



# MEMO

To: Mayor and City Council Members  
From: Mike Tuley, Director of Public Works  
Date: November 10, 2020  
**RE: October Monthly Report**

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## **Public Works Department**

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

In the month of October, 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. In October, the Street Department repaired streets, curbs and signs.

### **Water and Wastewater Department**

In October, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily. In October, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

### **Water Production & Purchase**

In the month of October 19% of the water we supplied to our residents was from our wells, and we purchased 81% from EPCOR and Manville WSC. In October, the estimated population of residents in the City of Manor is 15,187. Estimated population for ShadowGlen is 4,443 residents.

### **Subdivision Inspections**

- Street Inspections- 17
- Water Inspections- 2
- Wastewater Inspections- 5

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 NOVEMBER 2020

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase 1	Wilbarger WWTP, Onsite LS, Public Works Bldg.	Second of two treatment trains placed online, ongoing work on sludge processing, building construction ongoing.	85%
Wilbarger Creek Wastewater Treatment and Collection System Improvements, Phase	Creekside Lift Station improvements, Carrie Manor Lift Station	Creekside lift station excavation and installation of wet well complete, foundation work complete; Carrie Manor lift station license agreement under review.	12%
2017 Water Distribution System Improvements	12" water transmission main along Gregg Lane, FM973 and Tower Road	Line installed and functioning, SCADA improvements being finalized.	95%
2020 Cap Metro Paving Improvements	Paving improvements on Burnet, Rector and Townes Streets	Plans 75%	Design Phase
Park Bathroom	Public restroom for Timmerman Park	Project to be advertised for bidding	Bidding Phase
Cottonwood Creek Wastewater Treatment Plant	200,000 GPD wastewater treatment plant and lift station	Project bid and considered for award	Award Phase
Cottonwood Creek Wastewater Improvements Project	Gravity wastewater lines and lift station to serve Cottonwood Creek Basin and Cottonwood Creek Tributary Basin	Easement acquisition ongoing, plans 90%	Design Phase
US 290 Water Line	12" water line extension from Presidential Glen along US 290 to past Kimbro Road	Easement acquisition ongoing, plans 95%	Design Phase
FM 973 Water and Wastewater Lines	12" water line and 12"/15" gravity wastewater line in FM 973	Project on hold per developer	Design Phase
Burnet/Parsons Gravity Main	12" gravity wastewater main	Plans, contract documents and specifications complete	Design Phase

Arbor Day November 9, 2020





Planted 14 trees in Timmerman Park along Skimmer Run.

Hamilton Point Park playscape is in the process of being installed. Playscape will be completed by end of November.



Jennie Lane Park shade structure is in the process of being installed and will be completed the end of November.



Ground Storage Tank

402 West Parsons - 8" Cla -valve has been ordered to replace 15-year-old Cla -valve at 402 West Parsons City Yard.



Pulled Well number 3 pump – found hole in pump – see attached photo

Wells casing needs to be replaced has lots of corrosion– see attached photo

Jurgensen Pump and well service is scheduled to replace pump and casing for Well number 3 within a couple of weeks.







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## **Streets and Parks Monthly Report October 2020**

### **Daily Duties and Projects 10-1-2020 / 10-31-2020**

- Stop sign repair @ Wedding Dr & Carillon Way, Straighten signs at Bell Farms and Carriage Hills subdivisions.
- Cleaned up illegal dumping on Old Kimbro Rd per Code Enforcement.
- Trimming trees in roadways in Old Town, Johnson Rd, Bell Farms, Hamilton Point.
- Hamilton Point Park playscape is being installed.
- Repaired potholes in Old Town, Johnson Rd, Bell Farms, Abraham, Voelker.
- Water Cut road repair completed on LaGrange St. and E. Eggleston St.
- Repaired Dead End Barricades on Browning St.
- Completed street pavement repairs on Wheeler St. between N. Caldwell St. and N. Bastrop St.
- Installed new rumble strips on Lexington St. near golf cart crossing.
- Placed dirt against shoulder of new asphalt on Wheeler St between N. Caldwell St. & N. Bastrop St.
- Installed Stop bar @ Wheeler St and N Bastrop St.
- Granite trail maintenance at Bell Farms Park.
- Fertilized - City Hall, PD, Jennie Lane Park, Timmerman Park, Art Park, Bell Farms Park and Greenbury Park.
- 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.

