



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: August 21, 2024  
RE: **July Monthly Report**

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## 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 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 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.

The newly constructed intermitted tank has been filled and tested and is now operational. Utility operators set 14 automatic hydrant flushers to do our monthly flushing per TCEQ.

During a one-year warranty inspection, the city operators found concrete in the wastewater line for Manor Heights Ph 3 Section 1. They also found a hole in seven main lines that needed repair. The contractors who installed the pipe will be notified to come out and fix the abrasions. Twenty-four maintenance holes will need to be repaired due to cracks and recoated.

### *Water Production & Purchase*

In July, 23 % of the water we supplied to our residents was from our wells, and we purchased 77 % from EPCOR and Manville WSC.

### *Population*

City of Manor- 21,714

Shadowglen- 7,108

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 July 17<sup>th</sup>, 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	Provided information to the city of what has been paid and change orders. Waiting on City Legal to respond. Trench repair complete; contractor wants additional money for additional work that needed to be done to complete repairs. Bastrop has not been paved yet.	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	Punchlist completed waiting on administration documents for final acceptance and release of retainage/final pay app.	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Phase 1 is on CIVCAST. The bid opening is July 30th. Submitted additional information per TCEQ comments 3/8 (review period is 100-150 days).	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. Reviewing pay app #6.	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. Plata Holding Parcel is being re-appraised for 30' PUE.	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 has a few remaining items. Driveway. Additional items: area lighting, hoist, and groundwork. Tac Pac – DFS, T Morales, City staff to troubleshoot. Repair fencing. Weighted floats to be installed.  Presidential Glen has most of the electrical work done, working on Tac Pac Unit. The bypass has been	Construction documents 100%. Bid phase 100% Construction phase 98%

		<p>removed. Fence. Working on access easement on West Elgin property.</p> <p>Weekly meetings with contractors.</p> <p>Change order (deduct) to be submitted shortly.</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>The contractor is Santa Clara Construction</p>	<p>Final walkthrough conducted July 2<sup>nd</sup>, minimal punch list items. CCTV footage received for review. Revegetation to occur in October.</p> <p>The pipe bedding and true-up change orders are to be submitted shortly.</p>	<p>Construction phase 99%</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p>	<p>Developer-funded expansion of the plant</p>	<p>Plans and specs are sealed and ready for publication in August. Plans sent to the city along with responses to upgrade requests. Some operational issues.</p>	<p>Construction Documents 100%</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>Nearing 90% submittal for plans.</p>	<p>Design Phase Engineering</p>
<p>Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14</p>	<p>Major Goals: Develop &amp; calibrate sewer model; Use model to estimate timing &amp; location of capacity needs; develop improvements to address capacity needs</p>	<p>Revised Report Submitted 6/17. Plan to be reviewed with combined Capital Committee and Council at workshop the week of August 12. Date and time of workshop TBD.</p>	<p>Completed</p>
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Replied to Raftelis email, currently addressing comments and updating the water model. Finalizing report.</p>	<p>Report Phase – making revisions based on City and Raftelis comments.</p>
<p>2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18</p>	<p>Update to the impact fee program</p>	<p>Meeting held July 10<sup>th</sup>; Preparing engineering report and fee recommendation for the August meeting.</p> <p>At the request of the AC will look into impact fees for Hutto as well as</p>	<p>The next meeting will be on July 10</p>

		different scenarios on credit amounts for developers.	
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Revising the site layout based on grading provided by the project engineer. The proposed subdivision is being modified resulting in required revisions to PUD, Concept Plan, and Preliminary Plat. After discussions with City Staff, two 250,000-gallon tanks will be installed instead of one 500,000-gallon tank.	Construction documents at 60%
FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	Currently working on finalizing FM 973 N waterline plans and obtaining easements. July 17 <sup>th</sup> council meeting, preparing construction plan for the city to review. 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.	Construction plans are being worked on. Finalizing plans to go out for bid in August.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	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.	Permit Comment
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding  The contractor is Smith Paving	Preparing draft change order for additional streets Construction is almost complete.	Preparing draft change order for additional streets.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro  The contractor is Lonestar Paving	Waiting on contractor close-out documents. Work is 100% complete.	Waiting on closeout documentation from contractor.

2024 SSES	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Waiting on CCTV to be able to start	Fieldwork is ongoing, and CCTV is the only task remaining. Anticipating a draft report by the end of August unless CCTV gets held up any more.
Wilbarger Creek WWTP Expansion	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	30% design level plans were submitted to the City on 7/19/24. Meeting scheduled for 8/9/24 to discuss review comments with the City.	30% Design Level
East Travis Regional WWTP Permit	Permitting of Manor's 98-Acre site for East Travis Regional WWTP	Pre-application work commenced	

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

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

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

Prepped and repaired water cut with asphalt on Jessie St.

Installed new dead-end barricade on E. Burton St.

Cut and removed a dead tree in front of the cemetery on N. Lampasas St.

Replaced damaged post for the flood gate on Lexington St. at the golf course.

