



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: November 6, 2023  
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 ways. 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. They cleaned and unstopped wastewater mains. Construction started on Clearwell and intermediate tanks.

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

In October, 23 % of the water we supplied to our residents was from our wells, and purchased 77 % from EPCOR and Manville WSC.

### ***Population***

City of Manor- 20,639

Shadowglen- 7,581

City of Manor  
Capital Project Status Report  
Public Works Department

| 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 | Punch list walkthrough conducted 9/13. All punch list items have been addressed (per the contractor) except for the removal and disposal of the contaminated soils. They are working to get a sub to haul off the soil. Update on establishing property pins on the Gabriel tract. | 99%  |
| Bastrop/Parsons Gravity Main 14627 – Addendum #56                                       | 12” gravity wastewater main  | Received geotech report; tentative onsite meeting to mark areas in need of repair is set for October 25.   | 99%  |
| Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5                    | The northern extension of the gravity wastewater line in Cottonwood Creek Basin                                | Final punch list inspection conducted 10/25. The contractor on site 11/6 to finish punch list.   | 99%  |
| Manor Commercial Park WW Collection System 15072 – SOW No. 7                            | Phased wastewater collection system improvements for the Beltex area   | Finishing surveying and conducting field notes for easements. Submitting documents for TCEQ review and approval.   | 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 project will be rebid. Notice will be in the October 27 paper.   | Rebid scheduled for 11/14/2023   |
| 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 easements. Waiting on Manville's response to the email regarding easement approval. Written approval through email, waiting on formal documentation. Easement document sent.  | Working on easement acquisition and addressing issues/concerns about easements from property owners. |

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|--|--|--|--|
| 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  | Change order #1 was approved before council on September 6 <sup>th</sup> . Received new schedule from contractor. Bypass will be in December. Working on access easement for West Elgin property. ECMi on site this week for coating. New wet wells have been installed at both lift stations. On-site meeting 11/6. | Under construction.                        |
| Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12           | Wastewater CIP Line in Cottonwood Creek West Tributary Basin   | Low bidder – Santa Clara. \$2,533,379 (OPC \$2,749,572)  | Construction documents 100%. Bid phase 75% |
| Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9                   | Developer-funded expansion of the plant  | Internal QC. Final documents to City Nov. 3.   | 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 work being updated for submittal to EDA.   | Design Phase Engineering                   |
| Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14           | Major Goals:<br>Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs;<br>Develop & choose improvement alternatives to address capacity needs | In progress:<br>Model Calibration<br>Report Development  | Study Phase                                |
| Water Distribution System Master Plan 15317 - SOW No. 15                     | Contract approved at September 7 Council Meeting.  | Continue working on the Water master plan draft report.<br><br>In progress:<br>Draft report to be completed by the end of October for review with City Staff.<br>Alternative water sources   | Report Phase                               |
| 2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18            | Update to the impact fee program   | Roadway Impact Fee - Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area. October meeting postponed by City Staff.  | The next meeting will be on November 8     |

|  |   |   |   |
|--|---|---|---|
| Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20            | Contract approved at September 7 Council Meeting.                           | Preliminary layout complete. Received ROE. Working on construction documents. Coordinating with developer's engineer on lot grading and wastewater line that runs through lot.  | Construction documents at 50%   |
| 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. 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                   | Submitted response to Notice of Deficiencies Sept 29 <sup>th</sup> . Received Response from TCEQ Oct 10 <sup>th</sup> . Need Letters from adjacent permit holders. Requests sent.   | 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.   | Contractor started work on 9/11/2023. Working on Lampasas Street and cemetery road. |
| One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26                          | Paving project improvements using allocated one-time funding from Cap Metro | Gregg Manor will be removed from the project and it will be put out for bids for Lexington and Shadowglen Blvd. Only. Remaining funds will be used at a later date.   | Plans are 90% complete.   |

## **Streets and Parks Monthly Report October 2023**

### **Daily Duties and Projects 10-1-2023 / 10-31-2023**

#### ***Streets Maintenance***

Sanded and crack sealed W. Townes, between Lexington and Bastrop St.

Sanded and crack sealed W. Lane between Lexington and Bastrop St.

Sanded and crack sealed W. Wheeler between N. Caldwell and N. Bastrop St.

Prepped shoulder on Gregg Manor near HWY 290 for asphalt repair.

Prepped water cut with base for asphalt repair on Lockhart St. and Browning St.

Repaired sidewalk at Cummings Way.

Sidewalk repairs at 12700,12704,12716,12720,12724,12728 Doorbell.

Placed banners for National Night Out.

Pothole repairs on N. Gregg Manor Rd, E. Carrie Manor, Lockhart, W. Boyce, W. Brenham, Bastrop St., W. Burton St, Bois D Arc, Tower,

Prepped large cracks in roadway with sand for asphalt repair on Blake Manor Rd. between guard railing.

Cap Metro Paving contract. Prepped roads for paving on N. Lampasas St.

Cap Metro Paving contract. Prepped roads for paving at the Cemetery Road.

Cap Metro Paving contract. Prepped roads for paving on Lockhart St.

Cap Metro Paving contract. Prepped roads for paving on Wheeler St.

#### ***Parks Maintenance***

Irrigation repair at Jennie Ln Park.

Picked up illegal dumping at Bell Farms Park.

Replaced mulch at Timmermann Park flower beds.

