



# MEMO

To: Mayor and City Council Members  
From: Mike Tuley, Director of Public Works  
Date: March 10, 2022  
**RE: February Monthly Report**

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## **Public Works Department**

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

In February, 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 February, 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 February, 57 % of the water we supplied to our residents was from our wells, and we purchased 43 % from EPCOR and Manville WSC.

### **Population**

City of Manor- 17,228

Shadowglen- 5,990

### **Subdivision Inspections**

- Street Inspections- 28
- MS4 – 3 Inspection per working day.
- Water Inspections- 5
- Wastewater Inspections- 8

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT  
PUBLIC WORKS DEPARTMENT  
February 2022

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.	Project closeout	100%
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 2	Creekside Lift Station improvements, Carrie Manor Lift Station	Carrie Manor Lift Station electrical connected in January. lift startup to begin this month	99%
2017 Water Distribution System Improvements	12" water transmission main along Gregg Lane, FM973 and Tower Road	Project closeout	100%
2020 Cap Metro Paving Improvements	Paving improvements on Burnet, Rector and Townes Streets	Project closeout	100%
Cottonwood Creek Wastewater Treatment Plant	200,000 GPD wastewater treatment plant and lift station	Equipment installation ongoing	95%
Cottonwood Creek Wastewater Improvements Project	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	Construction is at approximately 90%. Contractor has been delayed by shortages of lift station equipment. The contract completion date of January 8 is expected to be extended into February.	90%
US 290 Water Line	12" water line extension from Presidential Glen along US 290 to past Kimbro Road	Project Complete.	Project complete and retainage released 1/14/22
FM973 Water & WW Lines	12" water line and 12"/15" gravity wastewater line in FM 973	Water installation has been completed; working on testing the lines; to begin wastewater week of February 7 <sup>th</sup> .	Construction Phase – Construction approx. 50% complete. Construction paused while waiting for easement.

Bastrop/Parsons Gravity Main	12" gravity wastewater main	Wastewater improvements have been installed and are in service. Contractor is completing clean-up and pavement repairs	90%
CIP W-15 FM973 WL	12" Water Line from downtown to Manor Commons area	Construction contract was approved for award at 10/20/21 Council meeting	Easements are close to being finalized. Expected notice to proceed on 2/28/22 with completion 5/29/22
Pavement Management Program	Pavement Assessment and Management Program	Began working on Phase 2.	Phase 2 – 10% complete
I&I Program	Phase 1 and Phase 2 Inflow and Infiltration Program	Working on analyzing data and preparing report.	Phase 1 – complete Phase 2 – 85% complete
Cottonwood Creek Wastewater Line Extension	Northern extension of gravity wastewater line in Cottonwood Creek Basin	Construction documents are at 90% completion	Design Phase
Manor Commercial Park WW Collection System	Phased wastewater collection system improvements for Beltex area	Internal project kickoff meeting has been held; survey scope established, working on ROEs	Preliminary Engineering
Gregg Manor Road GST and Pressurization Facilities	Ground storage tank and water pressurization facilities for the EPCOR water delivery point	Project kickoff meeting to be held week of February 14; survey scope established	Preliminary Engineering
FM 973 and US 290 Water Lines, CIP W-15 & W-16	Water line extensions along FM973 and US 290	Project kickoff meeting to be held week of February 14; survey scope established, working on ROEs	Preliminary Engineering
Bell Farms and Carriage Hills LS Imp, CIP-2 & CIP-3	Upgrades to the Bell Farms and Carriage Hills lift stations to provide capacity for new growth	Project kickoff meeting conducted, ; survey scope established, working on ROEs	Preliminary Engineering
FY 2021 Paving Improvements Project	Capital Metro BGA and City-Funded paving improvements	Preparing construction plans and specifications.	Construction plans and specifications 15% complete.
Cottonwood Creek West Tributary WW Improvements	Wastewater CIP Line in Cottonwood Creek West Tributary Basin	Project kickoff meeting scheduled for week of February 17 <sup>th</sup> ; survey scope established, working on ROEs.	Preliminary Engineering

Cottonwood Creek Grant Project	Grant funded expansion of the Cottonwood Wastewater Treatment Plant	Project kickoff meeting conducted, working with City Staff on grant applications	Preliminary Engineering
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## **Streets and Parks Monthly Report February 2022**

### **Daily Duties and Projects 2-1-2022 / 2-28-2022**

Street Maintenance – Removed and prepped sidewalk for repair at Brownsboro Ct.

