



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: May 21, 2025
RE: April Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In April, 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 April, 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. Robert Herchek received his class A water license. Public Works hosted the Texas Water Utility Association meeting. It was a great success!

Water Usage

Manor Ground Water- 16,689
Manville- 11,506
EPCOR- 34,867

Total: 63,062 Gallons

Population

City of Manor – 21,195

Shadowglen – 6,335

CITY OF MANOR
CAPITAL PROJECT STATUS REPORT
PUBLIC WORKS DEPARTMENT
April 23rd, 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: Lone star section, Carriage Hills Drive connection, pipe bursting. Schedule to finish pipe installation 5/19. 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. Meetings were held to discuss SCADA issue. Frank sent out an update on temporary SCADA fix. Coordinating meeting to discuss electrical service installation.	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	Plans and specifications have been updated. Revising plans based on City comments. Trying to publish invitation to bid week of May 5.	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. Meet with city legal regarding LDs.	Construction documents 100%. Bid phase 100% Construction phase 100%
Cottonwood Creek West Tributary WW Improvements 15128 - SOW No. 12 Frank Phelan	Wastewater CIP Line in Cottonwood Creek West Tributary Basin The contractor is Santa Clara Construction.	The contractor is to remove silt fencing and send the final pay app to release retainage.	Construction phase 100%

<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. Flows in April averaging 87,000 gpd or 44%.</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% QC completed, QA ongoing.</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 will be presented at May 7 Council meeting.</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>Roadway impact fees to be presented at Council meeting on May 7. Once roadway impact fees are completed the committee will need to be reconvened to begin work on water and wastewater impact fee updates.</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>Plans have been approved by TCEQ. Working with the developer's engineer regarding site grading. Final plat under review then lot will be conveyed to the City.</p>	<p>Construction documents at 85%</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>Plans and specifications have been updated. Will publish invitation to bid week of May 5. Will go out for bids along with the 290 waterline.</p> <p>The project includes 973 Water Line, Cottonwood Creek Phase 3, and Hill Lane Improvements.</p>	<p>Working on bid documents.</p>

FY2022 Cap Metro Paving Project 15451 – SOW No. 25 Pauline Gray	Paving project improvements using allocated Cap Metro Funding The contractor is Smith Paving.	Final change order and project closeout documentation will be presented at May 7 Council meeting.	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.	Continuing progress towards 90% level, finalizing facilities and equipment.	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. Still waiting on 4/23	Permit application
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	Provided sealed plans. Coordinating with Bluebonnet Electric Coop to relocate power pole. Updating grant paperwork.	50%
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"	Finalized route for interceptor. Preparing to conduct field survey for proposed route.	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.	Exhibit for 2 alternative alignments and OPC sent to City on 3/28. Alignment has been selected. The exhibits have been sent to the ROW agent to get right of entry to properties on 4/23.	
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	Working on proposed alignment. Met with City to discuss project. Survey will see if we need additional easements for bore. Coordinating	Preliminary Design Phase

Pauline Gray	side. This will provide system resiliency.	with Dianna Tinkler about ROEs.	
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 sytem capacity.	Coordinating with Dianna Tinkler about ROEs.	Preliminary Design Phase

Streets and Parks Monthly Report April 2025

Daily Duties and Projects

Streets Maintenance

Repaired a down stop sign at Ann Richards Ave and Bois-D-Arc.

Repaired a down stop sign at E. Carrie Manor and Jessie St.

Repaired gravel driveway at the E. Manor Development #1.

Removed a dead tree on Carrie Manor St.

Pothole repairs at Bois-D-Arc, Gregg Manor Rd, Johnson Rd, James Manor, Suncrest, and Lapoynor St.

Finished installing solar lights around the sidewalk at Jennie Lane Park.

Removed crumbling asphalt and prepped W. Wheeler at Bastrop St. with a road base for an asphalt level-up.

We removed crumbling asphalt and prepped N. Bastrop St. from Wheeler St. to W. Eggleston St. for an asphalt level-up.

Installed a driveway pipe for the water reuse station driveway on Llano St.

Prepping for solar lights at Hamilton Point Park.

Parks/ROW Maintenance

Cut and removed a fallen tree in the downtown alley.

Irrigation repair at Greenbury Park.

Picked up trash on Old Kimbro Road.

The crew worked at the Easter Event at the E. Manor Development Property #1.

Prepped E. Manor Development #1 for Easter Event.

Mowed at E. Manor Development Property #1 for Easter Event.

Trimmed trees near the bridge on Gregg Manor Road.

Mowed the cemetery for Easter.

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.

