



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: April 15, 2026  
**RE: March Monthly Report**

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## Public Works Department

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

In March, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of way. They cleaned and maintained all the 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 March, 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.

### *Population*

City of Manor- 23,083  
Shadowglen- 6,359

### *Water Usage*

Manor Ground Water- 12.173 in Thousands  
Manville- 11.715 in Thousands  
EPCOR- 50.131 in Thousands

Total: 74.019 in Thousands

CITY OF MANOR  
 CAPITAL PROJECT STATUS REPORT  
 PUBLIC WORKS DEPARTMENT  
 February 25<sup>th</sup>, 2026

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Manor Commercial Park WW Collection System 15072 – SOW No. 7  Tyler Shows	Phased wastewater collection system improvements for the Beltex area	Phase 1: Once the silt fence is removed, retainage will be released, and the project will be closed out. Phase 2: Working on design and permits for phase 2.	Phase 1 Construction Phase  Phase 2 Construction Documents
Gregg Manor Road GST and Pressurization Facilities 15110 - SOW No. 10  Pauline Gray	Ground storage tank and water pressurization facilities for the EPCOR water delivery point The contractor is CC Carlton.	Contractor working on punch list. Still working on SCADA issues.	Construction Phase
FY2022 Tax Note-Funded 973 North Water 15416 - SOW No. 23  Pauline Gray	Contract approved at the September 7 Council Meeting.	Construction: Line is installed. Commencing pressure, bac t, and density testing. The remaining work is permanent street repair. GBA provided the encroachment exhibit to Manville.	Under construction.
US 290 Water Line, CIP W-16 15110.01 - SOW No. 10  Pauline Gray	Water line extensions along FM973 and US 290	Precon with Manville held 12/18. Work will start after the completion of the 973 N waterline.	About to start construction.

<p>Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9</p> <p>Frank Phelan</p>	<p>Developer-funded expansion of the plant</p>	<p>Continue to monitor plant flows. Averages and % of Capacity: April 2025: 87,000 gpd or 44% May 2025: 97,000 gpd or 49% June 2025: 103,000 gpd or 52% July 2025: 114,080 gpd or 57% August 2025: 106,782 or 53% (inc. 2 calibrations) September 2025: 89,900 or 45% October 2025: 91,300 46% November 2025: 94,700 47% December 2025: 96,652 48% January 2026: 102,33 51% February 2026: 106,736 53% (partial)</p>	<p>Bid Documents 100%, Waiting for funding</p>
<p>Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A</p> <p>Frank Phelan</p>	<p>Tax Note: expansion of the Cottonwood Wastewater Treatment Plant</p>	<p>QA/QC being completed.</p>	<p>Design Phase Engineering</p>
<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p> <p>Pauline Gray</p>	<p>Contract approved at the September 7 Council Meeting.</p>	<p>Bid opening extended to 3/3/2026.</p>	<p>Construction documents at 100%</p>
<p>Wilbarger Creek WWTP Expansion</p> <p>Frank Phelan</p>	<p>Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.</p>	<p>100% Plans reviewed with City. Specifications and front end documents to be completed this week.</p>	<p>100% Design Level</p>
<p>East Travis Regional WWTP Permit – SOW No. 31</p> <p>Jose Castillo</p>	<p>TCEQ Permit application for Manor’s 98-acre site for East Travis Regional WWTP</p>	<p>Submitted to TCEQ on 01/2025. Waiting for comments from TCEQ. GBA is working to submit an additional SOW related to Modeling Support. 02/24</p>	<p>Permit application</p>
<p>Wilbarger Creek WWTP Permit Renewal – SOW No. 32</p> <p>Pauline Gray</p>	<p>TCEQ Permit renewal application for Wilbarger Creek WWTP</p>	<p>Permit is under technical review.</p>	<p>Permit application</p>

Emergency Generators – SOW No. 34  Frank Phelan	Emergency Generators for City Hall and Police Department	Waiting on grant approval of documents to bid.	80%
Llano St. & Lampasas St. Interceptors – CP-WW-0003 16692 – SOW No. 40  Frank Phelan	Upgrade/upsized of existing sanitary sewer relief pipes, 18” to 36”	90% Plans submitted. Page turn scheduled for next week.	Design Phase
Manor – Waterline Upsizing Project – CP-WW-0002 16689 – SOW No. 38  Jose Castillo	Upgrade/upsized of the replacement of the existing 12” waterline with a 16” waterline between the intermediate tank to downtown.	GBA reviewed recorded easement docs for a water line (transmission lines) owned by Metro H2O. This info was found by reviewing Title Search Documents, but not marked on the field by them. This line runs parallel with the existing 12-inch COM line and appears to overlap for a long portion for the proposed alignment for the proposed 16-inch line. GBA is currently trying to find out all the facts about this line (such as on service, construction plans, etc.) 02/24/2026	Design Phase
Manor – US Hwy 290 Waterline Crossing – 16690 - SOW No. 37  Pauline Gray	This new waterline tie-in will provide conveyance across US 290 from the north side to the south side. This will provide system resiliency.	90% Design. Discuss possible funding for this project. Finalize to submit for the TxDOT bore permit.	90% plans
Manor – 16" Bois d’Arc waterline project – 16691 - SOW No. 38  Pauline Gray	This project will create a waterline loop along Bois d’Arc Lane that will provide improved water quality, system reliability, and enhanced distribution system capacity.	60% Design. Waiting for revised field notes.	60% plans