Street Maintenance - Removed and prepped curb for repair at Brownsboro Ct.

Street Maintenance- poured concrete for sidewalk at Brownsboro Ct.

Street Maintenance – repaired Stop sign @ E. Rector and Lexington St.

Street Maintenance – poured concrete for curb at Brownboro Ct.

Streets Maintenance – worked ice event sanding streets putting out deicer on city buildings sidewalks.

Streets Maintenance – pothole repairs @ S. Bastrop St., Bella Park Way,

Street Maintenance- installed 7 No Parking signs on Tillgang Pass per Chief.

Streets Maintenance/Parks – repaired Stop sign @ N. Lexington St.

Streets Maintenance – repaired stop sign @ N. LaGrange St @ E. Murray St.

Streets Maintenance – repaired stop sign @ N. LaGrange & E. Rector St.

Streets Maintenance – crack sealed Athens St from Dimit St. to Burton St,

Parks Maintenance – repaired stop sign @ Eggleston St & Bastrop St.

Parks Maintenance – installed new mulch at Greenbury Park playscape.

Parks Maintenance – added new mulch to city hall flower beds.

Parks Maintenance – Installed new irrigation at New Public works building, Bell Farms New trees.

Parks Maintenance- Trimmed trees in Timmerman Park.

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 @ 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**

-28 locations inspected once a day.

-3 MS4 reports submitted this month as required by TCEQ.

### **Concrete Pre pour Inspection**

Logos Phase 4 & 5 – 0 inspections

Manor Heights Phase 2 – 11 inspections

Manor Heights Phase 3 – 3 inspections

Manor Heights Phase 6 – 0 inspections

Logos Village Clusters – 0 inspections

Presidential Heights Phase 6 – 0 inspections

StoneWater Phase-3 – 2 inspections

### **Density Test**

Lagos Phase 4 & 5 - 0 inspections

Manor Heights Phase 2 Sec 2 – 0 inspection

Presidential Heights Phase 6 – 0 inspection

Shadowveiw Sec 3 Hill Ln – 0 inspections

StoneWater Phase-3 – 1 inspection

### **Proof Rolls**

Lagos Phase 4 & 5 – 0 inspections

Manor Heights Phase 6 – 0 inspections

Manor Heights Phase 2 sec 2 – 0 inspections

Shadowveiw Sec 3 Hill Ln – 0 inspections

StoneWater Phase-3 – 1 inspection

### **Pre-Pave Inspections**

Logos Phase 3 – 0 inspections

Manor Heights Phase 2 Sec 2 – 0 inspection

Manor Heights Phase 6 – 0 inspection

Presidential Heights Phase 6 – 0 inspection

## **Storm Sewer Inspections**

Manor Heights Phase 3 – 0 inspections  
Gregg Manor Rd – 0 inspections  
Shadowveiw Sec 3 Hill Ln – 0 inspections  
Village of Manor Commons Phase 2 – inspections

