



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: June 13, 2023
RE: **May Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In May, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. 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 May, 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. The Customer Consumer Report was completed and submitted to our manor residents.

Water Production & Purchase

In May, 29 % of the water we supplied to our residents was from our wells, and purchased 71 % from EPCOR and Manville WSC.

Population

City of Manor- 20,126

Shadowglen- 7,372

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 June 7th, 2023

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
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 contractor is working on the remaining punch list items for WWCS and LS. Waiting to hear back from the contractor. Send punch list to Moore/Woodard.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	The bonding company is sending a geotech out to the site sometime this week to do some testing.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	Cassie doing QAQC and finalizing the preliminary report. 80/20 forecast will be conducted. Currently, the project is budgeted at \$2.2 Million, updating the list to include additional streets and 2025 work.	Draft copy will be presented to City Staff next week.
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	The easement has been purchased. The change order for completion of the work and reimbursement of pumping and hauling costs has been approved by Council on May 17.	Construction Phase
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Finalizing the amendment for the additional design and construction services. Conducting an internal review of the design memo and OPC. Approve by City Council on May 17 th .	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	Collecting pump information on recommended pumps from the pump rep and existing pumps in the system (American Marsh). Updating drawings and specifications to add an alternate bid for a larger GST.	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	Waiting to hear back from Manville, regarding the adjusted water line alignment for approval.	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 was awarded on February 15, 2023. Accepted Genset and pump submittals. Waiting on control panels. Schedule: start wetwell expansion in mid June. Bypass will be in Q4. Generator delivery past substantial completion (4/30/2024). Working on access easement for West Elgin property.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Working on 95% plans, specs. Verifying easements.	Construction documents.
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Finish preliminary design. <u>Tentative schedule:</u> Bid documents – 6/23/23 Incorporating City comments, including retrofits to Phase 1.	Working on Construction Documents
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A	Grant-funded expansion of the Cottonwood Wastewater Treatment Plant	All grant-required preliminary engineering is complete. Grant Admin. waiting on the executed purchase agreement for the plant site to submit an application package.	Design Phase Engineering
Wastewater Collection and Treatment Master Plan 15320 - SOW No. 14	Major Goals: Develop & calibrate sewer model; Use model to estimate timing & location of capacity needs; Develop & choose improvement alternatives to address capacity needs	In progress: Flows Memo Growth projections Model Development	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Finalizing design memo, and preliminary work on the Water master plan report. The water model is set up, working on scenarios and future growth.	Study Phase
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Water and Wastewater fees will be presented to Council on July 5. Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area.	The next meeting is on June 14, 2023

Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. Received ROW and will have boring done onsite within the next few weeks.	Preliminary engineering.
2023 Sanitary Sewer Evaluation Study 15333 - SOW No. 22	Contract approved at September 7 Council Meeting.	No updates, project is finalized.	Complete
FY2022 Bond-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23	Contract approved at September 7 Council Meeting.	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. Currently working on FM 973 N waterline alignment	Working on the preliminary layout for FM 973 (north) Waterline. Right of Entry documents have been completed. Survey will be out onsite within the next couple of weeks.
Cottonwood Creek WWTP Permit Amendment 15402.00 - SOW No. 24	Permit Amendment to expand permit from 0.5 MGD to 0.8 MGD	Permit review payments to TCEQ, Mayor signed the permit application package the week of May 1 st , permit application package is to be submitted to TCEQ the week of May 8.	Permit Submittal
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Contracts were awarded on 3/15/23 and working on the preliminary design. Added additional streets to the project after meeting with City Staff.	Presented 90% plans to City Staff. Working on making corrections. Invitation to go out next week.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Contracts were awarded on 3/15/23 and working on the preliminary design.	Preliminary Design

Streets and Parks Monthly Report May 2023

Daily Duties and Projects 5-1-2023 / 5-31-2023

Street Maintenance

Layed down synthetic grass on Lexington Street along the right of way.

Prepping for laying down synthetic grass on Lexington Street.

Repaired stop sign at N. San Marcos and E. Parsons St.

Crack sealed at Indian Oak Bend, Camellia Cove, some of Ring Dr., Top Sail, and Prairie Sage Cove.

Repaired potholes on Abrahamson, Old Kimbro N. Bois-D-Arc, E. Carrie Manor, E. Burton, S. San Marcos, W. Carrie Manor.

Road repair on Ring Dr. and 201 E. Parsons

Repaired stop sign at E. Carrie Manor and S. San Marcos.

Installed park amenity signs at Timmermann Park at washer pits and courts.

Parks Maintenance

Trimmed trees at Timmermann Park.

Cut cemetery for Mother's Day and Memorial Day.

Cut and chipped tree debris in cemetery.

Placed mulch around trees at Public Works.

Power washed City Hall twice South and East side of the building.

Parks/Streets Maintenance

Worked at the Manor Palooza event, Friday and Saturday.

Setup and take down at Manor Palooza.

Table setups and take downs at city hall as requested.

