



To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: January 6, 2025  
**RE: December Monthly Report**

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## Public Works Department

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

In December, 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 December, 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.

### *Water Production & Purchase*

In December, 20 % of the water we supplied to our residents was from our wells, and we purchased 80% from EPCOR and Manville WSC.

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

### **Daily Duties and Projects**

#### ***Streets Maintenance***

Hauled sand and gravel to the Public Works yard for the stockpile.

Repaired a down Stop sign at N. Bastrop St. and W. Lane St.

Repaired a down Stop sign at W. Carrie Manor St. and Lexington St.

Placed banners for the Holiday in Manor event.

Repairs at Bois D Arc, Johnson Road, Abrahamson Road, Lapoynor St, Snow Ln, Wedding Dr.

Swept and mopped the event building at the E. Manor Development #1.

Sanded cracks on Old Kimbro before crack sealing.

Crack-sealed at E. Browning St, Old Kimbro.

Set up for the Holiday in the Park event.

Worked at the Holiday in the Park event.

Cap Metro Paving Project. The contractor finished and paved Murray Ave. from Lexington St. To N. La Grange St.

#### ***Parks Maintenance***

Playground mulch was added to the playscape at Hamilton Park.

Sanded cracks at the E. Manor Development #1 before the event.

Set up for the Holiday in the Park event.

Worked at the Holiday in Manor event.

Started taking down Christmas lights and decorations at Manor Art Park, Jennie Lane Park, City Hall, and PD.

Added playground mulch to the playscape at Greenbury Park.

Tree trimming at Bell Farms Pond.

Tree trimming at Carriage Hills Subdivision.

Tree trimming at Greenbury Subdivision.

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.

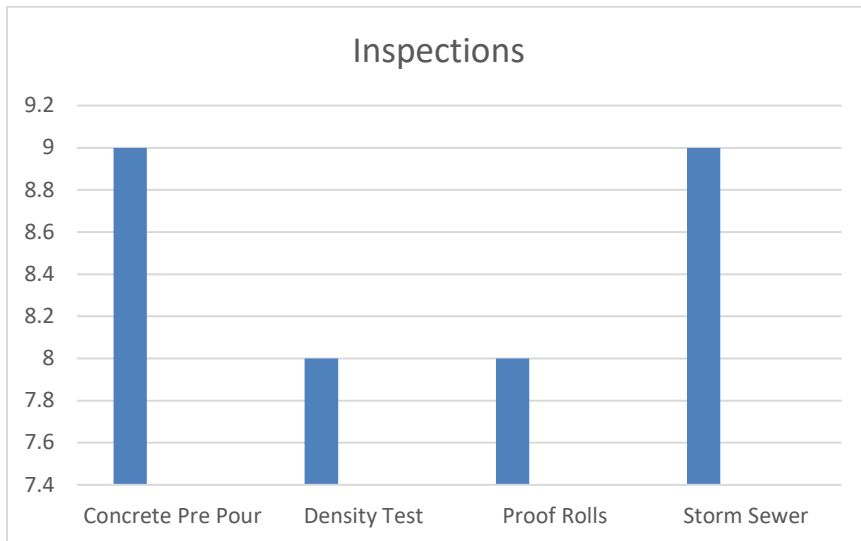
Friday Afternoons Bulk Drop Off for city residence.

Scheduled weekly park rounds at park facilities.

Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment checks and maintenance.

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



## **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. 1B and 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.

The LEX at FM 973 & Murchison – has not started.

Holley Smith Phase 1A – Development process.

The View at Manor apartments – 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.

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.

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***

December 2, 2024 – Monitored the cemetery

December 4, 2024 – Met with Mrs. Castaneda to get a plot for her husband.

December 5, 2024 – Monitored the cemetery.

December 7, 2024 – Monitored the cemetery.

December 9, 2024 – Monitored the cemetery.

December 10, 2024 – Met with Matthew Bennet on placing headstones for his great-grandmother.

December 12, 2024 – Monitored the cemetery.

December 13, 2024 – Monitored the cemetery.

December 15, 2024 – Meeting with Mrs. McDade for her uncle's burial.

December 17, 2024 – Coordinated a meeting with Affordable Burial and Cremation Services for Mrs. Wyndham.

December 19, 2024 – Monitored the cemetery.

December 20, 2024 – Coordinated a meeting with Mr. Knippa Cemetery Services to dig the hole for Mr. McFarlin's grave.

December 22, 2024 – Monitored the cemetery.

December 24, 2024 – Assisted Mr. Moreno in finding his uncle, Mr. Esparza, buried at the Indigent Cemetery in Manor.

December 28, 2024: I met with the Tijerina family to select a burial plot for January 4<sup>th</sup>.

December 28, 2024 – Met with Knippa Cemetery Services. They dug the hole for Mrs. Wyndham's grave and Mr. Tijerina.

December 30, 2024 – Monitored the cemetery.

# WATER/ WASTEWATER MONTHLY REPORT DECEMBER

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	6
SEWER BACKUPS	6
LIF STATION CALLS	5
LIFT STATION WORK	
MANHOLES REPAIRED	
CAMERA LINES	15
MANHOLES PLUS LINES CLEANED	8
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	
BUILDING MAINTENANCE	
LINES REPAIRED/SERVICE REPAIRED	10
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	33
WATER LEAKS SERVICE LEAKS	
CUSTOMER LEAKS	7
WATER MAIN REPAIRS	
WATER LINE REPLACEMENT	1
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	46
HYDRANT REPAIR/REPLACED	3
ISOLATION VALVE MAINTENANCE	4
ANGLE STOPS REPLACED	
LINES LOCATED	3
WHOLESALE BROWN WATER	
BROWN WATER	5
WATER PRESSURE	6
WATER TURN ON/OFF	42
BAC T SAMPLES	
JOBSITE CLEANUP AND RESTORATION	10
METER INSTALL	
<b>INSPECTIONS</b>	
SITES INSPECTED	465
ALL DAY INSPECTIONS	16
MANHOLES INSPECTED	16
WASTEWATER LINES INSTALLED	5,045 FT
WATER SERVICES INSTALLED	641 FT
CONSTRUCTION BAC T	10
WALK-THROUGHS	
DENSITIES	206
MANHOLES TESTED	
FLOW TEST	
CAMERA LINES	15