



# MEMO

To: Mayor and City Council Members  
From: Matt Woodard, Director of Public Works  
Date: June 18, 2025  
RE: **May Monthly Report**

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## Public Works Department

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

In May, 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 May, 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. Daniel Dale has received his Class A CDL license.

### ***Water Usage (in Thousands)***

Manor Ground Water- 17.858  
Manville- 12.446  
EPCOR- 38.306

Total: 68.610 Gallons

### ***Population***

City of Manor – 21,343

Shadowglen – 6,353



# MEMO

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT  
PUBLIC WORKS DEPARTMENT  
June 4th, 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: Construction is in progress. Milestones: Carriage Hills Drive tie in, pipe bursting. Week of June 9 <sup>th</sup> .  Phase 2: Preparing Travis County Permit along Beltex. Finalizing the design in the near future.	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.	Temporary SCADA panel under review – comments provided to contractor. Electrical service to be installed on June 10.	Construction Phase
FM 973 and US 290 Water Lines, CIP W-15 & W-16 15110.01 - SOW No. 10  Pauline Gray	Water line extensions along FM973 and US 290	Bid opening will be conducted on June 10 <sup>th</sup> .	Out for bids.
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.	PG Lift Station – revegetation not established yet. Contractor reseeded on 2/5.  Meet with city legal regarding LDs.	Construction documents 100%. Bid phase 100% Construction phase 100%



# MEMO

<p>Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12</p> <p>Frank Phelan</p>	<p>Wastewater CIP Line in Cottonwood Creek West Tributary Basin</p> <p>The contractor is Santa Clara Construction.</p>	<p>Project is officially closed out. Sent off the final payapp/retainage and acceptance letter.</p>	<p>Construction phase 100%</p>
<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>Received TCEQ approval for Phase 2 Construction Plans. Continue to monitor plant flows. Flows in April averaging 87,000 gpd or 44%. Flows in May (with rain) averaged 131,000 or 65% of flows.</p>	<p>Construction Documents 100%</p>
<p>Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A</p> <p>Frank Phelan</p>	<p>Grant-funded expansion of the Cottonwood Wastewater Treatment Plant</p>	<p>Final corrections from 90% QA/QC being completed.</p>	<p>Design Phase Engineering</p>
<p>2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18</p> <p>Pauline Gray</p>	<p>Update to the impact fee program</p>	<p>Public hearing in July for roadway impact fees.</p>	<p>Finalizing roadway impact fees.</p>
<p>Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Meeting this afternoon to discuss site being conveyed to the City. Warranty deed under review by City Legal. Plat should be recorded sometime this month.</p>	<p>Construction documents at 90%</p>
<p>FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>FM 973 North Water Line: Plans and specifications have been updated. Bid opening will be conducted on June 10<sup>th</sup>.</p> <p>The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.</p>	<p>Out for bid</p>



# MEMO

FY2022 Cap Metro Paving Project 15451 – SOW No. 25  Pauline Gray	Paving project improvements using allocated Cap Metro Funding  The contractor is Smith Paving.	Final change order and project closeout documentation presented at May 7 Council meeting. Waiting on final pay app from contractor to close out project and send documents to Cap Metro.	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.	Continuing progress towards 90% level, finalizing facilities and equipment. Planning to submit 90% by end of month.	60% 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 6/4	Permit application
Wilbarger Creek WWTP Permit Renewal – SOW No. 32  Pauline Gray	TCEQ Permit renewal application for Wilbarger Creek WWTP	NORI has been published and documentation provided to TCEQ. Permit is under technical review.	Permit application
Emergency Generators – SOW No. 34  Kevin Taylor	Emergency Generators for City Hall and Police Department	Provided sealed plans. Updating plans to address telecommunication pole conflict at Manor PD.	50%
Llano St. & Lampasas St. Interceptors – CP-WW-0003 16692 – SOW No. 40  Kevin Taylor	Upgrade/upsized of existing sanitary sewer relief pipes, 18" to 36"	Route for interceptor has been finalized. Preparing to conduct field survey for proposed alignment.	Design Phase
Manor – Waterline Upsizing Project – CP-WW-0002 16689 – SOW No. 38	Upgrade/upsized of replacement of existing 12" waterline with a 16" waterline between the intermediate tank to	Alignment has been selected. The exhibits have been sent to the ROW agent to get right of entry to properties on 4/23. Up to today 06/04/2025	Design Phase



