



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: May 10, 2023
RE: April Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In April, 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 April, 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. On April 18th, the Water/Wastewater Department hosted their first TWUA meeting. The meeting was a great success, and we look forward to hosting more meetings in the near future.

Water Production & Purchase

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

Population

City of Manor- 19,993

Shadowglen- 7,314

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
April 26th, 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.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	City legal issued a request to the contractor for a mitigation proposal to be submitted for review. Proposed mitigation included costs that the contractor wanted City to cover. Waiting on City Legal to determine the next steps.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12" Water Line from downtown to Manor Commons area	The change order was approved on the April 5 th council meeting. Waiting on signed copy from City.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	GBA has completed driving the roads. Cassie doing QAQC and preliminary report. 80/20 forecast will be conducted. Pauline will provide Matt with a rolling 5-year list for future repairs once the data is analyzed and street rankings are updated.	Reviewing field data
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. R Construction is challenging the pump and haul invoices. A meeting with the contractor has been scheduled on 3/28.	Construction Phase

Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Preparing Travis County Permit and conducting an amendment for the additional design and analysis. Analysis of the alternate routes is in progress, 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	Process of scheduling a meeting with the pump rep. Waiting on SCADA information. Shadow Glen Golf Course Easement has been recorded.	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	Conducted a meeting with City Staff to go over the proposed layout. Working on internal review from the redlines. Alignment is being adjusted per information provided by Manville WSC. Easement documents are currently being prepared.	Preliminary Engineering
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. Construction Documents are being processed and reviewing submittals. Conducted Precon 3/14 onsite. Reviewing submittals. Received gen set proposal for Presidential Glen.	Under construction.
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro GBA and City-Funded paving improvements	Change order approved by Council. Waiting on signed copy from City. Coordinating Duett driveway cut.	Project close to being closed out.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Adjusting MH to be below 20' if possible and verified capacity analysis for future growth. 60%+ plans to City this week. Verifying easements.	Preliminary Engineering

Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. <u>Tentative schedule:</u> 60% plans – 4/5/23 95% plans – 5/15/23 Bid documents – 6/15/23 60% plans sent to city, Setting up review meeting.	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
210 Reuse Authorization Application 15284 - SOW No. 17	Application for reclaimed water authorization for the Cottonwood Creek WWTP as part of the Lease/Purchase Contract	Application amended to include additional uses, per City Staff request. Received TCEQ's comments. Email submittal went out Friday, hard copy was mailed via USPS today, 2/22/2023. GBA received a draft authorization letter, in the process of reviewing it.	Application Submitted, Under Review
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	In progress: Growth projections Model Network setup Data Collection & Existing Conditions Summary	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	The water model is set up, working on scenarios and future growth. Will set up a meeting with the city to review SCADA data and compare results and show the model. Gathered all fire flow data to calibrate the water model.	Study Phase

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	At the last meeting, the focus was on roadway impact fees. At the next meeting Water and Wastewater fees will be looked at as well as updates to the proposed service area map for the roadway impact fee.	The next meeting is on April 12, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. On hold until DA with developer gets worked out.	Preliminary engineering.
2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	A final report has been finalized with additional figures and tables per discussion with Matt and Raymond. Will be sent over, along with all data, this week.	Study Phase
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 waterline alignment	Working on the preliminary layout for FM 973 (north) Waterline. Right of Entry documents are being worked on in order for survey to take place.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	Sent out an application package to the city for review on 1/26/2023. Check sent out to TCEQ on 1/26/2023. Waiting for the lab results for the permit application.	
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Contracts were awarded on 3/15/23 and working on the preliminary design. Added additional streets to project after meeting with City Staff.	Preliminary Design
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Contracts were awarded on 3/15/23 and working on the preliminary design.	Preliminary Design

Streets and Parks Monthly Report April 2023

Daily Duties and Projects 4-1-2023 / 4-30-2023

Streets Maintenance

Pothole repairs on Abrahamson, W. Carrie Manor, Gregg Manor, Brenham, San Marcos, Jamie Dr, Marshall, Joy Lee, Jessie Rd, E. Carrie Manor, and Sun Crest.

Hung banners at City Hall and at Public Works.

Placed “No Trucks” sign at Old HWY 20 and Emu Ln.

Added three way stop and placed at stop bars on Parsons and Gregg Manor Rd.

