



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: December 12, 2022
RE: November Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In November, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city's 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 November, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In November, 19% of the water we supplied to our residents was from our wells, and we purchased 81 % from EPCOR and Manville WSC.

Population

City of Manor- 19,417

Shadowglen- 6,793

Subdivision Inspections

- Street Inspections- 39
- MS4 – 20 Inspection per working day.
- Water Inspections- 5
- Wastewater Inspections- 6

CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
December 2022

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 2 14620- Addendum #41	Creekside Lift Station improvements, Carrie Manor Lift Station	Project closed out.	100%
Cottonwood Creek Wastewater Treatment Plant 14621 - Addendum #44	200,000 GPD wastewater treatment plant and lift station	Plant placed in service 12/6/2022.	99%
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 Lift Station startup is scheduled for 12/7/22; the lift station is energized, and the preliminary startup has been conducted.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Met with surety inspector onsite. Coordinating with City Legal for a list of items/areas that need to be corrected.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12” Water Line from downtown to Manor Commons area	Construction is starting back up today. Working on the possible realignment of the waterline. Change Order submitted by the contractor. Needs to be reviewed and sent to the City.	Construction is 85% complete.
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	Began working on Phase 2. Paving project lists were provided to the city and have been sent to Cap Metro. The equipment delivered will perform analysis in the upcoming weeks. Pauline will provide Matt with a rolling 5-year list for future repairs once data is analyzed and street rankings are updated.	Roads will be driven week of December 12.

Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Construction has been halted due to the property in the northernmost section has not been acquired by the developer. Field notes were sent to the appraiser; the Condemnation process is in progress.	Construction Phase
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Field notes have been requested. Stakeholders' meetings with property owners are in progress. Reanalysis of the line has begun to study alternate alignment.	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	Plans were submitted to TCEQ on 9/27/2022. A verified master meter at west EPCOR is Neptune. Will add a remote read meter head with a connection to the SCADA system.	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	Working on preliminary engineering layout. Pauline will coordinate a meeting with City Staff to go over the proposed layout.	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 is out for bid. Bid opening January 10, 2023.	Bidding
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro BGA and City-Funded paving improvements	The paving will be completed this week. Striping will take place in the northern portion of the projected weather permitting.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Waiting for easement	Preliminary Engineering
Cottonwood Creek WWTP Phase II Expansion 15130 - SOW No. 9	Developer-funded expansion of the plant	Get your profile set up. Finish preliminary design	Preliminary Engineering
Cottonwood Creek WWTP	Grant-funded expansion of the	Working with Grant Services	Preliminary

Phase III Grant Project 15130 - SOW No. 9A	Cottonwood Wastewater Treatment Plant	to finish the application package	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. Awaiting TCEQ response	Application Submitted, Under Review
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Contract approved at September 7 Council Meeting. Major Goals: Develop & calibrate the sanitary sewer model Use the model to estimate the timing & location of capacity needs Develop & choose improvement alternatives to address capacity needs	Continued collecting background info. Kick-off meeting held 11/29/22. Survey of MHs & lift stations to be modeled – 12/13 to 12/22. Upcoming meetings: 12/9 - Population projections discussion TBD - Elgin coordination	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Kick-off meeting held. Working on distribution system water model. Gathering data and system information.	Study Phase
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Contract approved at September 7 Council Meeting.	At the meeting, next week population growth and CIP projects will be discussed. Waiting on direction from City Council regarding roadway impact fee.	Meeting on December 14.
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Reviewing the provided lot layout to verify that the proposed lot will work for GST, hydropneumatic tank, and pump station.	Preliminary engineering.

2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	Tunnel Vision has been trying to heavily clean the lines along Old TX-20 but it has been too wet for them to get onto the green belts. There is still rainfall in the forecast all week so we would like to leave flow meters installed until next week at the earliest to capture some rainfall.	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.	Mobilization

Streets and Parks Monthly Report November 2022

Daily Duties and Projects 11-1-2022 / 11-30-2022

Streets Maintenance

Vac-Con Demo on Lexington St.

Fixed down stop sign on Ring and St. Mary Dr.

Tree trimming at the following streets: N. Bastrop St, W. Lane St, N. Lockhart St, Cemetery, Bella Parkway, Wedding Dr, W. Carrie Manor, Athens St, Murchison St, E. Parsons St, S. Lexington St, and Ring St

Replaced street name signs at Carriage Hills and Indian Oak

Water cut asphalt repair on W. Wheeler St.

Repaired potholes on S. San Marcos, E Brenham, S. Lexington St, W. Lane, W. Boyce St, E. Parsons St, E Wheeler St,

Parks/Streets Maintenance

Loading decorations from storage and city hall for Holidays in the Park event.

Set up and worked at Veterans Day event.

Set up Christmas lights at City Hall, Jennie Lane Park, Art Park, and Police Department.

Parks Maintenance

Planted 6 trees at Jennie Lane Park and 2 trees at Public Works location for Arbor Day event.

