



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: February 19, 2024
RE: **January Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In January, 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 January, 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 January, 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 – 24,597

Shadowglen – 7,121

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 January 15th, 2025

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56 Pauline Gray	12” gravity wastewater main The contractor is Guerra Underground, LLC.	Waiting on record drawings from contractor.	99%
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5 Frank Phelan	The northern extension of the gravity wastewater line in Cottonwood Creek Basin The contractor is R Construction.	The punch list is completed, and we are awaiting administration documents for the final acceptance and release of the retainage/final pay app. - Hard copy of the bond rider	99%
Manor Commercial Park WW Collection System 15072 – SOW No. 7 Tyler Shows	Phased wastewater collection system improvements for the Beltex area	Phase 1: Construction is underway. Discussion on tie-in location revisions. Phase 2: Received TCEQ approval for variance. Finalizing the design in the near future.	Phase 1 Construction Phase Phase 2 Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10 Pauline Gray	Ground storage tank and water pressurization facilities for the EPCOR water delivery point The contractor is CC Carlton.	First tank has been constructed. Began work on second tank on Monday. Pump station building needs doors and roof.	Construction Phase
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10 Pauline Gray	Water line extensions along FM973 and US 290	Waiting on TxDOT bore permit – first permit expired while we were waiting on the final easement.	Can go out for bids once TxDOT approves bore permit.
Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10 Frank Phelan	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth. The contractor is JM Pipeline.	Both Lift Stations – revegetation not established yet. Will release retainage once revegetation has been set and all close-out documents are received.	Construction documents 100%. Bid phase 100% Construction phase 100%

<p>Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12</p> <p>Frank Phelan</p>	<p>Wastewater CIP Line in Cottonwood Creek West Tributary Basin</p> <p>The contractor is Santa Clara Construction.</p>	<p>Will release retainage once revegetation has been set and received all close-out documents.</p> <p>Reaching out to contractors regarding property owners' concerns with gate installation.</p>	<p>Construction phase 100%</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p> <p>Frank Phelan</p>	<p>Developer-funded expansion of the plant</p>	<p>Received TCEQ approval for Phase 2 Construction Plans. Continue to monitor plant flows, previously at 75,661, or 38% of capacity. Plant flows have increased recently to 80514 or 40% of capacity.</p>	<p>Construction Documents 100%</p>
<p>Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A</p> <p>Frank Phelan</p>	<p>Grant-funded expansion of the Cottonwood Wastewater Treatment Plant</p>	<p>90% plans in QC review.</p>	<p>Design Phase Engineering</p>
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Working on final report.</p>	<p>Report Phase – working on finalizing the report.</p>
<p>2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18</p> <p>Pauline Gray</p>	<p>Update to the impact fee program</p>	<p>Preparing engineering report and fee recommendation to present to Council. (Roadway impact fees).</p>	<p>The next meeting will be in February.</p>
<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Plans have been submitted to TCEQ for review. Working with the developer's engineer regarding site grading.</p>	<p>Construction documents at 95%</p>
<p>FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Currently working on finalizing FM 973 N waterline plans. Waiting for Travis County permit.</p> <p>The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.</p>	<p>Construction plans are done. The bid date will be set as soon as Travis County approves the open cut across Suncrest.</p>

FY2022 Cap Metro Paving Project 15451 – SOW No. 25 Pauline Gray	Paving project improvements using allocated Cap Metro Funding The contractor is Smith Paving.	Work has been completed. Working on scheduling a final walk-through. Will need one final change order to wrap up project.	Under Construction.
2024 SSES Dari Sakharova	SSES investigations in the next leakiest basin from the 2022 flow monitoring	Final report is complete, printing hard copies to deliver to City. How many copies would you prefer?	100%
Wilbarger Creek WWTP Expansion Kevin Taylor	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	Evaluating and compiling data of filter press vendors for equipment selection. 60% design progress meeting with City on 1/29/25.	60% Design Level
East Travis Regional WWTP Permit – SOW No. 31 Jose Castillo	TCEQ Permit application for Manor’s 98-acre site for East Travis Regional WWTP	Submitted to TCEQ on 01/24. Working on few items with TCEQ in the completeness check process.	Permit application
Wilbarger Creek WWTP Permit Renewal – SOW No. 32 Pauline Gray	TCEQ Permit renewal application for Wilbarger Creek WWTP	Permit submitted on 1/21/25. Received comments from TCEQ on 1/27/25. Will respond to TCEQ comments early next week.	Permit application
Emergency Generators – SOW No. 34 Kevin Taylor	Emergency Generators for City Hall and Police Department	Prepared site plan drawings and updating power requirements for generators. Will submit drawings on 1/31/25 for review.	5%
Llano St. & Lampasas St. Interceptors – CP-WW-0003 – SOW No. 40 Kevin Taylor	Upgrade/upsized of existing sanitary sewer relief pipes, 18” to 36”	Analyzing flow data vs. existing sewer line capacity to evaluate deficiencies.	Design Phase
Manor – Waterline Upsizing Project – CP-WW-0002 – SOW No. 38	Upgrade/upsized of replacement of existing 12” waterline with a 16” waterline between the	We are working on two proposal water alignments to present it to the City.	Design Phase

