



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: March 8, 2023
RE: **February Monthly Report**

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 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 February, 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 February, 7% of the water we supplied to our residents was from our wells, and purchased 93 % from EPCOR and Manville WSC.

Population

City of Manor- 19,757

Shadowglen- 7,211

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 March 1st, 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	The Lift Station startup was on 12/7/2022. Successful Genset start-up and load banking testing on 1/26/23. The contractor is working on the punch list items. Conducted a walkthrough and punch list on the WWCS.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	Reviewing proposed mitigation to correct issues on Bastrop.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12" Water Line from downtown to Manor Commons area	Final pay application under review. Waiting for closeout documentation from the contractor.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	GBA has completed driving the roads. Cassie doing QAQC, and data will be processed and in the system by May. 80/20 forecast will be conducted. Pauline will provide Matt with a rolling 5-year list for future repairs once the data is analyzed and street rankings are updated.	Reviewing field data
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	The easement has been purchased. R Construction is reworking the change order and pump and haul invoices. Challenging pump and haul cost	Construction Phase
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Meeting with the City on Friday 3/3 regarding updates. Analysis of the alternate routes is in progress, conducting an internal review of the design memo and OPC.	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	Waiting on SCADA information. Waiting on an update for the Shadow glen Golf Course Easement – Scott Moore	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	Conducted a meeting with City Staff to go over the proposed layout. Working on internal review from the redlines. Alignment is being adjusted per information provided by Manville WSC.	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 was awarded on February 15, 2023. Construction Documents are being processed and reviewing submittals. Expecting executed contract Friday or Monday. Received first submittal. Scheduling pre-con meeting.	Contract Award
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro BGA and City-Funded paving improvements	Working on preparing the final change order to close out the project. Waiting on documentation from the contractor.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Incorporate 600 LUEs from the Lanzola developer into the design, Plan & memo under internal review, before City review.	Preliminary Engineering
Cottonwood Creek WWTP Phase II Expansion 15130 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. Working on incorporating additions from the Phase 1 walk-through (bathroom, walkway, etc.). Met with City last week. <u>Tentative schedule:</u> 60% plans – 4/1/23 95% plans – 5/15/23 Bid documents – 6/15/23	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	All grant-required preliminary engineering is complete. Grant Admin. waiting on the executed purchase agreement for the plant	Design Phase Engineering

		site to submit an application package.	
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. Received TCEQ's comments. Matt signed the notification of the written approval document last week. Email submittal went out Friday, hard copy was mailed via USPS today, 2/22/2023.	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 sewer model; Use a model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs	Complete: Survey of MHs & lift stations to be modeled In progress: QC of survey data Future flow projections Upcoming: Data Collection & Existing Conditions Summary TM Model setup	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Working on distribution system water model. Adding demands and rules to the water model. Gathered all fire flow data to calibrate the water model.	Study Phase
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	At the last meeting, the CIP projects were reviewed and approved. While we are waiting on the population growth factor to be reviewed by Council, the focus will turn to roadway impact fees.	The next meeting is on March 8, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. On hold until DA with developer gets worked out.	Preliminary engineering.
2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	We received the final batch of CCTV last week. We have finished review of it and have incorporated the results into the report. The report is undergoing internal QC.	Study Phase

<p>FY2022 Bond-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>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</p>	<p>Working on the preliminary layout for FM 973 Waterline.</p>
<p>Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24</p>	<p>Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD</p>	<p>Sent out an application package to the city for review on 1/26/2023. Check sent out to TCEQ on 1/26/2023. Waiting for the lab results for the permit application.</p>	<p>Permit Application Generation</p>

Streets and Parks Monthly Report February 2023

Daily Duties and Projects 2-1-2023 / 2-28-2023

Streets Maintenance

Worked Ice Event by sanding streets and clearing broken tree branches out of the streets.

Streets/Parks Maintenance

Worked on tree debris cleanup throughout the city for the month of February.

395 tree debris piles of brush at homes picked up by city staff.

128 trailer loads of brush hauled by city staff and chipped.

208 loads of brush dropped off at the South site (Church) by residents.

186 loads of brush dropped off at North site (School) by residents.

Around 12,000 cubic yards of brush collected.

Shade structures and playscape with swing set has been installed at Timmermann Park.

Weekly 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 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.

