



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: March 19, 2025
RE: February Monthly Report

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 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 February, 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. The following are finished tasks for the month of February: The demolition of the old clearwell storage tank has been completed. The water use survey and water loss audit have been completed and submitted to the Texas Water Development Board. The filters at the Wilbarger Wastewater Treatment Plant have been replaced. A filter pump has been installed at the Cottonwood Wastewater Treatment facility. A manhole riser has been added to the manhole located at the intersection of Lexington and Highway 290.

Water Production & Purchase

In February, 33 % of the water we supplied to our residents was from our wells, and we purchased 67% from EPCOR and Manville WSC.

Population

City of Manor – 25,011

Shadowglen – 7,121

CITY OF MANOR
 CAPITAL PROJECT STATUS REPORT
 PUBLIC WORKS DEPARTMENT
 February 26th, 2025

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Bastrop/Parsons Gravity Main 14627 – Addendum #56 Pauline Gray	12” gravity wastewater main The contractor is Guerra Underground, LLC.	Waiting for the record drawings from contractor.	99%
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 underway. Reviewing information for additional work, email sent regarding Labor Burden. Meeting underway with Lone Star Property Owner. 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.	Both tanks have been constructed. Onsite check in meeting scheduled for tomorrow.	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	Waiting on TxDOT bore permit – first permit expired while we were waiting on the final easement.	Can go out for bids once TxDOT approves bore permit.
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.	Both Lift Stations – revegetation not established yet. Contractor reseeded on 2/5. Will release retainage once revegetation has been set.	Construction documents 100%. Bid phase 100% Construction phase 100%

<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>Will release retainage once revegetation has been set.</p> <p>Contractor will reseed this week 2/10.</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, previously at 75,661, or 38% of capacity. Plant flows have increased recently to 80514 or 40% of capacity.</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>90% plans in QC review.</p>	<p>Design Phase Engineering</p>
<p>Water Distribution System Master Plan 15317 - SOW No. 15</p> <p>Pauline Gray</p>	<p>Contract approved at September 7 Council Meeting.</p>	<p>Working on final report exhibits.</p>	<p>Report Phase – working on finalizing the report.</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>Preparing engineering report and fee recommendation to present to Council. (Roadway impact fees) at Council meeting in April.</p>	<p>The next meeting will be in February.</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>Plans have been approved by TCEQ. Working with the developer's engineer regarding site grading. Site visit Friday afternoon to look at grading.</p>	<p>Construction documents at 95%</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>Currently working on finalizing FM 973 N waterline plans. Waiting for Travis County permit.</p> <p>The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill</p>	<p>Construction plans are done. The bid date will be set as soon as Travis County approves the open cut across Suncrest.</p>

		Lane Improvements.	
FY2022 Cap Metro Paving Project 15451 – SOW No. 25 Pauline Gray	Paving project improvements using allocated Cap Metro Funding The contractor is Smith Paving.	Conducted final walkthrough and sent out punch list to contractor. Will need one final change order to wrap up project.	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.	Meeting with City on 2/26/25 to filter press equipment selection.	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. Working on few items with TCEQ in the completeness check process.	Permit application
Wilbarger Creek WWTP Permit Renewal – SOW No. 32 Pauline Gray	TCEQ Permit renewal application for Wilbarger Creek WWTP	Waiting on administrative completion letter. Additional test results were sent to TCEQ last week.	Permit application
Emergency Generators – SOW No. 34 Kevin Taylor	Emergency Generators for City Hall and Police Department	Met with the City on 2/21/25 for review and feedback. Proceeding with updating plans from review.	50%
Llano St. & Lampasas St. Interceptors – CP-WW-0003 – SOW No. 40 Kevin Taylor	Upgrade/upsized of existing sanitary sewer relief pipes, 18” to 36”	Establish alternatives for pipe routing and respective pipe sizing. Will arrange meeting with City to present findings and recommendation.	Design Phase
Manor – Waterline Upsizing Project – CP-WW-0002 – SOW No. 38 Jose Castillo	Upgrade/upsized of replacement of existing 12” waterline with a 16” waterline between the intermediate tank to downtown.	We are working on two proposal water alignments to present it to the City.	Design Phase

Streets and Parks Monthly Report February 2025

Daily Duties and Projects

Streets Maintenance

Finished prepping for solar lights at City Hall. Installed the concrete foundations.

Installed four more LED solar lights at City Hall in the parking lots.

Repaired a down Stop sign at Carrie Manor St. and Lexington St.

Repaired No Truck signs on Gregg Manor Rd.

Pothole repairs at Gregg St, Pebble Run, Bois – D -Arc, Johnson Rd, Suncrest Rd, Abrahamson Rd, and Eggleston St.

Replaced No Truck sign on Murchison St.

Made Hamilton Point Circle a 4-Way Stop at Jaron Dr. and Trevin Cove.

Repaired broken manhole at Lexington St and US-290.

Cut down trees at the lot across from the Lions Club on Parsons St.

Trimmed trees on Hamilton Point Circle.

Parks Maintenance

Added mulch at PD, Public Works, and Bell Farms Park.

Added playground mulch to the playscape at Hamilton Point Park.

Added tree mulch around trees at City Hall.

Filled in cracks with dirt at Jennie Lane Park.

Filled in cracks with dirt at Greenbury Park and Timmermann Park.

Filled cracks with dirt at City Hall.

Trimmed and chipped trees on Old Kimbro Road.

Trimmed trees in a drainage channel in Bell Farms.

