



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: December 20, 2023
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 facilities and parks. They performed all maintenance on city vehicles and heavy equipment. 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. The Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains. Completed TCEQ inspections for our water system for the Cottonwood Creek WWTP Inspection.

Water Production & Purchase

In November, 14% of the water we supplied to our residents was from our wells, and purchased 86 % from EPCOR and Manville WSC.

Population

City of Manor- 20,714

Shadowglen- 7,608

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 December 6th, 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	Spoils hauloff completed 12/4/2023 and disturbed area re-seeded. Lot pins at Gabriel’s lot were located by contractor’s surveyor and reset with new pins and caps.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Sent proposed change order to City legal for review. Sent email this morning for an update from City Attorney	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. Line is still holding water and vent pipes are not installed. New PM Marshall waiting on vent pipe material.	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 Day review period from November 10 th for variance request)	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	Project rebid Nov. 14 th . Meeting set up this week with City to discuss awarding the bid at the December 20 Council Meeting.	Bidding Phase Complete
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. Written approval from Manville through email, waiting on formal documentation. Easement document sent.	Working on easement acquisition and addressing issues/concerns about easements from property owners.

<p>Bell Farms and Presidential Glen LS Imp, CIP-2 & 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 at Bell Farms. Bypass likely delayed at PG. Expected CO to cover:</p> <ul style="list-style-type: none"> - Install genset at PG - Remove and replace electrical slab/installation at BF - Riser at PG - Valve vault revision at BF 	<p>Under construction.</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>Low bidder – Santa Clara. \$2,533,379 (OPC \$2,749,572). Pre-con meeting Dec 5. Schedule coming this week.</p>	<p>Construction documents 100%. Bid phase 100% Construction phase 0%</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 work being updated 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 & calibrate sewer model; Use model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs</p>	<p>12/7 Meeting – planning to cover: Review of Model Future Growth Planning Question: November 2022 storm</p>	
<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. In progress: Presented draft report to City Staff</p>	<p>Report Phase – revisions from City Comments; waiting to hear from Manville about potential water</p>

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 January 10
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. Received information from the project engineer and are working on grading modifications for the site.	Construction documents at 60%
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	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 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. Preparing a change order for December 20 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	Bid opening held on November 28	Working on bid tabulation and contractor references. Will present to Council on December 20

Streets and Parks Monthly Report November 2023

Daily Duties and Projects 11-1-2023 / 11-30-2023

Streets Maintenance

Filled cracks with sand for future crack sealing on La Grange St, E. Browning St, E. Townes St, E. Rector St, N. Burnet St, and E. Lane.

Replaced sidewalk from water leak repair on E. Carrie Manor St.

Crack sealed on N. Lexington St, W. Browning St, N. Caldwell St, and W. Lane St.

Stop sign repair at Carriage Hills Dr. and Pine Needle St.

Placed message boards for Holidays in the Park event.

Pothole repairs at N. Bastrop St, Gregg St, E. Carrie Manor St, S. San Marcos St, E. Wheeler St, N. Lampasas St, Old Kimbro Rd, E. Carrie Manor St, N. Lexington St, Bois-D-Arc, Tower Rd, W. Carrie Manor, E. Murray St, N. Burnet St, and S. Burnet St.

Asphalt repair on Blake Manor Rd. between guard railing.

Cap Metro Paving contract paved N. Lampasas St. from Eggelston St. to N. Lockhart St.

Cap Metro Paving contract paved the Cemetery Road.

Cap Metro Paving contract paved N. Lockhart St. from E. Browning St. to N. Lampasas St.

Cap Metro Paving contract paved E. Wheeler St. from Old Hwy 20 to N. Lampasas St.

Cap Metro Paving contract prepping roads for paving on N. Lockhart St. from Old Hwy 20 to E. Eggleston St.

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

Cap Metro Paving contract prepping road for paving on San Marcos St. from E. Wheeler St. to E. Eggleston St.

Parks Maintenance

Helped setup and take down at the Veteran’s Day event.

Held Arbor Day at Timmermann Park.

Set up Christmas lights.

Flower bed maintenance at the Manor Art Park.

Table setups and take downs at City Hall as requested.

Power washed City Hall twice on the 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.

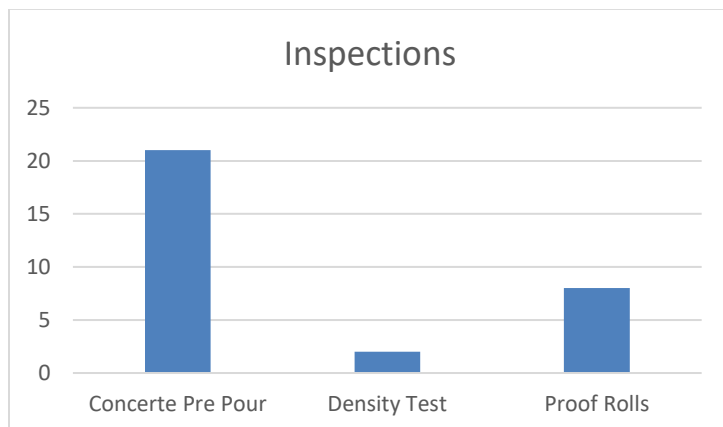
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

680 - inspections completed for 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, 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 process.

LA Mexicana – 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 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 & 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 – close to opening.

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

Cemetery Report

November 6, 2023 – Monitored cemetery.

November 8, 2023 – Monitored cemetery.

November 15, 2023 – Monitored cemetery.

November 20, 2023 – Monitored cemetery.

November 22, 2023 – Monitored cemetery.

November 25, 2023 – Monitored cemetery.

November 26, 2023 – Monitored cemetery.

November 28, 2023 – Cleaned cemetery and removed nine garden bags of glass containers, faded flowers, broken ceramics, and trash.

Discussed with Lance Zeplin, on requests for reserving plots. I will research surrounding cemeteries and set up meeting to discuss.

WATER/WASTEWATER MONTHLY REPORT NOVEMBER

WASTEWATER	TASK COMPLETED
SERVICE CALLS	20
MANHOLES REPAIRED	2
SEWER BACKUPS	6
LINES LOCATED	1
MANHOLES CLEANED	10
CLEANOUTS REPAIRED	1
WATER	TASK COMPLETED
SERVICE CALLS	143
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	5
HYDRANT FLUSHED	40
HYDRANT MAINTENANCE	1
HYDRANT REPAIR/REPLACED	3
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	5
LINES LOCATED	1
MANVILLE BROWN WATER	
BROWN WATER	3
WATER PRESSURE/ FROZEN CUSTOMER PIPES	2
WATER TURN ON/OFF	45
BAC T SAMPLES	23
METER BOX	1
COVER UP	2
HIGH OR NO WATER USAGE	11
INSPECTIONS WATER/ WASTEWATER	TASK COMPLETED
SITES INSPECTED	165
MANHOLES INSPECTED	1
WASTEWATER LINES	300 FEET
MANDRELS	50/3255 FEET
WATER PRESSURE TESTED	4
CONSTRUCTION METER DISCONNECT	2
CONSTRUCTION BAC T/FLUSHING	1
INSPECTED WATER TAPS	2
WALKTHROUGH	3
FLOW TEST	1
PRECONS	1
DENSITIES	57