



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: November 20, 2024  
RE: **October Monthly Report**

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## Public Works Department

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

In October, 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 October, 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.

### *Water Production & Purchase*

In October, 30 % of the water we supplied to our residents was from our wells, and we purchased 70 % from EPCOR and Manville WSC.

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 October 23rd, 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	Paving work to begin next week.	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. <ul style="list-style-type: none"> <li>- Record Drawings</li> <li>- Bills Paid Affidavit</li> <li>- Separation of Cost Form</li> </ul>	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Phase 1: Precon conducted. Reviewing submittals, and construction to start shortly. NTP signed the 21st  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	Tank construction scheduled to begin week of October 21. Pump building construction will start as soon as CMU bricks arrive onsite.	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	Working on Plata Holding Parcel 30’ PUE. Easements for Grassdale went before Council at Oct. 2 meeting.	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: Remaining punch list item is revegetation.</p> <p>Presidential Glen: Remaining punch list item is revegetation.</p> <p>Will review final pay app and hold retainage until revegetation has been established.</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 and cleaning of the lines in progress.</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>Received signed cover sheet from City Staff on 9/4/2024. Reviewing specifications. Responded to TCEQ request for additional information.</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>Will submit 90% plans at end of the month.</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>• Plan was reviewed with the combined Capital Committee and Council at the workshop the week of August 12.</li> <li>• Added an appendix regarding ongoing model maintenance</li> <li>• Submitted sealed report 10/3</li> <li>• Final review meeting with City on 10/18</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>Preparing final draft of plan.</p>	<p>Report Phase – working on finalizing report.</p>

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Preparing engineering report and fee recommendation to present to Council. (Roadway impact fees). Ordinance under review by City Legal.	The next meeting will be on November 13.
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. Waiting for TxDot permit.  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.
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. Work estimated to be completed by the beginning of December.	Under Construction.
2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Draft report has been submitted to Matt and Raymond.	
Wilbarger Creek WWTP Expansion	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	On-site meeting was held on 10/15/24 with filter press vendor to obtain additional information to facilitate equipment selection process. 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	Ongoing correspondence with TCEQ permitting and modeling staff regarding influent assumptions and effluent parameter set to establish design criteria.	Permit application

<p>Wilbarger Creek WWTP Permit Renewal – SOW No. 32</p>	<p>TCEQ Permit renewal application for Wilbarger Creek WWTP</p>	<p>SOW authorized 9/4/2024. Project setup complete. Internal kickoff to be scheduled for next week.</p>	<p>Permit application</p>
<p>Emergency Generators – SOW No. 34</p>	<p>Emergency Generators for City Hall and Police Department</p>	<p>On-site meeting was held on 10/9/24. Field notes were taken and will be transcribed on to plan sheet for layout.</p>	<p>2%</p>

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

### **Daily Duties and Projects**

#### **Streets Maintenance**

Set up and worked the Manor Night Out event at Timmermann Park.

Trail mulch maintenance at Woodlands Trails in ShadowGlen.

Asphalt street repair on E. Browning St.

Repaired “No Trucks” sign at FM 973 and E. Boyce St.

Installed a handicapped parking space at Jennie Lane Park.

Pothole repairs at Morgans Point, Bois -D- Arc, Johnson Rd, Suncrest, Athens, Murchison, Jessie Dr, Abrahamson Rd, Jaron Dr, E. Townes St, N. Burnet St,

Swept and mopped the front building at the E. Manor Development #1.

Crack sealed at Wheeler St, Cemetery, and Pebble Run.

Placed Veterans Plaque at Jennie Lane Park.

Capital Metro Paving Project- Prepped and paved Caldwell St. from Wheeler St. to Parsons St.

#### **Parks Maintenance**

Set up and worked at the Manor Night Out event in Timmermann Park.

Worked at the Hispanic Heritage event and helped with the setup and take down.

Replaced leaky restroom urinal gaskets in men's restrooms at Jennie Lane Park.

Trimmed trees on Blake Manor Road.

Mowed and trimmed trees at E. Manor Development # 1.

Trimmed trees at City Hall.

Mowed the cemetery.

Trimmed trees in downtown alleys.

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.

