



# MEMO

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

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## Public Works Department

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

In March, 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 March, 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. Anthony Townsend received his collection class III license.

### ***Water Production & Purchase***

In March, 40 % of the water we supplied to our residents was from our wells, and we purchased 60% from EPCOR and Manville WSC.

### ***Population***

City of Manor – 21,102

Shadowglen – 6,335

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT  
PUBLIC WORKS DEPARTMENT  
March 26<sup>th</sup>, 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.	Received record drawings. Approved final pay application. Issued project acceptance letter.	100%
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. Change Order #1 will be before the council April 2 <sup>nd</sup> (Tie in point), preparing field order the Lone Star section.  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 and painted. Pumps have been installed. MCC being installed. Meeting to discuss SCADA issue.	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	Working on finalizing plans - need the City to review one final time before going out for bids. Tentative bid opening is April 22.	Working on bid documents.
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.  City update on release of retainage and LDs?	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 reseeded on 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>Final report under review.</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. Final plat under review.</p>	<p>Construction documents at 95%</p>
<p>FY2022 Tax Note-Funded Water, Wastewater, and Roadway Improvement Project XXXXX - SOW No. 23</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. Preparing to go out for bids.</p> <p>The project includes 973 Water Line,</p>	<p>Working on bid documents.</p>

Pauline Gray		Cottonwood Creek Phase 3, and Hill 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.	Updating drawings to filter equipment selection. Continuing progress towards 90% level.	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. Affidavits and News Paper publications sent to TCEQ.	Permit application
Wilbarger Creek WWTP Permit Renewal – SOW No. 32  Pauline Gray	TCEQ Permit renewal application for Wilbarger Creek WWTP	NORI will be published this week. Administratively complete in February, but original notice was not received.	Permit application
Emergency Generators – SOW No. 34  Kevin Taylor	Emergency Generators for City Hall and Police Department	Finalizing plans to be signed and sealed. Coordinating with Bluebonnet Electric Coop to relocate power pole in conflict with proposed generator at police station.	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"	Established alternatives for pipe routing and pipe sizing. Evaluating construction costs for pipe installation methods.	Design Phase
Manor – Waterline Upsizing Project – CP-WW-0002 – SOW No. 38	Upgrade/upsized of replacement of existing 12" waterline with a 16" waterline between the intermediate tank to	Meeting with City of Manor on 03/13.  Exhibit for 2 alternative alignments and OPS to be sent to City this week.	

Jose Castillo	downtown.		
Manor – US Hwy 290 Waterline Crossing – 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.	Working on proposed alignment. Met with City to discuss project. Survey will see if we need additional easements for bore.	
Manor – 16" Bois d’Arc waterline project – 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.	Presented alignments to City. Next step is survey work.	

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

### **Daily Duties and Projects**

#### **Streets Maintenance**

Repaired a down Stop sign at Lockhart and Wheeler St.

Repaired a down Stop sign at Lexington St. and Burton St.

Repaired a down Stop sign at Burnet St and Burton St.

Repaired a down Stop sign at Skimmer Run and Ostrich Trail.

Repaired a down Stop sign at Heinrich Ln and Van Hollen Rd.

Crack-sealed San Marcos St.

Pothole repairs at Old Kimbro St, Tower Road, Athens St, Eggleston St, Abrahamson Rd, Gregg Ln, Johnson Rd, Brenham St, Caldwell, and Sun Crest Rd.

No Truck signs were placed on Emu Ln and Old Hwy 20.

No Truck signs were placed on Bella Park Way and Old Hwy 20.

No Truck signs were placed on Casting Dr and Old Hwy 20.

Repaired water cuts on Jamie Drive with Asphalt.

We removed crumbling asphalt and prepped West Wheeler St.at Bastrop St. with a road base for an asphalt level-up.

Prepped and restriped the back parking lot at Public Works.

Attended the Active Shooter class at City Hall.

#### **Parks Maintenance**

Prepping for solar lights at Bell Farms Park.

Prepping for solar lights at Hamilton Point Park.

Installed three solar lights at Hamilton Point Park.

21 solar lights are installed in Bell Farms Park.

Filled in cracks with dirt at Greenbury Park.

Picked up the leftover dirt from digging the holes for the solar lights.

Trimmed trees in a drainage channel in Bell Farms.

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 & equipment checks and maintenance.

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

**202** - 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 2 Sections 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.

Tower Road Apartments – off Tower Road – building.

Manor Crossing Lot 7 – “ Chipotle”.



Manor Heights Ph 6 – site disturbance plans – waiting.

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

Popeyes – waiting.

Brakes Plus – Las Entradas North – waiting.

Duque Estates – building.

## **Cemetery Report**

March 4, 2025 – Monitored the cemetery.

March 6, 2025 – Monitored the cemetery.

March 7, 2025 – The Lopez family requested to place borders at their mother's gravesite. Cemetery does not allow borders, only headstones with mounted vases for flowers.

March 7, 2025 – Requested dirt pile for the graves that are sinking.

March 10, 2025 – Monitored the cemetery.

March 12, 2025 – Monitored the cemetery.

March 14, 2025 – Met with Mr. Bennett on fixing his great grandmother's headstone from falling over, installing dirt to balance it.

March 16, 2025 – Monitored the cemetery.

March 17, 2025 – Monitored the cemetery.

March 18 and 20, 205 – Met with Mrs. McDaniel to discuss burying her parents' ashes. Mrs. Doyle died October 1996 and Mr. Doyle died February 2004.

March 21, 2025 – Visited with Mrs. Sellstrom on placing a headstone for her mother's grave site. The mother is buried next to her father, Swante Sellstrom Jr.

March 26, 2025 – Betsy Blitch Kirksey is researching a grave site for her parents George Robert Blitch and Mary Joy Boles Blitch. The grandparents, George and Estel Glenn Blitch are buried there. Since the grandparents are buried at the cemetery, the family's belief was that her parents could also be buried there because of the lineage. Plans to meet with the family in the near future.

March 28, 2025 – Monitored the cemetery.

March 31, 2025 – Monitored the cemetery.

# WATER/WASTEWATER MARCH MONTHLY REPORT

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	4
LIF STATION CALLS	7
SEWER BACKUPS	3
MANHOLES REPAIRED	1
CAMERA LINES	31
WW LINES LOCATED	5
MANHOLES PLUS LINES CLEANED	7
JOBSITE CLEANUP AND RESTORATION	
SCADA TROUBLESHOOTING	4
BUILDING MAINTENANCE	2
JOB CLEANUP AND RESTORATION	1
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	27
SERVICE LEAKS	2
CUSTOMER LEAKS	10
WATER MAIN LEAKS	2
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	24
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	4
LINES LOCATED	5
WHOLESALE DISCOLORED WATER	
CITY DISCOLORED WATER	4
WATER PRESSURE	4
WATER TURN ON/OFF	6
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	2
METER INSTALL	1
<b>INSPECTIONS</b>	
SITES INSPECTED	633
ALL DAY INSPECTIONS	
MANHOLES INSTALLED	1
TAPS	5
MANDREL TESTED	33
PRE-CONS	3
DENSITIES	148
WATER SERVICES INSTALLED	35
WATER VALVE INSTALLED	1
MANHOLES TESTED	
FLOW TEST	4