<p>14667.04 - FY2025 Paving project</p> <p>Pauline Gray</p>	<p>This project is for the proposed paving improvements in Stonewater, Greenbury, and the Bois d'Arc reconstruction.</p>	<p>Precon held Feb. 19<sup>th</sup>.</p> <p>Contractor is Packsaddle Management.</p>	<p>Construction</p>
<p>14667.15 - MS4</p> <p>Pauline Gray</p>	<p>MS4 misc. Work and permit renewal</p>	<p>Working on this year's goals with City. Working on contractor erosion control manual.</p>	<p>Annual report.</p>

## **Streets and Parks Monthly Report March 2026**

### **Daily Duties and Projects**

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

Pothole repairs on Gregg Ln, W. Carrie Manor, San Marcos St, Old Kimbro Rd, N. Burnet St, Ring Dr, Abrahamson Rd, and Bois D' Arc Rd.

Patch repairs to the Art Park parking lot and at the new PD parking lot.

Built road base road for Parsons Wastewater Easement.

Installed 30mph speed limit signs on Old Kimbro Rd, and Liberty Bell.

Removed old landscaping, framed and poured concrete for a round pad for a new sculpture at the Art Park.

Installed "The Bridge" Sculpture at the Art Park.

Installed 100ft of ADA accessible sidewalk at 600 E. Parsons and at the new PD.

Installed street blade at Eggleston St. and Bastrop St.

Crack seal maintenance at Marie Ln, Mizzen Dr, and Gallant St.

Removing ceiling fans and bad ceiling tiles at 600 E. Parsons St.

Crack sealed at Blake Manor Rd, Greenbury Dr, Maxa Dr, Canopy Ln, and Constellation Dr.

Replaced battery at flashing light at golf cart crossing on Lexington St.

Repaired stop sign at Ring Dr. and 290.

#### ***Streets/Parks/ROW***

Set up for Easter Eggstravaganza Event at the E. Manor Development #1.

Take down for Easter Eggstravaganza Event at the E. Manor Development #1.

Installed 15 yards of kitty mulch at Timmerman playground.

Power-washed City Hall twice on the south and east sides of the building.

Parks/ROW-Project- Installed two ping pong tables at Timmerman Park.

Daily restroom checks at the city parks.

Weekly irrigation checks.

Playground and playscape monthly safety checks.

Friday Afternoons Bulk Drop Off for city residents.

Scheduled weekly Park rounds at park facilities.

Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

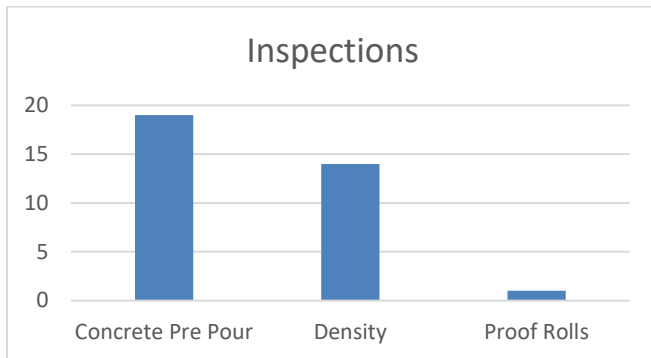
**MS4 Storm drain inspections monitored New/Construction under warranty**

735 - Inspections done this month.

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

**Storm Sewer Inspections**

1597 Ft -inspections



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

Lagos Phase 3 – building	Tesla Charging Stations – waiting
Manor Heights Phase 4 – building	Boyce Street mixed-use apartments- building
Manor Heights Phase 5 – development process	Amavi Manor – waiting to build
Village at Manor Commons Phases 3 & 4 building	Al Noor Muslim Center – waiting to build
Palomino Subdivision – building	New Haven, Mass, Grading – waiting
Las Entradas Section 4 – waiting to build	Abbott’s Frozen Custard – waiting
Holley Smith Phase 1A – building	Landmark - building
Holley Smith Phase 1B – building	Las Entradas Phase 4
Logos Phase 3	Platinum 973 Business Center – building
Manor Heights Phase 3 Section 2	Okra Phase 1 – south of Monarch Ranch – waiting
The View at Manor – building	Tower Road Apartments – off Tower Road – building
Manor Heights 4A and 4B	Manor Heights Ph 6 – site disturbance plans – waiting
Manor Heights Phase 4	Popeyes – waiting
Manor Heights Phase 5	Duque Estates – building
Palomino	Brakes Plus – Las Entradas North – building
Monarch Ranch Subdivision Improvements – building	RBFCU
Monarch Ranch Amenity Center – building	Walmart EV Charging station- waiting
HTeaO – building	Kiddie Academy
Manor Mini storage – waiting to build	Holley Smith Phase 2
The Lex – building	Manor Heights Phase 8
Presidential Storage – building	

***Cemetery Report***

March 3, 2026 – Three headstone bases were installed.

