week of May 1 <sup>st</sup> , permit application package is to be submitted to TCEQ the week of May 8.	Permit Submittal
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Project is currently out for bids.	Bid opening scheduled for July 7th.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Researching traffic calming devices for Lexington. Need decision on Gregg Manor landscaping.	Plans 85% complete.

## *Streets and Parks Monthly Report June 2023*

### **Daily Duties and Projects 6-1-2023 / 6-30-2023**

#### *Streets/Parks Maintenance*

Cleaned blocked drainage channel at 14716 Joy Lee Ln.

Layed down synthetic grass on Lexington Street along the right of way.

Prepping for laying synthetic grass on Lexington Street.

Repaired stop sign at E. Carrie Manor and Burnet St.

Crack sealed at E. Browning, E. Townes, E. Rector, E. Lane, E. Wheeler, and Hill Ln.

Repaired potholes on N. Bastrop and E. Murray Ave.

Repaired stop sign at E. Carrie Manor and S. San Marcos.

Cleaned spilled rock at Lexington and 290.

Setup and worked Juneteenth event.

Cut and chipped trees at the old downtown water tower for new fence install.

Prepped and setup for 4<sup>th</sup> of July event.

Cut cemetery for Father's Day and Flag Day.

Table setups and take downs at city hall as requested.

Staked new trees at Greenbury Park.

Placed mulch around trees and flower beds.

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

Weekly irrigation checks.

Playground and play scape monthly safety checks.

Scheduled weekly Park mowing maintenance completed.

Friday afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds at park facilities completed.

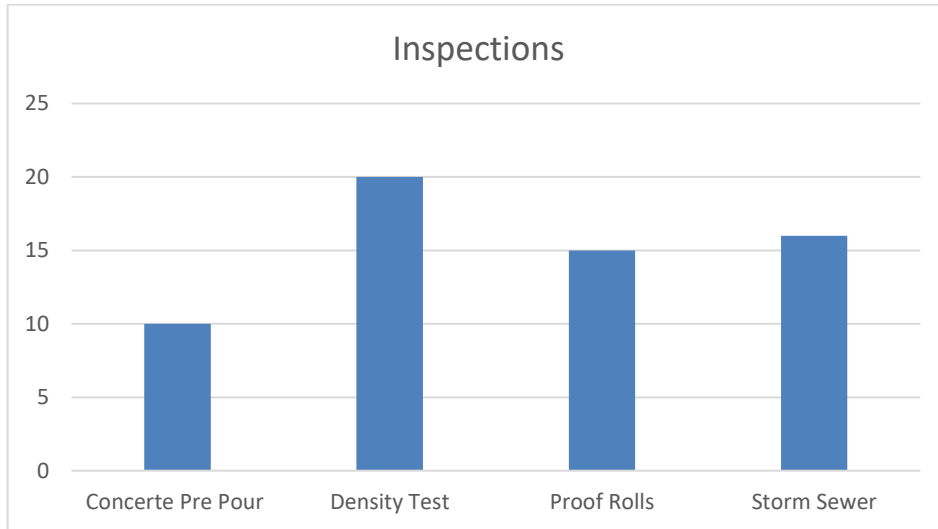
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle and equipment checks and maintenance.

## MS4 Storm drain inspections monitored New/Construction under warranty

- 840 inspections 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 6 – homes are being built.

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 years walkthrough has been done, contractor in process of repairs. November 2021 still waiting.

Stonewater North Phase 2- 2 years walkthrough has been done, contractor in process of repair. April 2021 still waiting.

Manor Heights – Phase I Sec. 2 – homes are being built.

Manor Heights Phase 1 Sec 1 – 2-year walkthrough has been done.

Manor Heights – Phase I Sec. 2 – 2-year walkthrough has been done.

Manor Heights – Phase II Sec. 1- homes are being built.

Manor Heights – Phase II Sec. 1B & 2B- Contractor in 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 – homes are being built.

LA Mexicana – about to start Development process.

North Forest Office Building – building process.

Manor New Tech – building 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- waiting to build houses.

Logos Phase 5- walkthrough has been completed.

Lagos Phase 2- homes are being built.

Shadowglen Phase 2 Sec 22 & 23A- walkthrough punch list. September 2021 still waiting.

Shadowglen Phase 2 Sec 25 & 26- 1-year walkthrough punch list September 2022.

Shadowglen Phase 2 Sec 27A & 27B- walkthrough punch list September 2021 still waiting.

Shadowglen Phase 2 Sec 17- 2-year walkthrough has been done, contractor in process of repairs. November 2021 still waiting.

Shadowglen Phase 2 Sec 21A & 21B- walkthrough punch list. January 2022 still waiting.

Palomino Subdivision – waiting to build.

Presidential Glen Commercial WW – in building process.

## ***Cemetery Report***

June 7, 2023- Checked and walked through the cemetery.

June 12, 2023 – Checked and walked through the cemetery.

June 14, 2023 – Checked and visited the cemetery. City Crew cut the grass prior to Father’s Day.

June 15, 2023 – Checked and walked through the cemetery. City Crew weeded the cemetery.

June 18, 2023 – A visitor’s car died at the exit driveway of the cemetery. Called the Manor Police to have the vehicle removed. The vehicle was blocking the exit and kept visitors from leaving the cemetery.

June 24, 2023 – Coordinated with church society to installed flags to all veterans buried at the cemetery.

June 26, 2023 – Checked and walked through the cemetery. Discovered that a headstone was knocked off its platform. Headstone had some damage. Researching for family contacts to have the headstone repaired.

June 29, 2023 – Checked and walked through the cemetery.

# WATER/ WASTEWATER MONTHLY REPORT JUNE

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	8
MANHOLES REPAIRED	8
SEWER BACKUPS	1
NUMBER OF LINES FILMED	1
TAPS	1
LINES REPAIRED	4
LINES LOCATED	1
LINES CLEANED	
MANHOLES CLEANED	8
CLEANOUTS REPAIRED	33
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	93
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	7
WATER MAIN REPAIRS	
NEW SERVICE TAPS	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	44
HYDRANT REPAIR/REPLACED	1
ISOLATION VALVE MAINTENANCE	1
ANGLE STOPS REPLACED	1
LINES LOCATED	1
MANVILLE BROWN WATER	1
BROWN WATER	4
WATER PRESSURE/ FROZEN CUSTOMER PIPES	5
WATER TURN ON/OFF	6
BAC T SAMPLES	20
METER BOX	
<b>INSPECTIONS WATER/ WASTEWATER</b>	<b>TASK COMPLETED</b>
SITES INSPECTED	240
MANHOLES INSPECTED	6
WASTEWATER LINES	1/976 FEET
MANDRELS	1/976 FEET
WATER PRESSURE TESTED	1/513 FEET
CONSTRUCTION METER DISCONNECT	1
CONSTRUCTION BAC T/FLUSHING	6/8201 GAL