



# MEMO

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

---

## Public Works Department

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

In November, 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 November, 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. Emmanuel Salazar obtained his Wastewater D License and Andre Pineda obtained his CDL License.

### *Water Usage*

Manor Ground Water- 19.988  
Manville- 48.612  
EPCOR- 37.349

Total: 105.949 Gallons

CITY OF MANOR  
CAPITAL PROJECT STATUS REPORT  
PUBLIC WORKS DEPARTMENT  
December 3<sup>rd</sup>, 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: Revegetation is the last remaining punch list item.  Phase 2: Amendment #2 will be presented before the council on 12/3. Established an action plan to have phase 2 plans finalized. Coordination for Manor Towns Square information.	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.	Change order approved at Council meeting. Start up held on November 20. Contractor working on punch list items.	Construction Phase
US 290 Water Line, CIP 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 the 973 N waterline. Second precon will be held mid December.	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.	City Attorney directive to hold all activity for now. Preserve records. Draft closeout package w/ warranty/acceptance letter with final payment adjustment sent to City Attorney for consideration on 11/13/2025.	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 2025: 87,000 gpd or 44% May 2025: 97,000 gpd or 49% June 2025: 103,000 gpd or 52% July 2025: 114,080 gpd or 57% August 2025: 106,782 or 53% (inc. 2 calibrations) September 2025: 89,900 or 45% October 2025: 91,300 46% November 2025: 94,000 47%	Bid Documents 100%, Waiting for funding

<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>QA/QC being completed.</p> <p>Decision to add air system monitoring postponed.</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>Per City Legal, the AC will need to be reconvened to finish roadway impact fees and begin update on water and wastewater 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 the September 7 Council Meeting.</p>	<p>Finalizing plans. Waiting to find out who will be electrical provider to finalize the plans and prepare to go out for bids.</p>	<p>Construction documents at 95%</p>
<p>FY2022 Tax Note-Funded 973 North Water 15416 - SOW No. 23</p> <p>Pauline Gray</p>	<p>Contract approved at the September 7 Council Meeting.</p>	<p>Precon was held on July 28. GBA provided the encroachment exhibit to Manville. Working on coordinating open cut across Suncrest (next week). Bore is scheduled for this week.</p>	<p>Under construction.</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 and design coordination.</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. Preparing strategy for potential TCEQ hearing. 12/2</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>Permit is under technical review.</p>	<p>Permit application</p>
<p>Emergency Generators – SOW No. 34</p>	<p>Emergency Generators for City Hall and Police Department</p>	<p>Finalizing specs and QA/QC review and update, grant forms. Awaiting results of investigation of identity of cable operator attached to proposed relocated pole.</p>	<p>80%</p>

Kevin Taylor			
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"	Evaluating the plan/profile and conflict with utilities. Reviewing video provided by City to verify service connections on interceptor.	Design Phase
Manor – Waterline Upsizing Project – CP-WW-0002 16689 – SOW No. 38  Jose Castillo	Upgrade/upsized of the replacement of the existing 12" waterline with a 16" waterline between the intermediate tank to downtown.	We are working on a 60% set of plans for later this month. 12/2	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.	90% plans are complete. Need to discuss possible funding for project.	60% plans
Manor – 16" Bois d'Arc waterline project – 16691 - SOW No. 38  Pauline Gray	This project will create a waterline loop along Bois d'Arc Lane that will provide improved water quality, system reliability, and enhanced distribution system capacity.	Survey finalizing easement exhibits. Updating the documents to reflect Manville easement. 60% plans have been completed.	60% plans
14667.04 - FY2025 Paving project  Pauline Gray	This project is for the proposed paving improvements in Stonewater, Greenbury, and the Bois d'Arc reconstruction.	100% plans are completed. Preparing items to go out for bid. Need to coordinate a meeting with City to go over bid items.	100% plans

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

### **Daily Duties and Projects**

#### ***Streets Maintenance***

Replaced a stop sign at George Norris and Robert Taft St.

Replaced a 30 MPH sign at Parsons St. near PD.

Placed one 30 MPH sign on Old Kimbro Rd.

Replaced a stop sign at Burnet and Brenham St.

Replaced a stop sign at N. Lampasas St. and Eggleston St.

Repaired a stop sign at N. Lockhart and E. Eggleston St.

Crack seal maintenance at N. Caldwell St., Cemetery Rd, and Hamilton Point.

Asphalt repair at Jaron Drive, Boyce St. and San Marcos St.

Continued the roadway between the Medical Tower and Manor Crossing, placed rip-rap on the sides of the road, and started forming the curbs to pour concrete.

