



MEMO

To: Mayor and City Council Members
From: Matt Woodard, Director of Public Works
Date: September 17, 2025
RE: August Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In August, 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 August, 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. City crew cleaned up at Clearwell, intermediate area and wells.

Water Usage

Manor Ground Water- 23.684
Manville- 16.056
EPCOR- 38.96

Total: 78.7 Gallons

Population

City of Manor- 21,643
Shadowglen- 6,356

Streets and Parks Monthly Report August 2025

Daily Duties and Projects

Streets Maintenance

Repaired water cuts on Jamie Dr. with asphalt.

Removed, prepped, and poured sidewalk at 12908 Wedding Drive.

We removed the failed wood flooring in the break room at the Miller Building and replaced it with wood flooring.

Pothole repairs at Murray and Caldwell St, Carillon Way, and Johnson Rd.

Crack sealed at N. La Grange St. and N. Burnet St.

We cleaned the drainage ditch on S. San Marcos St. between Burton St. and Brenham St.

Installed lockers in the break room at the Miller Building.

Installed new flashing lights at the golf cart crossing on Lexington St.

Cleaned alley drainage at Bastrop St and W. Boyce St.

Parks/ROW Maintenance

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.

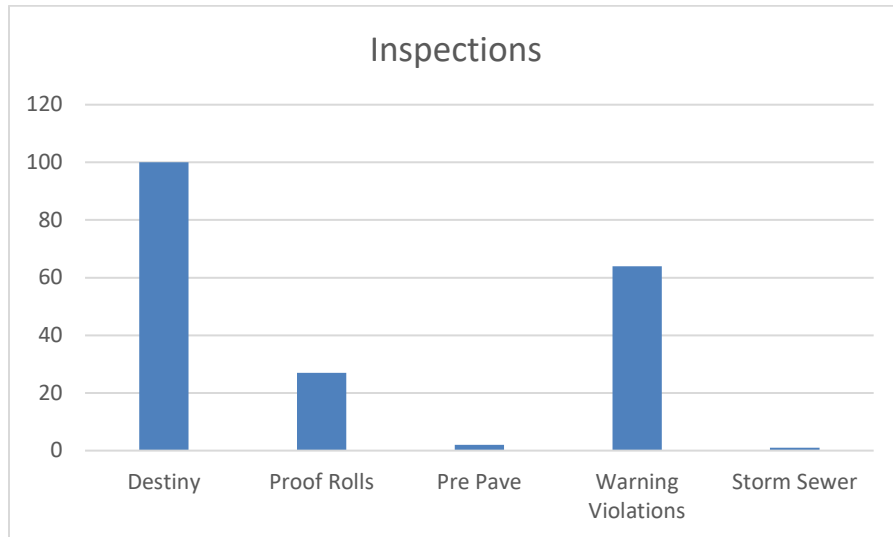
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment check and maintenance.

MS4 Storm drain inspections monitored New/Construction under warranty

547 - 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	The Lex – building
Manor Heights Phase 2 Section 1B – building	Presidential Storage – building
Manor Heights Phase 3 Section 2 – building	TC ESD – building
Manor Heights Phase 4 – building	Bojangles- building
Manor Heights Phase 5 – development process	Tesla Charging Stations – waiting
Village at Manor Commons Phases 3 & 4 building	Blue Bonnet Mass Grading – building
Palomino Subdivision – building	Boyce Street mixed use apartments- building
Las Entradas Section 4 – waiting to build	Amavi Manor – waiting to build
Holley Smith Phase 1A – building	Gregg Manor GST project – building
Holley Smith Phase 1B – building	Manor OZ – Manor Apartments – building
Logos Phase 3	Al Noor Muslim Center – waiting to build
Manor Heights Phase 3 Section 2	Manor Animal Hospital – building
The View at Manor – building	MiniMax – building
Manor Heights Phase 2 Sections 1B	Discount Tire – building
Manor Heights 4A and 4B	New Haven, Mass, Grading – building
Manor Heights Phase 4	University Federal Credit Union – building
Manor Heights Phase 5	City of Refuge Site plan – waiting to build
Palomino	Holley-Smith Phase 4A – development
Monarch Ranch Subdivision Improvements – building	HEB – building
Monarch Ranch Amenity Center – building	Abbott’s Frozen Custard – waiting
HTeaO – building	Landmark - building
Manor Mini storage – waiting to build	Las Entradas Phase 4
	Platinum 973 Business Center – building

Manor Village Center – Church – building

Popeyes – waiting

Manor Crossing Multitenant (Lot 2B) – building

Duque Estates – building

Okra Phase 1 – south of Monarch Ranch – building

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

Busy Bee – Las Entradas – building

Brakes Plus – Las Entradas North – waiting

Tower Road Apartments – off Tower Road – building

Waffle House – building

Manor Crossing Lot 7 – “ Chipotle”

Manor Heights Ph 6 – site disturbance plans – waiting

Cemetery Report

August 4, 2025 – Coordinated with Riley Gardner Memorial to install a pre-need flat marker for Connie Vasquez Baquera, at her mother’s site.

August 4, 2025 – Assisted a Private Investigator in locating a person who was buried without family.

August 7, 2025 – Met Joe Arellano, to repair broken headstone and install new marker.

August 8, 2025 – Marked the grave of Theresa G. McLain for installation of headstone on Monday, 11th.

August 12th, 14th, and 17th, 2025 – Monitored the cemetery.

August 18, 2025 – Received a request for a burial site for the Quinonez family. Explained that the city is no longer reserving sites.

August 22, 2025 – Monitored the cemetery.

August 25, 2025 – Coordinating with Avalon Monuments Georgetown to install a headstone for Margarito Ortega. Scheduled for Wednesday, 27th. Vendor did not show up. Meeting next week.

August 28th and 30th 2025 – Monitored the cemetery.

WATER/WASTEWATER AUGUST MONTHLY REPORT

WASTEWATER	TASK COMPLETED
SERVICE CALLS	5
LIF STATION CALLS	15
SEWER BACKUPS	4
MANHOLES REPAIRED	
CAMERA LINES	8116'
WW LINES LOCATED	3
CLEANOUT REPAIRS	
JOBSITE CLEANUP AND RESTORATION	6
SCADA TROUBLESHOOTING	2
PUMP AND MOTOR REPAIR	11
JOB CLEANUP AND RESTORATION	6
WATER	TASK COMPLETED
SERVICE CALLS	31
SERVICE LEAKS	1
CUSTOMER LEAKS	11
WATER MAIN LEAKS	2
NEW SERVICE TAPS	2
HYDRANT MAINTENANCE	
HYDRANT FLUSHED	
HYDRANT REPAIR/REPLACED	5
ISOLATION VALVE MAINTENANCE	3
ANGLE STOPS REPLACED	
LINES LOCATED	4
WHOLESALE DISCOLORED WATER	4
CITY DISCOLORED WATER	2
WATER PRESSURE	6
WATER TURN ON/OFF	5
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	
METER INSTALL	
INSPECTIONS	
SITES INSPECTED	547
ALL DAY INSPECTIONS	
FLOW TEST	
TAPS	
MANDREL TESTED	500'
PRE-CONS	2
DENSITIES	94
WATER SERVICES INSTALLED	3
WATER VALVE INSTALLED	6
MANHOLES TESTED	