



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: June 18, 2024  
RE: **May Monthly Report**

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## Public Works Department

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

In May, 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 May, 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 2023 Consumer Confidence Report has been completed. The City of Manor participated in the Pilot Program for future screw press for expansion at Wilbarger Creek Treatment Plant.

### *Water Production & Purchase*

In May, 27 % of the water we supplied to our residents was from our wells, and we purchased 73 % from EPCOR and Manville WSC.

#### *Population*

City of Manor- 21,482

Shadowglen- 7,084

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 June 5th, 2024

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main  The contractor is Guerra Underground, LLC	Will visit the site Thursday.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin  The contractor is R Construction	The remaining punch list items are mesh screens and stainless-steel bands for vent pipes. Waiting for an update from the contractor.	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Finalizing phase 1 of this project, adding City Comments and QAQC plans. Submitted additional information 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 15110 - SOW No. 10	Ground storage tank and water pressurization facilities for the EPCOR water delivery point  The contractor is CC Carlton	Construction is underway. Reviewing submittals. Pay app #4 is under review.	Construction Phase
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	Acquiring easements. Construction was completed to connect the water line for the Manor Car Wash (Parcel #3). Survey is working on revised field notes.	Working on easement acquisition and addressing issues/concerns about easements from property owners.
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 contractor is JM Pipeline	Bell Farms Lift Station's has a few reaming items. Ozone aerator, area lighting, hoist and groundwork. Presidential Glen has most of the electrical work done, working on wet wells, wiring pumps, floats and level transducer. The City and the contractor are working through the excess water issue. Working on access easement on West Elgin property.	Construction documents 100%. Bid phase 100% Construction phase 90%

		Weekly meetings with contractors.	
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin  The contractor is Santa Clara Construction	Ahead of schedule. WW line is fully installed. Coating and CCTV is in progress. Addressing property owner concerns.  The pipe bedding and water line upgrade change order is to be submitted shortly.	Construction documents 100%. Bid phase 100% Construction phase 95%
Cottonwood Creek WWTP Phase II Expansion 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 100%
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Final Design ongoing	Design Phase Engineering
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Major Goals: Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; develop improvements to address capacity needs	Draft Report Submitted 5/9 Requested City review comments by Monday 6/10	
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Working on alternative water source proposed well locations – Trinity Aquifer.	Report Phase – making revisions based on City comments.
2022 Community Impact Fee (CIF) Program Update 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 May 8 meeting was canceled due to no quorum.	The next meeting will be on June 12

<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>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 250,000-gallon tanks will be installed instead of one 500,000-gallon tank.</p>	<p>Construction documents at 60%</p>
<p>FY2022 Tax Note-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. Currently working on FM 973 N waterline alignment and obtaining easements.</p>	<p>Construction plans are being worked on. Waiting on easements. PUA will be sent to Dwyer next week.</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>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.</p>	<p>Permit Comment</p>
<p>FY2022 Cap Metro Paving Project 15451 – SOW No. 25</p>	<p>Paving project improvements using allocated Cap Metro Funding  The contractor is Smith Paving</p>	<p>Construction is ongoing.</p>	<p>Site visits are ongoing.</p>
<p>One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26</p>	<p>Paving project improvements using allocated one-time funding from Cap Metro  The contractor is Lonestar Paving</p>	<p>Work 100% completed</p>	<p>Site visit on Thursday</p>

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 June 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.	A site visit for City staff to view screw filter press equipment was conducted on 5/17/2024 at City of Leander facilities. A pilot plant screw filter press is now on-site and will operate a test run for sludge dewatering May 28 – 31.	Beginning project data collection, and evaluation. Working on schematics and preliminary layouts.

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

### **Daily Duties and Projects 5-1-2024 / 5-31-2024**

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

Setup for Manor Palooza Event at the E. Manor Development No. 1 property.

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

Worked during the storm to check the town for storm damage and flooding.

Crack-sealed Voelker Ln, W. Wheeler, Snow Ln, and Wedding Dr.

Repaired street name sign at E. Brenham St. and Bastrop St.

Repaired street name sign at E. Eggleston St and N. Lockhart St.

