



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: May 15, 2024  
**RE: April Monthly Report**

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## Public Works Department

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

In April, 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 April, 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.

The City of Manor held its second TWUA meeting at Manor Development Phase 1. The meeting was a success.

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

In April, 25 % of the water we supplied to our residents was from our wells, and we purchased 75 % from EPCOR and Manville WSC.

#### ***Population***

City of Manor- 21,327

Shadowglen- 7,068

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 April 24th, 2024

| PROJECT NAME  | PROJECT DESCRIPTION   | MONTHLY ACTIVITY   | PERCENT CONSTRUCTION COMPLETE/PHASE  |
|---|---|--|--|
| Bastrop/Parsons Gravity Main<br>14627 – Addendum #56                            | 12” gravity wastewater main   | Reviewed contractor submittals. Requested a meeting with the contractor prior to work beginning. Have not received a response.   | 99%  |
| Cottonwood Creek Phase 2 Wastewater Line Extension<br>14693 - SOW No. 5         | The northern extension of the gravity wastewater line in Cottonwood Creek Basin                   | Vent pipes are installed. The high point in the line under Old Kimbro Road caused it to hold water. R Construction will open the cut road and regrade the pipe. Week of 4/26/24.   | 99%  |
| Manor Commercial Park WW Collection System<br>15072 – SOW No. 7                 | Phased wastewater collection system improvements for the Beltex area                              | Breaking project into phases. The 12” wastewater line will be phase 1. Submitted additional per TCEQ comments 3/8 (review period is 100-150 days). Lift Station final recon 1.2.24   | Construction Documents   |
| Gregg Manor Road GST and Pressurization Facilities<br>15110 - SOW No. 10        | Ground storage tank and water pressurization facilities for the EPCOR water delivery point        | Construction is underway. Reviewing submittals. Pay app #2 has been reviewed and approved. The onsite meeting is scheduled for Thursday.   | Construction Phase   |
| FM 973 and US 290 Water Lines, CIP W-15 & W-16<br>15110.01 - SOW No. 10         | Water line extensions along FM973 and US 290  | Acquiring easements. Construction was completed to connect the water line for the Manor Car Wash (Parcel #3).  | Working on easement acquisition and addressing issues/concerns about easements from property owners. |
| Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3<br>15110.02 - SOW No. 10 | Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth | Working on access easement on West Elgin property. Finalizing Bell Farms Lift Station's remaining work is hoist and site work. PG bypass will commence once BF is wrapped up. Weekly meetings with contractors. PG work will start work within a week once the bypass is set up. | Construction documents 100%.<br>Bid phase 100%<br>Construction phase 65%                             |

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|--|--|--|--|
| Cottonwood Creek West Tributary WW Improvements<br>15128 - SOW No. 12            | Wastewater CIP Line in Cottonwood Creek West Tributary Basin   | Santa Clara is the contractor. Ahead of schedule. WW line is fully installed. The line is currently being coated.<br>Addressing property owner concerns.<br><br>The pipe bedding change order is to be submitted shortly.  | Construction documents 100%.<br>Bid phase 100%<br>Construction phase 75% |
| Cottonwood Creek WWTP Phase II Expansion<br>15283 - SOW No. 9                    | Developer-funded expansion of the plant  | Finalizing plans, specs, and OPC. Need to send plans, and OPC to the developer.  | Construction Documents 99%   |
| Cottonwood Creek WWTP Phase III Grant Project<br>15130 - SOW No. 9A              | Grant-funded expansion of the Cottonwood Wastewater Treatment Plant  | Preliminary engineering completed. Materials assembled and sent to grant admin for submittal to EDA.   | Design Phase Engineering   |
| Wastewater Collection and Treatment Master Plan<br>15320 - SOW No. 14            | Major Goals:<br>Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; develop improvements to address capacity needs | Draft Report – in progress   |  |
| Water Distribution System Master Plan<br>15317 - SOW No. 15                      | Contract approved at September 7 Council Meeting.  | Provided draft of a master plan to Raftelis on April 5.<br><br>Working on alternative water source proposed well locations – Trinity Aquifer.  | Report Phase – making revisions and waiting for City comments.           |
| 2022 Community Impact Fee (CIF) Program Update<br>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. The April 10 meeting was canceled due to no quorum.   | The next meeting will be on May 8  |
| Gregg Lane Ground Storage Tank and Pressurization Facility<br>15318 - SOW No. 20 | Contract approved at September 7 Council Meeting.  | The proposed subdivision is being modified resulting in required revisions to PUD, Concept Plan, and Preliminary Plat. The site for the groundwater storage tank may be adjusted, so we are on hold until we receive updated information. After discussions with City Staff, two | Construction documents at 60%  |