Mowed and weedeated at cemetery.

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.

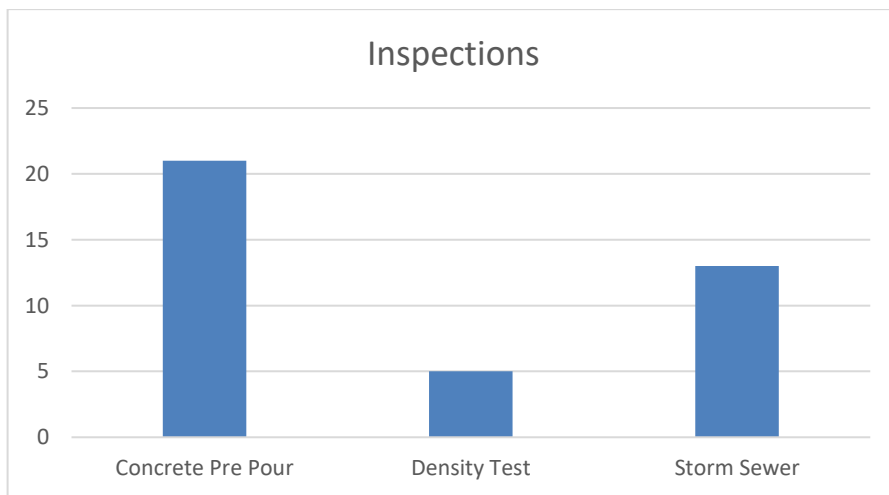
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

- 836 inspections 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 6 – Homes are being built.

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.

Stonewater North Phase 2- 2 years walkthrough has been done, contractor in process of repair. April 2021 still waiting.

Manor Heights – Phase I Sec. 2 – Homes are being built.

Manor Heights Phase 1 Sec 1 – 2-year walkthrough has been done.

Manor Heights – Phase I Sec. 2 – 2-year walkthrough has been done.

Manor Heights – Phase II Sec. 1- Homes are being built.

Manor Heights – Phase II Sec. 1B & 2B- Contractor in 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 – Homes are being built.

LA Mexicana –Development in process.

North Forest Office Building – Building process.

Manor New Tech – Building 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- Waiting to build houses.

Logos Phase 5- Walkthrough has been completed.

Lagos Phase 2- Homes are being built.

Shadowglen Phase 2 Sec 22 & 23A- Walkthrough punch list. September 2021 still waiting.

Shadowglen Phase 2 Sec 25 & 26- 1-year walkthough punch list September 2022.

Shadowglen Phase 2 Sec 27A & 27B- Walkthrough punch list September 2021 still waiting.

Shadowglen Phase 2 Sec 17- 2-year walkthrough has been done, contractor in process of repairs.
November 2021 still waiting.

Shadowglen Phase 2 Sec 21A & 21B- Walkthrough punch list. January 2022 still waiting.

Palomino Subdivision – Waiting to build.

Presidential Glen Commercial WW – In building process.

Cemetery Report

May 5, 2023- Checked and did walk through at the cemetery.

May 8, 2023 – Checked and did walk through at the cemetery.

May 11, 2023 – Checked and did walk through at the cemetery. Visited with City Crew to schedule cemetery cleanup. Met with the Allen Family on burial of son Daniel at 5:00 pm

May 15, 2023 – Checked and did walk through at the cemetery.

May 23, 2023 – Checked and did walk through at the cemetery.

May 27, 2023 – Meeting with Benitez Family to set headstones.

May 29, 2023 – Checked and did walk through at the cemetery.

May 31, 2023 – Removed faded flowers, old wreaths, and beer bottles from headstones. Collected 5 trash bags for City crew to remove.

WATER/ WASTEWATER MONTHLY REPORT MAY

WASTEWATER	TASK COMPLETED
SERVICE CALLS	54
MANHOLES REPAIRED	3
SEWER BACKUPS	2
NUMBER OF LINES FILMED	1
TAPS	2
LINES REPAIRED	0
LINES LOCATED	1
LINES CLEANED	5
LIFTSTATION CLEANED	7
CLEANOUTS/ SERVICE REPAIRED	35
WATER	TASK COMPLETED
SERVICE CALLS	77
WATER LEAKS SERVICE LEAKS	0
CUSTOMER LEAKS	6
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	3
ISOLATION VALVE MAINTENANCE	0
ANGLE STOPS REPLACED	0
LINES LOCATED	0
MANVILLE PRESSURE	4
BROWN WATER	3
WATER PRESSURE/ FROZEN CUSTOMER PIPES	2
WATER SMELL	1
BAC T SAMPLES	20
METER BOX	0
INSPECTIONS WATER/ WASTEWATER	TASK COMPLETED
SITES INSPECTED	400
MANHOLES INSPECTED	10
WASTEWATER LINES	18/1,913 FEET
MANDRELS	18/3,111 FEET
INSPECTED WATER TAPS	1
WALK THROUGH	1