



# MEMO

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

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## Public Works Department

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

In October, 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 October, 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. Josh Rasco obtained his Wastewater B License and Delwin Ortiz obtained his Water C License.

### ***Water Usage***

Manor Ground Water- 30.97  
Manville- 13.321  
EPCOR- 36.643

Total: 80.934 Gallons

### ***Population***

City of Manor- 21,809  
Shadowglen- 6,356

**CITY OF MANOR**  
**CAPITAL PROJECT STATUS REPORT**  
**PUBLIC WORKS DEPARTMENT**  
**November 5<sup>th</sup>, 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: Revegetation is the last remaining punch list item. GBA is formulating true-up, and close-out docs set for the next council meeting.  Phase 2: Met with City Staff regarding Amendment #2, which will be presented before the council. Put on hold by City Staff. Established an action plan to have phase 2 plans finalized. Coordination for Manor Towns Square information.	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.	Valve issues corrected. DFS was onsite last week. Working on scheduling second start-up. Change order on the November 5 Council meeting agenda.	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 was held on July 28. 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.	City Attorney directive to hold all activity for now. Preserve records.	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: 90,800 or 45% October 2025: 92,000	Bid Documents 99%
Cottonwood Creek WWTP Phase III Grant Project 15130 - SOW No. 9A  Frank Phelan	Tax Note: expansion of the Cottonwood Wastewater Treatment Plant	Final corrections from 90% QA/QC being completed.	Design Phase Engineering
2022 Community Impact Fee (CIF) Program Update 15312 - SOW No. 18  Pauline Gray	Update to the impact fee program	Will schedule meeting with City Legal to discuss what needs to take place per new state statutes.	Finalizing roadway impact fees.
Gregg Lane Ground Storage Tank and Pressurization Facility 15318 - SOW No. 20  Pauline Gray	Contract approved at the September 7 Council Meeting.	Provided options and estimated costs to extend electrical to the site. Updating plans with revised layout.	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. Working on coordinating open cut across Suncrest. Bore is scheduled for early November.	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. Received summary report letter approval from TCEQ.	90% Design Level
East Travis Regional WWTP Permit – SOW No. 31	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. 11/4	Permit application

Jose Castillo			
Wilbarger Creek WWTP Permit Renewal – SOW No. 32	TCEQ Permit renewal application for Wilbarger Creek WWTP	Permit is under technical review.	Permit application
Pauline Gray			
Emergency Generators – SOW No. 34	Emergency Generators for City Hall and Police Department	Finalizing specs and QA/QC review and update, grant forms.	80%
Kevin Taylor			
Llano St. & Lampasas St. Interceptors – CP-WW- 0003 16692 – SOW No. 40	Upgrade/upsized of existing sanitary sewer relief pipes, 18" to 36"	Evaluating the plan/profile and conflict with utilities. Coordination with City to verify service connections on interceptor is being developed.	Design Phase
Kevin Taylor			
Manor – Waterline Upsizing Project – CP- WW-0002 16689 – SOW No. 38	Upgrade/upsized of the replacement of the existing 12" waterline with a 16" waterline between the intermediate tank to downtown.	We met with Matt and City Staff and presented 30% of the set of plans. A change alignment on water assignment by 973 and Brenham St. Now using mostly ROW at Caldwell St. 11/05	Design Phase
Jose Castillo			
Manor – US Hwy 290 Waterline Crossing – 16690 - SOW No. 37	This new waterline tie-in will provide conveyance across US 290 from the north side to the south side. This will provide system resiliency.	Met with City to go over 30% plans; City completed pot holes on the north side of 290 to locate waterline. 60% plans should be completed by the end of the month.	30% plans
Pauline Gray			

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. 30% plans were provided to the City. Working on updating plans after meeting with the City. 60% plans should be completed by third week of November.	30% 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.	Currently working on plans and specifications. 100% plans should be ready by next week for City review. Adding additional sidewalk repairs for Greenbury.	100% plans are being worked on.