Repaired damaged No Outlet sign at Callan Ct. and Jamie Dr.

Stop sign repair at Threshold Ln. and Tur Weg Ln.

Stop sign repair at Breccia Rd. and Inselberg Dr.

Set up and take down for the 4<sup>th</sup> of July Event.

Pothole repairs at Lapoynor St, Suncrest Rd, Stone Ridge, N. La Grange St, Bois D Arc, Johnson Rd, Tower RD, Timber Arch, Walter Vaughn, Wedding Dr, Carriage Hills Dr, and Gregg Manor Rd.

Crack sealed Ring Dr, Bella Pkwy, Tinker St, and Forest Sage St.

Trimmed tree on the island at Brenham St. and Bastrop St.

Worked the 4<sup>th</sup> of July Event at the E. Manor Development #1.

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

Set up and take down for the 4<sup>th</sup> of July Event.

Worked the 4<sup>th</sup> of July Event at the E. Manor Development #1.

Trimmed trees on Bella Parkway.

Mowed and trimmed E. Manor Development # 1 for the 4<sup>th</sup> of July Event.

Mowed the cemetery for the 4<sup>th</sup> of July.

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.

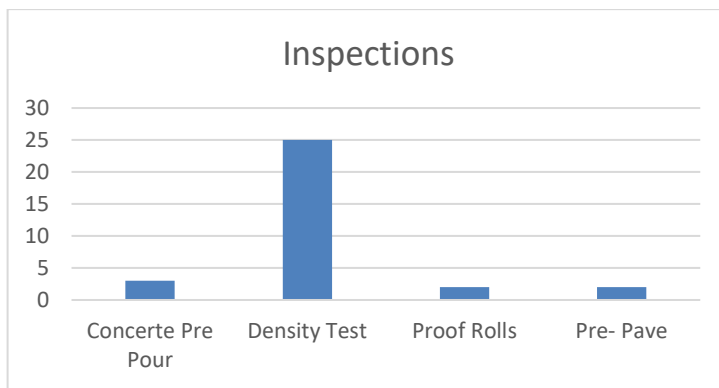
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

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

704 - inspections are done this month.

2 - MS4 reports summited 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 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.

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.

Development process.

Presidential Glen Commercial WW – In the building process.

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

Manor Heights Medium Density -Not started.

Holley Smith Phase 1A – Development process.

9910 Hill Lane apartments - Building process

The View at Manor apartments – Development process.

Village at Manor Commons Phase 3 – Building process.

Eggleston Extension – Closed. Opening pending.

Presidential Glen Townhomes – Not started.

Las Entradas Section 3- Waiting to be built.

Rapid Express Car Wash -Building process.

Las Entradas Section 4 – Waiting to be built.

Cap Metro Contracted roads are in the process of being prepped for paving.

109 Lexington apartments – Building process.

Manor Town Apartments Phase 2 –

### ***Cemetery Report***

July 1, 2024- Monitored the cemetery.

July 3, 2024 – Monitored the cemetery.

July 5, 2024 – Met with family for a burial site. The funeral is scheduled for July 18<sup>th</sup>.

July 9, 2024 – Monitored cemetery.

July 11, 2024 – Monitored the cemetery.

July 13, 2024 – Cleaned cemetery. Moved trash bags to the exit area and trimmed crepe myrtle.

July 15, 2024 - Monitored the cemetery.

July 17, 2024 - Monitored the cemetery.

July 19, 2024 – Monitored the cemetery.

July 21, 2024 – Met with family for burial of ashes.

July 23, 2024 - Monitored the cemetery.

July 26, 2024 - Monitored the cemetery.

July 27, 2024 – Monitored the cemetery.

July 29, 2024 – Monitored the cemetery.



# WATER/ WASTEWATER MONTHLY REPORT JULY

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	5
SEWER BACKUPS	3
LIF STATION CALLS	5
LIFT STATION WORK	
MANHOLES REPAIRED	4
CAMERA LINES	44
TAPS	
LINES REPAIRED	2
LINES LOCATED	6
LINES CLEANED	
MANHOLES PLUS LINES CLEANED	43
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	2
BUILDING MAINTENANCE	
SCADA TROUBLESHOOTING	4
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	22
WATER LEAKS SERVICE LEAKS	
CUSTOMER LEAKS	9
WATER MAIN REPAIRS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	INSTALLED AUTO FLUSHERS
HYDRANT FLUSHED	50
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	2
ANGLE STOPS REPLACED	
LINES LOCATED	6
WHOLESALE BROWN WATER	1
BROWN WATER	
WATER PRESSURE/ FROZEN CUSTOMER PIPES	
WATER TURN ON/OFF	10
BAC T SAMPLES	21
JOBSITE CLEANUP AND RESTORATION	2
METER INSTALL	
<b>INSPECTIONS</b>	
SITES	401
MANHOLES INSPECTED	335
CONSTRUCTION METER SET	2
CONSTRUCTION BAC T	2
WATER SERVICES INSTALLED	137