



# MEMO

To: Mayor and City Council Members  
From: Mike Tuley, Director of Public Works  
Date: October 20, 2021  
**RE: September Monthly Report**

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## **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's 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 and the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

### **Water Production & Purchase**

In September, 28% of the water we supplied to our residents was from our wells, and we purchased 72% from EPCOR and Manville WSC.

### **Population**

City of Manor- 16,574  
ShadowGlen- 5,918

### **Subdivision Inspections**

- Street Inspections- 19
- MS4 – 20 Inspection per working day.
- Water Inspections- 7
- Wastewater Inspections- 11

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 1	Wilbarger WWTP, Onsite LS, Public Works Bldg.	Final punch list items being corrected	99%
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 2	Creekside Lift Station improvements, Carrie Manor Lift Station	Carrie Manor lift station wet well set, equipment installation under way	85%
2017 Water Distribution System Improvements	12" water transmission main along Gregg Lane, FM973 and Tower Road	Scope of work substantially complete, project closeout items remain	100%
2020 Cap Metro Paving Improvements	Paving improvements on Burnet, Rector and Townes Streets	Weather events have impacted construction; however, prosecution of the work is being conducted diligently and timely completion is anticipated	60%
Park Bathroom	Public restroom for Timmerman Park	Supplier selected	Contracting Phase
Cottonwood Creek Wastewater Treatment Plant	200,000 GPD wastewater treatment plant and lift station	Equipment installation ongoing	60%
Cottonwood Creek Wastewater Improvements Project	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	Pre-Con was held onsite July 30, 2021 and Notice to Proceed was issued for August 2, 2021.	5%

US 290 Water Line	12" water line extension from Presidential Glen along US 290 to past Kimbro Road	Change order to reflect pipe cost increases due to the force majeure has been executed by the City and Contractor. Notice to proceed was issued for July 1 with a September 29 completion date	40%
FM 973 Water and Wastewater Lines	12" water line and 12"/15" gravity wastewater line in FM 973	Design complete and submitted to TCEQ for review	Contract/Bidding Phase
Bastrop/Parsons Gravity Main	12" gravity wastewater main	Due to conflict with AT&T line we are preparing a change order to finish the line replacement in Parsons using pipe bursting	55%
CIP W-15 FM973 WL	12" Water Line from downtown to Manor Commons area	Final design nearing completion	Design
Pavement Management Program	Pavement Assessment and Management Program	Mapping of roadway network in GIS complete, field data collection completed, data processing completed	Evaluation Phase
I&I Program	Phase 1 and Phase 2 Inflow and Infiltration Program	System mapping and GIS data entry completed, report generation under way	Phase 1
Cottonwood Creek Wastewater Line Extension	Northern extension of gravity wastewater line in Cottonwood Creek Basin	Engineering contract issued August 4, 2021	Design Phase

## **Streets and Parks Monthly Report September 2021**

### **Daily Duties and Projects 9-1-2021 / 9-30-2021**

- Street Maintenance – West Lane St. between Bastrop St. and Lexington St. was paved with asphalt.
- Street Maintenance- West Lane St. between Bastrop St. and Lexington St. was paved with asphalt.
- Street Maintenance- West Browning St. between Bastrop St. & Lexington St. was paved with asphalt.
- Street Maintenance- West Townes St. between Bastrop St. & Lexington St. was paved with asphalt.
- Streets Maintenance – cut out base failure on E. Townes St. replaced with new road base.
- Streets Maintenance- replaced old speed humps on N. Lexington St. with new ones.
- Streets Maintenance- hauled dirt to the East side of Bell Farms drainage channel to repair washouts.
- Streets Maintenance – pothole patching on Jaron Dr, E Carrie Manor, Johnson Rd, Hill Lane, Suncrest Rd, Tower Rd.
- Parks Maintenance – Bocci Ball court repairs – releveling the courts and replacing bad boards.
- Parks Maintenance- weed eated Cemetery and sprayed grass in roads.
- Weekly irrigation checks.
- Play ground and play scape monthly safety checks.
- Scheduled weekly Park mowing maintenance completed.
- Friday Afternoons Bulk Drop Off for city residence.
- Scheduled weekly Park rounds @ 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**

- 23 locations inspected once a day.
- 5 MS4 reports submitted this month as required by TCEQ.

**Concrete Pre pour Inspection**

- Logos Phase 4 & 5 – 6 inspections
- Manor Heights Phase 2 Sec 1&2 – 7 inspections
- Ring Dr. Holiday Inn – 0 inspection

**Density Test**

- Lagos Phase 4 & 5 - 2 inspections
- Manor Heights Phase 2 Sec 2 – 1 inspection

**Proof Rolls**

- Lagos Phase 4 & 5 – 0 inspections
- Manor Heights Phase 2 sec 2 – 2 inspection

**Pre-Pave Inspections**

- Logos Phase 4&5 – 0 inspections
- Manor Heights Phase 2 Sec 2 – 1 inspection

## **Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings.**

Presidential Heights Phase 3 – homes are still being built.