Jose Castillo	intermediate tank to downtown.		
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Streets and Parks Monthly Report January 2025

Daily Duties and Projects

Streets Maintenance

Prepped for solar lights at City Hall and dug holes for concrete foundations.

Repaired a down Stop sign at E. Parsons St and San Marcos St.

Placed No Truck signs on Threshold Rd. at US-290.

Placed No Truck signs on Eintrage Dr. at US-290.

Pothole repairs at Bois D Arc, Tower Rd, Sun Crest Rd, Voelker Rd, Old Kimbro Rd, N. Gregg Manor Rd, Lapoynor St, and E. Brenham Rd.

No Truck signs were placed on Gregg Manor Rd at US-290 and Parsons St.

Crack sealed N. Bastrop St, N. Burnet Rd, N. Caldwell St, E. Browning St, N. LaGrange St, S. San Marcos St, E. Carrie Manor St.

For the winter event, put out deicer on sidewalks at City Hall and PD.

Replaced missing street name signs at San Marcos and Wheeler St.

For the winter event, sanded Ring Rd and Gregg Manor Rd.

Replaced missing street name sign at Chime Dr. and Ring Rd.

Installed five new LED solar lights in the parking lot at City Hall.

Repaired the Handicap sign at the City Hall parking lot.

Parks Maintenance

Mulch was added at City Hall and Jennie Lane Park.

Replaced 4 Paly Ground ahead signs at Bell Farms Park.

Set up for the MLK event.

Worked at the MLK event.

Trimmed and cut trees around Bell Farms Pond.

Picked up limbs off the ground along the creek in Timmermann Park.

Trimmed and cut trees around Greenbury Pond.

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.

Friday Afternoons Bulk Drop Off for city residence.

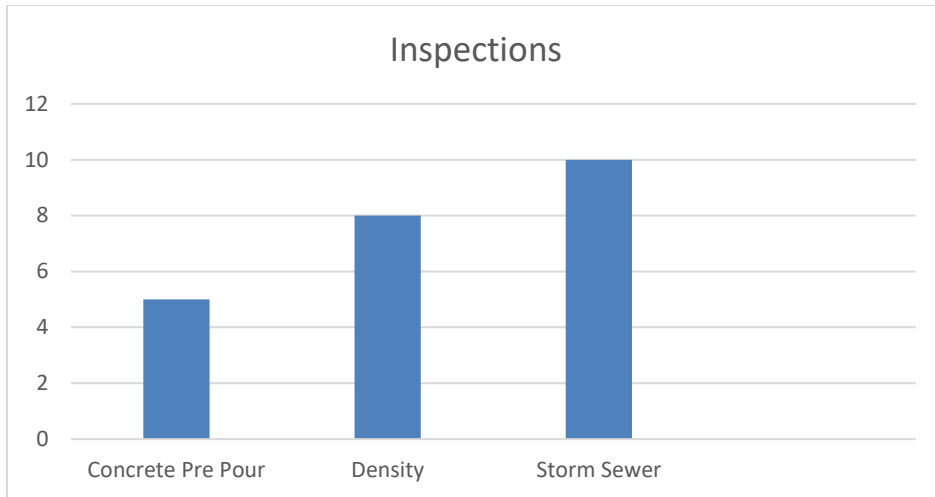
Scheduled weekly Park rounds at park facilities.

Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty 861 - inspections are done this month.

2 - MS4 reports summited this month as required by TCEQ.



Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings

Lagos Phase 3 – building

Manor Heights Phase 2
Sections 1B – building

Manor Heights Phase 3
Section 2 – building

Manor Heights Phase 4 –
building

Manor Heights Phase 5 –
development process

Village at Manor Commons
Phases 3 & 4 building

La Mexicana – building

Palomino Subdivision –
building

Las Entradas Section 4 –
waiting to build

Holley Smith Phase 1A –
waiting to build

Holley Smith Phase 1B –
building

The View at Manor –
building

Monarch Ranch Subdivision
Improvements – building

Amavi Manor – waiting to
build

Gregg Manor GST project –
building.

Manor OZ – Manor
Apartments – building

Al Noor Muslim Center –
waiting to build

Manor Animal Hospital –
waiting to build

MiniMax – building

Home Depot – building

Discount Tire – building

New Haven Mass Grading –
building

University Federal Credit
Union – building

City of Refuge Site plan –
waiting to build

Holley-Smith Phase 4A –
development

HEB – building

Abbott’s Frozen Custard –
waiting

Landmark - waiting

Las Entradas North Mass Grading – waiting	Manor Crossing Multitenant (Lot 2B) – building	Manor Heights Ph 6 – site disturbance plans – waiting
Monarch Ranch/New Haven Offsite WW line building	Okra Phase 1 – south of Monarch Ranch – building	Popeyes – waiting
7 Brew Coffee – in Manor Crossing – building	Busy Bee – Las Entradas – building	Duque Estates – building
Platinum 973 Business Center – building	Tower Road Apartments – off Tower Road – building	St Davids – Las Entradas South – US 290 and Gregg Manor South – building
Manor Village Center – Church – waiting	Manor Crossing Lot 7 – “ Chipotle”	Brakes Plus – Las Entradas North - waiting

Cemetery Report

January 3, 2025 – Assisted Mrs. Burton with the burial of the ashes of her brother and aunt.

January 4th—Met with Knippa Burial Service for the burial of Mr. Tijernia and Dr. Wilson's gravesites. Mr. Tijernia's burial was on January 4, 2025, and Dr. Wilson's was on January 6, 2025.

January 5, 2025 – Working with the Boatright Family for the burial of the ashes of Mr. Boatright. The burial is still pending.

January 7, 2025 – Monitored the cemetery.

January 10, 2025 – Monitored the cemetery.

January 13, 2025 – Monitored the cemetery.

January 15, 2025 – Monitored the cemetery.

January 18, 2025 – Monitored the cemetery.

January 20, 2025 – Knippa Burial Services prepared the gravesite for Mr. Perry. The burial is scheduled for 1/23/25.

January 24, 2025 – Monitored the cemetery.

January 27, 2025 – Monitored the cemetery.

January 29, 2025 – Monitored the cemetery.

WATER/WASTEWATER JANUARY MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	3
LIF STATION CALLS	12
LIFT STATION WORK	
MANHOLES REPAIRED	
CAMERA LINES	7
MANHOLES PLUS LINES CLEANED	11
SEWER SMELL	
JOBSITE CLEANUP AND RESTORATION	
SCADA TROUBLESHOOTING	
	1
WATER	TASK COMPLETED
SERVICE CALLS	32
WATER LEAKS SERVICE LEAKS	3
CUSTOMER LEAKS	7
WATER MAIN REPAIRS	2
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	46
HYDRANT REPAIR/REPLACED	
ISOLATION VALVE MAINTENANCE	1
ANGLE STOPS REPLACED	
LINES LOCATED	3
WHOLESALE BROWN WATER	
BROWN WATER	
WATER PRESSURE	4
WATER TURN ON/OFF	18
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	7
METER INSTALL	1
INSPECTIONS	
SITES INSPECTED	435
ALL DAY INSPECTIONS	5
MANHOLES INSPECTED	8
WATER TAPS	8
SEWER TAPS	2
CONSTRUCTION BAC T	4
PRE-CONS	2
DENSITIES	290
WASTEWATER SERVICES INSTALLED	2
FIRE HYDRANTS INSTALLED	3
WATER VALVE INSTALLED	6
PUNCH LIST WALK THROUGH	2
FLOW TEST	2