



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: January 18, 2023
RE: **December Monthly Report**

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 ways. They cleaned and maintained all city's 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 and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In December, 31% of the water we supplied to our residents was from our wells, and purchased 69 % from EPCOR and Manville WSC.

Population

City of Manor- 19,462

Shadowglen- 7,044

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT

January 4th, 2023

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Cottonwood Creek Wastewater Treatment Plant 14621 - Addendum #44	200,000 GPD wastewater treatment plant and lift station	Plant placed in service 12/6/2022. On-site visit conducted on 12/13/2022	99%
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	The Lift Station startup was conducted on 12/7/2022, and the punch list has been sent out. Received the plug plan from Kimley Horn and receive an update.	99%
Bastrop/Parsons Gravity Main 14627 - Addendum #56	12" gravity wastewater main	Provided additional information to surety representative. Have not received any response to a letter sent by City Legal.	99%
CIP W-15 FM973 WL 14757 - SOW No. 2	12" Water Line from downtown to Manor Commons area	Installation of the 12" waterline is complete. Pressure testing has been completed. Waiting on Bac-T results. The contractor is to begin work on wastewater service installation for 3 lots along Llano.	90%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	GBA (Josh) is still in the process of driving the streets for analysis. Pauline will provide Matt with a rolling 5-year list for future repairs once the data is analyzed and street rankings are updated.	Roads continue to be driven this week.
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Construction has been halted due to the property in the northernmost section has not been acquired by the developer. Easement acquired. The leaking MH has been repaired.	Construction Phase

Manor Commercial Park WW Collection System 15072 - SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Field notes received. Analysis of the alternate routes is in progress, as well as stakeholder meetings.	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	Plans should be ready for bids by mid-January. Waiting on SCADA information.	Working on Construction 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 preliminary engineering layout. Pauline will coordinate a meeting with City Staff to go over the proposed layout. Alignment is being adjusted per information provided by Manville WSC.	Preliminary Engineering
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 project is out for bid. Bid opening January 10, 2023.	Bidding
FY 2021 Paving Improvements Project 15125 - SOW No. 11	Capital Metro BGA and City-Funded paving improvements	The paving has been completed. Waiting on an update from the contractor regarding striping on Parsons.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	All field notes received. Service area analysis is processing and will send over with the plan set.	Preliminary Engineering
Cottonwood Creek WWTP Phase II Expansion 15130 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. Working on incorporating additions from Phase 1 walk-through (bathroom, walkway, etc.)	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	Working with Grant Services to finish the application package	Preliminary Engineering

<p>210 Reuse Authorization Application 15284 - SOW No. 17</p>	<p>Application for reclaimed water authorization for the Cottonwood Creek WWTP as part of the Lease/Purchase Contract</p>	<p>Application amended to include additional uses, per City Staff request. Received TCEQ's comments.</p>	<p>Application Submitted, Under Review</p>
<p>Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14</p>	<p>Contract approved at September 7 Council Meeting.</p> <p>Major Goals: Develop & calibrate sanitary sewer model Use model to estimate timing & location of capacity needs Develop & choose improvement alternatives to address capacity needs</p>	<p>Since the last update: Continued survey of MHs & lift stations to be modeled</p> <p>In progress: Finish survey of MHs on 1/9 (~30 remaining)</p> <p>Upcoming: Data collection TM Future flow projections</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>Pauline will schedule a meeting with Matt Woodard to go over the project scope. Working on distribution system water model. Gathered all fire flow data to calibrate the water model.</p>	<p>Study Phase</p>
<p>2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>At the next meeting, population growth and CIP projects will be discussed. Will begin work on the land use map for Roadway Impact Fees.</p>	<p>Next meeting is on January 11, 2023</p>
<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Reviewing the provided lot layout to verify that the proposed lot will work for GST, hydropneumatic tank, and pump station.</p>	<p>Preliminary engineering.</p>

<p>2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Tunnel Vision has been heavy cleaning the lines along the Old TX-20. Their heavy trucks are leaving some marks in the grass. Is there something the City would like them to do differently? The rest of data analysis is going as planned.</p>	<p>Study Phase</p>
<p>FY2022 Bond-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.</p>	<p>Mobilization</p>

Streets and Parks Monthly Report December 2022

Streets Maintenance

2nd Vac-Con Demo.

Fixed down stop sign at Bella Park Way.

Replaced street name signs at Hamilton Point Circle.

Repaired curb stops at Jennie Lane Park.

Repaired cracks on Blake Manor Rd. with asphalt.

Installed "No Skate Boarding" signs at Jennie Lane Park.

Installed "Do Not Park on Grass" signs at cemetery.

Repaired potholes at the following locations:
Bois- D- Arc Rd, Johnson Rd, S. Bastrop St, N. Burnet St, Abrahamson Rd, S. San Marcos, E. Carrie Manor St,

Parks/Streets Maintenance

Superintendent/Foremans FEMA training.

Setup and took down decorations for Holidays in the Park event.

Worked at Holidays in the Park event.

Trimmed trees at Carriage Hills Park.

Irrigation repairs at Greenbury Park.

Trimmed trees at Timmermann Park.

Replaced paper towel dispensers, adjusted handrails, installed stall handles for ADA in restrooms at Jennie Lane Park.

Cut down dead trees and chipped them at the City Cemetery.

Assisted in cleanup at City Hall due to waterline break.

Weekly table setups and take downs at city hall as requested.

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 & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

468 locations inspected.

3 MS4 reports submitted this month as required by TCEQ.



City Cemetery

Reported by Manor Cemetery Manager, Nora Sanchez

December 2, 2022- Survey and monitored the cemetery.

December 10, 2022 - Cleaned grave sites for Christmas visits.

December 15, 2022 - Separated Lester Young grave site next to Maude Taylor. Ms. Taylor's family reported that Mr. Young grave site had too much room. Shoveled over the dirt and landscaping material.

December 20, 2022 - Survey and monitored the cemetery.

WATER/ WASTEWATER MONTHLY REPORT DECEMBER

WASTEWATER

SERVICE CALLS	7
MANHOLES REPAIRED	0
SEWER BACKUPS	6
NUMBER OF LINES FILMED	0
TAPS	1
LINES REPAIRED	1
LINES LOCATED	0
LINES CLEANED	4
MANHOLES CLEANED	4
CLEANOUTS REPAIRED	3

WATER

SERVICE CALLS	51
WATER LEAKS SERVICE LEAKS	7
CUSTOMER LEAKS	7
WATER MAIN REPAIRS	1
NEW SERVICE TAPS	0
HYDRANT MAINTENANCE	1
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	0
ISOLATION VALVE MAINTENANCE	1
LINES LOCATED	0
WATER QUALITY	3
WATER PRESSURE/ FROZEN CUSTOMER PIPES	16
WATER TURN ON/OFF	12
BAC T SAMPLES	10
METER BOX	1

INSPECTIONS WATER/ WASTEWATER

SITES INSPECTED	165
MANHOLES INSPECTED	44
WASTEWATER LINES	1,671 FEET
MANDRELS	10,039 FEET
WATER PRESSURE TESTED	3,456 FEET

Accomplishments:

- Installed an inserta valve on 290 and Greenbury to help with emergency shut off's due to leaks. This valve will keep Greenbury subdivision active if any leaks are on HWY 290. HWY 290 has a loop system feed that comes from the east and the west of Greenbury.
- Cottonwood wastewater treatment plant is now online. Permits have been set and lab testing has begun.
- Old Kimbro lift station is now online.
- Utility Operator, Isaiah Bedford has obtained his C Distribution License.