



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: September 12, 2023  
RE: **August Monthly Report**

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## Public Works Department

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

In August, 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 August, 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. All mixers at the Wilbarger Wastewater Plant are back in operation. Pump 1 is now back online after rehab work. Employee Gionni Solorio received his C Wastewater Operators License.

### ***Water Production & Purchase***

In August, 48% of the water we supplied to our residents was from our wells, and we purchased 52 % from EPCOR and Manville WSC.

### ***Population***

City of Manor- 20,417

Shadowglen- 7,543

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 August 30th, 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	GBA has been in contact with the contractor to finish the remaining punch list items.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12” gravity wastewater main	Still waiting for the Geotech report. GBA has not reached out to the surety representative.	99%
Pavement Management Program 14843 - SOW No. 3	Pavement Assessment and Management Program	PMP has been signed and sealed and will present to the council in September. 80/20 forecast conducted.	Draft copy presented to City Staff. Final draft to be presented to Council at September 6 meeting.
Cottonwood Creek Phase 2 Wastewater Line Extension 14693 - SOW No. 5	The northern extension of the gravity wastewater line in Cottonwood Creek Basin	Construction started back up on 8/8.	Construction Phase - Precon with JL Gray to be held today.
Manor Commercial Park WW Collection System 15072 – SOW No. 7	Phased wastewater collection system improvements for the Beltex area	Finishing surveying and conducting field notes for easements. The amendment was approved on 7/19. Conducting an internal review of the design memo and OPC.	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 bid opening took place on August 29, 2023.	Working on bid tabulation and contractor references. Meeting will be set up with City Staff regarding if any alternate bids will be accepted.
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 easements. Waiting on Manville's response to the email regarding easement approval. Verbal approval was previously given. Need something in writing.	Working on easement acquisition

<p>Bell Farms and Presidential Glen LS Imp, CIP-2 &amp; CIP-3 15110.02 - SOW No. 10</p>	<p>Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth</p>	<p>The change order for the items below will go before the council on September 6<sup>th</sup>. Schedule: Bypass will be in Q4. Generators approx October 1. Authorized purchase of genset for Pres. Glen, add HVAC to control panels, cancellation fee for original (late delivery) Bell Farms genset – change order. Working on a solution for control panel configuration. Working on access easement for West Elgin property.</p>	<p>Under construction.</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>Working on 100% plans, specs, and bid documents. All Easements are projected to be in hand on September 25<sup>th</sup>. Sent contract documents to legal. Anticipate bid advertisement end of September.</p>	<p>Construction documents 100%.</p>
<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p>	<p>Developer-funded expansion of the plant</p>	<p>Finish prefinal design. Incorporating City comments, including retrofits to Phase 1. Sent contract documents to legal.</p>	<p>Construction Documents 95%</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>All grant-required preliminary engineering is complete. Grant Admin. waiting on the executed purchase agreement for the plant site to submit an application package.</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 &amp; choose improvement alternatives to address capacity needs</p>	<p>In progress: Growth projections Model Development</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>Began working on the Water master plan draft report.  In progress: Growth projection scenarios Alternative water source</p>	<p>Report Phase</p>

2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18	Update to the impact fee program	Water and Wastewater fees were presented to Council on July 5. Roadway Impact Fee - Working on finalizing the service unit calculations and project list in order to calculate the impact fees for each service area.	The next meeting will be on September 13, 2023
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20	Contract approved at September 7 Council Meeting.	Preliminary layout complete. Received ROE. Reviewing geotech report.	Preliminary engineering.
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 and obtaining easements.	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 <sup>st</sup> , permit application package was submitted to TCEQ the week of May 8. Received complete approval. Notices were posted, documentation for notices was sent to board 8/29	Permit Submittal
FY2022 Cap Metro Paving Project 15451 – SOW No. 25	Paving project improvements using allocated Cap Metro Funding	Bid opening held on July 7, 2023. Contract approved by Council at August 2, 2023 meeting.	Precon held and NTP issued. Contractor to start after Labor Day.
One-Time BCT Cap Metro Funding Paving Project 15452 – SOW No.26	Paving project improvements using allocated one-time funding from Cap Metro	Working on alternative projects to possibly take the place of Gregg Manor.	Plans are 90% complete.

## **Streets and Parks Monthly Report August 2023**

### **Daily Duties and Projects 8-1-2023 / 8-31-2023**

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

Removed base failure and prepped new base for pavement repair at 307 W. Townes.

Prepping ROW to lay down synthetic grass on Lexington Street.

Layed down synthetic grass on Lexington Street along the ROW and completed the project.

Prepping large cracks on E. Wheeler with sand to crack seal.

Replaced faded "Stop" sign at Caldwell and W. Wheeler St.

Finished striping Joyce Turner Dr.

Placed address signs on Sparks Run 15308- 15200.

Installed 2 new Stop signs on N. San Marcos St., E. Wheeler and Eggleston St.

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

Removed the granite rock under the gym equipment at Jennie Lane Park and installed synthetic grass.

Cut down dead and removed a tree in the ROW channel in Bell Farms.

Completed cyber security training for staff.