Started pouring curb at the Medical Tower and Manor Crossing.

#### ***Parks Maintenance***

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.

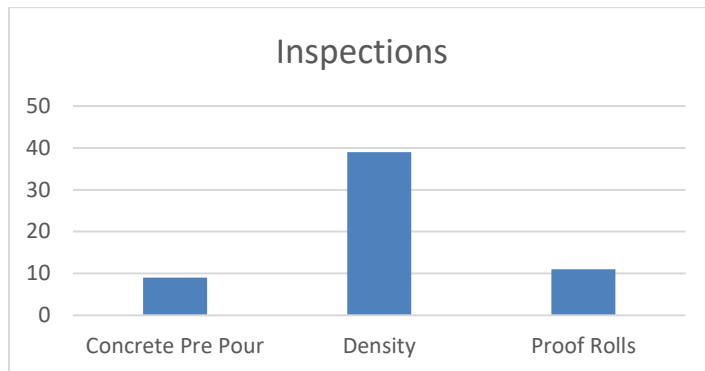
Scheduled weekly (ROW) Right of Way mowing.

Weekly vehicle and equipment checks and maintenance.

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

756 - Inspections done this month.

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



### **Inspections/Warranties/New subdivision Walkthroughs and Pre-Construction meeting**

Las Entradas Shops 1 and 2

View at Manor – building

Manor Commercial

HTeaO – building

Manor Mini storage – waiting to build

The Lex – building

Presidential Storage – building

TC ESD – building

Bojangles- building

Boyce Street mixed use apartments

Amavi Manor – waiting to build

Gregg Manor GST project – building

Al Noor Muslim Center – waiting to build

Manor Animal Hospital – building

MiniMax – building

New Haven, Mass, Grading – building

City of Refuge Site plan – waiting to build

Holley-Smith Phase 4A – development

Abbott's Frozen Custard – waiting

Landmark - building

Las Entradas Phase 4

Platinum 973 Business Center – building

Manor Village Center – Church – building

Tower Road Apartments – off Tower Road – building

Manor Heights Ph 6 – site disturbance plans – waiting

Popeyes – waiting

Duque Estates – building

Brakes Plus – Las Entradas North – waiting

Waffle House – building

Okra

Animal Hospital

Landmark

Gregg Manor GST

Platinum

### ***Cemetery Report***

November 2, 2025 – Monitored the cemetery.

November 3, 2025 – Monitored the cemetery.

November 3, 2025 – Met with the family of Fred McFarlin for headstone placement.

November 7, 2025 – Fred McFarlin’s family installed the marker for his site.

November 8, 2025 – Marked the grave of Jose Cruz Rivera. Riley Gardner Memorial delivering headstone.

November 10, 15, 17, 19, 21, 23, 27, 29 – Monitored the cemetery.

November 31, 2025 – Received a request to find gravesite for the Hannah Matilda Reeves Duzan family. Will meet with the family next week.

# WATER/WASTEWATER NOVEMBER MONTHLY REPORT

<b>WASTEWATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	4
LIF STATION CALLS	1
SEWER BACKUPS	3
MANHOLES REPAIRED	1
CAMERA LINES	625'
SEWER SMELL	2
CLEANOUT REPAIRS	
JOBSITE CLEANUP AND RESTORATION	4
SCADA TROUBLESHOOTING	7
PUMP AND MOTOR REPAIR	
JOB CLEANUP AND RESTORATION	4
<b>WATER</b>	<b>TASK COMPLETED</b>
SERVICE CALLS	48
SERVICE LEAKS	6
CUSTOMER LEAKS	8
WATER MAIN LEAKS	1
WATER LINE REPLACEMENT	340'
HYDRANT MAINTENANCE	2
HYDRANT FLUSHED	37
HYDRANT REPAIR/REPLACED	6
ISOLATION VALVE MAINTENANCE	
ANGLE STOPS REPLACED	2
LINES LOCATED	3
WHOLESALE DISCOLORED WATER	
CITY DISCOLORED WATER	23
WATER PRESSURE	12
WATER TURN ON/OFF	4
BAC T SAMPLES	20
JOBSITE CLEANUP AND RESTORATION	5
METER INSTALL	1
<b>INSPECTIONS</b>	
SITES INSPECTED	669
ALL DAY INSPECTIONS	
FLOW TEST	
TAPS	3
MANDREL TESTED	4838'
DENSITIES	83
WATER SERVICES INSTALLED	
WATER VALVE INSTALLED	6
MANHOLES TESTED	20