



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: August 9, 2023
RE: July Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In July, 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 July, 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. In July, The City of Manor water system experienced low levels in the storage tank facilities. Due to circumstances beyond the Water Utilities personnel control, our wholesale water provider (EPCOR 130 Project Inc.) has been experiencing issues providing consistent and adequate flow to the City and their other contractual customers. In order to maintain sufficient storage tank levels between the multiple facilities, the City is on Stage 3 Restrictions effective July 21st and will continue to closely monitor our system levels during this drought. Well 1 has received a new pump and motor for installation and is in the process of having Well 1 back in operation. Water Department also installed lights on the 150th Water Tower.

Water Production & Purchase

In July, 43% of the water we supplied to our residents was from our wells, and purchased 57% from EPCOR and Manville WSC.

Population

City of Manor- 20,359

Shadowglen- 7,485

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 August 2nd, 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	Starting the next steps for sending a formal notice of abandonment. Punchlist items still remain.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Waiting on the geotech report.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	PMP has been signed and sealed and will present to the council in August. 80/20 forecast conducted. Currently, the project is budgeted at \$2.2 Million, updating the list to include additional streets and 2025 work.	Draft copy presented to City Staff. Final draft to be presented to Council in August.
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. Waiting on a schedule from the sub-contractor (JL Gray) received COI.	Construction Phase - Precon with JL Gray to be held today.
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	The amendment got approved on 7/19. Had an internal meeting with city staff. Field notes will be the next step for easements. 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	Invitation to bid will be published on Friday, August 4, 2023. Bid opening scheduled for August 22, 2023.	Working on bid 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	Working on easements.	Design; working on easement acquisition

<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>The project was awarded on February 15, 2023. Accepted Genset, pump submittals, and control panel submittals. Schedule: Bypass will be in Q4. Generator delivery past substantial completion (4/30/2024). Looking at other options for genset. Working on access easement for West Elgin property. Meeting with contractor to revise schedule 8/7/23.</p>	<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>Working on 100% plans, specs, and bid documents. Verifying easements, commissioner hearing scheduled for August 9th and 22nd for a few parcels.</p>	<p>Construction documents.</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p>	<p>Developer-funded expansion of the plant</p>	<p>Finish preliminary design. Incorporating City comments, including retrofits to Phase 1.</p>	<p>Working on Construction Documents</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>All grant-required preliminary engineering is complete. Grant Admin. waiting on the executed purchase agreement for the plant site to submit an application package.</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>In progress: Growth projections Model Development</p>	<p>Study Phase</p>
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Began working on the Water master plan report. The water model is set up, working on scenarios, future growth, and alternative water sources.</p>	<p>Study Phase</p>

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Water and Wastewater fees were presented to Council on July 5. Roadway Impact Fee - Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area.	The next meeting will be on September 15, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. Received ROE. Reviewing geotech report.	Preliminary engineering.
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.	Working on the preliminary layout for FM 973 (north) Waterline. Right of Entry documents have been completed. Survey will be out onsite within the next couple of weeks.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	Permit review payments to TCEQ, Mayor signed the permit application package the week of May 1 st , permit application package was submitted to TCEQ the week of May 8. Currently awaiting completeness review from the board	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 to go before Council at August 1, 2023 meeting.	Recommendation of the award will be presented at the August 2 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	Researching traffic calming devices for Lexington. Need decision on Gregg Manor landscaping.	Plans are 85% complete.

Streets and Parks Monthly Report July 2023

Daily Duties and Projects 7-1-2023 / 7-31-2023

Streets Maintenance

Pavement repair around a manhole at James Manor St.

Layed down synthetic grass on Lexington Street along the right of way.

Prepped for laying down synthetic grass on Lexington Street.

Crack sealed at W. Wheeler St, W. Browning St, W. Townes St, and N. Caldwell St.

Replaced 6 faded railroad crossing signs at S. San Marcos St, S Burnet St, and S. Bastrop St.

Repaired potholes at E. Eggleston St, Wheeler St, N. Bastrop, Suncrest, Shadow Glen Blvd, Johnson Rd, W. Eggleston St, E. Burnet St, and E. Parsons St.

Restriped yellow and white lines at Joyce Turner Dr.

Parks/Street Maintenance

Poured slab and installed water fountain donated by the Loins Club at Timmermann Park.

Installed checkers game table at Timmermann Park pavilion.

Installed stop bars for a 4-way stop at Skimmer Run and Ring Dr.

Worked 4th of July event.

Cleaned up debris from 4th of July event.

Trimmed trees on Brenham St. and S. Burnet St.

Table setups and take downs at City Hall as requested.

