



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: October 11, 2023
RE: **September Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In September, 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 September, 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. The Public Works Department received a Vacuum Truck to assist with city jobs and projects.

Water Production & Purchase

In September, 37 % of the water we supplied to our residents was from our wells, and purchased 63 % from EPCOR and Manville WSC.

Population

City of Manor- 20,519

Shadowglen- 7,557

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 September 27th, 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	Punch list walkthrough conducted 9/13. Waiting for an updated schedule from contractor on remaining items.	99%
Bastrop/Parsons Gravity Main 14627 – Addendum #56	12" gravity wastewater main	Still waiting for the Geotech report. GBA has reached out to the surety representative for an update.	99%
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. The Original contractor will send a schedule for when they will be on site.	Construction Phase - JL Gray has completed their work, and it has been tested.
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. Conducting contractor qualifications.	Meeting held with City Staff regarding which items will be constructed. Award recommendation will go before Council in October
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

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	Change order #1 got approved before council on September 6 th . Received new schedule from contractor. Bypass will be in December. Generators approx. October 1. Working on access easement for West Elgin property. ECMi will be on site Oct 16 th for coating.	Under construction.
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Working on 100% plans, specs, and bid documents. All Easements are projected to be in hand on September 25 th . Anticipate bid advertisement 9/29. Bid opening October 24.	Construction documents 100%.
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9	Developer-funded expansion of the plant	Internal QC. Legal reviewed contract documents.	Construction Documents 95%
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: Model Calibration Report Development	Study Phase
Water Distribution System Master Plan 15317 - SOW No. 15	Contract approved at September 7 Council Meeting.	Began working on the Water master plan draft report. In progress: Growth projection scenarios Alternative water sources	Report Phase

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 October 11, 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. Working on construction documents.	Construction plan phase
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. Construction plans are being worked on. Waiting on easements.
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 was submitted to TCEQ the week of May 8. Received completeness 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.	Contractor started work on 9/11/2023. Working on Lampasas Street and cemetery road.
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. City Staff to review ILA with Cap Metro regarding how much time the City has to use the one-time allocated funds.	Plans are 90% complete.

Streets and Parks Monthly Report September 2023

Daily Duties and Projects 9-1-2023 / 9-30-2023

Streets Maintenance

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

Prepped shoulder on Gregg Manor near HWY 290 for asphalt repair.

Prepped and repaired with asphalt sunk road at 307 W. Townes St.

Leveled sunk roadway around manholes with asphalt at the following locations: 2 on Athens St, 2 on Hamilton Point Cir., 1 on N. San Marcos, 1 on N. Lagrange and 1 on N. Bastrop St.

Replaced missing 30mph sign on Samuel Welch Way.

Stop sign repair at N. Lockhart St. and Eggleston St.

Installed 12 delineators at Lexington St. near golf cart crossing.

Pothole repair at E. Boyce St., W. Wheeler St., San Marcos, and Bois D Arc

Water cut repairs at N. Burnet, E. Eggleston, E. Burton, S. Lampasas, N. Lockhart, and W. Wheeler St.

Repaired trip hazard on sidewalk trail in Timmermann Park.

Repaired hole in storm drain at 13417 Indian Oak Bend.

Cap Metro Paving contract. Prepped roads for paving on N. Lampasas St., and Cemetery Road.

Parks/Streets Maintenance

Repaired irrigation at Jennie Lane Park.

Leveled dirt sunk spots at Timmermann Park.

Filled holes with dirt at Bell Farms Park.

Irrigation repair at Timmermann Park.

Table setups and take downs at City Hall as requested.

Power washed City Hall twice on the 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 residence.

Scheduled weekly Park rounds at park facilities completed.

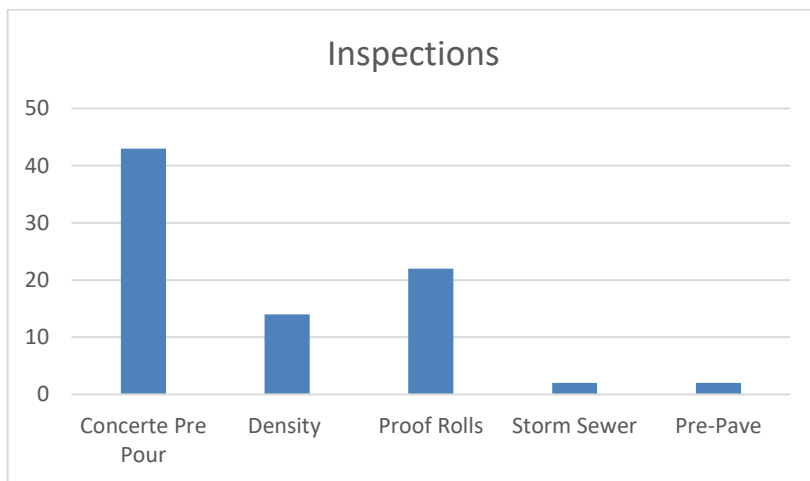
Scheduled weekly (ROW) Right of Way mowing completed.

Weekly vehicle/equipment check and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty.

819 - inspections done this month.

2 - 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 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.

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 & 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.

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

Cemetery Report

September 2, 2023- Cleaned the cemetery and met with Yolanda Lee to install headstone for James Lee. Met with Floyd Hill to choose a place for his brother David Hill.

September 11, 2023 – Emailed recipients of loved ones to inform them, contractor will begin construction on E. Browning St. and the horseshoe of the cemetery. Project completion date per the contractor is September 29th.

September 10, 2023 – Met with Floyd Hill to select a burial spot for his brother, David Hill.

September 20, 2023 – Met with Daniel Knippa to dig the burial spot for David Hill. Burial scheduled for Saturday, September 23, 2023.

September 26, 2023 - Drove through the cemetery. Did not visit the cemetery too often due to construction work.

WATER/ WASTEWATER MONTHLY REPORT SEPTEMBER

WASTEWATER	TASK COMPLETED
SERVICE CALLS	16
MANHOLES REPAIRED	
SEWER BACKUPS	7
CAMERA LINE	1
TAPS	
LINES REPAIRED	
LINES LOCATED	1
LINES CLEANED	
MANHOLES CLEANED	
CLEANOUTS REPAIRED	5
SEWER SMELL	2
WATER	TASK COMPLETED
SERVICE CALLS	73
WATER LEAKS SERVICE LEAKS	7
CUSTOMER LEAKS	13
WATER MAIN REPAIRS	4
NEW SERVICE TAPS	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	34
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	0
ANGLE STOPS REPLACED	1
LINES LOCATED	1
MANVILLE BROWN WATER	
BROWN WATER	2
WATER PRESSURE/ FROZEN CUSTOMER PIPES	3
WATER TURN ON/OFF	36
BAC T SAMPLES	20
METER BOX	2
INSPECTIONS	
SITES	240
MANHOLES	11
WASTEWATER LINES	25/4163 FT
MANDRELS	12/1792
CONSTRUCTION METER SET	1
CONSTRUCTION BAC T/FLUSHING	5/83000