



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: April 10, 2023  
RE: **March Monthly Report**

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## Public Works Department

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

In March, 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 March, 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 March, 15% of the water we supplied to our residents was from our wells, and purchased 85 % from EPCOR and Manville WSC.

### ***Population***

City of Manor- 19,835

Shadowglen- 7,266

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT  
PUBLIC WORKS DEPARTMENT  
March 29<sup>th</sup>, 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 contractor is working on the remaining punch list items for WWCS and LS.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	City legal issued a request to the contractor for a mitigation proposal to be submitted for review. Proposed mitigation included costs that the contractor wanted City to cover. Waiting on City Legal to determine the next steps.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12" Water Line from downtown to Manor Commons area	Change order will go before Council at April 5 meeting.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	GBA has completed driving the roads. Cassie doing QAQC and preliminary report. 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 challenging the pump and haul invoices. A meeting with the contractor has been scheduled on 3/28.	Construction Phase
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Conducting an amendment for additional design and analysis. Analysis of the alternate routes is in progress, conducting an	Construction Documents

		internal review of the design memo and OPC.	
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. Shadow Glen Golf Course Easement was approved at the 3/15/23 Council Meeting.	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. Easement documents are currently being prepared.	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. Received the first submittal. Conducted Precon 3/14 onsite, reach out for signed NTP and PG genset quote.	Under construction.
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro GBA and City-Funded paving improvements	Change order going before Council at April 5 meeting. Duett driveway cut is being coordinated.	Close to pro`
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Adjusting MH to be below 20' and verified capacity analysis for future growth. Plan & memo under internal review, before City review. Verifying LUEs, alignments, and permits. Verifying easements.	Preliminary Engineering
Cottonwood Creek WWTP Phase II Expansion 15130 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. <u>Tentative schedule:</u> 60% plans – 4/5/23 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 site to submit an application package.	Design Phase 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. Received TCEQ's comments. Email submittal went out Friday, hard copy was mailed via USPS today, 2/22/2023. GBA received a draft authorization letter, in the process of reviewing it.	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 model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs	In progress: Future flow projections Data Collection & Existing Conditions Summary  Upcoming: Model setup	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	The water model is set up, working on scenarios and future growth. Will set up a meeting with the city to review SCADA data and compare results and show the 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 focus was on roadway impact fees. At the next meeting Water and Wastewater fees will be looked at as well as updates to the proposed service area map for the roadway impact fee.	The next meeting is on April 12, 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.	A draft report has been submitted and a review meeting has been scheduled for April 6 <sup>th</sup> . CCTV and 360-degree manhole videos are being copied to a flash drive and will be sent over.	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. Hill lane – construct entrada entrance first, update on a drainage easement location for outfall.  Currently working on FM 973 waterline alignment	Working on the preliminary layout for FM 973 (north) Waterline. Right of Entry documents are being worked on in order to survey to take place.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	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.	
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Contracts were awarded on 3/15/23 and working on the preliminary design	Preliminary Design
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Contracts were awarded on 3/15/23 and working on the preliminary design	Preliminary Design

# Streets and Parks Monthly Report March 2023

## ***Streets/Parks Maintenance***

Pothole repairs on S. San Marcos St, E. Carrie Manor St, S. Bastrop St, Lexington St, N. Burnet St, E. Boyce St, N. Bastrop St, E. Wheeler, E. Burton, and E. Boyce St.

Repaired stop signs at E. Lane Ave., S. Bastrop St, E. Rector, N. Burnet St, E. Parsons St, San Marcos St, Wedding Dr, Carillon Way, FM 973, and Llano St.

Repaired “No Trucks” sign on Llano St.

Removed and disposed seventy-four tires from City of Manor nature trails in Shadowglen. The tires were taken to Duett’s Tire for disposal.

Replaced dead end barricades on both sides of E. Browning St and Samaripa St.

Crack sealing streets on Canopy Ln, Maxa Dr, Greenbury Dr, Mavie Ln, Marie Ln, Mizzen St, Skysail Dr, Gallant St.

New chipper training for parks/streets staff.

Weekly table setups and take downs at city hall as requested.

Cut and chipped tree debris at 973 across DQ.

Planted fifty donated trees in Bell Farms Park.

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.

