



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: January 21, 2026
RE: December Monthly Report

Public Works Department

Street and Public Parks, and Maintenance Department

In December, 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 December, 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. Dennis Hedulund and Jose Quinteros obtained their Water Operator D License. All wells and water towers are winterized.

Population

City of Manor- 21,996
Shadowglen- 6,359

Water Usage

Manor Ground Water- 17,248 in Thousands
Manville- 10,239 in Thousands
EPCOR- 34,984 in Thousands

Total: 62,471 in Thousands

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
 December 17th, 2025

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: A Few punch list items remain before closing out the project. Phase 2: Waiting on signatures for the approved Amendment #2. Establish an action plan to have phase 2 plans finalized and coordination for Manor Towns Square.	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. Pay apps #20 and #21 were approved and sent to the City. Contractor needs to submit revised pay app #22.	Construction Phase
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 scheduled 12/18. Work will start after the completion of the 973 N waterline.	About to start construction.
Bell Farms and Presidential Glen LS Imp, CIP-2 & CIP-3 15110.02 - SOW No. 10 Frank Phelan	Upgrades to the Bell Farms and Presidential Glen lift stations to provide capacity for new growth. The contractor is JM Pipeline.	Letter issued to contractor's attorney on 12/12/25 with revised proposed settlement amount. No response indicated to date.	Construction documents 100%. Bid phase 100% Construction phase 100%
Cottonwood Creek WWTP Phase II Expansion 15283 - SOW No. 9 Frank Phelan	Developer-funded expansion of the plant	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 86,300 43%	Bid Documents 100%, Waiting for funding

Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A Frank Phelan	Tax Note: expansion of the Cottonwood Wastewater Treatment Plant	QA/QC being completed. Decision to add air system monitoring postponed.	Design Phase Engineering
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20 Pauline Gray	Contract approved at the September 7 Council Meeting.	Finalizing plans. Waiting to find out who will be electrical provider to finalize the plans and prepare to go out for bids. Reached out to Oncor for revised estimate as previous one is expired.	Construction documents at 95%
FY2022 Tax Note-Funded 973 North Water 15416 - SOW No. 23 Pauline Gray	Contract approved at the September 7 Council Meeting.	Precon was held on July 28. GBA provided the encroachment exhibit to Manville. Action items: Bore across FM 973, Suncrest cut, and northern tie-in.	Under construction.
Wilbarger Creek WWTP Expansion Kevin Taylor	Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.	Updating plans to 100%, performing QA/QC review, and finalizing project specifications and design coordination. Making adjustments due to modifications in amendment tasks.	90% Design Level
East Travis Regional WWTP Permit – SOW No. 31 Jose Castillo	TCEQ Permit application for Manor's 98-acre site for East Travis Regional WWTP	Submitted to TCEQ on 01/24. Waiting for comments from TCEQ. Still waiting on TCEQ. Preparing strategy for potential TCEQ hearing. 12/17	Permit application
Wilbarger Creek WWTP Permit Renewal – SOW No. 32 Pauline Gray	TCEQ Permit renewal application for Wilbarger Creek WWTP	Permit is under technical review.	Permit application
Emergency Generators – SOW No. 34 Kevin Taylor	Emergency Generators for City Hall and Police Department	Finalizing specs and QA/QC review and update, grant forms. Held meeting to 12/15 to discuss relocation of telecommunications pole at police station.	80%
Llano St. & Lampasas St. Interceptors – CP-WW- 0003 16692 – SOW No. 40 Kevin Taylor	Upgrade/upsize of existing sanitary sewer relief pipes, 18" to 36"	Met with City on 12/12 to discuss route alignment options. Updating plans and specs to prepare for 60% level in January.	Design Phase

Manor – Waterline Upsizing Project – CP-WW-0002 16689 – SOW No. 38 Jose Castillo	Upgrade/upsize of the replacement of the existing 12" waterline with a 16" waterline between the intermediate tank to downtown.	We are working on a 60% set of plans for early January. 12/16	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% plans are complete. Need to discuss possible funding for project. Final item is to submit for 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.	Survey finalizing easement exhibits. Updating the documents to reflect Manville easement. 60% plans have been completed.	60% plans
14667.04 - FY2025 Paving project Pauline Gray	This project is for the proposed paving improvements in Stonewater, Greenbury, and the Bois d'Arc reconstruction.	Invitation to bid posted on 12/12/205. Bid opening set for December 30. Currently 22 plan holders including Smith Paving, Lonestar, Texas Materials.	Out for bids

Streets and Parks Monthly Report December 2025

Daily Duties and Projects

Streets Maintenance

Framed and poured, curb at the new road connecting between the medical tower and Manor Crossing.

Added 3 x 5 hard rock stone to the curb, at the new road at the medical tower.

Repaired down stop sign at E. Parsons St. and E. Wheeler St.

Repaired down stop sign at Carrie Manor and S. San Marcos.

Filled in potholes at W. Brenham St, E. Carrie Manor, S. San Marcos, Old Kimbro Rd, Bois D Arc Rd, Bastrop St, Athens St, Navasota St, Liberty St, Dimmit St, Hereford St, Nelson Houser St, Burton St, Gallant St, and Topsail St.

Crack seal maintenance at S. Lampasas, Eggleston, S. San Marcos, N. Lampasas, and Burnet St.

Set up, worked, and teared down for the Holidays in Manor Event at the East Manor Development No. 1.

Received a check for the future sidewalk in front of the club carwash for \$25,500.00 from Club Carwash.

Parks Maintenance

Trimmed and chipped trees along Woodlands Nature Trail.

Picked up illegally dumped tires in Carriage Hills.

Added sandy loam along sidewalks at Jennie Lane Park.