Repainted stop bars and parking spaces on Burnet between Parsons and Boyce St. and stop bar on Hill Ln.

Cleaned graffiti off several signs on S. Burnet.

Placed steel plate over phone line box in ROW to protect it from being crushed by 18-wheeler traffic on Gregg Manor Rd. and Hill Ln.

Street repairs and cut out replaced asphalt.

Closed N. Lexington St. and Old Kimbro St. because of flooding.

Leveled Manor Palooza areas with dirt and rock.

Parks Maintenance

Planted seven trees at Bell Farms Park.

Hauled kiddy mulch to Bell Farms Park playscape.

Trimmed trees on Hill Ln.

Weekly table setups and take downs at city hall as requested.

Cut and chipped tree debris off Old HWY 20.

Trimmed and chipped trees at Greenbury.

Power washed City Hall twice on the South and East side 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.

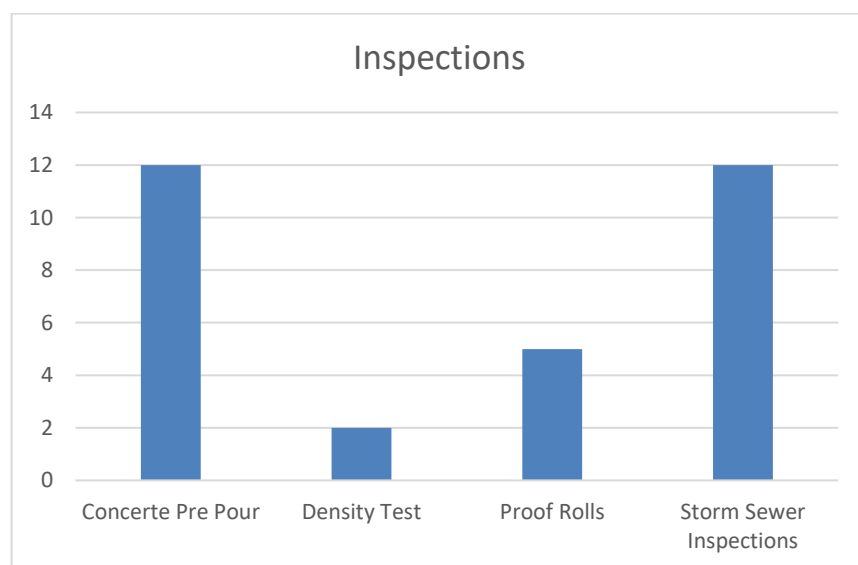
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty.

- 760 inspections 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 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 – 1 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 – In the process of development.

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.

Lagos Phase 2- Homes are being built.

Shadowglen Phase 2 Sec 22 & 23- A 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 - Development process.

Presidential Glen Commercial WW – Development process.

Cemetery Report

April 4, 2023- Checked and visited the cemetery.

April 8, 2023 – Checked and visited the cemetery.

April 12, 2023 – Checked cemetery. Picked up fallen trees.

April 22, 2023 – Met with Anderson Family to order headstones for parents.

April 22, 2023 – Met with the Benitez Family to measure for headstone. Headstone installed.

April 25, 2023 – Met with the Mr. Walton and Family to install headstone for wife.

April 27, 2023 – Checked and visited cemetery.

April 30, 2023 – Removed broken branches and beer bottles from headstones.

WATER/WASTEWATER MONTHLY REPORT APRIL

WASTEWATER	TASK COMPLETED
SERVICE CALLS	5
MANHOLES REPAIRED	
SEWER BACKUPS	1
NUMBER OF LINES FILMED	
TAPS	2
LINES REPAIRED	
LINES LOCATED	1
CLEANOUTS REPAIRED	3
WATER	TASK COMPLETED
SERVICE CALLS	62
WATER LEAKS SERVICE LEAKS	1
CUSTOMER LEAKS	4
NEW SERVICE TAPS	1
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	1
LINES LOCATED	1
BROWN WATER	3
WATER PRESSURE/ FROZEN CUSTOMER PIPES	2
WATER TURN ON/OFF	1
BAC T SAMPLES	10
SITES INSPECTED	240
MANHOLES INSPECTED	8
WASTEWATER LINES	8/1355 FEET
CONSTRUCTION METER DISCONNECT	1