



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: February 21, 2024
RE: **January Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In January, 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 January, 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.

Water Production & Purchase

In January, 9 % of the water we supplied to our residents was from our wells, and we purchased 91 % from EPCOR and Manville WSC.

Population

City of Manor- 20,939

Shadowglen- 7,007

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 January 17th, 2024

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	Sent the final acceptance letter. Next steps for sending retainage. Reviewing pay application for retainage.	100%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Change order has been signed. Will go before Council at the February 7 meeting.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Line is still holding water and vent pipes are not installed. New PM Marshall, waiting on vent pipe material before sending an updated schedule. Crew will be on site at the end of this month. (Have not gotten an official date yet)	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). 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.	Precon held on January 10. Contractor working on submittals for items that have a long lead time such as the generator.	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	Waiting on updated construction costs from contractors if City provides the pipe and gate valve.	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 for West Elgin property. Currently bypassing Bell Farms. Bypass delayed at PG. Finalizing a meeting with Gaspar. CO#2 to cover: <ul style="list-style-type: none"> - Remove and replace electrical slab at BF and electrical associated. - Bypass associated with this work 	Construction documents 100%. Bid phase 100% Construction phase 65%

		<p>Expected future CO</p> <ul style="list-style-type: none"> - Possible PG genset slab - PG grade rings adjustments - Valve vault revision at BF 	
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Santa Clara is the contractor. Received schedule and reviewing submittals. Started to bore under Bois de Arc. Communicating with property owners re: fencing, gates, access.	Construction documents 100%. Bid phase 100% Construction phase 5%
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Finalizing plans, specs, OPC. Need to send plans, OPC to 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 & choose improvement alternatives to address capacity needs	<p>Model Review Meeting follow up Memo – covers recommendations regarding design criteria and modeling protocol</p> <p>Once we’ve received comments and consensus is reached on memo recommendations, we will finalize Future Growth Modeling</p>	
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Continue working revisions to the Water master plan draft report. Working on alternative water sources and what treatments and costs would be for all options.	Report Phase – revisions from 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 and	The next meeting will be on February 13

Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Proposed subdivision is being modified resulting in required revisions to PUD, Concept Plan, Preliminary Plat. Site for groundwater storage tank may be adjusted, so we are on hold until we receive updated information.	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 in Nov 15 th . Printed copy of revised permit has been delivered for display at City Hall. Alternate language NAPD was sent to TCEQ Nov 27 th . Permit has been posted.	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 at August 2, 2023 meeting. Change order is going before Council tonight.	Revised change order #1 will be on the February 7 Council Agenda.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Project was awarded at January 3 Council meeting.	Precon conducted on January 17. Contractor preparing pricing for modifications to Lexington median.
2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	All necessary forms have been submitted to Lluvia for the February 7 th Council Meeting.	

Streets and Parks Monthly Report January 2024

Daily Duties and Projects 1-1-2024 / 1-31-2024

Street Maintenance

Repaired water cut with base and asphalt on Llano St.

Crack-sealed High Sierra St. East and West, Forest Sage St. East and West, Pine Needle St. East, and Prairie Sage Cove.

Installed STOP sign at Sparks Ln. and Sparks Rd.

Replaced speed bumps on Lexington St. near the golf cart crossing.

Repaired speed limit sign at Bella Parkway.

Repaired the STOP sign at Old Kimbro Rd.

Repaired the STOP sign at E. Rector St. and La Grange St.

Repaired the STOP sign at Grassdale and Old Kimbro Rd.

Removed a dead tree on W. Brenham St.

Pothole repairs at Johnson Rd, Old Kimbro, S. San Marcos St, E. Brenham St, Tower Rd, Gregg Ln, Shadowglen Blvd, Bois-D-Arc, N. Bastrop, and Abrahamson Rd.

Storm event flooding- closed N. Lexington St. and Old Kimbro N. of 290.

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

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

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

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

Parks/ Maintenance

Trimmed creek trees at Cottonwood Development property.

Mowed Cottonwood Development property.

Added Kiddy mulch to Timmermann, Greenbury, and Jennie Lane Park playscapes.

