



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: January 17, 2024
RE: **December Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In the month of December, 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. The Street Department repaired streets, curbs, and signs.

Water and Wastewater Department

In December, 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. They cleaned and unstopped wastewater mains. Two water lines are now active at Manor Crossing and Holly Smith.

Water Production & Purchase

In the month of December, 24% of the water we supplied to our residents was from our wells, and 76 % was purchased from EPCOR and Manville WSC.

Population

City of Manor- 20,818

Shadowglen- 7,630

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 January 3rd, 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	500 LF of barb wire fence reinstalled by contractor along north side of plant site. Final punch list walkthrough conducted 12/19 all items have been addressed.	100%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	Waiting on response from contractor for proposed change order.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Final punch list inspection conducted 10/25. The contractor on site 11/6 to finish punch list. Line is still holding water and vent pipes are not installed. New PM Marshall waiting on vent pipe material before sending an updated schedule.	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Submitted documents for TCEQ review and approval. (100-150 Day review period from November 10 th for variance request)	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	Project will be awarded at tonight's council meeting.	Bidding Phase Complete
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	Working on easements. Written approval from Manville through email, waiting on formal documentation. Easement document sent. Meeting with Greenview tomorrow (December 21) about easement donation.	Working on easement acquisition and addressing issues/concerns about easements from property owners.

<p>Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10</p>	<p>Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth</p>	<p>Working on access easement for West Elgin property. Currently bypassing Bell Farms. Bypass likely delayed at PG. CO#2 to cover:</p> <ul style="list-style-type: none"> - Remove and replace electrical slab at BF and electrical associated. - Bypass associated with this work. <p>Expected future CO.</p> <ul style="list-style-type: none"> - Possible PG genset slab - PG genset installation - PG grade rings adjustments - Valve vault revision at BF 	<p>Under construction.</p>
<p>Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12</p>	<p>Wastewater CIP Line in Cottonwood Creek West Tributary Basin</p>	<p>Santa Clara is the contractor. Received schedule and reviewed submittals. Expected to start 1/15/24.</p>	<p>Construction documents 100%. Bid phase 100% Construction phase 0%</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p>	<p>Developer-funded expansion of the plant</p>	<p>Finalizing plans, specs, OPC. Need to send plans, OPC to developer.</p>	<p>Construction Documents 99%</p>
<p>Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A</p>	<p>Grant-funded expansion of the Cottonwood Wastewater Treatment Plant</p>	<p>Preliminary engineering completed. Materials assembled and sent to grant admin for submittal to EDA.</p>	<p>Design Phase Engineering</p>
<p>Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14</p>	<p>Major Goals: Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs</p>	<p>Model Review Meeting follow up Memo – will cover recommendations regarding design criteria and modeling protocol.</p> <p>Once consensus is reached on modeling and design protocols, we will finalize Future Growth Modeling</p>	
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Continue working revisions to the Water master plan draft report.</p> <p>In progress: Presented draft report to City Staff</p>	<p>Report Phase – revisions from City Comments; waiting to hear from Manville about potential water source</p>

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Roadway Impact Fee - Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area.	The next meeting will be on January 10
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. Received ROE. Working on construction documents. Coordinating with developer's engineer on lot grading and wastewater line that runs through lot. Received information from the project engineer and are working on grading modifications for the site.	Construction documents at 60%
FY2022 Tax Note-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 and obtaining easements.	Construction plans are being worked on. Waiting on easements.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	Complete Revised Permit application was sent on Nov 15 th . Printed copy of revised permit has been delivered for display at City Hall. Alternate language NAPD was sent to TCEQ on Nov 27 th .	Permit Submittal
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Bid opening held on July 7, 2023. Contract approved by Council on August 2, 2023 meeting. Change order is going before Council tonight.	Contractor started work on 9/11/2023. Preparing a change order for December 20 Council meeting.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Bid opening was held on November 28. Recommendation will be provided at January 3 council meeting.	Working on bid tabulation and contractor references. Will present to Council on December 20

2024 SSES and Manhole Rehab Project	SSES investigations in the next leakiest basin from the 2022 flow monitoring and identifying MHs in need of rehab	Would like to take to the January 3 rd Council meeting	Daria submitted Scope and Fee to Matt on 12/21/23
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Streets and Parks Monthly Report December 2023

Daily Duties and Projects 12-1-2023 / 12-31-2023

Streets Maintenance

Filled cracks with sand for future crack sealing on Wheeler St, N. LaGrange St, N. Lockhart S, S. Lampasas St, N. Burnet St. E. Eggleston St, E. Boyce St, and N. Caldwell St.

Speed limit sign repair on Carriage Hill Dr.

Crack sealed at N. Lampasas St, E. Wheeler St, N. Lockhart St, N. LaGrange St, N. Burnet St, E. Lane St, E. Townes St, N. Burnet St, and E. Boyce St.

Stop sign repair at San Marcos and E. Eggleston St.

Stop sign repair at Eggleston St and N. La Grange St.

Stop sign repair at Hereford St. and Athens St.

Stop sign repair at Wheeler St and Browning St.

Completed restriping on Gregg Manor Rd. between 290 and Tur Weg Ln.

Pothole repairs at Johnson Rd, S. San Marcos St, E. Carrie Manor St, and S. Bastrop St.

Pothole repairs at Johnson Rd, Gregg Ln, and Gregg Ln.

Cap Metro Paving contract. Prepping road for paving on N. Lockhart St. from Old Hwy 20 to E. Eggleston St.