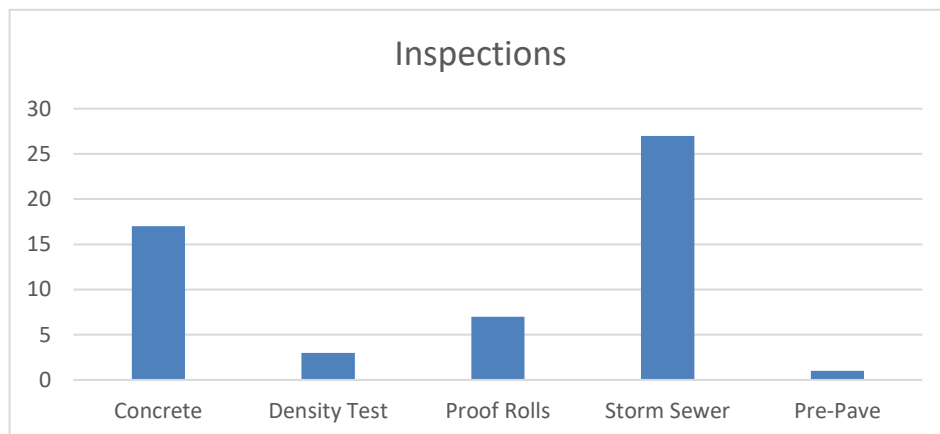
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle and equipment checks and maintenance.

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

777 inspections in the month of March.

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 is 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. 2 – Homes are being built.

Manor Heights Phase 1 Sec 1- 2-year walkthrough has been done.

Manor Heights- Phase I Sec. 2- 1 year walkthrough has been done.

Manor Heights- Phase II Sec. 1- Homes are being built, 1B & 2B 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- Homes are being built.

LA Mexicana- In the process of development.

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 and five walkthroughs has been completed.

Lagos Phase 2- Homes are being built.

Shadowglen Phase 2 Sec 22 & 23- A 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 the development process.



# WATER/WASTEWATER MONTHLY REPORT MARCH

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	16
MANHOLES REPAIRED	0
SEWER BACKUPS	2
NUMBER OF LINES FILMED	0
TAPS	0
LINES REPAIRED	0
LINES LOCATED	6
LINES CLEANED	0
MANHOLES CLEANED	0
CLEANOUTS REPAIRED	4
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	96
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	14
WATER MAIN REPAIRS	2
NEW SERVICE TAPS	0
HYDRANT MAINTENANCE	1
HYDRANT FLUSHED	40
HYDRANT REPAIR/REPLACED	0
ISOLATION VALVE MAINTENANCE	0
ANGLE STOPS REPLACED	1
LINES LOCATED	6
MANVILLE BROWN WATER	0
BROWN WATER	2
WATER PRESSURE/ FROZEN CUSTOMER PIPES	1
WATER TURN ON/OFF	14
BAC T SAMPLES	10
METER BOX	1

<b>INSPECTIONS WATER/ WASTEWATER</b>	<b>TASK COMPLETED</b>
SITES INSPECTED	165
MANHOLES INSPECTED	5
WASTEWATER LINES	8/1,800FEET
MANDRELS	5/915 FEET
WATER PRESSURE TESTED	13,300 FEET
CONSTRUCTION METER DISCONNECT	1
CONSTRUCTION BAC T/FLUSHING	4/68,200GAL
INSPECTED WATER TAPS	1
INSPECTED SEWER TAPS	1
WALK THROUGH	1
FLOW TEST	2

## CEMENTERY MONTHLY REPORT MARCH 2023

March 6, 2023- Met with Mary Glass looking for her cousin, Annie Gardner's grave site for headstone placement. The headstone will arrive on or approximately April 10.

March 7, 2023 - Surveyed and looked over the cemetery.

March 9, 2023 – Met the cemetery crew on applying dirt to three gravesites. The crew also assisted me with lifting a headstone that had fallen over.

March 11, 2023 – Cremation Burial for Linda S. Hancock's uncle.

March 13, 2023 - Surveyed and looked over the cemetery.

March 16, 2023 – Met with the Rodriguez family for cremation services of parents scheduled on March 18<sup>th</sup>.

March 20, 2023 - Surveyed and looked over the cemetery.

March 24, 2023 - Surveyed and looked over the cemetery.

March 27, 2023 - Surveyed and looked over the cemetery.