



RITA G. JONSE, MAYOR
GENE KRUPPA, PLACE 1
MARIA AMEZCUA, PLACE 2
ANNE WEIR, MAYOR PRO TEM, PLACE 3
ZINDIA PIERSON, PLACE 4
DEJA HILL, PLACE 5
TODD SHANER, PLACE 6

CITY COUNCIL REGULAR MEETING AGENDA

WEDNESDAY, DECEMBER 20, 2017

7:00 P.M.

CITY COUNCIL CHAMBERS, 105 E. EGGLESTON ST.

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **NO ACTION MAY BE TAKEN BY THE CITY COUNCIL DURING PUBLIC COMMENTS.**

CONSENT AGENDA

The following Items will be enacted by one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

- | | |
|---|------------------------------------|
| 1. Consideration, discussion, and possible action to approve the City Council Minutes of the December 6, 2017, Regular Meeting. | Lluvia Tijerina,
City Secretary |
| 2. Consideration, discussion, and possible action on the acceptance of the November 2017 Departmental Reports: <ul style="list-style-type: none">• Development Services – Scott Dunlop• Police – Chief Ryan Phipps• Municipal Court – Sarah Friberg• Public Works – Mike Tuley | Thomas Bolt,
City Manager |
| 3. Consideration, discussion, and possible action on the acceptance of the unaudited November 2017 Monthly Financial Report. | Thomas Bolt,
City Manager |

REGULAR AGENDA

4. Consideration, discussion, and possible action on the first reading of an ordinance rezoning Lot 2 Manor Storage Plat, locally known as 12421 US Hwy 290 E, 3 acres more or less from Interim Agricultural (A) district zoning to Medium Commercial (C-2) district zoning. **Owner:** Manor Plaza LLC. **Applicant:** Gil Engineering Associates, Inc. Scott Dunlop, Planning Coordinator
5. Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Chapter 14, Article 14.02 Zoning Ordinance, Exhibit A Zoning Ordinance, Article III Site Development Plan Requirements and Special Provisions for Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street. **Owner:** CKBK LLC. **Applicant:** Coultas Kemp - Rudy's Southern Cooking Scott Dunlop, Planning Coordinator

EXECUTIVE SESSION

The City Council will now convene into executive session pursuant to Section 551.071, Texas Government Code, and Section 1.05, Texas Rules of Disciplinary Conduct, to consult with legal counsel regarding potential claims related to land development.

OPEN SESSION

The City Council will now reconvene into open session to take action as determined appropriate in the City Council's discretion regarding potential claims related to land development.

ADJOURNMENT

In addition to any executive session already listed above, the City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section §551.071 (Consultation with Attorney), §551.072 (Deliberations regarding Real Property), §551.073 (Deliberations regarding Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations regarding Security Devices) and §551.087 (Deliberations regarding Economic Development Negotiations).

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, December 15, 2017, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Lluvia Tijerina
City Secretary for the City of Manor, Texas

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the Council Chambers are wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail ltijerina@cityofmanor.org.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 20, 2017

PREPARED BY: Lluvia Tijerina, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the December 6, 2017, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

December 6, 2017, City Council Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes for the December 6, 2017, Regular Meeting.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE



**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 6, 2017**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

Gene Kruppa, Mayor Pro-Tem, Place 1 (Absent)
Maria Amezcua, Place 2
Anne R. Weir, Place 3
Zindia Pierson, Place 4
Rebecca Davies, Place 5
Todd Shaner, Place 6

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Scott Dunlop, Planning Coordinator

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Rita G. Jonse at 7:00 p.m. on Wednesday, December 6, 2017, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

PLEDGE OF ALLEGIANCE

At the request of Mayor Jonse, Council Member Shaner, led the Pledge of Allegiance.

PUBLIC COMMENTS

Vicky McFarland with the Chamber of Commerce, P.O. Box 256, Manor, Texas, spoke before City Council regarding the Christmas decorations at Jennie Lane Park. She stated all decorations looked great and she thanked the City Council and staff for all that has been done. She invited everyone to the Christmas in the Park event on Sunday, December 10, 2017, from 11:00 a.m. to 5:00 p.m.

No one else appeared to speak at this time.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the City Council Minutes:

- November 29, 2017, Called Special Session
- November 30, 2017, Called Special Session

2. Consideration, discussion, and possible action on a second and final reading of an ordinance rezoning 3 lots, totaling 22.7 acres more or less, Lot 1 Block A KST/Voelker Tract Resub of Lot 2 Block A and Abstract 315 Survey 63 Gates G, locally known as 14215 Suncrest Road, from Interim Agricultural (A) district zoning to Light Industrial (IN-1) district zoning.