|   |  |   |  |
|---|--|---|--|
|   |  | 250,000-gallon tanks will be installed instead of one 500,000-gallon tank.  |  |
| FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project<br>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.<br>Hill lane – construct Entrada entrance first, update on a drainage easement location for outfall.<br>Currently working on FM 973 N waterline alignment and obtaining easements. | Construction plans are being worked on.<br>Waiting on easements.   |
| Cottonwood Creek WWTP Permit Amendment<br>15402.00 - SOW No. 24                                 | Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD                    | The comment period ended on 3/25/2024. A total of 2 comments and 12 hearing requests have been received. Waiting to hear back from TCEQ legal staff.  | Permit Comment   |
| FY2022 Cap Metro Paving Project<br>15451 – SOW No. 25   | Paving project improvements using allocated Cap Metro Funding                | Construction is ongoing.  | Site visits are ongoing.   |
| One-Time BCT Cap Metro Funding Paving Project<br>15452 – SOW No.26                              | Paving project improvements using allocated one-time funding from Cap Metro  | Work scheduled to begin April 17 – 5 days’ worth of work – Lexington median; mill and overlay completed on Shadowglen Blvd. Lexington mill and overlay starting today.  | Under construction.  |
| 2024 SSES   | SSES investigations in the next leakiest basin from the 2022 flow monitoring | Reviewing of smoke testing and manhole inspection results to identify CCTV needs. Several areas of unmapped manholes/lines were found.  | Fieldwork is ongoing, and CCTV is the only task remaining. Anticipating a draft report by the end of May unless CCTV gets held up. |

|                                |  |   |   |
|--------------------------------|--|---|---|
| Wilbarger Creek WWTP Expansion | Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering. | Internal kickoff meeting conducted, the schedule being developed, full project kickoff meeting scheduled for 3/28/2024. Working on-site exhibit for parking and project improvements discussion at kickoff meeting. | Beginning project data collection, evaluation |
|--------------------------------|--|---|---|

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

### **Daily Duties and Projects 4-1-2023 / 4-30-2023**

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

The 735-foot sidewalk was constructed along the south side of Ring Rd. from Skimmer Run; the trail crossing at the creek was completed.

Worked at the Easter Event at the E. Manor Development No. 1 property.

Worked during the rainstorm to check the town for storm damage.

Sanded Volker Ln for crack sealing.

Crack-sealed Voelker Ln, Carillon Way, Wedding Dr., and Snow Ln.

Stop sign repair at Gregg Ln. and Tur Weg Ln.

Old Kimbro Rd, Suncrest Rd, Johnson Rd, and Bois-D-Arc.

Installed a driveway pipe at 305 Eggleston St.

Installed driveway and pipe off Voelker Ln for E. Manor Development #1 property for Event Exit.

Setup for Ribbon Cutting Event at the E. Manor Development No.1 building.

Millings were installed on the roadway at the E. Manor Development No. 1.

Millings were installed at the City Hall gravel parking lot.

Set up tables and chairs for the ribbon cutting at the E. Manor Development No. 1

Pothole repairs at N. Burnet St, Llano St, Marshall St, E. Burton St, Bella Park Way, Boyce St, and N. Lexington St.

Cap Metro Paving contract. Prepping road for paving on Bastrop St. from Murray St. to W. Wheeler St.

Cap Metro Paving contract. Prepping road for paving on Burnet St. from Wheeler St. to E. Townes St.

***Parks Maintenance***

Mowed the cemetery.

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 residence.

Scheduled weekly Park rounds at park facilities.

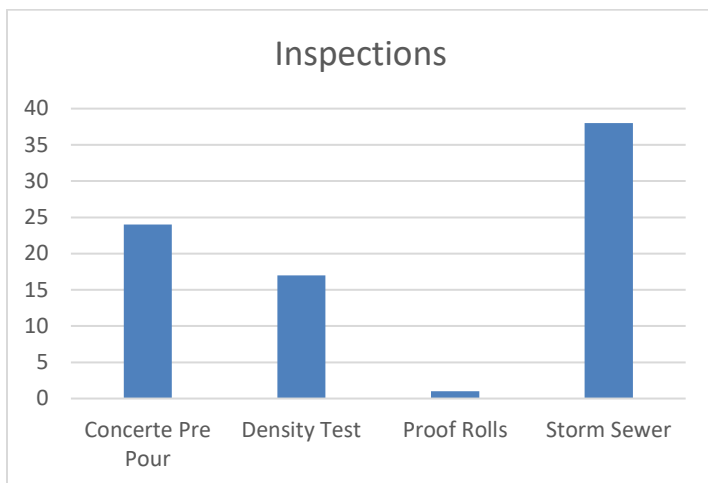
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

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

735 - inspections are done this month.

