



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: July 16, 2025
RE: **June Monthly Report**

Public Works Department

Street and Public, Parks, and Maintenance Department

In June, 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. Terryon Wicks obtained his Class A CDL license.

Water and Wastewater Department

In June, 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. Andre Pineda received Collections II water license. New Hires - Archie Isaac and Manny Salazar in the Wastewater Department and Josue Quinteros in the Water Department.

Water Usage (in Thousands)

Manor Ground Water- 12.780
Manville- 10.296
EPCOR- 34.696

Total: 57.772 Gallons

Population

City of Manor – 21,471
Shadowglen – 6,356



MEMO

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
July 2nd, 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: In progress: Density, Mandrel, and Pressure testing. Phase 2: Finalizing the design, GBA will schedule a meeting with city staff to go over this section.	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 approved. Electrical service has been installed by June 23. Completed environmental review for grant application. Working on electrical change order.	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	The Contract going before Council on July 2.	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 addressing liquidated damages amount issued by City to contractor on 5/6/2025. Waiting to hear back from contractor's attorney or City Legal.	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. Flows in April averaging 87,000 gpd or 44% of capacity. Flows in May (with heavy rains) averaged 131,000 or 65% of capacity. June flows averaged 103,000 or 52% of capacity.	Bid Documents 99%



MEMO

<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>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 August 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>Ongoing meetings regarding lot being conveyed to the City. Warranty deed under review by City Legal. Plat should be recorded in July.</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 WL contract is going before Council on July 2.</p> <p>The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.</p>	<p>About to start construction.</p>
<p>FY2022 Cap Metro Paving Project 15451 – SOW No. 25</p> <p>Pauline Gray</p>	<p>Paving project improvements using allocated Cap Metro Funding</p> <p>The contractor is Smith Paving.</p>	<p>Revised change orders will go before Council on 7/16/2025.</p>	<p>Project closeout.</p>
<p>Wilbarger Creek WWTP Expansion</p> <p>Kevin Taylor</p>	<p>Expansion of the existing Wilbarger WWTP from 1.33 to 2.0 MGD, sludge digestion, thickening, and dewatering.</p>	<p>Submitted 90% plans to City on 6/27/25. Will conduct page turning session after City has reviewed plans .</p>	<p>60% Design Level</p>



MEMO

<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 01/24.</p> <p>Waiting for comments from TCEQ. Still waiting on TCEQ 7/2</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>NORI has been published and documentation provided to TCEQ. Permit is under technical review.</p>	<p>Permit application</p>
<p>Emergency Generators – SOW No. 34</p> <p>Kevin Taylor</p>	<p>Emergency Generators for City Hall and Police Department</p>	<p>Updating plans for revisions and preparing specs.</p>	<p>60%</p>
<p>Llano St. & Lampasas St. Interceptors – CP-WW-0003 16692 – SOW No. 40</p> <p>Kevin Taylor</p>	<p>Upgrade/upsized of existing sanitary sewer relief pipes, 18” to 36”</p>	<p>Field survey is expected to be completed by the week of 6/30, and survey data is expected to be received by the week of 7/7.</p>	<p>Design Phase</p>
<p>Manor – Waterline Upsizing Project – CP-WW-0002 16689 – SOW No. 38</p> <p>Jose Castillo</p>	<p>Upgrade/upsized of replacement of existing 12” waterline with a 16” waterline between the intermediate tank to downtown.</p>	<p>We are getting Right of Entries at the time, potential survey in late August 2025. 07/02</p>	<p>Design Phase</p>
<p>Manor – US Hwy 290 Waterline Crossing – 16690 - SOW No. 37</p> <p>Pauline Gray</p>	<p>This new waterline tie in will provide conveyance across US 290 from the north side to the south side. This will provide system resiliency.</p>	<p>Survey has been completed. Beginning preliminary design has begun.</p>	<p>Preliminary Design Phase</p>
<p>Manor – 16” Bois d’Arc waterline project – 16691 - SOW No. 38</p> <p>Pauline Gray</p>	<p>This project will create a waterline loop along Bois d’Arc lance that will provide improved water quality, system reliability and enhanced distribution system capacity.</p>	<p>Survey has been completed. Beginning preliminary design has begun.</p>	<p>Preliminary Design Phase</p>



MEMO

Streets and Parks Monthly Report June 2025

Daily Duties and Projects

Streets Maintenance

Cut and chipped a tree that was down in an alley.

Repaired a missing street name sign at W. Lexington St.

Repaired a missing street name sign at Marie Ln.

Installed No Dumping in Drains to creek seals in Wild Horse Creek and Logos subdivisions per the MS4 program.

Repaired a missing street name sign at San Marcos St.

