



# MEMO

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

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## Public Works Department

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

In March, 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 March, 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.

The City of Manor crew has repaired 19 Manholes and replaced an approximately 100ft. six-inch clay wastewater line in the alley of Townes St. The Water Survey has been completed. The crew performed a warranty camera at Village Manor Commons 4, 5, and Lagos Phases 3 and 4.

### *Water Production & Purchase*

In March, 18 % of the water we supplied to our residents was from our wells, and we purchased 82 % from EPCOR and Manville WSC.

### *Population*

City of Manor- 21,232

Shadowglen- 7,064

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 March 27th, 2024

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	The change order was approved at the February 21 meeting. Waiting for the 1295 form from the contractor.	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 line is still holding water and vent pipes are not installed. R Construction is back on site on 3/11. Finishing the punch list.	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 <sup>th</sup> for variance request). Submitted additional per TCEQ comments 3/8. Lift Station final recon 1.2.24	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.	Construction is underway. The first pay application was submitted at the end of February. Reviewing submittals.	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 and working on the next steps to connect the water line for the Manor Car Wash (Parcel #3). Work schedule to start on April 2 to extend waterline to car wash.	Working on easement acquisition and addressing issues/concerns about easements from property owners.
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	Working on access easement on West Elgin property. Finalizing Bell Farms. PG bypass week of April 1. Weekly meetings with contractors. Coated new wet well at BF. Currently installing genset and SCADA. Will install new pumps as soon as SCADA is in. Putting in a new fence. Preparing CO <ul style="list-style-type: none"> <li>- PG grade rings adjustments</li> <li>- Valve vault revision at BF (pressure relief valve)</li> </ul>	Construction documents 100%. Bid phase 100% Construction phase 65%

Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Santa Clara is the contractor. Ahead of schedule.  Pipe bedding change order.  Discussed requested CO for water service replacement (Coffey).	Construction documents 100%. Bid phase 100% Construction phase 31%
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Finalizing plans, specs, and OPC. Need to send plans, and OPC to the developer.	Construction Documents 99%
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Preliminary engineering completed. Materials assembled and sent to grant admin for submittal to EDA.	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 improvements to address capacity needs	Draft Report – in progress	
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Provided draft of a master plan to Capital Committee on March 21 meeting.  Working on alternative water sources and what treatments and costs would be for all options.	Report Phase – making revisions and waiting for City comments.
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	At the request of the AC will look into impact fees for Hutto as well as different scenarios on credit amounts for developers.	The next meeting will be on April 10
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	The proposed subdivision is being modified resulting in required revisions to PUD, Concept Plan, and Preliminary Plat. The site for the groundwater storage tank may be adjusted, so we are on hold until we receive updated information. After discussions with City Staff, two 250,000-gallon tanks will be installed instead of one 500,000-gallon tank.	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	Public notice verification forms completed and received by TCEQ 3/14/2024. The comment period ended 3/25/2024. To date, 2 comments and 12 hearing requests have been received. The total comment and hearing request count was finalized on April 1, 2024.	Permit Comment
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Construction is ongoing.	Revised change order #1 was approved at the February 7 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	The project was awarded at the January 3 Council meeting. The change order for Lexington median was approved at the March 4 City Council meeting.	The contractor working with a subcontractor to come up with a schedule for median work on Lexington.
2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Smoke testing was completed under budget so using the remaining funds to do some more smoke testing in the southern portion of the basin.	Fieldwork is ongoing, anticipate GBA's portion to be done this week with CCTV starting next.
Wilbarger Creek WWTP Expansion	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	Internal kickoff meeting conducted, the schedule being developed, full project kickoff meeting scheduled for 3/28/2024. Working on-site exhibit for parking and project improvements discussion at kickoff meeting.	Beginning project data collection, evaluation

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

### **Daily Duties and Projects 3-1-2023 / 3-31-2023**

#### **Street Maintenance**

Contracted to install 735 ft of sidewalk along the South side of Ring Rd from Skimmer Run, the trail crossing at the creek.

Crew worked at the Easter Event at the E. Manor Development No. 1 property.

Stop sign repair at Herbert R Humphrey Rd.

Spread millings on the property next to the Manor Art Park.

Stop sign repair at Abrahamson Rd.

Installed missing street name signs at FM 973 and Suncrest Rd.  
Continued cleaning inside of the E. Manor Development No.1 Buildings.