Ordinance No. 499: An ordinance of the City of Manor, Texas, amending the Zoning Ordinance by rezoning a parcel of land from Interim Agricultural (A) to Light Industrial (In-1); making findings of fact; and providing for related matters.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted five (5) For, one (1) Abstained and none (0) Against to approve and adopt all items on the consent agenda. Council Member Hill abstained. The motion carried unanimously.

PUBLIC HEARING

3. Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

The City staff's recommendation was that the City Council recess the creation of a Public Improvement District-EntradaGlen to the January 17, 2017, Regular City Council Meeting.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to recess the creation of a Public Improvement District to the January 17, 2018, Regular Council Meeting. The motion carried unanimously.

REGULAR AGENDA

4. Consideration, discussion, and possible action on the creation of a Public Improvement District – EntradaGlen.

The City staff's recommendation was that the City Council postpone the creation of a Public Improvement District-EntradaGlen to the January 17, 2018, Regular City Council Meeting.

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to postpone the creation of a Public Improvement District-EntradaGlen to the January 17, 2018, Regular City Council Meeting. The motion carried unanimously.

5. Consideration, discussion, and possible action on an engagement letter for accounting services; and an engagement letter for auditing services with Atchley & Associates for the year ending September 30, 2017.

The City staff's recommendation was that the City Council approve the engagement letter for accounting services; and engagement letter for auditing services with Atchley & Associates for the year ending September 30, 2017; and authorize the City Manager to execute the agreements.

City Manager Bolt explained the engagement letters for accounting and auditing services.

Mayor Jonse inquired about the service fees for the City. City Manager Bolt explained the accounting and auditing service fees for the City.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Pierson, the Council voted six (6) For and none (0) Against to approve an engagement letter for accounting services; and an engagement letter for auditing services with Atchley & Associates for the year ending September 30, 2017; and authorize the City Manager to execute the agreements. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:06 p.m. Wednesday, December 6, 2017, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The City Council convene into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in Section 551.074 Personnel Matters - *a) Discussion of Election of Mayor Pro Tem to serve a one-year term; b) Discussion of appointment of three (3) Budget Committee Council Members to serve a one-year term; and c) Interview Candidates for appointment to fill vacancies on the City of Manor Planning and Zoning Commission*, at 7:06 p.m., on Wednesday, December 6, 2017, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 7:37 p.m. on Wednesday, December 6, 2017.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 7:37 p.m. on Wednesday, December 6, 2017, in the Council Chambers of the Manor City Hall.

Mayor Jonse opened the floor for action to be taken on the items discussed in the Executive Session.

a) Discussion of Election of Mayor Pro Tem to serve a one-year term -

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Shaner, the Council voted six (6) For and none (0) Against to appoint Council Member Weir as Mayor Pro Tem to serve a one-year term. The motion carried unanimously.

b) Discussion of appointment of three (3) Budget Committee Council Members to serve a one-year term -

MOTION: Upon a motion made by Council Member Pierson and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to appoint Council Member Shaner, Council Member Amezcua and Mayor Jonse to the Budget Committee to serve a one-year term. The motion carried unanimously.

c) Interview Candidates for appointment to fill vacancies on the City of Manor Planning and Zoning Commission -

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to appoint Jacob Hammersmith to the Planning and Zoning Commission, Place 2 to fill an unexpired term and continue serving until the next appointment of January 1, 2020. The motion carried unanimously.

ADJOURNMENT

MOTION: Upon a motion made by Council Member Amezcua and seconded by Council Member Shaner, the Council voted six (6) For and none (0) Against to adjourn the regular session of the Manor City Council at 7:40 p.m. on Wednesday, December 6, 2017. The motion carried.

These minutes approved by the Manor City Council on the 20th day of December 2017.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina
City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 6, 2017

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the November 2017 Departmental Reports.

BACKGROUND/SUMMARY:

- Development Services – Scott Dunlop
- Police – Chief Ryan Phipps
- Municipal Court – Sarah Friberg
- Public Works – Mike Tuley

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

November 2017 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council accept the November 2017 Departmental Reports.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

**DEVELOPMENT SERVICES DEPARTMENT REPORT
PROJECT VALUATION AND FEE REPORT**

November 1 - 31, 2017

Description	Projects	Valuation	Fees	Detail
Commercial Irrigation	1	\$8,500.00	\$252.00	
Commercial Remodel/Repair	1	\$38,000.00	\$558.00	
Commercial Sign	2	\$12,200.00	\$492.70	
Commercial Tenant Finish Out	1	\$150,000.00	\$1,292.65	
Educational Addition	1	\$7,443,870.00	\$23,799.70	New Tech HS Addition
Residential Accessory	1	\$10,500.00	\$202.00	
Residential Demolition	1	\$650.00	\$97.00	
Residential Electrical	2	\$30,639.00	\$214.00	
Residential Irrigation	12	\$35,100.00	\$1,284.00	
Residential New	26	\$5,805,632.40	\$145,773.10	Record # for November!
Residential Plumbing	3	\$3,991.00	\$321.00	
Totals	51	\$13,539,082.40	\$174,286.15	