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

Presidential Heights Phase 3 – homes are still being built.  
Presidential Heights Phase 6 – walk through for pre-construction no building of houses yet.  
Presidential Heights Phase 3- 2-year walkthrough has been done, contractor in process of repairs.  
October 2021 still waiting.  
Presidential Heights Phase 5 – 1 -year walkthrough has been done, contractor in process of repairs.  
September 2021 still waiting.  
Presidential Heights Phase 4 – 2 years walkthrough has been done, contractor in process of repairs.  
November 2021 still waiting.  
Stonewater North Phase 3- Completed building of homes.  
Stonewater North Phase 2- 2 years walkthrough has been done, contractor in process of repair. April 2021 still waiting.  
Stonewater North Phase 3-2-year Walkthrough has been done, contractor in process of repairs.  
September 2021 still waiting.  
Manor Commons – Phase 1- homes are still being built.  
Manor Heights – Phase I Sec. 1 – homes are being built.  
Manor Heights – Phase I Sec. 2 – homes are being built.  
Manor Heights Phase 1 Sec 1 – 1-year walkthrough has been done, contractor in process of repairs.  
November 2021 still waiting.  
Manor Heights – Phase I Sec. 2 – Contractor in building process.  
Manor Heights – Phase II Sec. 1- Contractor in development process.  
Manor Heights – Phase II Sec. 1 & 2 Contractor in building process.  
Manor Heights – Phase III Sec. 1- development process.  
Manor Heights Phase III Sec. 2 – development proc  
Manor Commons wastewater and water improvements in process.  
Logos Phase 4 and 5 in development process.  
Logos Phase 4 and 5 walkthrough punch list prebuilding February 2022  
Lagos Phase 2- homes are being built.  
Logos Village Clusters in building process.  
Shadowglen Phase 2 Sec 22 & 23A walkthrough punch list. September 2021 still waiting.  
Shadowglen Phase 2 Sec 25 & 26 walkthrough punch list. September 2021 still waiting.  
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.

## Water Monthly Report February 2022

For the month of February, the Water Department had 20 service calls, 7 repair jobs, 8 maintenance jobs and 5 inspections.

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

### Repairs

11605 Morgan's Point - replaced a broken 1" x 3/4 angle stop.  
12305 Waterford Run - replaced broken meter box lid.  
16824 Hamilton Point - leak at water meter - replaced meter washers leak has been repaired.  
109 East Murray made a new water tap and ran a 1" service line to meter  
installed new Meter box and meter ID – 11831283 Ecoder-1569999448.  
12725 Hamilton Point - replaced broken curb stop to water meter.  
547 Llano St - repaired a 2" main break - cut 10 ft of 2" pvc pipe and used two  
2" dresser couplings to make repairs.  
Carrie Manor and Bastrop St. NW corner - repaired a 6" C900 pvc main break- replaced  
8ft section and used two 6" dresser couplings to make repairs.

### Maintenance

Clearwell, city yard, intermediate and elevated water tower storage tanks- winterize all  
pressure transmitters to protect from freezing added heat lamps with enclosure.  
Bac T samples - took first set of five Bac T samples and dropped off at Aqua Tech Lab  
for testing on 2-8-22 received results on 2-9-22 samples passed.  
Clearwell at 5311 Gilbert Rd - changed out 150 lb. cl2 bottle number 1.  
Bact T samples-took second set of five Bac T samples and dropped off at Aqua Tech Lab  
for testing on 2-15-22 received results on 2-16-22 samples passed.  
LaGrange and Townes to Lane St. - locates utilities for contractor marked mains and services  
with blue paint and flags.  
Unit 411 - dropped off at city mechanic shop due to strobe lights not working. Alex will make repairs.  
Stonewater and Hamilton Point subdivisions - set out notice of flushing signs to maintain water quality  
at entrances to subdivisions day prior 2-23-22 to flushing on 2-24-22.  
Joyce Turner and Old HWY 20 NE corner in front of West Elevated Tower- overhauled fire hydrant  
that was leaking hydrant is back in service.

### Education

John Blomberg passed Grade C Water Distribution Exam.  
Raymond Muniz passed Grade B Wastewater Treatment Exam.