Prepped base failure on W. Wheeler St.

Cut and chipped a fallen tree in the roadway on Athens St. from the storm.

Trimmed trees hanging low in the street at N. LaGrange St, N. Burnet St, N. Lockhart St, E. Rector St, E. Lane Ave, S. San Marcos St, and W. Burton St.

Stop sign repair at Wheeler and N. Lockhart St.

Installing gravel for extra parking in the Public Works yard.

Pothole repairs at S. San Marcos, Suncrest Rd, N. Bastrop St, S. Bastrop St, E. Townes, Abrahamson Rd, Gregg Manor Rd, Bois D Arc, W. Wheeler St, E. Eggleston, Voelker Ln, and Old Kimbro.

Cap Metro Paving contract. Bastrop St. from Murray St. to W. Wheeler St. has been paved.

Cap Metro Paving contract. Burnet St. from Wheeler St. to E. Townes St. has been paved.

Mowed the cemetery for Mother's Day and Memorial Day.

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.

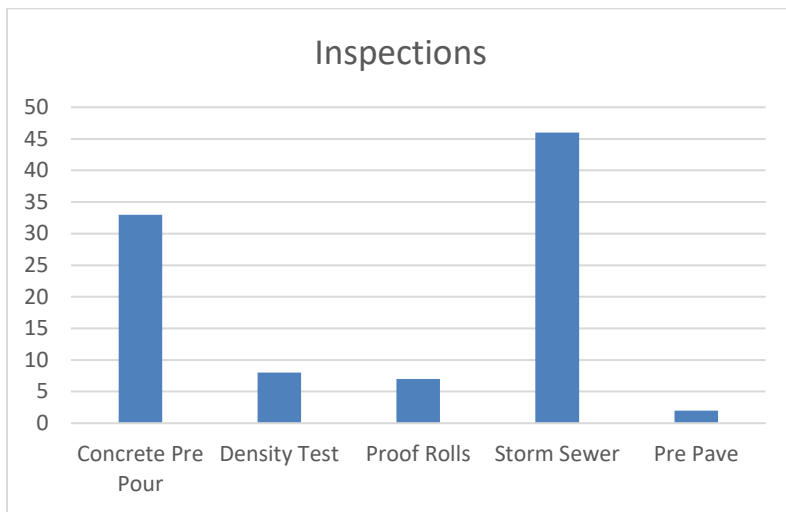
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

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

588 - inspections are 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 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 B & 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.

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 at 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.

Scheduled for June 4, 2024.

### ***Cemetery Report***

May 3, 2024- Monitored the cemetery.

May 6, 2024 – Monitored the cemetery.

May 9, 2024 – Monitored the cemetery.

May 13, 2024 – Monitored cemetery.

May 16, 2024 - Trimmed Crepe Myrtles and other shrubs at the cemetery.

May 17, 2024 - Monitored the cemetery.

May 18, 2024 – Monitored the cemetery.

May 21, 2024 - Trimmed Crepe Myrtles and other shrubs at the cemetery.

May 22, 2024 - Trimmed Crepe Myrtles and other shrubs at the cemetery.

May 25, 2024 – Monitored the cemetery.

May 28, 2024 - Monitored the cemetery.



# WATER/ WASTEWATER MONTHLY REPORT MAY

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	18
SEWER BACKUPS	12
LIFT STATION WORK	
CAMERA LINE	1,287FT.
TAPS	
LINES REPAIRED	3
LINES LOCATED	2
LINES CLEANED	
MANHOLES/LIFT STATION CLEANED	12
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	3
BUILDING MAINTENANCE	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	50
WATER LEAKS SERVICE LEAKS	1
CUSTOMER LEAKS	11
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	50
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	1
ANGLE STOPS REPLACED	
LINES LOCATED	2
WHOLESALE BROWN WATER	2
BROWN WATER	10
WATER PRESSURE/ FROZEN CUSTOMER PIPES	
WATER TURN ON/OFF	20
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	6
METER INSTALL	
<b>INSPECTIONS</b>	
SITES	401
MANHOLES INSPECTED	31
DENSITIES	397
WASTEWATER LINES TESTED	30
WATER LINES TESTED	2