Irrigation repairs at Jennie Lane Park.

Placed kiddy mulch in playscape at Greenbury Park.

Power washed City Hall twice South and East side of the building.

Weekly irrigation checks.

Playground and play scape monthly safety checks.

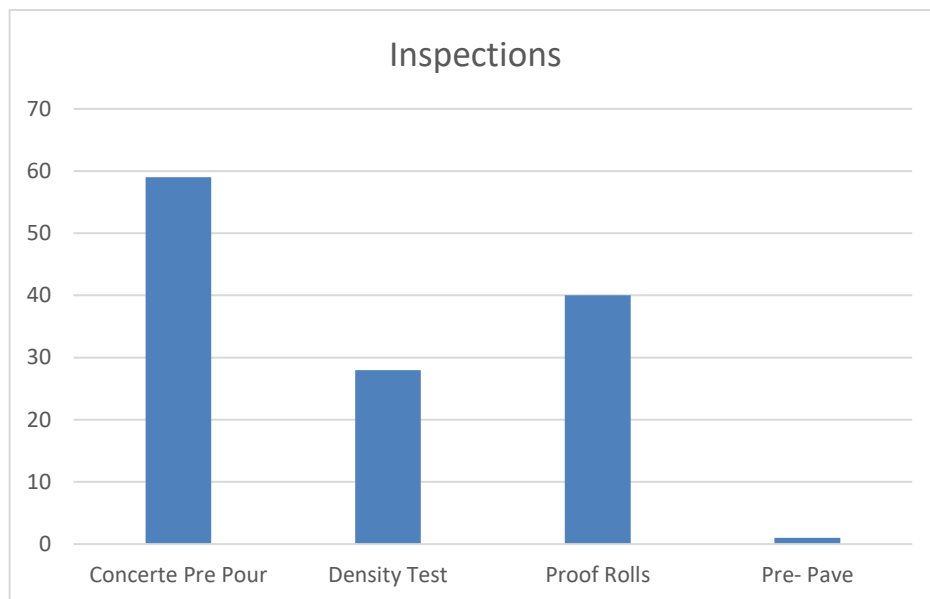
Scheduled weekly Park mowing maintenance completed.

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 and equipment check maintenance.



MS4 Storm Drain Inspections monitored New/Construction under warranty.

920 inspections done for the month of July.

3 - MS4 reports submitted for the month of July 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.

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.

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 3 Sec. 2 – Homes are being built.

Manor Heights Phase 4 – Development process.

LA Mexicana – about to start 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 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.

Shadowglen Phase 2 Sec 21A & 21B- Walkthrough punch list. January 2022 still waiting.

Palomino Subdivision – Waiting to build.

Presidential Glen Commercial WW – In building process.

Manor Heights Medium Density -Has not started.

9910 Hill Lane Apartments - Building process

Presidential Glen Townhomes – Has 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 – Has not started.

Valvoline – Has not started.

Holley smith Phase 1A – Has not started.

Eggleston Extension – Development process.

The View at Manor Apartments – Has not started.

Cemetery Report

July 3, 2023- Checked and walkthrough the cemetery.

July 7, 2023 – Checked and walkthrough the cemetery.

July 11, 2023 – Checked and walkthrough the cemetery.

July 14, 2023 – Checked and walkthrough the cemetery.

July 19, 2023 – Ordered a pile of dirt for sunken graves.

July 21, 2023 – Checked and walkthrough the cemetery.

July 25, 2023 – Meet with Benitez Family to set headstones.

July 27, 2023 – Checked and walkthrough the cemetery.

July 31, 2023 –Checked and walkthrough cemetery.

WATER/ WASTEWATER MONTHLY REPORT JULY

WASTEWATER	TASK COMPLETED
SERVICE CALLS	8
LINES CLEANED	1
CLEANOUTS REPAIRED	5
SEWER SMELL	2
WATER	TASK COMPLETED
SERVICE CALLS	103
WATER LEAKS SERVICE LEAKS	2
CUSTOMER LEAKS	6
NEW SERVICE TAPS	2
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	1
ANGLE STOPS REPLACED	3
LINES LOCATED	1
MANVILLE BROWN WATER	1
MANVILLE PRESSURE	1
BROWN WATER	9
WATER PRESSURE	36
WATER TURN ON/OFF	3
METER BOX	1
INSPECTIONS WATER/ WASTEWATER	TASK COMPLETED
SITES INSPECTED	240
MANHOLES INSPECTED	4
MANDRELS	3/698 FEET
WATER PRESSURE TESTED	3/698 FEET
INSPECTED WATER TAPS	3
INSPECTED SEWER TAPS	1
FLOW TEST	2