Irrigation repair at Timmermann Park.

Table setups and take downs at city hall as requested.

Power washed city hall twice. South and east side 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.

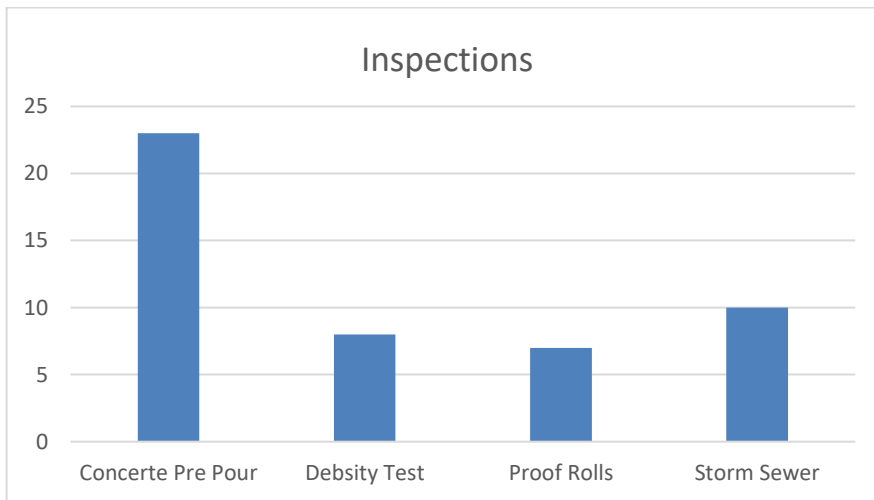
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle equipment checks and maintenance.

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

660 - inspections done this month.

3 - 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. 1- Homes are being built.

Manor Heights – Phase II Sec. 1B & 2B Contractor in building process.

Manor Heights – Phase II Sec.2 Contractor in 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 in process.

LA Mexicana – In 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 homes.

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 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 – Waiting to be built.

Presidential Glen Commercial WW – In building process.

Manor Heights Medium Density -Not started.

9910 Hill Lane Apartments - Building process

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 and Murchison – Not started.

Valvoline – Development process.

Holley smith Phase 1A – Not started.

Eggleston Extension – Development process.

The View at Manor apartments – Not started.

Eggleston Extension – Development process.

Cap Metro Contracted roads in process of being prepped for paving.

## ***Cemetery Report***

October 4, 2023 - Checked and walked through the cemetery.

October 10, 2023 – Checked and walked through the cemetery.

October 19, 2023 - Met with Mr. and Mrs. Edward and Francella Wyndham regarding on headstone measurements for their parents.

October 20, 2023 – Picked up old wreaths, glass bottles, and trash. Inspected several graves that will require dirt fill. Will collect names and email Lance Zeplin for fill dirt.

October 30, 2023 – Contacted Kacey Smith, the street contractor for the asphalt installation. Father Henry scheduled All Souls Day Service on Thursday, November 2<sup>nd</sup> at the cemetery. Per Mr. Smith, the asphalt installation will be either Friday, November 3 or Monday, November 6<sup>th</sup>.

October 30, 2023 – Visited with Lance Zeplin on scheduling the cemetery weed eating for All Soul's Day Service.

October 31, 2023 – All Soul's Day Service cancelled per Father Henry due to the streets being too muddy.

As soon as the asphalt installation is completed will resume monitoring the cemetery on a regular basis.



# WATER/ WASTEWATER MONTHLY REPORT OCTOBER

| <b>WASTEWATER</b>           | <b>TASK COMPLETED</b> |
|-----------------------------|-----------------------|
| SERVICE CALLS               | 15                    |
| MANHOLES REPAIRED           |                       |
| SEWER BACKUPS               | 6                     |
| CUSTOMER BACKUP             | 4                     |
| CAMERA LINE                 | 2                     |
| LINES REPAIRED              |                       |
| LINES LOCATED               |                       |
| LINES CLEANED               | 1                     |
| MANHOLES CLEANED            |                       |
| CLEANOUTS REPAIRED          | 2                     |
| SEWER SMELL                 |                       |
|                             |                       |
| <b>WATER</b>                | <b>TASK COMPLETED</b> |
| SERVICE CALLS               | 112                   |
| WATER LEAKS SERVICE LEAKS   | 3                     |
| CUSTOMER LEAKS              | 14                    |
| WATER MAIN REPAIRS          | 1                     |
| HYDRANT REPAIR/REPLACED     | 43                    |
| ISOLATION VALVE MAINTENANCE |                       |
| ANGLE STOPS REPLACED        |                       |
| LINES LOCATED               | 1                     |
| MANVILLE BROWN WATER        |                       |
| BROWN WATER                 | 2                     |
| WATER PRESSURE              | 5                     |
| WATER TURN ON/OFF           |                       |
| BAC T SAMPLES               | 30                    |
| COVER UP                    | 2                     |
| HIGH OR NO WATER USAGE      | 11                    |
|                             |                       |
| <b>INSPECTIONS</b>          |                       |
| SITES                       | 240                   |
| MANHOLES                    | 15                    |
| WASTEWATER LINES            | 22/1392 FT            |
| MANDRELS                    | 6/1131                |
| CONSTRUCTION METER SET      | 3                     |
| CONSTRUCTION BAC T/FLUSHING |                       |
| DENSITIES                   | 90                    |
|                             |                       |