



# MEMO

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

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## Public Works Department

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

In February, 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 February, 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.

Two new utility operators have acquired their water D licenses; their names are Sebastian and Miguel. The City of Manor now has every utility operator licensed.

Two new water main valves were installed to minimize residential water loss due to water main breaks. The City of Manor has acquired a brand-new camera van. This camera van has already found two significant wastewater line breaks. We filmed 2000 ft of wastewater lines for warranty purposes.

### ***Water Production & Purchase***

In February, 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- 21,010

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 February 14th, 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	Approved retainage pay application.	100%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	Change order has been signed. Will go before Council at the February 21 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. (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 <sup>th</sup> for variance request). Received comments from TCEQ regarding additional information. 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	Small waterline project to connect existing line to waterline installed by the car wash is going before Council on February 21.	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>Working on access easement for West Elgin property. Currently bypassing Bell Farms. Bypass delayed at PG. Weekly meetings with contractor. Current status:</p> <ul style="list-style-type: none"> <li>- Working towards electrical and genset slab, then the electrical shelter will be installed along with electrical components.</li> </ul> <p>Expected future CO</p> <ul style="list-style-type: none"> <li>- Possible PG genset slab</li> <li>- PG grade rings adjustments</li> <li>- Valve vault revision at BF</li> </ul>	<p>Construction documents 100%. Bid phase 100% Construction phase 65%</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>Santa Clara is the contractor. 4<sup>th</sup> bore to start soon. Communicating with property owners re: fencing, gates, access.</p>	<p>Construction documents 100%. Bid phase 100% Construction phase 15%</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p>	<p>Developer-funded expansion of the plant</p>	<p>Finalizing plans, specs, OPC. Need to send plans, OPC to developer.</p>	<p>Construction Documents 99%</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>Preliminary engineering completed. Materials assembled and sent to grant admin for submittal to EDA.</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 &amp; choose improvement alternatives to address capacity needs</p>	<p>Model Review Meeting follow up Memo – received comments and consensus on memo recommendations during 1/30 meeting, will finalize Future Growth Modeling accordingly.</p> <p>Draft Plan Workshop, Wed 2/28:</p> <ol style="list-style-type: none"> <li>1) Summarize findings</li> <li>2) Present draft elements of plan</li> <li>3) Collect City feedback to shape final plan</li> </ol>	
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>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.</p>	<p>Report Phase – revisions from City Comments</p>

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 <sup>th</sup> . Printed copy of revised permit has been delivered for display at City Hall. Alternate language NAPD was sent to TCEQ Nov 27 <sup>th</sup> . 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 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	Project was awarded at January 3 Council meeting.	Precon conducted on January 17. Contractor provided costs for median work on Lexington. Estimate needs to be discussed with City Staff.
2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Project was approved by Council!	As soon as we have the notice to proceed we can get started!

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

### **Daily Duties and Projects 2-1-2023 / 2-29-2023**

#### ***Street Maintenance***

Repaired the sidewalk in front of HT Fitness.

Crack-sealed Carriage Hills Dr. Pine Needle St. Pecan Hill Cove, and Ship Bell Dr.

Repaired shoulder drop-offs on Old Kimbro Rd near Hwy 290 with base material.

Stop sign repair at Gregg Manor Rd and Hill Ln.

Spread bull rock at clear wells for tank maintenance access.

Stop sign repair at Gregg St. and Wheeler St.

Stop sign repair at San Marcos St. and Brenham St.

The Superintendent and six employees attended a two-day class and received a 4-year Traffic Control/Flagger certification for free through TxLTap, operated by the University of Texas at Arlington.

Repaired broken fence at the E. Manor Development No. 1

Cleaned up old wooden light poles and dead trees at the E. Manor Development No. 1.

Cleaned out the building located at the East Manor Development No. 1.

Pothole repairs at W. Wheeler St, E. Brenham St, Gregg Ln, N. La Grange St, N. Bastrop, E. Boyce St, Suncrest Rd, E. Eggleston St. San Marcos St, E. Murray St, Johnson Rd, and Bois-D-Arc Rd.

Installed Roadway Subject to Flooding signs on N. Lexington St, Tower Rd, and Old Kimbro N. of 290 where flooding occurs.

Cap Metro Paving contract. Paving has been completed on N. Lockhart St. from Old Hwy 20 to E. Eggleston St.

Cap Metro Paving contract. Prepping road for paving on E. Carrie Manor St. from S. San Marcos St. to S. Lexington St.

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

Cap Metro Paving contract. Paving has been completed on Boyce St. from Old Hwy 20 to N. Lampasas St.

Cap Metro Paving contract. Paving has been completed on San Marcos St. from E. Wheeler St. to Old Hwy 20.

***Parks/ Maintenance***

Cut and chipped four dead trees in Timmermann Park near the lake.

Granite rock repairs at bocce courts.

Granite rock repairs at the Bell Farms Park trail.