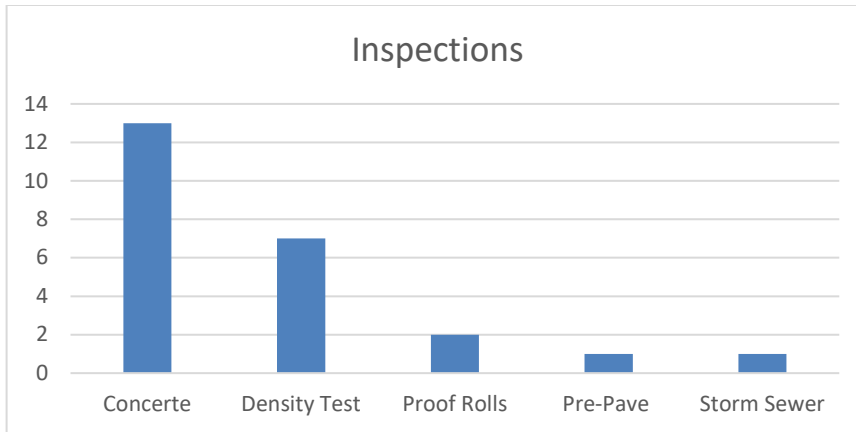
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty.

646 inspections 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 6 – homes are being built.
- 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.
- Stonewater North Phase 2- 2 years walkthrough has been done, contractor in process of repair. April 2021 still waiting.
- Manor Heights – Phase I Sec. 1- homes are being built. 2-year walkthrough has been done.
- Manor Heights – Phase I Sec. 2- homes are being built. 1 year walkthrough has been done.
- Manor Heights – Phase II Sec. 1- homes are being built.
- Manor Heights – Phase II Sec. 1B & 2B contractor in building process.
- Manor Heights – Phase III Sec. 1- ready to build homes.
- Manor Heights Phase III Sec. 2 – ready to build homes.
- Manor Heights Phase 4 – development process.
- 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 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 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 - development process.
- Presidential Glen Commercial WW – in development process.

WATER/ WASTEWATER MONTHLY REPORT FEBRUARY

WASTEWATER	TASK COMPLETED
SERVICE CALLS	10
MANHOLES REPAIRED	
SEWER BACKUPS	6
NUMBER OF LINES FILMED	
TAPS	
LINES REPAIRED	
LINES LOCATED	
LINES CLEANED	
MANHOLES CLEANED	
CLEANOUTS REPAIRED	2
SEWER SMELL	1
WATER	TASK COMPLETED
SERVICE CALLS	113
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	9
WATER MAIN REPAIRS	5
NEW SERVICE TAPS	2
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	50
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	1
LINES LOCATED	2
MANVILLE BROWN WATER	
MANVILLE PRESSURE	13
BROWN WATER	11
WATER PRESSURE/ FROZEN CUSTOMER PIPES	8
WATER TURN ON/OFF	2
BAC T SAMPLES	10
METER BOX	

WATER/ WASTEWATER MONTHLY REPORT FEBRUARY

INSPECTIONS WATER/ WASTEWATER	TASK COMPLETED
SITES INSPECTED	240
MANHOLES INSPECTED	1
WASTEWATER LINES	3/900FEET
MANDRELS	10/2,800 FEET
WATER PRESSURE TESTED	2,800 FEET
CONSTRUCTION METER DISCONNECT	
CONSTRUCTION BAC T/FLUSHING	
INSPECTED SEWER TAPS	5
WALK THROUGH	1

Cemetery Monthly Report February 2023

January 5, 2023- Survey and monitor the cemetery.

January 6, 2023 – Met with Lance and discussed cleaning the gulley section.

January 9, 2023 - Survey and monitor the cemetery.

January 16, 2023 - Survey and monitor the cemetery.

January 19, 2023 - Survey and monitor the cemetery.

January 19, 2023 - Discussed a process for marking sunken graves with dirt. Graves will be marked and once a month Lance's crew will fill with dirt.

January 20 – Met with Knippa Cemetery Services for Scott Clark's grave site digging.

January 23 – Monitored funeral services for Scott Clark at 2:00 pm. Directed digger to relocate the dirt overage to gulley section.

January 23 – Met with Matt Woodard to discuss duties.

January 27, 2023 - Survey and monitor the cemetery.