Weekly table set up and take downs at city hall as requested.

Power washed City Hall. South and East side of the building.

Weekly irrigation checks

Playground and play scape 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.

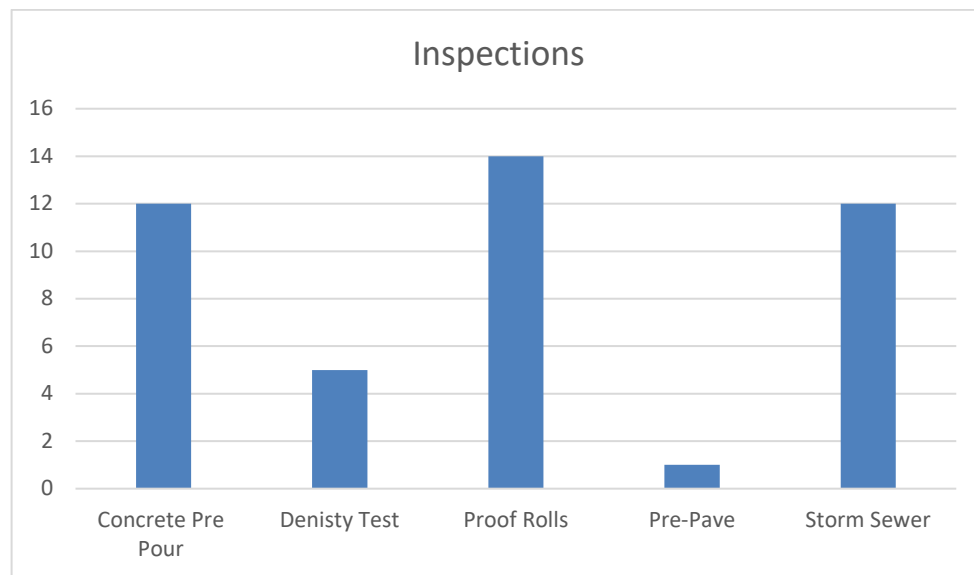
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

-36 locations inspected everyday day.

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



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

Presidential Heights Phase 3-6

Stonewater North Phase 2

Manor Heights Phase 1-4

LA Mexicana – about to start Development process.

North Forest Office Building – Development process.

Manor New Tech – Development process

Manor Crossing (Butler Tract)

Manor Commons wastewater and water improvements in process.

Logos Phase 2-5- waiting on homes to be built.

Shadowglen Phase 2

Palomino Subdivision - development process.

Presidential Glen Commercial WW – in development process.

Water Monthly Report November

For the month of November, the Water Department had 13 service calls, 3 repair jobs, 5 maintenance and 5 water inspections.

Repairs

Old Hwy 20 Hydrant repaired by Manor New Tech bus barn.
Repaired brass line on valve at well #1.

Maintenance

Flushed dead end water mains at Presidential Glen, Greenbury. Wildhorse Creek, Presidential Heights, town Manor, Carriage Hills and Bell Farms, Hamilton Point and Stonewater.

Changed radio card for SCADA (Supervisory control and data acquisition) on well #2 and #3.

Inspections

Turned water on for Whole Foods. Received Bac T tests from lab. Water was good and passed water pressure test.

Delivered water meters to Whole Foods (1) 2-inch domestic meter and (1) 2-inch irrigation meter.

Leak on Wheeler and Lockhart St.- Turned water valve off. Leak was fixed.

Bandera Construction- Installed water tie in for Manor downs multifamily complex. Took (2) Bac T test and both passed.

Water tower expert from Maguire Iron Inc., came and inspected our clear well and ground storage tanks.

Wastewater Monthly Report November

For the month of November, the Wastewater Department had 5 service calls, 8 maintenance and 6 wastewater inspections.

Maintenance

Cleared lines on Greenbury, Browning, Wheeler, Old Hwy 20, John Nagle, S. Lampasas, Hamilton Pt, S. San Marcos, and Burnet St.

Inspections

Cavayoo (Lions Club) – Laid new 8in SDR 26 wastewater main. Starting from W. Parsons to Highway 290.

Met with D Guerra to discuss on progress of lift station and finishing on pulling mandrels. We also discussed on them coating the wet well and coating the manholes.

Cavayoo- Laid 8-inch SDR sewer main approximately 150 feet.

Chasco- Installed single and double wastewater services to Hill Lane project.

Pulled plug out of manhole at Manor Heights Phase 2 so flow can go to Old Kimbro lift station.

City crew had to monitor (New lift station) Old Kimbro lift station and (New Plant) Cottonwood Plant lift station throughout the Thanksgiving week due to I&I (Inflow & Infiltration) coming into lift station from a manhole that a contractor cored and didn't tie into manhole causing I&I into the collection system. Old Kimbro lift station and new Cottonwood plant wasn't activated yet. Contractor hauled loads from Old Kimbro and Cottonwood Plant.