Removed an uneven sidewalk at Bell Farms Park.

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

Poured another section of sidewalk at Bell Farms Park.

Picked up illegal dumping on Gunn Ln.

Cut and chipped trees at Old 20 and FM 973 blind corner.

Stop sign repair at Inselberg Dr. and Johnson Rd.

Installed turf grass along the new sidewalk on Ring Rd.

Parks/ROW Maintenance

Painted over graffiti at Jennie Lane Park restrooms.

Set up for the Juneteenth Event in Timmermann Park.

Clean up and take down for the Juneteenth Event in Timmermann Park.

Set up/take down for movies in the park.



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.

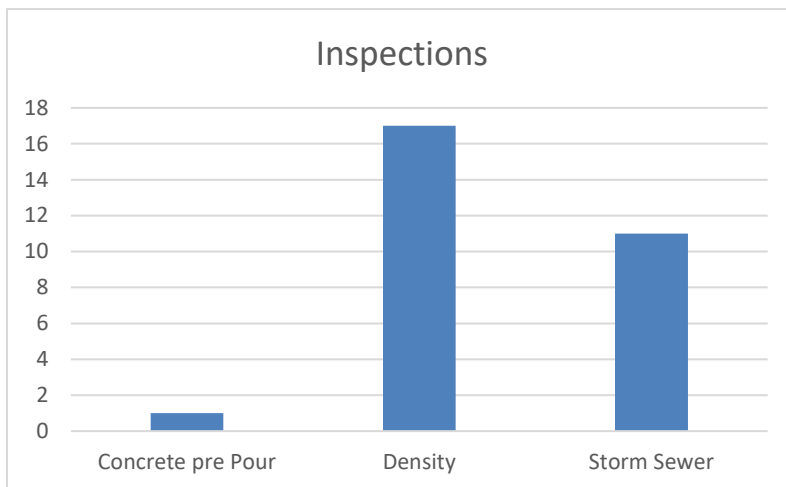
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check 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.

Manor Heights Phase 4 – building.

Manor Heights Phase 2 Section 1B – building.

Manor Heights Phase 5 – development process.

Manor Heights Phase 3 Section 2 – building.



MEMO

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 – building.

Holley Smith Phase 1B – building.

The View at Manor – building.

Monarch Ranch Subdivision Improvements – building.

Monarch Ranch Amenity Center – building.

HTeaO – building.

Manor Mini storage – waiting to build.

The Lex – building.

Presidential Storage – building.

TC ESD – building.

Bojangles- building.

Tesla Charging Stations – waiting.

Blue Bonnet Mass Grading – building.

Boyce Street mixed use apartments- 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 – building.

MiniMax – 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 – building.

Las Entradas North Mass Grading – waiting.

Platinum 973 Business Center – building.

Manor Village Center – Church – building.

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.

Waffle House – building.

Cemetery Report

June 3, 2025 – Monitored the cemetery.

June 5, 2025 – Monitored the cemetery.

June 6, 2025 – Met with Juana Castaneda for the burial of her husband’s ashes.

June 7, 2025 – Assisted Theresa Tijerina in installing her husband, John Christopher’s headstone.

June 9, 12, 14 2025 – Monitored the cemetery.

June 15, 2025 – Assisted the Family of Margarito Ortega with burial.

June 17, 19, 21, 23, 26, 27, 30 2025 – Monitored the cemetery.

WATER/WASTEWATER JUNE MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	2
LIF STATION CALLS	3
SEWER BACKUPS	2
MANHOLES REPAIRED	
CAMERA LINES	3,658 FT
WW LINES LOCATED	1
CLEANOUT REPAIRED	1
JOBSITE CLEANUP AND RESTORATION	
SCADA TROUBLESHOOTING	4
BUILDING MAINTENANCE	
JOB CLEANUP AND RESTORATION	
WATER	TASK COMPLETED
SERVICE CALLS	15
SERVICE LEAKS	2
CUSTOMER LEAKS	3
WATER MAIN LEAKS	1
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	44
HYDRANT REPAIR/REPLACED	18
VALVE MAINTENANCE	1
ANGLE STOPS REPLACED	2
LINES LOCATED	3
WHOLESALE DISCOLORED WATER	1
CITY DISCOLORED WATER	3
WATER PRESSURE	5
WATER TURN ON/OFF	5
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	1
METER INSTALL	
INSPECTIONS	
SITES INSPECTED	574
PRE CONS	2
MANHOLES INSTALLED	3
TAPS	1
MANDREL TESTED	344 FT
PRE-CONS	2
DENSITIES	128
WATER SERVICES INSTALLED	72
WATER VALVE INSTALLED	37
MANHOLES TESTED	1