Installed checkers game table at Manor Art Park.

Trimmed trees along fence line at the cemetery.

Table setups and take downs at city hall as requested.

Irrigation repair at PD.

Power washed city hall twice South and East side of the building.

Weekly irrigation checks.

Playground and playscape monthly safety checks.

Scheduled weekly park mowing maintenance completed.

Friday Afternoons Bulk Drop Off for city residents.

Scheduled weekly park rounds at park facilities completed.

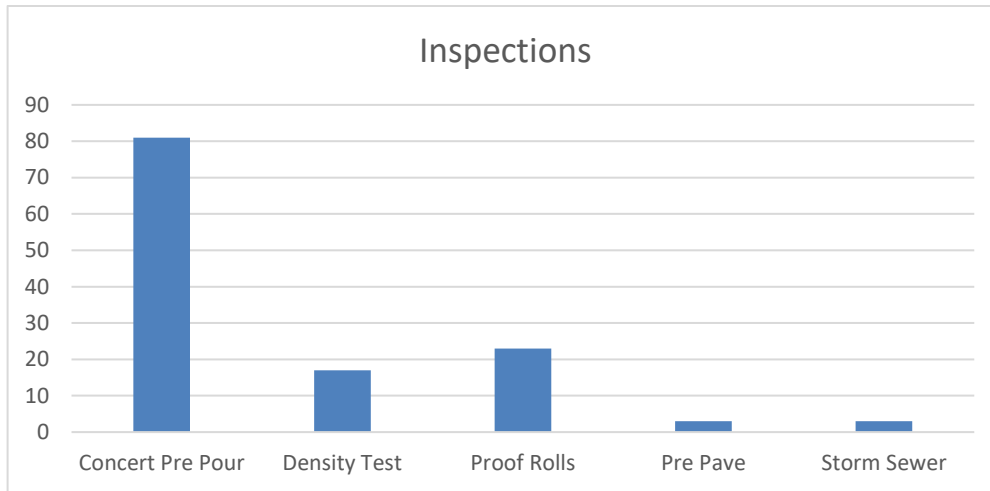
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle & equipment checks and maintenance.

**MS4 Storm Drain Inspections monitored New/Construction under Warranty**

874 - inspections done this month.

3 - 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 is 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. 1- Homes are being built.

Manor Heights Phase II Sec. 1B & 2B Contractor in building process.

Manor Heights Phase II Sec.2- 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 – Development process.

LA Mexicana –Development process.

North Forest Office Building – Building process.

Manor New Tech – Building process.

Manor Crossing (Butler Tract)- Development process.

Logos Phase 3- Waiting for 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  
walkthrough 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 be built.

Presidential Glen Commercial WW – In  
building process.

Manor Heights Medium Density -Not started.

9910 Hill Lane Apartments - Building process

Presidential Glen Townhomes – Not started.

Sherwin Williams - Building process.

Las Entradas Section 3- Building process.

Las Entradas Section 4 – Building process.

109 Lexington Apartments – Building process.

Manor Town apartments Phase 2 –  
Development process.

The Lex at FM 973 and Murchison – Not  
started.

Valvoline – Development process.

Holley Smith Phase 1A – Not started.

Eggleston Extension – Development process.

The View at Manor Apartments – Not started.

Eggleston Extension – Development process.

## **Cemetery Report**

August 3, 2023- Checked and walked through the cemetery.

August 7, 2023 – Checked and walked through the cemetery.

August 9, 2023 – Checked and walked through the cemetery.

August 15, 2023 – Checked and walked through the cemetery.

August 16, 2023 – Emailed Lance to install additional two “Do Not Park on Grass” signs. Due to having vehicles driving next to gravestones.

August 18, 2023 – Checked and walked through the cemetery.

August 21, 2023 – Met with Lance to discuss installing additional signs and barriers to prevent visitors from driving into gravestones.

August 24, 2023 – Checked and walked through the cemetery.

August 29, 2023 –Checked and walked through the cemetery.



# WATER/WASTEWATER MONTHLY REPORT AUGUST

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	10
TAPS	1
LINES LOCATED	4
SEWER BACKUP	2
CLEANOUTS/SERVICE R	3
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	107
WATER LEAKS SERVICE LEAKS	4
CUSTOMER LEAKS	20
NEW SERVICE TAPS	1
WATER MAIN REPAIRS	7
HYDRANT FLUSHED	38
HYDRANT REPAIR/REPLACED	
ANGLE STOPS REPLACED	
LINES LOCATED	4
MANVILLE BROWN WATER	1
MANVILLE PRESSURE	
BROWN WATER	5
WATER PRESSURE	5
WATER TURN ON/OFF	2
METER BOX	
<b>INSPECTIONS WATER/ WASTEWATER</b>	<b>TASK COMPLETED</b>
SITES INSPECTED	240
MANHOLES INSPECTED	15
MANDRELS	25/1737 FEET
WATER PRESSURE TESTED	1/4757 FEET
CONSTRUCTION METER SET	2
CONSTRUCTION METER DISCONNECT	3
INSPECTED SEWER TAPS	1
FLOW TEST	5