# MEMO

Jose Castillo	downtown.		
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.	Survey will see if we need additional easements for bore. Survey will be out onsite in TxDOT ROW to see if additional easements are required for the bore pits.	Preliminary Design Phase
Manor – 16" Bois d’Arc waterline project – 16691 - SOW No. 38  Pauline Gray	This project will create a waterline loop along Bois d’Arc lance that will provide improved water quality, system reliability and enhanced distribution sytem capacity.	Coordinating with Dianna Tinkler about ROEs. Survey will be onsite in the next few weeks to survey the portion of the waterline that is located within an existing City easement.	Preliminary Design Phase

## **Streets and Parks Monthly Report, May 2025**

### **Daily Duties and Projects**

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

Repaired a down speed limit sign on Blake Manor Rd.

Repaired a down No Parking sign on Lexington St.

Repaired a down Stop sign at San Marcos St. and Boyce St.

Repaired a down Stop sign on Emu Ln.

Repaired a down Stop sign at N. Bastrop St.

Relocated a Stop sign and Stop bar on Eggleston at Lexington St. near City Hall.



# MEMO

Removed the uneven sidewalk at Bell Farms Park.

Prepped subgrade and set forms for sidewalk at Bell Farms Park.

Pour a section of sidewalk at Bell Farms Park.

Pothole repairs at Robert Wagner Bend, Abrahamson Rd, Old Kimbro Rd, Wheeler St, Bastrop St, Suncrest Rd, Johnson Rd, and Gregg Manor Rd.

Crack sealed at Bastrop St, Riprap Dr, N. Caldwell St, Murray St, N. La Grange St, Burnet St, and Voelker Ln.

Leveled up with asphalt W. Wheeler St. from Bastrop St. to dead end.

Leveled up with asphalt N. Bastrop St. from Wheeler St. to W. Eggleston St.

Installed 4 Solar lights at the E. Manor Development Property #1.

Installed reclaimed water fill station sign on Llano St.

## ***Parks/ROW Maintenance***

Repainted restroom doors at Timmermann Park.

Trimmed and chipped a dead tree at the Manor Art Park.

Cleanup after Manor Palooza.

The crew worked the Manor Palooza at the E. Manor Development Property #1.

Set up the E. Manor Development #1 for Manor Palooza.

Cut and removed fallen limbs in downtown alleys for high winds.

Cut the grass at the E. Manor Development #1 for Manor Palooza.

Mowed blind corners on Parmer Ln at Old HWY 20.



# MEMO

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.

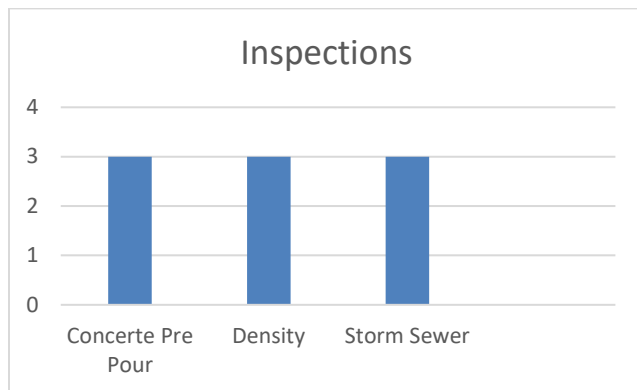
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