## **Streets and Parks Monthly Report October 2025**

### **Daily Duties and Projects**

#### *Streets Maintenance*

Replaced a street name sign at George Norris at Robert Taft St.

Placed two 30 MPH signs on Old Kimbro Rd.

Crack seal maintenance at N. San Marcos St and E. Wheeler St.

Completed clearing and chipping trees at the New Katy Ln. property.

Cleared trees along the railroad tracks between E. Wheeler and S. San Marcos St.

Set up, worked, and took down the Manor Night Out Event in Timmermann Park.

We cleaned the creek and installed 2 drainage culverts to start connecting the roadway between the Medical Tower and Manor Crossing.

Received a reimbursement check for the Ring Dr. sidewalk connection from the Veterinary Hospital in the amount of \$22,734.00.

#### *Parks Maintenance*

Picked up illegal dumping on the city's portion of Voelker Ln.

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**

990 - 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	Manor Animal Hospital – building
View at Manor – building	MiniMax – building
Manor Commercial	New Haven, Mass, Grading – building
HTeaO – building	City of Refuge Site plan – waiting to build
Manor Mini storage – waiting to build	Holley-Smith Phase 4A – development
The Lex – building	Abbott's Frozen Custard – waiting
Presidential Storage – building	Landmark - building
TC ESD – building	Las Entradas Phase 4
Bojangles- building	Platinum 973 Business Center – building
Boyce Street mixed use apartments	Manor Village Center – Church – building
Amavi Manor – waiting to build	Tower Road Apartments – off Tower Road – building
Gregg Manor GST project – building	Manor Heights Ph 6 – site disturbance plans – waiting
Al Noor Muslim Center – waiting to build	

Popeyes – waiting	Animal Hospital
Duque Estates – building	Landmark
St Davids – Las Entradas South – US 290 and Gregg Manor South – building	Gregg Manor GST
Brakes Plus – Las Entradas North – waiting	Platinum
Waffle House – building	
Okra	

### ***Cemetery Report***

October 2, 2025 – Monitored the cemetery.

October 3, 2025 – Monitored the cemetery.

October 3, 0225 – Met with the family of Fred McFarlin for headstone placement.

October 7, 2025 – Fred McFarlin's family installed the marker for his site.

October 8, 2025 – Marked the grave of Jose Cruz Rivera. Riley Gardner Memorial is delivering a headstone.

October 10, 2025 – Monitored the cemetery.

October 15, 2025 – Monitored the cemetery.

October 17, 2025 – Monitored the cemetery.

October 19, 2025 – Monitored the cemetery.

October 21, 2025 – Monitored the cemetery.

October 23, 2025 – Monitored the cemetery.

October 27, 2025 – Monitored the cemetery.

October 29, 2025 – Monitored the cemetery.

October 31, 2025 – Received a request to find gravesite for the Duzan family.

# WATER/WASTEWATER OCTOBER MONTHLY REPORT

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	7
LIF STATION CALLS	2
SEWER BACKUPS	7
MANHOLES REPAIRED	
CAMERA LINES	5684'
WW LINES LOCATED	10
CLEANOUT REPAIRS	5
JOBSITE CLEANUP AND RESTORATION	5
SCADA TROUBLESHOOTING	3
PUMP AND MOTOR REPAIR	4
JOB CLEANUP AND RESTORATION	5
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	36
SERVICE LEAKS	
CUSTOMER LEAKS	
WATER MAIN LEAKS	5
NEW SERVICE TAPS	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	37
HYDRANT REPAIR/REPLACED	6
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	3
LINES LOCATED	10
WHOLESALE DISCOLORED WATER	
CITY DISCOLORED WATER	
WATER PRESSURE	8
WATER TURN ON/OFF	12
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	5
METER INSTALL	1
<b>INSPECTIONS</b>	
SITES INSPECTED	673
ALL DAY INSPECTIONS	
FLOW TEST	3
TAPS	5
MANDREL TESTED	1085
PRE-CONS	2
DENSITIES	52
WATER SERVICES INSTALLED	1546
WATER VALVE INSTALLED	5
MANHOLES TESTED	22