Presidential Heights Phase 3- 2-year walkthrough has been done, contractor in process of repairs.

Presidential Heights Phase 5 – Homes are being built.

Presidential Heights Phase 5 – 1 -year walkthrough has been done, contractor in process of repairs.

Stonewater North Phase 2- Homes are being built.

Stonewater North Phase 3-2-year Walkthrough has been done, contractor in process of repairs.

Lagos Phase 2- Contractor in development process

Manor Commons – Phase 1- homes are still being built.

Manor Heights – Phase I Sec. 1 - Contractor in building process.

Manor Heights – Phase I Sec. 2 - Contractor hasn't started building process.

Manor Heights – Phase II Sec. 1- Contractor in development process.

Manor Heights – Phase III Sec. 1- development process.

Manor Heights Phase III Sec. 2 – development process.

Grass Dale Manor Apartment - is in building process.

Manor Grand Apartments - is in building process.

Prose Manor Commons Apartments – Contractor is in building process.

Dairy Queen – Contractor in building process.

Manor Commons wastewater and water improvements in process.

Logos Phase 4 and 5 in development process.

Logos Village Clusters in development process.

Lagos TIA improvements on San Marcos St. in process.

ShadowGlen Phase 2 Sec 22 & 23A walkthrough punch list

ShadowGlen Phase 2 Sec 25 & 26 walkthrough punch list

ShadowGlen Phase 2 Sec 27A & 27B and 28-Trails walkthrough punch list

## Water Monthly Report September 2021

For the month of September, the Water Department had 36 service calls, 12 repair jobs, 10 maintenance jobs and 7 inspections.

**Service calls include:** Low water pressure calls, meter leaks, line locates, brown water calls, disconnect water services, and connected water services.

### Repairs

11606 Murchison - replaced a broken 1 x 3/4 curb stop.

400 West Parsons (city yard pump room) replaced starter on high service booster pump number 3.

309 East Carrie Manor - meter seal leak on city side of service - replaced meter seals -leak has been repaired.

Browning and Gregg St. NW corner - repaired a 1" service line break -replaced 20 ft of poly from main to meter.

307 East Wheeler - repaired a 2" main break replaced 10 ft of 2" PVC leak was in driveway so added casing to 2" main in driveway.

411 East Parsons- repaired a 3/4 poly service leak - replaced 3/4 poly service from meter to main and replaced the meter shut off.

410 East Carrie Manor St. - Repaired a 1" service line leak - replaced 5 ft of 1" poly service and 3/4 meter shut off.

Lexington and Lane NW corner - replaced broken valve casing on 6"water valve cemented around casing and lid.

401 West Parsons St. - repaired a 2" main break replaced 10 ft of 2" poly.

510 Jessie St. - new 6 x 1 water tap has been completed installed a new meter box on property line.

401 West Parsons St. - replaced a 6" leaking gate valve with new one (notified customer prior to shutting water off it affected 300 blk to 400 blk West Parsons water was off for 1 hr. ).

400 Blk East Burton St.-repaired a 6" water main break repaired with a 6 x 7 1/2 full circle repair clamp.

### Maintenance

18136 Canopy to 18108 Canopy - locate utilities water mains and services for Midway Boring.

Browning and Gregg NW corner - marked work area with white paint and call 811 for locates so, we could repair a main break.

Located water mains and services marked with blue paint and flags from corner of S .Bastrop and W. Carrie Manor St. on south side of road to across FM 973 also locate south side of E Brenham/Blake Manor from intersection east for about 600ft to dead end of single phase line.

Bluebonnet Electric setting new poles.

Aqua Tech Lab - took first set of 5 Bac T samples and dropped off at Aqua Tech lab.

Manor Prose apartment-dropped off 2" irrigation meter.

Manor Grand Apartments- dropped off 2" irrigation meter.

Aqua Tech Lab - took second set of 5 Bac T samples and dropped off at Aqua Tech lab.  
Skysail going East ending at Gallant St. locate water main and services the North side of front easements marked with blue pain and flags.  
Skysail going East ending at Gallant St. locate water main and services the South side of front easements marked with blue pain and flags.  
Galant St going East to Maxa St. on the south side font easements including 50 ft radius of intersection of Skysail Dr. and Gallant Street mark water mains and services with blue paint and flags.

## **Inspections**

12900 1/2 Gregg Ln Manor -EPCOR interconnect - Had backflow preventer tested (yearly inspection) by Fluid Meter service backflow preventer passed inspection.  
Stonewater North Phase 3 - 2-year warranty inspection.  
Greg RD and Hill Ln - St Joseph's flow test by Impact Fire Service.  
St Joseph Church - preconstruction meeting off site utilities.  
Manor Heights Phase 3 section 1 - installing 8" water main by JL Construction.  
Manor Commons on ring drive lots 12A and 12 B - inspect installing of fire hydrants and thrust blocking.  
12003 US-290 - flow test 12" main with Fire protection consulting group.