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

Presidential Heights Phase 3&4 – homes are 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 –2-year walkthrough and punch list repairs completed.

Presidential Heights Phase 7 – 2-year walkthrough and punch list repairs completed

Stonewater North Phase 2- Homes are being built.

Stonewater North Phase 3- Homes are being built.

Stonewater North Phase 3-1-year Walkthrough has been done, contractor in process of repairs.

Lagos Phase 1- Homes are completed.

Manor Commons- phase 1- 1year walkthrough has been done, contractor in process of repairs.

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

Manor Commons Apartments – still in building process.

Ring Drive – 1year walkthrough has been done, contractor in process of repairs.

Manor Heights – Phase I Sec. 1&2 Contractor in development process.

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

Grass Dale Manor Apartment - is in development process and building process.

Manor Grand Apartments - is in development process.

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## **Water Monthly Report October 2020**

For the month of October, the Water Department had 25 service calls, 5 repair jobs, and 7 maintenance jobs, 100 Turn off's and 2 Inspections.

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

### **Repairs**

612 John Nagle - repaired a 1" service line break by CD,AM,AB 6-26-20.

207 West Brenham -installed a new 2" x 1" water tap set new meter and meter box -Meter ID - 10218074 Ecoder-1567385918 reading - 0000 by FZ,CD,AM 10-22-20.

301 East Wheeler - replaced a leaking 3/4-meter stem by FZ,CD,AM 10-29-20.

End of 300 West Wheeler - repaired operating nut on fire hydrant by FZ,CD 10-5-20.

106 West Parsons - repaired an 8" water main break cut out a 5 ft section pipe by FZ,CD,AM,DD 10-23-20.

### **Maintenance**

Clearwell on Gilbert Ln - changed cl2 bottler # 1 out 150 lbs. CL2 gas cylinder by CD,AM 10-7-20.

Clearwell on Gilbert Ln - changed cl2 bottler # 2 out 150 lbs. CL2 gas cylinder by CD,AM 10-19-20.

John deer backhoe - cleaned and greased backhoe by AM 10-14-20.

City yard pump room -swept pump room by DD,AB 10-16-20.

Clearwell pump room on Gilbert ln -swept pump room by DD,AB 10-16-20.

City yard shop -changed oil out on unit 421 by AM 10-23-20.

Truck unit 417 - ordered an 8' Service/Valve Box Cleaner from USA Blue book by JT 10-27-20.

### **Inspections**

Manor Grand Apartments on Genome Drive - discuss tie into existing water main with Phil from Tri State construction Tie will be within next couple of weeks by JT 10-16-20.

Greg ln across at Shadow Glen vault -Fluid meter inspected and tested back flow preventer it passed by JT 10-26-20.

## **Wastewater Monthly Report October 2020**

For the month of October, the Wastewater Department had 9 service calls, 9 repair jobs, 11 maintenance jobs and 5 inspections.

### **Service Calls**

18200 Gallant - sewer clog - clog was on customer side notified customer by RM 10-8-20.

900 N. Caldwell - sewer clog - clog was on customer side notified customer by FZ,AM 10-13-20.

12003 Bastrop - sewer clog – cleared clog and called locates to repair city side clean out by DD,AB 10-14-20.

16813 Trevin Cove - sewer clog - clog was on city side cleared service line and called locates to make repairs by DD,AB 10-14-20.