March 3, 2026 – Three headstone bases were installed, and the owner has been notified to remove them, as the City of Manor does not reserve cemetery sites.

March 11, 2026 – Notified families to remove the wilted flower sprays of recent burials. Discovered the installation of a pink rocking chair and notified family members to have it removed.

March 19, 2026 – Met with the family of Vincenta Castro. Mrs. Caster is in hospice, the family is planning the funeral arrangements, and has selected a site

March 20, 2026 – Met with Esteban Reyes on clearing his relatives' graves and began to order missing headstones.

March 26, 2026 – Discussed with Lupita Sandoval the burial of her mother's ashes over her brother's grave site.

March 30, 2026 – Light cleaning of the cemetery to prepare for the Easter Holiday.

Monitored the cemetery at the following dates: March 6<sup>th</sup>, 9<sup>th</sup>, 13<sup>th</sup>, 15<sup>th</sup>, 17<sup>th</sup>, 21<sup>st</sup>, and 23<sup>rd</sup>.

## ***Community Development March Report***

### **MARCH EVENTS**

#### **Manor Easter Eggstravaganza**

Date: Saturday, March 28, 2026

Time: 11:00 am to 3:00 pm

Location: East Manor Development No. 1, 15317 E US 290 HWY, Manor, TX

Description: This is a fun, family-friendly, and free event hosted by the City of Manor. There will be games, crafts, delicious food trucks, live music, local vendors, and the chance for photos with the Easter Bunny. This event is open to children of all ages and promises a memorable day of fun and celebration for the entire family!

*Estimated Number of attendees = 1500*

### **MARCH GRAND OPENING EVENTS**

#### **City of Manor CPF Ground Storage Tank & Pump Station**

Date: Friday, March 13, 2026

### **MARCH EVENT MEETINGS**

Date: Wednesday, March 4, 2026

*Description:* This meeting was to go over all the details and sponsorship with RBFCU. Later in the evening, we met with Judy Meyers, who helps with Healing Horses Ranch.

Date: Wednesday, March 11, 2026

*Description:* This meeting was to go over all the details for Manor Easter Eggstravaganza with our event committee. I also met with Derrick White for the Manor Community Day & 5K to keep the communication and planning smooth.

Date: Thursday, March 12, 2026

*Description:* Manor Chamber of Commerce Luncheon had Eric Davis from Bob's Tax Act to share important details for taxes.

Date: Monday, March 16, 2026

*Description:* This meeting was to go over a segment with Wayne on Manor History.

Date: Wednesday, March 18, 2026

*Description:* This meeting was to partner with and sponsor Shiner and Tejas Meat Supply for the

Beer Garden at ManorPalooza. I attended City Council Meeting in the evening to announce Manor Easter Eggstravaganza.

Date: Tuesday, March 24, 2026

*Description:* This meeting was for the Mayor's Community Collaborative. We talked about the CTX Learning Festival and who would like to be on the committee, City updates, City events, and City programs.

Date: Wednesday, March 25, 2026

*Description:* This meeting was an all-day film session at Avelyn Manor for all of April Manor Mondays.

Date: Thursday, March 26, 2026

*Description:* This meeting was to connect with iHeart Radio about ManorPalooza, discuss how we can market and advertise, and begin the conversation. We are meeting with our team on April 1<sup>st</sup>.

Date: Tuesday, March 31, 2026

*Description:* This meeting was to connect with Ishtel from 512 Halal and Manor Chamber to help bring in more food vendors for ManorPalooza.

# WATER/WASTEWATER MARCH MONTHLY REPORT

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
LIF STATION CALLS	117
SEWER BACKUPS	2
SEWER REPAIR	
SEWER SMELL	
CLEANOUT REPAIRS	
JOBSITE CLEANUP AND RESTORATION	
PUMP AND MOTOR REPAIR	
JOB CLEANUP AND RESTORATION	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	108
SERVICE LEAKS	1
MAIN BREAK	1
WATER LEAKS	10
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	2
HYDRANT REPAIR/REPLACED	
VALVE MAINTENANCE	1
ANGLE STOPS REPLACED	
LINES LOCATED	7
SERVICE DISCONNECT/RECONNECT	19
LOW PRESSURE	26
JOBSITE CLEANUP AND RESTORATION	
<b>INSPECTIONS</b>	
SITES INSPECTED	618
PRE CONS	2
FLOW TEST	1
TAPS	1
MANDREL TESTED	3,615'
DENSITIES	106
WATER LINES INSTALLED	3,266'
WATER VALVE INSTALLED	3
MANHOLES TESTED	42