



# MEMO

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

## Public Works Department

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

In August, 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 August, 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.

A demo camera was installed at the Clearwell location to prevent the vandalization of water tanks.

### *Water Production & Purchase*

In August, 26 % of the water we supplied to our residents was from our wells, and we purchased 74 % from EPCOR and Manville WSC.

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 August 28th, 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	Trench repair complete; contractor wants additional money for additional work that needed to be done to complete repairs. Bastrop has not been paved yet. Reached out to City Legal, but have not heard anything back. Working on preparing the abandonment letter.	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: Bidder recommendation going before council Sept 4 <sup>th</sup> .  Phase 2: Submitted additional information per TCEQ comments 3/8 (review period is 100-150 days).	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	Construction is underway. Reviewing submittals. Meeting this week with contractor onsite for project schedule update.	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.

<p>Bell Farms and Presidential Glen LS Imp, CIP-2 &amp; 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>The contractor is JM Pipeline</p>	<p>Bell Farms Lift Station working on the punchlist this week. Site work. Startup scheduled 9/5.</p> <p>Presidential Glen. Site work remaining. Waiting on new TAC PAC unit.</p> <p>Change order (deduct and contract days due to weather and other delays) to be submitted shortly. Final completion 9/13.</p>	<p>Construction documents 100%. Bid phase 100% Construction phase 99%</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>The contractor is Santa Clara Construction</p>	<p>Revegetation is to occur in October.</p> <p>The pipe bedding and true-up change orders are to be submitted shortly.</p>	<p>Construction phase 99%</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p>	<p>Developer-funded expansion of the plant</p>	<p>Sealed final plant plan revisions for all city-requested changes and submitted to Manor on 8/27/2024. List of revisions to be delivered shortly.</p>	<p>Construction Documents 100%</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>Nearing 90% submittal for plans.</p>	<p>Design Phase Engineering</p>

<p>Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14</p>	<p>Major Goals: Develop &amp; calibrate sewer model; Use model to estimate timing &amp; location of capacity needs; develop improvements to address capacity needs</p>	<ul style="list-style-type: none"> <li>• Revised Report Submitted 6/17.</li> <li>• Plan was reviewed with the combined Capital Committee and Council at the workshop the week of August 12.</li> <li>• Adding an appendix regarding ongoing model maintenance, then will submit a sealed report with any revisions tracked.</li> </ul>	<p>Completed</p>
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Currently updating the water model. Finalizing report. Will be doing fire flow testing for water model confirmation. Meeting with Raftelis this week to discuss response to their comments.</p>	<p>Report Phase – making revisions based on City and Raftelis comments.</p>
<p>2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18</p>	<p>Update to the impact fee program</p>	<p>Meeting to be held September 11. Preparing engineering report and fee recommendation for the September Meeting.</p>	<p>The next meeting will be on September 11.</p>
<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Revising the site layout based on grading provided by the project engineer.</p>	<p>Construction documents at 75%</p>
<p>FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Currently working on finalizing FM 973 N waterline plans. 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.</p>	<p>Construction plans are being worked on. Finalizing plans to go out for bid in September.</p>

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	Draft change order to be presented at September 4 Council meeting. (August 21 meeting was canceled)	Change order to be presented to Council at September 4 meeting.
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	Received closeout documentation. Change order to remove items from the project will be presented at September 4 Council meeting along with an agenda item to allow Scott Moore to send closeout documents to Cap Metro.	Project will be wrapped up after September 4 Council meeting.
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.	Met with City staff on 8/14/24 to discuss review comments 30% design level plans. GBA will attempt to arrange trip to Bee Cave to view solids handling facility. Ongoing work on design.	40% Design Level

East Travis Regional WWTP Permit	TCEQ Permit application for Manor's 98-Acre site for East Travis Regional WWTP	SOW on September 4 <sup>th</sup> City Council Agenda	
Cottonwood Creek WWTP Permit Renewal	TCEQ Permit renewal application for Cottonwood Creek WWTP	SOW on September 4 <sup>th</sup> City Council Agenda	
Wilbarger Creek WWTP Permit Renewal	TCEQ Permit renewal application for Wilbarger Creek WWTP	SOW on September 4 <sup>th</sup> City Council Agenda	

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

### **Daily Duties and Projects 8-1-2023 / 8-31-2023**

#### ***Streets Maintenance***

Cleaned drainage ditch at 308 W. Townes St.