Removed graffiti at Bell Farms Park playscape.

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 residents.

Scheduled weekly park rounds at park facilities.

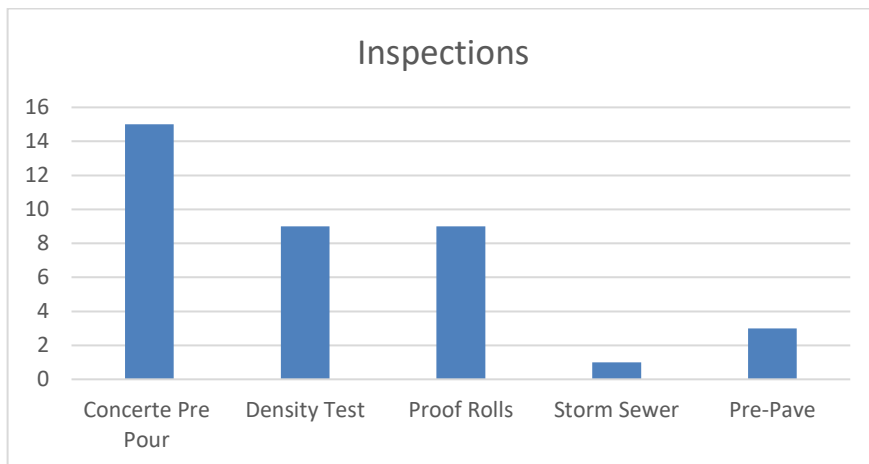
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment checks and maintenance.

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

680 - inspections are 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 3- 2-year walkthrough has been done. The contractor is in the process of repairs. October 2021 still waiting.

Presidential Heights Phase 5 – 2-year walkthrough has been done. The contractor is in the process of repairs. September 2022.

Presidential Heights Phase 4 – 2-year walkthrough has been done. The contractor is in the process of repairs. November 2021 still waiting.

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 – 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 @ 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***

February 2, 2024- Monitored the cemetery.

February 5, 2024 – Checked on the grave sites that require dirt.

February 6, 2024 – Monitored the cemetery.

February 8, 2024 – Met with Andrew Gonzales to locate his grandmother's plot and discussed ordering a headstone. I discussed with Lance leveling the tree trunk to ground level in order to place the headstone on Uncle Pedro Rios's plot.

February 12, 2024 – Discussed with the Gomez family a site for their grandmother, Claudia Salazar.

February 12, 2024 - Met with Jeff Turner to prepare the site for his father, Dale Turner.

February 13, 2024 - Met with Daniel Knippa for Dale Turner's burial. Required removal of branches of surrounding trees to dig the hole.

February 20, 2024 – Met with Joanna Gomez to mark the site for her grandmother Claudia Salazar.

February 21, 2024 – Attended the funeral for Claudia Salazar to ensure that the remaining dirt was relocated to the gulley area.

February 22, 2024 – Called Elgin Funeral Home on the whereabouts of Clara Pacheco's headstone status.

February 23, 2024 – Met Ezequiel Leal at his mother's grave. The site requires a marker, and the dirt surrounding the casket has sunk. Directed him to the pile of dirt to fill in his mother's site.

February 23, 2024 – I received a call from Yolanda Lee on her husband's site, James Lee. She wanted rocks placed on her husband's plot. I explained that it was the responsibility of the family to maintain the site.

February 26, 2024 – Received a call from Natalie Ochoa on grandfather's burial, Jesue Jose Ochoa Franco. I have not received a follow-up call from the family.

February 28, 2024 – Monitored the cemetery. Will schedule a cleanup date in March.



# WATER/ WASTEWATER MONTHLY REPORT FEBRUARY

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	34
MANHOLES REPAIRED	
SEWER BACKUPS	5
CAMERA LINE	25
QTY IN FEET FILMED	2000 FT
LINES REPAIRED	1
LINES LOCATED	3
LINES CLEANED	5
MANHOLES CLEANED	
CLEANOUTS/ SERVICE REPAIRED	1
SEWER SMELL	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	391
WATER LEAKS SERVICE LEAKS	3
CUSTOMER LEAKS	10
WATER MAIN REPAIRS	1
NEW SERVICE TAPS	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	97
HYDRANT REPAIR/REPLACED	1
ISOLATION VALVE MAINTENANCE	2
ANGLE STOPS REPLACED	2
LINES LOCATED	3
MANVILLE BROWN WATER	57
BROWN WATER	14
WATER PRESSURE/ FROZEN CUSTOMER PIPES	4
WATER TURN ON/OFF	168
BAC T SAMPLES	23
JOBSITE CLEANUP AND RESTORATION	3
<b>INSPECTIONS</b>	
SITES	225
MANHOLES INSPECTED	26
WATER LINES INSTALLED	974
WATER TAPS	3
CONSTRUCTION METER SET	
CONSTRUCTION BAC T/FLUSHING	4