Picked up illegal dumping on Old Kimbro Road.

Mowed the cemetery.

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 residence.

Scheduled weekly Park rounds at park facilities.

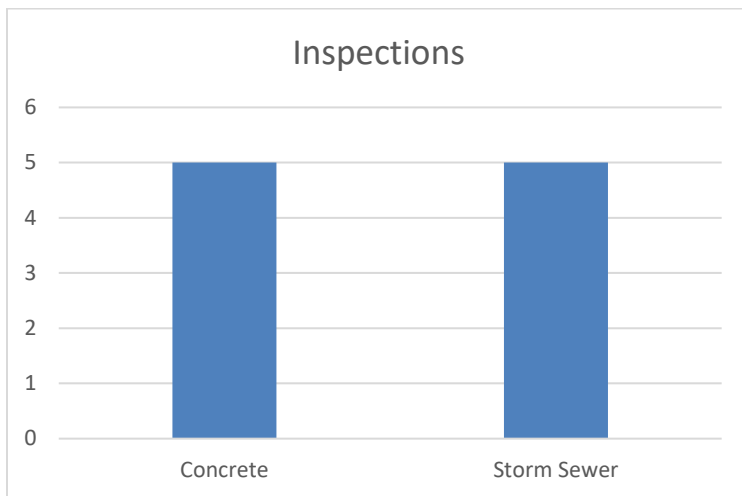
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

572 - inspections are completed 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	Gregg Manor GST project – building	7 Brew Coffee – in Manor Crossing – building
Manor Heights Phase 2 Sections 1B – building	Manor OZ – Manor Apartments – building	Platinum 973 Business Center – building
Manor Heights Phase 3 Section 2 – building	Al Noor Muslim Center – waiting to build	Manor Village Center – Church – waiting
Manor Heights Phase 4 – building	Manor Animal Hospital – waiting to build	Manor Crossing Multitenant (Lot 2B) – building
Manor Heights Phase 5 – development process	MiniMax – building	Okra Phase 1 – south of Monarch Ranch – building
Village at Manor Commons Phases 3 & 4 building	Home Depot – building	Busy Bee – Las Entradas – building
La Mexicana – building	Discount Tire – building	Tower Road Apartments – off Tower Road – building
Palomino Subdivision – building	New Haven Mass Grading – building	Manor Crossing Lot 7 – Chipotle”
Las Entradas Section 4 – waiting to build	University Federal Credit Union – building	Manor Heights Ph 6 – site disturbance plans – waiting
Holley Smith Phase 1A – waiting to build	City of Refuge Site plan – waiting to build	Popeyes – waiting
Holley Smith Phase 1B – building	Holley-Smith Phase 4A – development	Duque Estates – building
The View at Manor – building	HEB – building	St Davids – Las Entradas South – US 290 and Gregg Manor South – building
Monarch Ranch Subdivision Improvements – building	Abbott’s Frozen Custard – waiting	Brakes Plus – Las Entradas North - waiting
Amavi Manor – waiting to build	Landmark - waiting	
	Las Entradas North Mass Grading – waiting	
	Monarch Ranch/New Haven Offsite WW line – building	

Cemetery Report:

February 4, 2025 – Picked up dead flowers and other trash surrounding the cemetery.

February 6, 2025 – Monitored the cemetery.

February 7, 2025 – Monitored the cemetery.

February 11, 2025 – Monitored the cemetery.

February 13, 2025 – Monitored the cemetery.

February 14, 2025 – Coordinated with Providence Funeral Home for Mrs. Lopez's funeral.

February 15 - Contacted Mr. DeLeon on his wife's headstone status.

February 17, 2025 - Met with Daniel Knippa Services for Mrs. Lopez's Funeral.

February 17, 2025 – Coordinated with Providence Funeral Home for Ambrosio Cruz Tapia. The funeral is scheduled for February 24, 2025.

February 24, 2025 - Met with Daniel Knippa Services to dig Mr. Tapia's gravesite.

February 27, 2025 – Received a call from Mrs. Aldridge to look for her great-grandmother grave, Willie Walden Wray, born in 1869 and died in 1895. After searching, Mrs. Wray is buried at the cemetery.

February 28, 2025 – Monitored the cemetery.

WATER/WASTEWATER FEBRUARY MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	2
LIF STATION CALLS	9
SEWER BACKUPS	2
MANHOLES REPAIRED	1
CAMERA LINES	35
WW LINES LOCATED	5
MANHOLES PLUS LINES CLEANED	2
JOBSITE CLEANUP AND RESTORATION	
SCADA TROUBLESHOOTING	3
BUILDING MAINTENANCE	2
WATER	TASK COMPLETED
SERVICE CALLS	21
SERVICE LEAKS	4
CUSTOMER LEAKS	13
WATER MAIN LEAKS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	46
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	1
LINES LOCATED	1
WHOLESALE DISCOLORED WATER	1
CITY DISCOLORED WATER	1
WATER PRESSURE	2
WATER TURN ON/OFF	4
BAC T SAMPLES	21
JOBSITE CLEANUP AND RESTORATION	5
METER INSTALL	1
INSPECTIONS	
SITES INSPECTED	546
ALL DAY INSPECTIONS	
MANHOLES INSTALLED	5
TAPS	2
SEWER TAPS	2
MANDREL TESTED	33
PRE-CONS	2
DENSITIES	296
WATER SERVICES INSTALLED	49
HYDRANTS INSTALLED	17
WATER VALVE INSTALLED	
MANHOLES TESTED	20
FLOW TEST	1