Total Certificate of Occupancies Issued: 41

Total Inspections(Comm & Res): 1,032

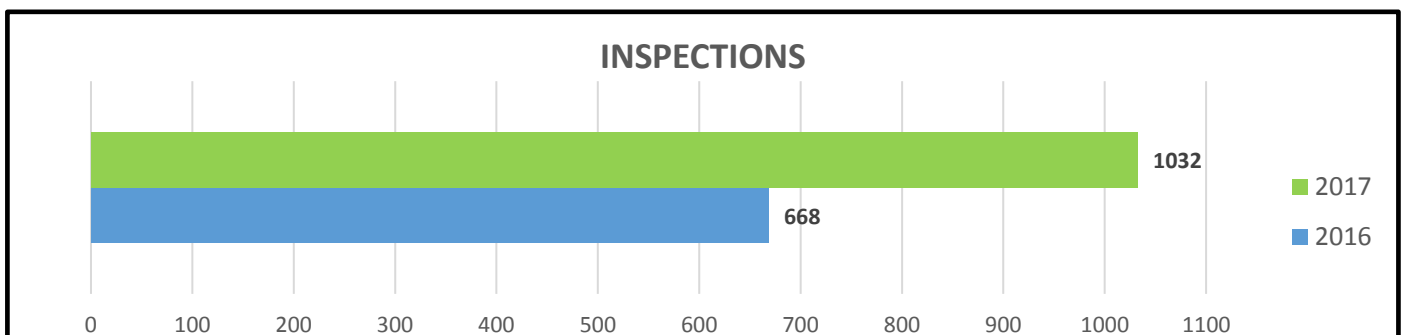
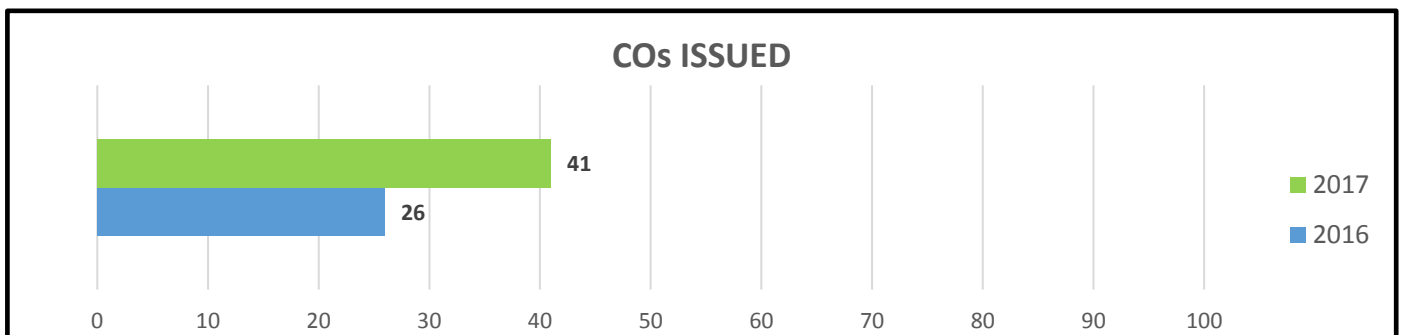
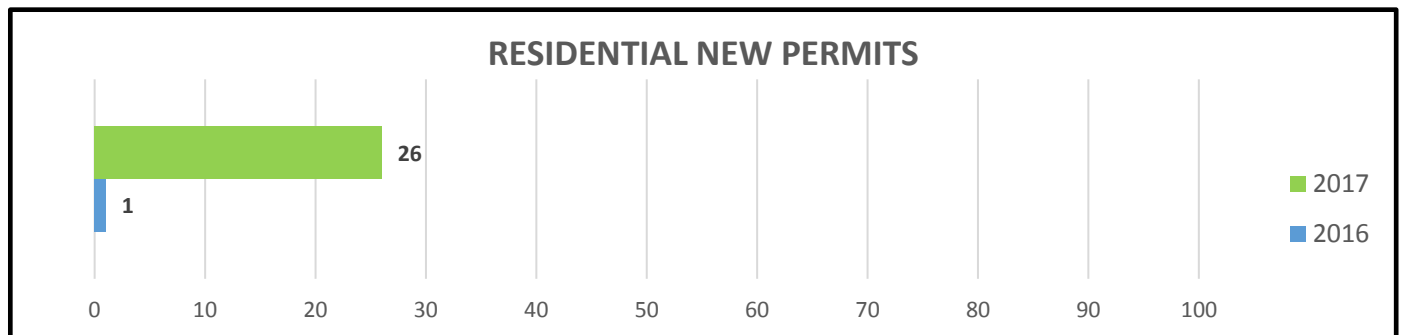
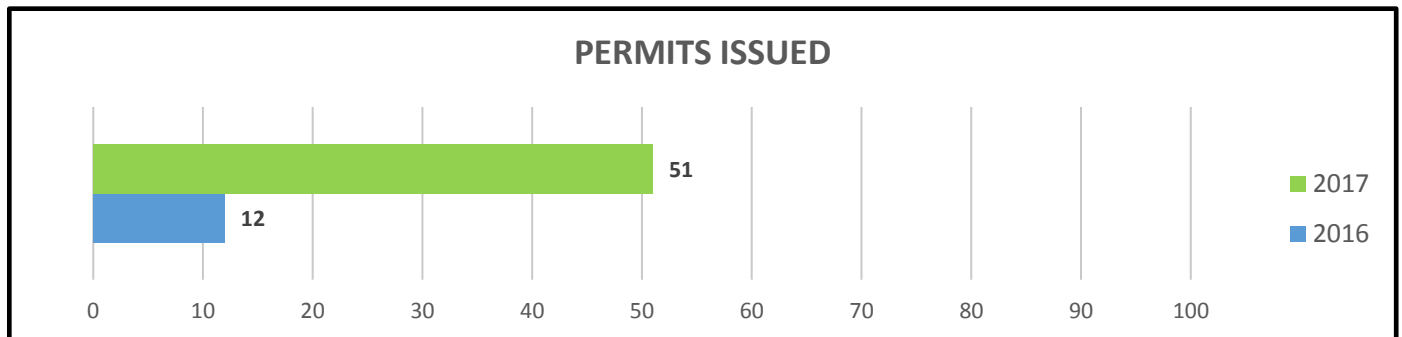
Tom Bolt, City Manager