Set up Christmas lights and decorations at Jennie Lane Park, Art Park, P.D., and City Hall.

Set up, worked, and took down for the Tree lighting in Jennie Lane Park.

Set up, worked, and tear down for the Mayor's Ball.

Power-washed City Hall twice on the South and East sides of the building.

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.

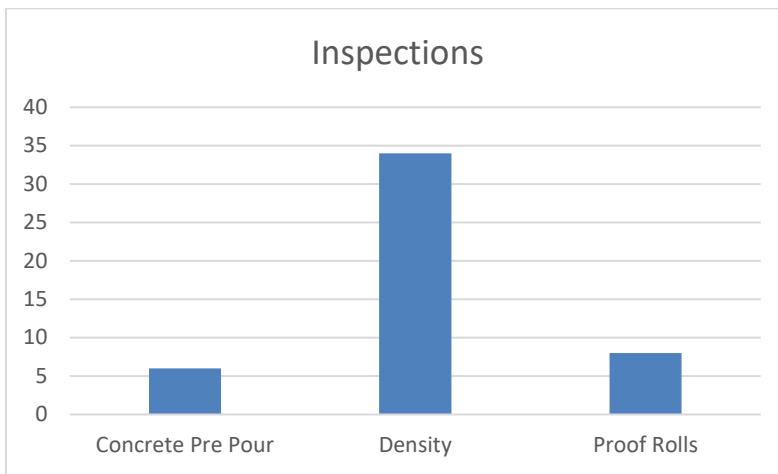
Weekly vehicle and equipment check and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

MS4 – Annual report -1

903 - Inspections done this month.

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



Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meeting

Las Entradas Shops 1 & 2	Abbott's Frozen Custard – waiting
View at Manor – building	Landmark - building
Manor Commercial	Las Entradas Phase 4
HTeaO – building	Platinum 973 Business Center – building
Manor Mini storage – waiting to build	Manor Village Center – Church – building
The Lex – building	Tower Road Apartments – off Tower Road – building
Presidential Storage – building	Manor Heights Ph 6 – site disturbance plans – waiting
TC ESD – building	Popeyes – waiting
Bojangles- building	Duque Estates – building
Boyce Street mixed use apartments	St Davids – Las Entradas South – US 290 and Gregg Manor South – building
Amavi Manor – waiting to build	Brakes Plus – Las Entradas North – waiting
Gregg Manor GST project – building	Waffle House – building
Al Noor Muslim Center – waiting to build	
Manor Animal Hospital – building	
MiniMax – building	
New Haven, Mass, Grading – building	
City of Refuge Site plan – waiting to build	
Holley-Smith Phase 4A – development	

Cemetery Report

December 1, 2025 – Monitored the cemetery.

December 4, 2025 – Monitored the cemetery.

December 6, 2025 – Monitored the cemetery.

December 8, 2025 – Met with the Ritch Family on mother's cremation burial.

December 12, 2025 – Monitored the cemetery.

December 15, 2025 – Set up a meeting with San Gabriel Monuments to review fallen headstones and discuss the cost of repairs.

December 17, 2025 – Monitored the cemetery.

December 19, 2025 – Received a call from Laura O'Neill on locating her great-great-great-grandfather, Ashford Tannehill Miner.

December 24, 2025 – Relocated Ritch's headstone and ashes to another site.

December 26, 2025 – Monitored the cemetery.

December 30, 2025 – Researched the gravesite of Williamson and Martha Jones, parents of Martha Medora Jones.

Community Engagement December Report

DECEMBER EVENTS

Deck the Park

Date: Friday, December 5, 2025

Time: 6pm to 8pm

Location: Jennie Lane Park, 102 E Rector St, Manor, TX

Description: Deck the Park tree lighting ceremony on Friday — cocoa, caroling, holiday characters, and all the cozy vibes.

Holidays in Manor

Date: Saturday, December 6, 2025

Time: 12pm to 8pm

Location: East Manor Development No. 1, 15317 Us Hwy 290 E. Manor TX

Description: Holidays in Manor is a fun, family-friendly, free event presented by the City of Manor. There will be holiday games, crafts, food trucks, live music, vendors, kids' activities, photos with Santa & Mrs. Claus, and more

Estimated Number of attendees = 2K

Mayor's Ball

Date: Thursday, December 18, 2025

Time: 6pm to 10pm

Location: The Grand Lady, 19704 Hogeye Rd, Manor, TX 78653

Description: Manor will be recognizing city staff and community leaders who have made a difference in our community in fiscal years 2024-2025.

WATER/WASTEWATER DECEMBER MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	8
LIF STATION CALLS	8
SEWER BACKUPS	
MANHOLES REPAIRED	
CAMERA LINES	625'
SEWER SMELL	2
CLEANOUT REPAIRS	
JOBSITE CLEANUP AND RESTORATION	2
SCADA TROUBLESHOOTING	1
PUMP AND MOTOR REPAIR	5
JOB CLEANUP AND RESTORATION	2
WATER	TASK COMPLETED
SERVICE CALLS	41
SERVICE LEAKS	1
CUSTOMER LEAKS	17
WATER MAIN LEAKS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	37
HYDRANT REPAIR/REPLACED	6
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	
LINES LOCATED	5
WHOLESALE DISCOLORED WATER	
CITY DISCOLORED WATER	
WATER PRESSURE	3
WATER TURN ON/OFF	13
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	2
METER INSTALL	1
INSPECTIONS	
SITES INSPECTED	671
PRE CONS	1
FLOW TEST	
TAPS	3
MANDREL TESTED	1939'
DENSITIES	140
WATER LINES INSTALLED	100
WATER VALVE INSTALLED	
MANHOLES TESTED	