Worked Back to School event. Set up barricades and tents on Burnet St.

Cut and removed a tree blocking the drainage at 301 W. Eggleston St.

Cleaned lot west of the Cemetery for a survey.

Stop sign repair on Emu Ln.

Striped City Hall parking lot.

Trimmed PD trees.

Stop sign repair at Hubert Humphrey Rd. and Andrew Johnson Dr.

Repaired and replaced flood gate on Lexington St.

Pothole repairs at 702 E. Parsons St, 19700 W.T. Gallaway, Bois D Arc, Smith Gin, James Manor, Athens St, and Johnson Rd,

Crack sealed on Eggleston St, W. Wheeler St, N. Lockhart St, Cemetery Rd, N. Lampasas St, N. San Marcos St, E. Townes St, E. Rector St, N. Burnet St, Andesile Rd, Tinajero Way, Carbrook Rd, and Cambrian Rd,

Trimmed tree limbs over sidewalks on Lexington St.

Trimmed tree limbs hanging low on the streets at Hamilton Point, Wedding Dr, Canopy Ln, and W. Parsons St.

#### ***Parks Maintenance***

Set up and take down for the movies in the park.

Mowed and trimmed E. Manor Development # 1.

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.

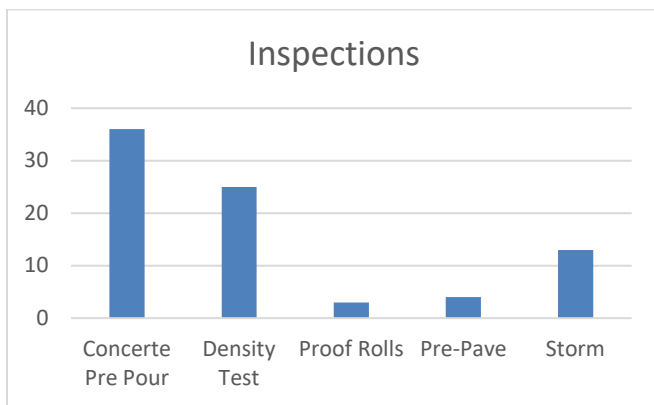
Scheduled weekly (ROW) Right of Way mowing.

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

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 – 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:**

August 5, 2024- Monitored the cemetery.

August 7, 2024 – Monitored the cemetery.

August 8, 2024 – Monitored cemetery.

August 9, 2024 – Monitored the cemetery and picked up the trash.

August 11, 2024 – Met with Mr. Bennett on his great -great grandfather's headstone. It's missing a base. Mr. Bennett will make the base in cooler weather.

August 13, 2024 - Monitored the cemetery.

August 15, 2024 - Monitored the cemetery.

August 17, 2024 – Monitored the cemetery.

August 19, 2024 – Monitored the cemetery.

August 21, 2024 - Monitored the cemetery.

August 24, 2024 – Received a call about a 6-month burial. Scheduled an appointment.

August 24, 2024 – Appointment canceled Family changed the burial location.

August 29, 2024 – Relocated cement bases of persons who placed them in the cemetery without permission and did not live in the Manor City Limits. Notified Family.

August 30, 2024 – Monitored cemetery.

Scheduling a cemetery clean-up in September when the weather is cooler.

# WATER/ WASTEWATER MONTHLY REPORT AUGUST

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	8
SEWER BACKUPS	7
LIF STATION CALLS	8
LIFT STATION WORK	
MANHOLES REPAIRED	
CAMERA LINES	28 7,254 FT.
TAPS	
LINES REPAIRED	12
LINES LOCATED	9
LINES CLEANED	
MANHOLES PLUS LINES CLEANED	42 10,754 FT.
SEWER SMELL	
CLEANOUT REPAIRS	4
BUILDING MAINTENANCE	
SCADA TROUBLESHOOTING	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	34
WATER LEAKS SERVICE LEAKS	1
CUSTOMER LEAKS	11
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	50
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	2
LINES LOCATED	9
WHOLESALE BROWN WATER	2
BROWN WATER	2
WATER PRESSURE	3
WATER TURN ON/OFF	10
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	5
METER INSTALL	
<b>INSPECTIONS</b>	
SITES	57
MANHOLES INSPECTED	
CONSTRUCTION METER SET	2
CONSTRUCTION BAC T	3
DENSITIES	46