Took down and stored all Christmas lights and decorations.

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.

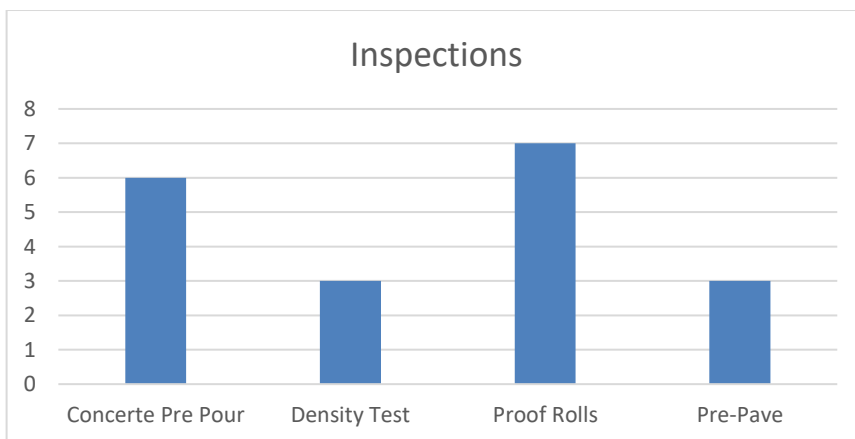
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle and equipment check and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty.

748 - inspections are completed this month.

3 - 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 years 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 and 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 – is 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 on 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 & 23A walkthrough punch list. September 2021 still waiting.

Shadowglen Phase 2 Sec 25 & 26 1-year walkthough 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 – waiting to build.

Presidential Glen Commercial WW – in building process.

Manor Heights Medium Density -not started.

9910 Hill Lane apartments - Building process

Village at Manor Commons Phase 3

Presidential Glen Townhomes – 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 & Murchison – not started.

Valvoline – Development process.
Holley Smith Phase 1A – 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

January 4, 2024- Monitor the cemetery.

January 8, 2024 – Met with Mr. Adan Aguirre and selected a plot for the family.

January 10, 2024 – Met with the neighbor who witnessed a homeless person living outside of the perimeter of the west wall.

January 10, 2024 - Removed the dead flower arrangements of three recent burials. Picked up broken glass containers. Filled three large garden bags of trash and left at the exit trash container.

January 14, 2024 - Monitored the cemetery.

January 18, 2024 - Monitored the cemetery.

January 22, 2024 – Monitored the cemetery.

January 26, 2024 – Monitored the cemetery.

January 31, 2024 - Monitored the cemetery.

WATER/ WASTEWATER MONTHLY REPORT JANUARY

WASTEWATER	TASK COMPLETED
SERVICE CALLS	16
MANHOLES REPAIRED	2
SEWER BACKUPS	6
CUSTOMER BACKUP	1
TAPS	1
LINES LOCATED	1
CLEANOUTS REPAIRED	3
SEWER SMELL	2
WATER	TASK COMPLETED
SERVICE CALLS	69
WATER LEAKS SERVICE LEAKS	5
CUSTOMER LEAKS	8
WATER MAIN REPAIRS	2
NEW SERVICE TAPS	1
HYDRANT REPAIR/REPLACED	1
ANGLE STOPS REPLACED	1
LINES LOCATED	1
MANVILLE BROWN WATER	1
BROWN WATER	6
WATER PRESSURE/ FROZEN CUSTOMER PIPES	13
WATER TURN ON/OFF	9
BAC T SAMPLES	20
COVER UP	1
INSPECTIONS	
SITES INSPECTED	136
MANHOLES	11
WASTEWATER LINES INSTALLED	8
MANDRELS	
CONSTRUCTION METER SET	
CONSTRUCTION BAC T	1
PRE-CONS	2
DENSITIES	10
WASTEWATER LINES TESTED	1
WASTEWATER SERVICES INSTALLED	73
WATER SERVICES INSTALLED	25
FIRE HYDRANTS INSTALLED	8
WATER VALVE INSTALLED	14
PUNCH LIST WALK THROUGHS	1
FLOW TEST	4
MANDREL PULLED	1