Removed carpet and linoleum from the floors and painted them in the E. Manor Development No. 1 building.

Set up tables and chairs for the ribbon cutting at the E. Manor Development No. 1

Pothole repairs at Gregg Ln., Suncrest, Gregg St., E. Wheeler, N. Burnet, E. Browning, N. La Grange, E. Boyce, Johnson Rd, and E. Murray,

Cap Metro Paving contract. Prepping road for paving on Bastrop St. from Murray St. to W. Wheeler St.

Cap Metro Paving contract. Paving has been completed on E. Carrie Manor St. from S. San Marcos St. to S. Lexington St.

#### **Parks Maintenance**

Cleaned trash and sold scrap metal debris at the E. Manor Development No.1 property.

Mowed the cemetery for Easter Sunday.

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.

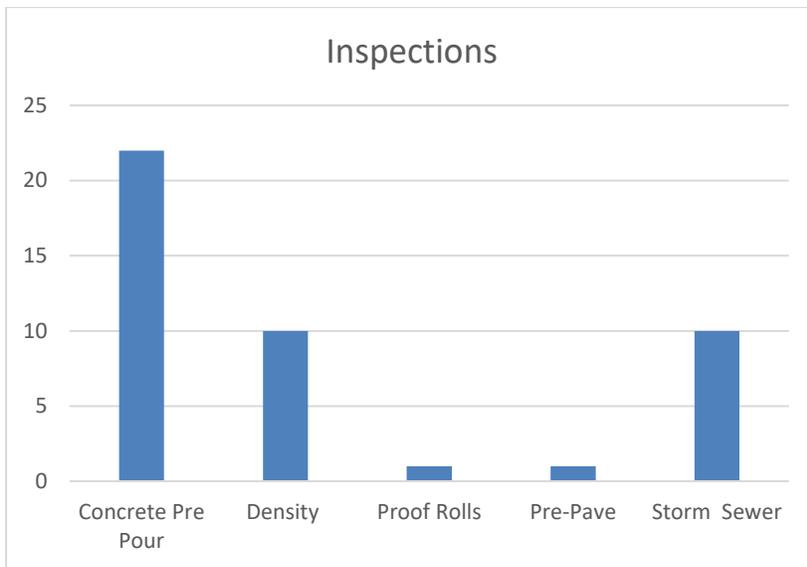
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

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

836 - 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.

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 – 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**

March 3, 2024- Monitored the cemetery and emailed several families regarding their plots needing to be cleaned of their items.

March 5, 2024 – Monitored the cemetery.

March 6, 2024 – Monitored the cemetery.

March 9, 2024 – Monitored the cemetery.

March 12, 2024 – Monitored the cemetery.

March 14, 2024 – Cleaned the cemetery plots of scattered flowers, glass vases, and old wreaths.

March 18, 2024 – Monitored cemetery.

March 20, 2024 – Monitored cemetery. Assisted Melinda Plumber on locating her little brother, Joey Robledo. Died at birth.

March 21, 2024 - Monitored cemetery.

March 25, 2024 – Monitored cemetery.

March 26, 2024 – Cleaned cemetery of all debris, broken bottles, and old wreaths. Met with Ms. Biscoe at her mother's grave. Her grave requires dirt.

March 29, 2024 – Monitored cemetery.

# WATER/ WASTEWATER MONTHLY REPORT MARCH

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	35
MANHOLES REPAIRED	19
SEWER BACKUPS	1
CAMERA LINE	45
QTY IN FEET FILMED	5101 ft.
TAPS	1
LINES REPAIRED	2
LINES LOCATED	3
LINES CLEANED	10
MANHOLES/LIFT STATION CLEANED	5
CLEANOUTS/ SERVICE REPAIRED	5
SEWER SMELL	1
JOBSITE CLEANUP AND RESTORATION	2
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	107
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	2
WATER MAIN REPAIRS	2
NEW SERVICE TAPS	1
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	
LINES LOCATED	3
WHOLESALE BROWN WATER	7
BROWN WATER	
WATER PRESSURE/ FROZEN CUSTOMER PIPES	1
WATER TURN ON/OFF	27
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	2
<b>INSPECTIONS</b>	
SITES	231
MANHOLES INSPECTED	33
MANHOLES TESTED	16
WASTEWATER LINES TESTED	17
WATER LINES TESTED	4