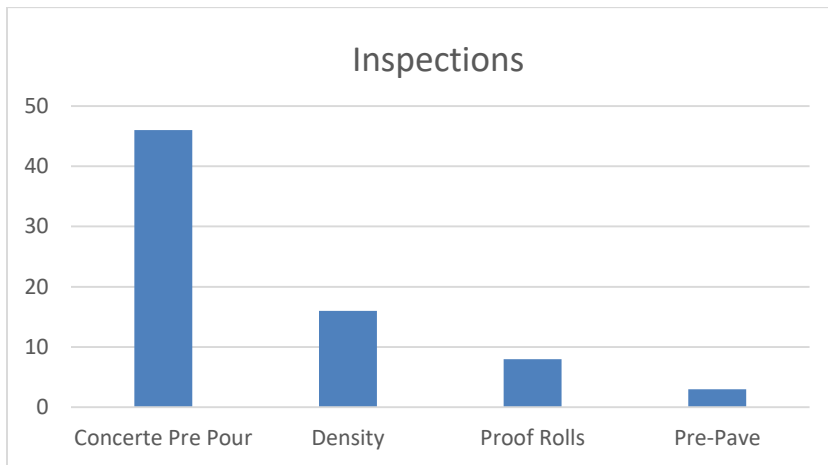
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

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

946 - inspections are done this month.

3 - MS4 reports summited this month as required by TCEQ.



**Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings.**

Lagos Phase 3 – Building	Gregg Manor GST project – Building	Monarch Ranch/New Haven Offsite WW line – Waiting
Manor Heights Phase 2 Sections 1B – Building	Manor OZ – Manor Apartments – Building	7 Brew Coffee – in Manor Crossing – Waiting to build
Manor Heights Phase 3 Section 2 – Building	Al Noor Muslim Center – Waiting to build	Chic Fil A in Manor Crossing – Building
Manor Heights Phase 4 – Building	Manor Animal Hospital – Waiting to build	Platinum 973 Business Center – Building
Manor Heights Phase 5 – Development process	MiniMax – Building	Chili’s – Manor Crossing – Development process
Village at Manor Commons Phases 3 and 4- Building	Home Depot – Building	Manor Village Center – Church – Development process
La Mexicana – Building	Discount Tire – Building	Manor Commercial WW project – Waiting
Palomino Subdivision – Building	New Haven Mass Grading – Building	709 Lexington – Building
Las Entradas Section 4 – Waiting to build	University Federal Credit Union – Building	Manor Crossing Multitenant (Lot 2B) – Development process
Holley Smith Phase 1A – Waiting to build	City of Refuge Site plan – Waiting to build	Okra Phase 1 – Development process
Holley Smith Phase 1B - Building	Frost Bank – over in Manor Crossing – Building	Busy Bee – Development process
The View at Manor – Building	Holley-Smith Phase 4A – Development	Cap Metro Contracted roads are in the process of being prepped for paving.
Monarch Ranch Subdivision Improvements – Building	HEB – Development process	
Amavi Manor – Waiting to build	Abbott’s Frozen Custard – hasn’t started	
	Landmark – hasn’t started	
	Las Entradas North Mass Grading – Development process	



## **Cemetery Report**

October 2, 2024- Monitored the cemetery.

October 3, 2024 – Monitored the cemetery.

October 9, 2024 - Monitored the cemetery.

October 11, 2024 – Monitored the cemetery.

October 14, 2024 – Monitored the cemetery.

October 15, 2024 – Cleaned the cemetery.

October 16, 2024 – Monitored the cemetery.

October 22, 2024 – Monitored the cemetery and met with Phipps to place Mr. Anderson's headstone.

October 23, 2024 – Attended a meeting at the cemetery to discuss the ground penetrating radar request scheduled for November 1, 2024.

October 25, 2024 – Monitored the cemetery.

October 27, 2024 – Monitored the cemetery and pick up trash and lawn chair to the exit trash can.

October 30, 2024 – Monitored the cemetery.

# WATER/ WASTEWATER MONTHLY REPORT OCTOBER

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	5
SEWER BACKUPS	3
LIF STATION CALLS	22
LIFT STATION WORK	
MANHOLES REPAIRED	
CAMERA LINES	
TAPS	
LINES REPAIRED	5
LINES LOCATED	1
LINES CLEANED	
MANHOLES PLUS LINES CLEANED	22
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	5
BUILDING MAINTENANCE	8
SCADA TROUBLESHOOTING	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	43
WATER LEAKS SERVICE LEAKS	6
CUSTOMER LEAKS	20
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	55
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	2
ANGLE STOPS REPLACED	2
LINES LOCATED	1
WHOLESALE BROWN WATER	
BROWN WATER	1
WATER PRESSURE	2
WATER TURN ON/OFF	16
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	15
METER INSTALL	
<b>INSPECTIONS</b>	
SITES	1,174
MANHOLES INSPECTED	11
DENSITIES	204
CONSTRUCTION BAC T	2