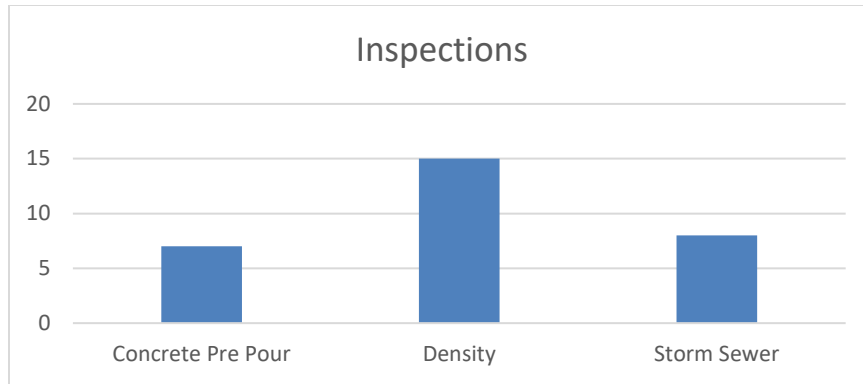
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

447 - Inspections are done this month.

3- MS4 reports submitted this month as required by TCEQ.



Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meetings.

Lagos Phase 3 – building	The View at Manor – building	City of Refuge Site plan – waiting to build
Manor Heights Phase 2 Section 1B – building	Monarch Ranch Subdivision Improvements – building	Holley-Smith Phase 4A – development
Manor Heights Phase 3 Section 2 – building	Amavi Manor – waiting to build	HEB – building
Manor Heights Phase 4 – building	Gregg Manor GST project – building	Abbott’s Frozen Custard – waiting
Manor Heights Phase 5 – development process	Manor OZ – Manor Apartments – building	Landmark - waiting
Village at Manor Commons Phases 3 & 4 building	Al Noor Muslim Center – waiting to build	Las Entradas North Mass Grading – waiting
La Mexicana – building	Manor Animal Hospital – waiting to build	Monarch Ranch/New Haven Offsite WW line – building
Palomino Subdivision – building	MiniMax – building	7 Brew Coffee – in Manor Crossing – building
Las Entradas Section 4 – waiting to build	Home Depot – building	Platinum 973 Business Center – building
Holley Smith Phase 1A – waiting to build	Discount Tire – building	Manor Village Center – Church – waiting
Holley Smith Phase 1B – building	New Haven Mass Grading – building	
	University Federal Credit Union – building	

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

Popeyes – waiting

Duque Estates – building

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

Brakes Plus – Las Entradas
North - waiting

Cemetery Report

April 3, 2025 – Monitored the cemetery and picked up trash from Mr. Tapia gravesite.

April 4, 2025 – Monitored the cemetery.

April 5, 2025 – Monitored the cemetery.

April 7, 2025 – Monitored the cemetery.

April 8, 2025 – Met with Phipps Memorial to set up headstones for Rosie Salinas, wife of Deceased Gonzales Antonio Lara.

April 10, 2025 – Monitored the cemetery.

April 11, 2025 – Monitored the cemetery.

April 12, 2025 – Met with the Galvan family on repairing their parents’ headstone, which is falling.

April 14, 2025 – Discussed moving dirt to Willie Ruth Biscoe’s mother’s grave. Grave is sinking.

April 14, 2025 – Assisted the Ritch/Guajardo family in removing the temporary grave marker on Father’s site.

April 14, 2025 – Reschedule date to discuss measurements for Tijernia’s base for the headstone.

April 16, 2025 – Monitored the cemetery, picked up trash, and trimmed trees.

April 21, 2025 – Monitored the cemetery.

April 23, 2025 – Monitored the cemetery.

April 28, 2025 – Met with the Tijernia family to install cement base at the cemetery, waiting on the headstone.

April 30, 2025 – Monitor the cemetery.

WATER/WASTEWATER APRIL MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	7
LIF STATION CALLS	8
SEWER BACKUPS	4
MANHOLES REPAIRED	
CAMERA LINES	20
WW LINES LOCATED	6
MANHOLES PLUS LINES CLEANED	4
JOBSITE CLEANUP AND RESTORATION	
SCADA TROUBLESHOOTING	2
BUILDING MAINTENANCE	2
JOB CLEANUP AND RESTORATION	2
WATER	TASK COMPLETED
SERVICE CALLS	34
SERVICE LEAKS	1
CUSTOMER LEAKS	10
WATER MAIN LEAKS	2
WATER LINE REPLACEMENT	
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	31
HYDRANT REPAIR/REPLACED	2
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	3
LINES LOCATED	6
WHOLESALE DISCOLORED WATER	1
CITY DISCOLORED WATER	8
WATER PRESSURE	1
WATER TURN ON/OFF	9
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	2
METER INSTALL	
INSPECTIONS	
SITES INSPECTED	447
ALL DAY INSPECTIONS	
MANHOLES INSTALLED	3
TAPS	
MANDREL TESTED	3,668'
PRE-CONS	2
DENSITIES	247
WATER SERVICES INSTALLED	
WATER VALVE INSTALLED	
MANHOLES TESTED	25