



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: August 12, 2025
RE: July Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In July, 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 July, 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. Sebastian Reed received his CDL license.

Water Usage

Manor Ground Water- 8.462
Manville- 11.289
EPCOR- 44.722

Total: 64.473 Gallons

Population

City of Manor – 21,533
Shadowglen – 6,356

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
July 30th , 2025

PROJECT NAME	PROJECT DESCRIPTION	MONTHLY ACTIVITY	PERCENT CONSTRUCTION COMPLETE/PHASE
Manor GIS Improvements 14667.16	City of Manor GIS		
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. Projected to finish 8/1 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.	Waiting on revised change order for electric. Requested updated construction schedule from contractor.	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	Precon was held on July 28. Work will start after the completion of 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.	Letter addressing liquidated damages amount issued by City to contractor on 5/6/2025. Met with City Legal and staff to discuss approach. A memo with language and backup documents have been sent to the City attorney to respond to the contractor's attorney.	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 87,000 gpd or 44% May 97,000 gpd or 49% June 103,000 gpd or 52% July 115,300 gpd or 58% (MTD – heavy rain earlier in month)	Bid Documents 99%

<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 September 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 August.</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>Precon was held on July 28. Work to start next week. Verify Monroe property fencing coordination.</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>Closeout documents send to Cap Metro.</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>Updating plans to 100%, performing QA/QC review and finalizing project specifications.</p>	<p>90% Design Level</p>
<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 7/29</p>	<p>Permit application</p>

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	Finalizing specs and QA/QC review.	70%
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”	Field survey data has been submitted to the design group. Data is being implemented into 30% preliminary drawings. Anticipate submitting 30% plans by mid- August.	Design Phase
Manor – Waterline Upsizing Project – CP- WW-0002 16689 – 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 getting Right of Entries at the time, and survey started on 7/21. 07/29	Design Phase
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 has been completed. Working on preliminary layout. Meeting to be held to go over proposed layout.	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 system capacity.	Survey has been completed. Survey working on easement exhibits. Working on preliminary layout. Meeting to be held to go over proposed layout.	Preliminary Design Phase
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. 60% plans should be ready by week of August 11.	30% plans provided to City for review.

Streets and Parks Monthly Report July 2025

Daily Duties and Projects

Streets Maintenance

Repaired water cut on the entrance of Carriage Hills Drive.

Repaired a Stop sign at S. San Marcos St and Blake Manor Rd.

Prepped holes and poured concrete bases for solar lights at the E. Manor Development # 1 building.

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

Set up for 4th of July event at the E. Manor Development #1.

Take down for the 4th of July at the E. Manor Development # 1.

Put out barricades and high-water signs for flooding on Tower Rd, Lexington St, and Old Kimbro Rd.

Pothole repair at Old 20 and FM -973, Sun Crest St, Jamie Dr, Abrahamson Rd, S. Bastrop St, Llano St,

Repaired a curb at 12309 Walter Vaughn Drive.

Cleaned the drainage ditch on S. San Marcos St. between E. Carrie Manor St. and E. Burton St.

Cut and chipped trees on S. San Marcos St.

Striped the PD parking lot.

The drainage ditch at the corner of Bastrop St. and Parsons on the North-West side of the road has been cleaned.

Parks/ROW - Maintenance

Set up for the 4th of July event at E. Manor Development #1.

Take down for the 4th of July event at the E. Manor Development #1.

Set up/take down for movies in the park.

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.

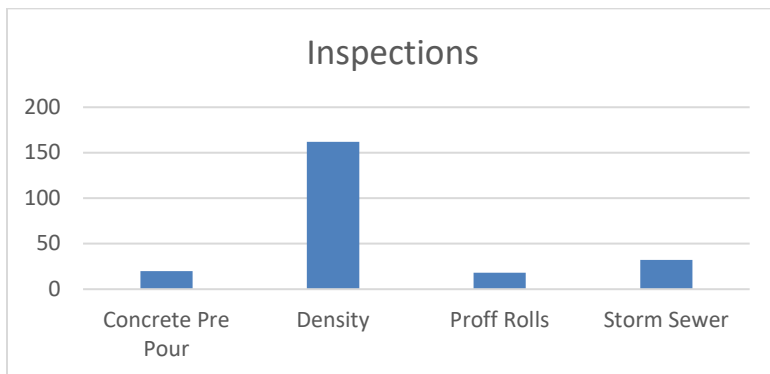
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle & equipment checks and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

523 - Inspections 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 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 – 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
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

July 1, 2025 – Assisted the family of Fred McFarlin to order a headstone for his site.

July 3, 2025 – Assisted the Ortega family with the burial of Margarito Ortega, he's in hospice and will notify me.

July 7, 2025 – Monitored the cemetery.

July 10, 2025 – I received a call from the Mansfield family. The parents are buried in the cemetery, and their son wants to be buried next to them.

July 12, 2025 – Monitored the cemetery.

July 14, 2025 – Monitored the cemetery.

July 17, 2025 – Monitored the cemetery.

July 19, 2025 – Monitored the cemetery.

July 21, 2025 – Received a call from Mary Lopez's daughter that her site required to fill dirt. Marked the grave with a flag.

July 22, 2025– Monitored the cemetery

July 25, 2025– Received a call from Ambrosio Tapia's daughter, that his site required fill dirt. Marked the grave with a flag.

July 27, 2025– Monitored the cemetery.

July 30, 2025 – Monitored the cemetery.

WATER/WASTEWATER JULY MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	3
LIF STATION CALLS	13
SEWER BACKUPS	3
MANHOLES REPAIRED	
CAMERA LINES	2485'
WW LINES LOCATED	4
CLEANOUT REPAIRS	44
JOBSITE CLEANUP AND RESTORATION	1
SCADA TROUBLESHOOTING	2
PUMP AND MOTOR REPAIR	11
JOB CLEANUP AND RESTORATION	2
WATER	TASK COMPLETED
SERVICE CALLS	31
SERVICE LEAKS	
CUSTOMER LEAKS	9
WATER MAIN LEAKS	1
NEW SERVICE TAPS	2
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	37
HYDRANT REPAIR/REPLACED	12
ISOLATION VALVE MAINTENANCE	3
ANGLE STOPS REPLACED	
LINES LOCATED	7
WHOLESALE DISCOLORED WATER	
CITY DISCOLORED WATER	
WATER PRESSURE	
WATER TURN ON/OFF	9
BAC T SAMPLES	26
JOBSITE CLEANUP AND RESTORATION	4
METER INSTALL	
INSPECTIONS	
SITES INSPECTED	523
ALL DAY INSPECTIONS	
FLOW TEST	1
TAPS	
MANDREL TESTED	344'
PRE-CONS	2
DENSITIES	162
WATER SERVICES INSTALLED	52
WATER VALVE INSTALLED	2
MANHOLES TESTED	1