### Inspections

Lagos final phase - water main and services being installed check for proper bedding restraints and thrust  
blocking by DD 2-9-22.  
FM 973 12" Water Main project - pre-construction meeting on 2-16-22 at 9:00am with M&C Fonseca  
Construction Co.  
and City Engineer Sam Kiger by JT 2-16-22  
St Joseph 12 water main - check all fire hydrant vales and main line valves make sure they were all the  
way open- all passed by FZ, DD 2-15-22  
Shadowview - Cash construction laying water main inspected bedding, tape and wrapping of mechanical joints.  
Shadowview - Cash construction laying water main inspected bedding, tape  
and wrapping of mechanical joints.

## **Wastewater Monthly Report February 2022**

For the month of February, the Wastewater Department had 6 service calls, 5 repair jobs, 6 maintenance jobs and 8 inspections.

### **Service Calls**

11505 and 11507 Dimmit after hrs. -called in sewer clog - found it was a water leak on customer side of meter at 11505 Dimmit notified customer per the customer shut off water so they could make repairs.

14201 George Mason - sewer clog - found city side was clear it was an inside issue notified customer.

12612 St. Mary - sewer clog - clog was on customer side of service notified customer issue was on customer side.

12804 Ring Drive - customer stated they were having issues with wastewater service connection when arrived at address found there was no clog on city side of service. called for locates and exposed where city side meets customer side and found no issues on city side of service connection notified customer.

405 West Parsons - sewer clog - ran jet machine and cleared clog- notified contractor Guerra Const. that this is second time it has clogged this is part of the wastewater main upgrade project on Parsons St. spoke with contractor Guerra construction they ran camera found bad spot and will make repairs. Repairs were made on Friday 3-4-22.

18201 Maxa Dr - customer called and stated meter shut off was broken, upon arriving at address found it was the customer side shut off was broken notified customer customer will call plumber to make repairs.

### **Repairs**

Presidential Heights Lift station - replaced Single Speed yellow pendant (button would get stuck in the down position) on lift station crane at Presidential heights lift station by Bay area crane.

15004 Breccia Rd - replaced a broken clean out cap and lid.

Wildhorse Creek Lift station - TCU (telemetry control unit) was not sending signal to scada found that the radio had went bad , swapped TCU units with a spare we had in stock sent TCU unit serial number (367-005040-172) to Data Flow for repairs.

305 East Boyce - repaired where city side meets customer side replaced 10 ft or service line on city side of service installed a new clean out on property line.

19417 W T Gallaway - replaced a broken cleanout cap and lid and notified customer job was completed.



## **Maintenance**

Carriage Hills Lift station - repaired coolant leak on lift station generator removed fan guard and replaced coolant heater hose that was leaking generator back in service.

ADS Flow view meter in manhole number 3 at 100 blk East Brenham in alley- replace battery meter back in operation.

Presidential Glen Hwy 290 Lift Station - had grease, rags and trash cleaned out of wet well by wastewater transport.

Wilbarger Plant - ordered a truck load of alum 4,500 gallons from Brenntag.

Texas underground (contact Ricky Sanchez) - sent lateral line camera in for repairs they gave us a spare to use while ours was getting repaired.

LaGrange and Townes to Lane St. - locates utilities for contactor marked wastewater mains and services with green paint and flags.

## **Inspections**

Lagos final phase - wastewater mains and services by JL Gray Construction.

Shadowview - wastewater main from Lexington St to Gregg Rd by Cash Construction.

Cottonwood - clearing of mud from main have scheduled to retest at a later date by DGuerra Construction.

FM 973 Compass Rose - wastewater main by Black Rock Construction.

Shadowview - wastewater main from Lexington St to Gregg Rd by Cash Construction.

Lagos final phase - wastewater mains and services by JL Gray Construction.

Creekside lift station - notified Austin engineering that the crane button would get stuck when in down position crane is under warranty Austin engineering will take care of it when job is completed they will notify city by JT,JB 2-28-22

FM 973 Compass Rose - wastewater main by Black Rock construction by DD 2-21-22 to 2-25-22