3 - 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 in process of repairs. October 2021 still waiting.

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

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

Manor Heights – Phase II Sec. 1B & 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***

April 1, 2024- Monitored the cemetery.

April 9, 2024 – Monitored the cemetery.

April 12, 2024 – Monitored the cemetery.

April 14, 2024—Monitored cemetery. Surrounding neighbors reported that family members of a deceased attended an anniversary. The attendees blocked the entrance and exit driveway to others visiting loved ones. I encouraged the neighbors to call me if this occurs again.

April 17, 2024 – Monitored the cemetery.

April 23, 2024 - Monitored the cemetery.

April 25, 2024 - Monitored the cemetery.

April 27, 2024 – Monitored the cemetery.

April 28, 2024 – Open Records Request resulted in merging information onto a collective spreadsheet- duration 8 hours. The deadline is May 3, 2024.

April 29, 2024 - Open Records Request resulted in merging information onto a collective spreadsheet- duration 4 hours. The deadline is May 3, 2024.

April 30, 2024 – Trimmed 10 of the 35 crepe myrtles and piled all the branches at the exit trash cans and monitored the cemetery. Will continue to trim the crepe myrtles until complete.

Open Records Request merged information onto a collective spreadsheet- duration 6 hours. The deadline is May 3, 2024.

Emailed and texted the family of Allan Saucedo to remove the wicker bench from gravesite and ceased having barbeque gatherings which include alcohol drinking and parking on the grass and other gravesites.

Met with Sandra Gomez to discuss their family burial plots.



# WATER/ WASTEWATER MONTHLY REPORT APRIL

| <b>WASTEWATER</b>                     | <b>TASK COMPLETED</b> |
|---------------------------------------|-----------------------|
| SERVICE CALLS                         | 19                    |
| CUSTOMER BACKUPS                      | 1                     |
| SEWER BACKUPS                         | 4                     |
| CAMERA LINE                           | 14                    |
| QTY IN FEET FILMED                    | 3,042 ft.             |
| TAPS                                  |                       |
| LINES REPAIRED                        | 2                     |
| LINES LOCATED                         | 2                     |
| LINES CLEANED                         |                       |
| MANHOLES/LIFT STATION CLEANED         | 4                     |
| CLEANOUT REPAIRS                      | 2                     |
| SEWER SMELL                           | 1                     |
| JOBSITE CLEANUP AND RESTORATION       | 1                     |
| ELECTRICAL JOBS                       | 4                     |
| SCADA                                 | 6                     |
| BUILDING MAINTENANCE                  | 11                    |
|                                       |                       |
| <b>WATER</b>                          | <b>TASK COMPLETED</b> |
| SERVICE CALLS                         | 76                    |
| WATER LEAKS SERVICE LEAKS             | 8                     |
| CUSTOMER LEAKS                        | 15                    |
| WATER MAIN REPAIRS                    | 1                     |
| WATER LINE REPLACEMENT                | 4                     |
| HYDRANT MAINTENANCE                   |                       |
| HYDRANT FLUSHED                       | 46                    |
| HYDRANT REPAIR/REPLACED               |                       |
| ISOLATION VALVE MAINTENANCE           | 4                     |
| ANGLE STOPS REPLACED                  | 2                     |
| LINES LOCATED                         | 2                     |
| WHOLESALE BROWN WATER                 | 2                     |
| BROWN WATER                           | 10                    |
| WATER PRESSURE/ FROZEN CUSTOMER PIPES | 4                     |
| WATER TURN ON/OFF                     | 54                    |
| BAC T SAMPLES                         | 28                    |
| JOBSITE CLEANUP AND RESTORATION       | 10                    |
| METER INSTALL                         | 1                     |
|                                       |                       |
| <b>INSPECTIONS</b>                    |                       |
| SITES                                 | 305                   |
| MANHOLES INSPECTED                    | 37                    |
| DENSITIES                             | 191                   |
| WASTEWATER LINES TESTED               | 35                    |
| WATER LINES TESTED                    | 4                     |
|                                       |                       |