



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: July 17, 2024  
RE: **June Monthly Report**

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## Public Works Department

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

In June, 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 June, 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 a field trip tour to the Wastewater Treatment Plant for the Skilled Trades Academy. A new valve was installed on Boyce and Lexington St. to minimize customer shut offs.

### *Water Production & Purchase*

In June, 40 % of the water we supplied to our residents was from our wells, and we purchased 60% from EPCOR and Manville WSC.

### *Population*

City of Manor- 21,626

Shadowglen- 7,108

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

### **Daily Duties and Projects 6-1-2023 / 7-30-2023**

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

Repaired stop sign at Ring St. and Casting Dr.

Paved water cut on W. Wheeler St.

Trimmed trees hanging low and in the road on E. Rector St.

Trimmed trees hanging low and on the road on West Lane.

Stop sign repair at E. Eggleston St. and Lockhart St.

Fixed ruts at the E. Manor Development property #1.

Pothole repairs at E. Townes St, N. La Grange St, S. Lampasas St, Samaripa St, Hereford St, E. Murray St, W. Wheeler St, N. Burnet St, N. Caldwell St, Top Sail St, Gallant St, E. Eggleston St, Jamie Dr, Cummins Way, S. Bastrop St, Andrew Johnson, N. Bastrop St, Llano St, Wedding Dr, Tinker St, and E. Carrie Manor St.

Cap Metro Paving contract. Bastrop St. from S. San Marcos St. to Brenham St. has been paved.

Cap Metro Paving contract. N. Lockhart St. to Old Hwy 20 has been paved.

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

Set up/take down/worked the Juneteenth event.

Trimmed trees in Timmerman Park.

Helped set up/take down/worked the movies in the park.

Mowed the cemetery for Father's 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.

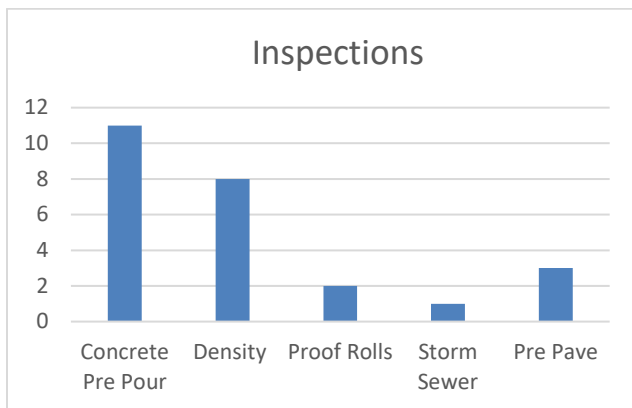
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

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

570 - 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- year walkthrough has been done, 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.

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 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.

### ***Cemetery Report***

June 1, 2024- Monitored the cemetery.

June 3, 2024 – Called Manor Police for a wellness check of the cemetery.

June 4, 2024 – Checked on the Flores burial site.

June 5, 2024 – Monitored cemetery.

June 7, 2024 – Met with a resident regarding the burial site.

June 10, 2024 – Monitored the cemetery.

June 11, 2024 - Monitored the cemetery.

June 13, 2024 – Monitored the cemetery.

June 15, 2024 - Monitored the cemetery.

June 22, 2024 - Monitored the cemetery.

# WATER/ WASTEWATER MONTHLY REPORT JUNE

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	4
SEWER BACKUPS	4
LIFT STATION WORK	2
CAMERA LINE	52 LINES 11,387 FT
TAPS	
LINES REPAIRED	
LINES LOCATED	
LINES CLEANED	52 LINES 11,387 FT
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	
BUILDING MAINTENANCE	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	66
WATER LEAKS SERVICE LEAKS	4
CUSTOMER LEAKS	9
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	50
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	2
ANGLE STOPS REPLACED	
LINES LOCATED	2
WHOLESALE BROWN WATER	
BROWN WATER	11
WATER PRESSURE/ FROZEN CUSTOMER PIPES	9
WATER TURN ON/OFF	32
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	
METER INSTALL	2
<b>INSPECTIONS</b>	
SITES	363
MANHOLES INSPECTED	3
DENSITIES	178
WASTEWATER LINES TESTED	664 FT
WATER LINES TESTED	670 FT