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

**258** - Inspections are done this month.

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



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

Lagos Phase 3 – building



# MEMO

Manor Heights Phase 2 Section 1B – building

Manor Heights Phase 3 Section 2 – building

Manor Heights Phase 4 – building

Manor Heights Phase 5 – development process

Village at Manor Commons Phases 3 & 4  
building

La Mexicana – building

Palomino Subdivision – building

Las Entradas Section 4 – waiting to build

Holley Smith Phase 1A – waiting to build

Holley Smith Phase 1B – building

The View at Manor – building

Monarch Ranch Subdivision Improvements –  
building

Amavi Manor – waiting to build

Gregg Manor GST project – building

Manor OZ – Manor Apartments – building

Al Noor Muslim Center – waiting to build

Manor Animal Hospital – waiting to build

MiniMax – building

Home Depot – building

Discount Tire – building

New Haven Mass Grading – building

University Federal Credit Union – building

City of Refuge Site plan – waiting to build

Holley-Smith Phase 4A – development

HEB – building

Abbott's Frozen Custard – waiting

Landmark - waiting

Las Entradas North Mass Grading – waiting

Monarch Ranch/New Haven Offsite WW line  
– building

7 Brew Coffee – in Manor Crossing – building

Platinum 973 Business Center – building

Manor Village Center – Church – waiting

Manor Crossing Multitenant (Lot 2B) –  
building

Okra Phase 1 – south of Monarch Ranch –  
building

Busy Bee – Las Entradas – building



# MEMO

Tower Road Apartments – off Tower Road – building

Manor Crossing Lot 7 – “Chipotle”

Manor Heights Ph 6 – site disturbance plans – waiting

Popeyes – waiting

Duque Estates – building

St Davids – Las Entradas South – US 290 and Gregg Manor South – building

Brakes Plus – Las Entradas North - waiting

## ***Cemetery Report***

May 1, 2025 – Monitored the cemetery.

May 3, 2025 – Monitored the cemetery.

May 5, 2025 – Checked the burial site for Fina Guajardo and cleaned the site for burial.

May 7, 2025 – Assisted James Hamann in locating great-great-grandfather August Hamann, who died in 1890.

May 8, 2025 – Marked gravesite for Knippa Services to dig for Mr. Guajardo’s burial.

May 8, 2025 – The city crew weed eated and cut the grass for Mother’s Day weekend and Guajardo burial.

May 10, 2025 - Monitored the cemetery.

May 12, 2025 – Monitored the cemetery.

May 14, 2025 – Met with Rosie Rodriguez. She needed to order a marker for her base. I recommended several sites where she could order.

May 15, 20205 - Monitored the cemetery.

May 17, 2025 – Met with the family of George Reyes to select a site over the existing grandparents’ burial. Burial will be on May 31, 2025, at 9:00 am.

May 20, 2025 – Met with Juana Castaneda to select a site for her husband, Manuelo Castaneda.

May 27, 2025 – Received a call from Beck Funeral Home for burial of James Edward Marcuse Sr. Met with his Brother, Darrell Marcuse, to mark the site for his burial scheduled on June 2, 2025.

May 31, 2025 - Met with Daniel Knippa Service on Saturday at 10:00 a.m. for Marcuse's burial and trimmed the crepe myrtle surrounding the site.

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	9
LIF STATION CALLS	12
SEWER BACKUPS	9
CUSTOMER BACKUPS	1
CAMERA LINES	20
WW LINES LOCATED	2
MANHOLES PLUS LINES CLEANED	4
JOBSITE CLEANUP AND RESTORATION	2
SCADA TROUBLESHOOTING	6
BUILDING MAINTENANCE	
JOB CLEANUP AND RESTORATION	
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	35
SERVICE LEAKS	4
CUSTOMER LEAKS	9
WATER MAIN LEAKS	6
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	39
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	
LINES LOCATED	2
WHOLESALE DISCOLORED WATER	6
CITY DISCOLORED WATER	5
WATER PRESSURE	4
WATER TURN ON/OFF	11
BAC T SAMPLES	22
JOBSITE CLEANUP AND RESTORATION	10
METER INSTALL	1
<b>INSPECTIONS</b>	
SITES INSPECTED	465
FLOW TEST	1
MANHOLES INSTALLED	15

TAPS	
MANDREL TESTED	
PRE-CONS	2
DENSITIES	407
WATER SERVICES INSTALLED	58
WATER VALVE INSTALLED	14
MANHOLES TESTED	10
WALK THROUGHS	6

## WATER/WASTEWATER MAY MONTHLY REPORT