## **Wastewater Monthly Report September 2021**

For the month of September, the Wastewater Department had 5 service calls, 5 repair jobs, 15 maintenance jobs and 11 inspections.

### **Service Calls**

900 North Caldwell - sewer clog - clog was on city side of service - hydro jet service, service was cleared notified customer.

11511 Marshall - jetted city side clean out it cleared and notified customer service was good to use.

12608 St. Mary - sewer clog - clog was on customer side of service.

notified customer roots and clog were on customer side of service.

17209 Hamilton Point - sewer clog - jetted city side service and cleared also called locates to make repairs where city meets customer side clean out.

12840 St Mary - finish cover up and clean up.

### **Repairs**

13100 North F.M. 973 - re-cement around manhole ring and lid.

12840 St Mary St.- excavated wastewater service where city side meets customer side, city side service was good notified customer.

Carriage Hills Lift station pump number 1 - pump 1 tripped out - pulled pump was full of rags -cleaned rags out of pump, Pump 1 is back in operation.

13005 Carillon Way - replaced broken sewer cleanout sleeve and cap and lid.

5.14311 Almondine - replaced broken 6" clean out cap and lid.

### **Maintenance**

18136 Canopy to 18108 Canopy - locate utilities wastewater mains and services for Midway Boring. Wilbarger Plant - ordered load on sodium hypochlorite 2,000 gallons for Wilbarger Plant.

Located wastewater mains and services marked with green paint and flags from corner of S. Bastrop and W. Carrie manor St. on south side of road to across FM 973 also locate south side of E Brenham/Blake Manor from intersection east for about 600ft to dead end of single-phase line.

Bluebonnet Electric setting new poles.

Presidential Heights Lift station Generator - maintenance - changed oil 5 gallons, changed oil filter replace fuel filter and check for proper sealing and operation, lube fan drive bearing and check and clean crankcase breather by HOLT CAT.

Presidential Glen Lift Station at 13414 1/2 US HWY 290 Westbound -changed oil 5 gallons, changed oil filter replace fuel filter and check for proper sealing and operation, lube fan drive bearing and check and clean crankcase breather by HOLT CAT.

Wilbarger Plant - received load of sodium hypochlorite 2,000 gallons for Wilbarger Plant.

13100 North F.M. 973 - unbolt manholes so Civiltude Engineers could get flow-line information for design survey for a new school contact for Civiltude Engineers.

Presidential Glen lift station - 500 hr. preventive maintenance on generator at 19800 1/2 Woodrow Wilson St.

Wilbarger Plant - ordered load of Alum 4,500 gallons for Wilbarger Plant.  
200 BLK West Brenham cross street Bastrop St. - locate wastewater mains and services for Spectrum Time Warner setting new pole and boring across road to run cable marked wastewater main with green paint.  
Stonewater lift station - 500 hr. preventive maintenance on generator at 11957 Johnson Rd.  
Tur Weg Ln. to las Entradas lift station - hydro jet wastewater mains for maintenance.  
Skysail going East ending at Gallant St. locate wastewater main and services the North side of front easements marked with green paint and flags.  
Skysail going East ending at Gallant St. locate wastewater main and services the South side of front easements marked with green paint and flags.  
Galant St going East to Maxa St. on the south side font easements including 50 ft radius of intersection of Skysail Dr and Gallant Street mark wastewater mains and services with green paint and flags.

## **Inspections**

Stonewater North Phase 3 - 2-year warranty inspection.  
End of West Carrie Manor St. by community center - New lift station by Austin Engineering construction laying force main.  
Cottonwood Wastewater treatment Plant - Exfiltration test on manhole 5+42 passed.  
Cottonwood Wastewater treatment Plant - Exfiltration test on manhole 14+90 passed.  
St Joseph Church - preconstruction meeting off site utilities by JT,LZ,PG KIM TII Construction.  
ShadowGlen section 28 lift station - lift station inspection - filled water level to 42 inches to top of lift station on 9-14-21 at 8am checked on 9-15-21 at 8 am water level at 42 inches passed inspection.  
Manor Heights Phase 3 section 1 - wastewater mains and services by JL Construction.  
End of West Carrie Manor St. by community center -New lift station pressure test force main installed by Austin Engineering Construction.  
Cottonwood Wastewater treatment Plant - Exfiltration test on manhole 8+95 passed.  
Manor Heights Phase 3 section 1 - installing wastewater main and clean outs by JL Construction.  
Manor Heights Phase 3 section 1 - pressure test wastewater mains and vacuum test manholes by JL Gray Construction.