Cap Metro Paving contract. Prepping road for paving on E. Carrie Manor St. from S. Lampasas St. to S. San Marcos St.

Cap Metro Paving contract. Prepping road for paving on Boyce St. from Old Hwy 20 to N. Lampasas St.

Cap Metro Paving contract. Prepping road for paving on San Marcos St. from E. Wheeler St. to Old Hwy 20.

Parks/ Maintenance

Trimmed creek trees at Timmermann Park.

Table setups and takedowns at city hall as requested.

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 completed.

Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly Park rounds at park facilities completed.

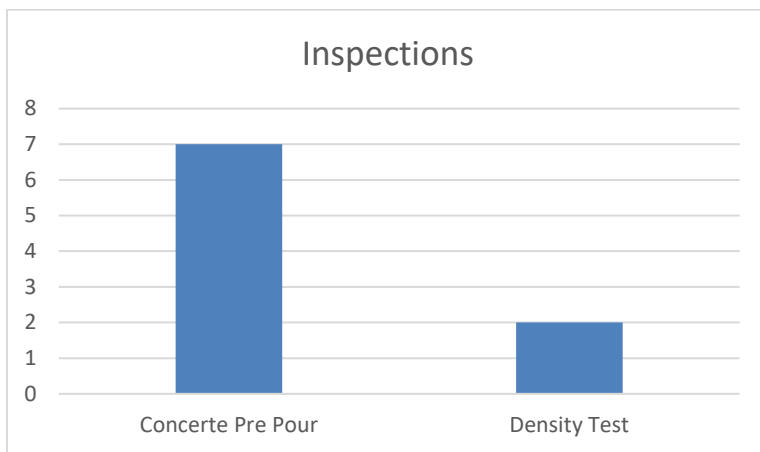
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle/equipment checkups and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty.

594 - 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. 1- Homes are being built.

Manor Heights – Phase II Sec.- 1B & 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 – About to start the Development process.

North Forest Office Building – Building process.

Manor New Tech – Building process.

Manor Crossing (Butler Tract) Development process.

Logos Phase 3- Waiting for 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.

Logos Phase 2- Homes are being built.

Shadowglen Phase 2 Sec 22 and 23A- Walkthrough punch list. September 2021 still waiting.

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

Shadowglen Phase 2 Sec 27A and 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 and 21B- Walkthrough punch list. January 2022 still waiting.

Palomino Subdivision – Waiting to be built.

Presidential Glen Commercial WW – In building process.

Manor Heights Medium Density- Has not started.

9910 Hill Lane apartments - Building process

Presidential Glen Townhomes – Has not started.

Sherwin Williams - Building process.

Las Entradas Section 3- Building process.

Las Entradas Section 4 – Building process.

109 Lexington Apartments – Building process.

Manor Town Apartments Phase 2 – Development process.

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

Valvoline – Development process.

Holley smith Phase 1A – Has not started.

Eggleston Extension – Development process.

The View at Manor Apartments – Development process.

Eggleston Extension – Closed. Opening pending.

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

Cemetery Report

December 5th and 7th- Met with Ezekiel Leal to select a plot for his mother, Clara Pacheco. The burial is scheduled for December 12 at 2:00 pm.

December 11th- Discussed the burial arrangements with Elgin Funeral Home for Mrs. Pacheco

December 12th - Met with Daniel Knippa at 7:00 am to dig hole for Mrs. Pacheco.

December 13th- Monitored the cemetery.

December 14th - Met with Capital Monuments from Gonzales Texas, to repair the woodman headstone. The headstone was tipped over. Capital Monuments repaired free of charge.

December 18th- Monitored the cemetery.

December 20th- Marked plot for Jeffrey Cuellar. The burial is scheduled for Friday, December 22nd at 2:00 pm.

December 21st- Met with Daniel Knippa to dig hole for Mr. Cuellar

December 27th- Monitored the cemetery. There was dirt left over from Mr. Cuellar burial and required spreading. Will contact Daniel Knippa.

Working on collecting ordinances from the surrounding cemeteries.

WATER/WASTEWATER MONTHLY REPORT DECEMBER

WASTEWATER	TASK COMPLETED
SERVICE CALLS	18
MANHOLES REPAIRED	4
SEWER BACKUPS	6
LINES LOCATED	1
CUSTOMER BACKUP	1
CAMERA LINE	2
CLEANOUTS REPAIRED	4
WATER	TASK COMPLETED
SERVICE CALLS	294
WATER LEAKS SERVICE LEAKS	3
CUSTOMER LEAKS	9
HYDRANT FLUSHED	43
WATER MAIN REPAIRS	2
ANGLE STOPS REPLACED	2
LINES LOCATED	1
MANVILLE BROWN WATER	9
BROWN WATER	2
WATER PRESSURE/ FROZEN CUSTOMER PIPES	3
WATER TURN ON/OFF	200
BAC T SAMPLES	20
INSPECTIONS WATER/ WASTEWATER	TASK COMPLETED
SITES INSPECTED	201
MANHOLES INSPECTED	4
WASTEWATER LINES	3/1,1017 FT
WASTEWATER SERVICE	21
WATER LINES INSTALLED	1,774 FT
WATER VALVE INSTALLED	4
MANDRELS	1/250 FT
FIRE HYDRANTS INSTALLED	3
CONSTRUCTION METER DISCONNECT	1
CONSTRUCTION BAC T/FLUSHING	10
WALKTHROUGH	3
FLOW TEST	2
PRECONS	1
DENSITIES	87
PUNCH LIST WALK THROUGH	1