900 North Caldwell (Texas Traditional BBQ) - sewer clog - jetted main and cleared by FZ,CD,DD 10-21-20.

13508 Marie Ln - jetted and cleared city side service and called locates to make repairs where city side meets customer side left door tag to notify customer nobody home by CD,DD 10-25-20.

16221 Hamilton Point - jetted city side and cleared also called locates to make repairs where city side meets customer by FZ,CD,AM 10-26-20.

11402 Lapoynor - sewer clog - jetted city side and cleared also called locates so we can repair where city side meets customer side by CD,JT,DD 10-27-20.

### **Repairs**

18121 Top Sail- repaired where city side meets customer side on wastewater service line and set new clean out cap and lid by CD,JT 10-15-20.

16813 Trevin Cove -sewer clog-excavated where city side meets the customer side service-city side was good- notified customer city side service had no breaks by FZ,CD,AM 10-19-20.

12003 South Bastrop -repaired where city side meets customer side on wastewater service line and set new clean out cap and lid by FZ,CD,JT,AM 10-20-20.

13508 Marie Ln -called locates to make repairs where the city side meets customer by FZ,CD,AM 10-26-20.

11402 Lapoynor - called locates so we can repair where city side meets customer side by CD,JT,DD 10-27-20.

13508 Marie Ln -excavated where city side meets customer side the break was on customer side notified customer 10-29-20 customer had plumber make repairs on 10-30-20 by FZ,CD,JT.

16221 Hamilton Point-jetted city side and cleared also called locates to make repairs where city side meets customer by FZ,CD,AM 10-29-20.

16221 Hamilton Point-made repairs where city side meets customer side and installed new cleanout cap and lid by FZ,CD,AM 10-30-20.

## **Maintenance**

New Wilbarger treatment plant start up -lift station pumps started at 8:00am started filling up mixing chamber, aeration chamber, clarifier and set up 24 hr. sampling machine by JT,CD, 10-6-20.

Presidential Glen HWY 290 Lift station - Filled Generator fuel tank with diesel by DD,AB 10-14-20.  
16813 Trevin Cove - called locates to make repairs where city side meets customer side service by DD,AB 10-15-20.

Presidential Glen HWY 290 - had grease and rags cleaned out of lift station by CD,AM 10-21-20.

Carriage Hills Lift station -had grease and rags cleaned out of lift station by CD,AM 10-21-20.

Stonewater Lift station -had grease and rags cleaned out of lift station by CD,AM 10-21-20.

207 West Brenham - made a new wastewater tap 8x6 tap and set new clean out on property line by FZ,CD,AB,10-26-20.

West Parsons manhole 2E (in front of Lions club) measured from the top of pipe coming into the manhole from the south to top of the manhole ring and lid it's 79.5 inches sent information to Jay Engineering by JT,CD 10-27-20.

Wilbarger Plant-ordered red phenol solution from Hach for PH testing at Wilbarger plant 10-27-20 by JT.

Wilbarger Plant - received truck load of alum 4500 gallons , Hydrogen bisulfite 4,500 gallons and sodium hypochlorite 2,500 gallons by RM 10-26-20 and 10-27-20.

Wilbarger Plant - started sending flow into track number 2 at 8am by RM,JR 10-28-20.

## **Inspections**

Genome Dr. - Manor Grand Apartments - water main tie in by TRI State Construction by JT, 10-5-20.

Manor Grand Apartments - pressure test wastewater mains and vacuum test manholes all passed by JT 10-21-20.

MAINOR HEIGHT PH2 SEC1 - JL Gray Construction began laying wastewater main by JT,DD 10-21-20.

MAINOR HEIGHT PH2 SEC1 - wastewater mains and manholes by JL Gray Construction by JT,DD 10-22-20 to 10-23-20.

MAINOR HEIGHT PH2 SEC1 - wastewater mains and manholes by JL Gray Construction by JT,DD 10-26-20 to 10-30-20.