NOVEMBER 2017

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR





Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

12/20/2017

November 2017

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1456	1279	13.8↑	Patrol Car Rental Last Month \$ 8625.00 YTD \$ 61,759.00
Average CFS per day	48.5	42.6	13.8↑	
Open Cases	38	51	25↓	
Charges Filed	79	56	25.4↑	
Alarm Responses	40	35	14.2↑	
Drug Cases	26	26	NO CHANGE	
Family Violence	10	9	11.1↑	
Arrests FEL/MISD	26FEL/53MISD	20FEL/63MISD	30↑FEL/15.8↓MISD	
Animal Control	43	21	104.7↑	
Traffic Accidents	39	36	8.3↑	
DWI Arrests	15	8	87.5↑	
Traffic Violations	569	532	6.9↑	
Ordinance Violations	33	4	725↑	
Seizures	N/A	N/A	N/A	
Laboratory Submissions	15	6	150↑	

Notes:

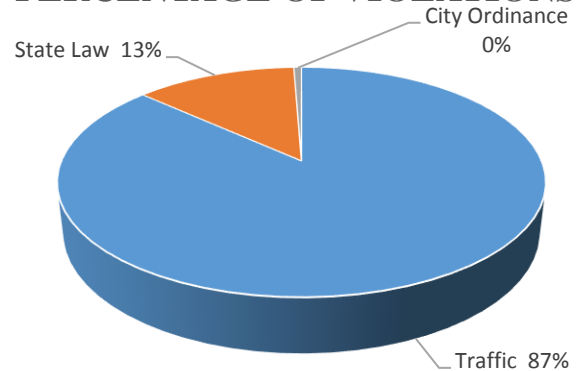
*DNA- DATA NOT AVAILABLE

City of Manor Municipal Court

NOVEMBER 2017

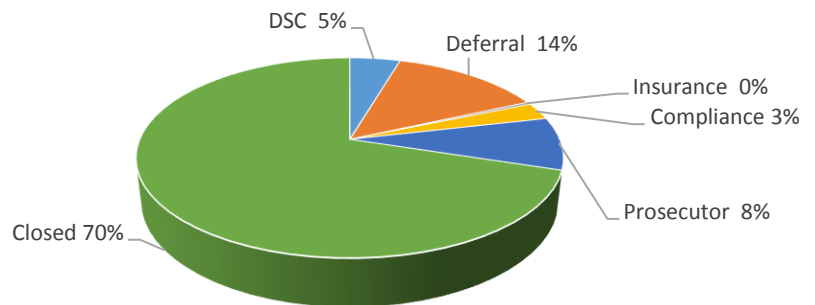
Violations Filed	Nov-17	Nov-16
Traffic	429	341
State Law	63	62
City Ord.	3	27
Total	495	430

PERCENTAGE OF VIOLATIONS



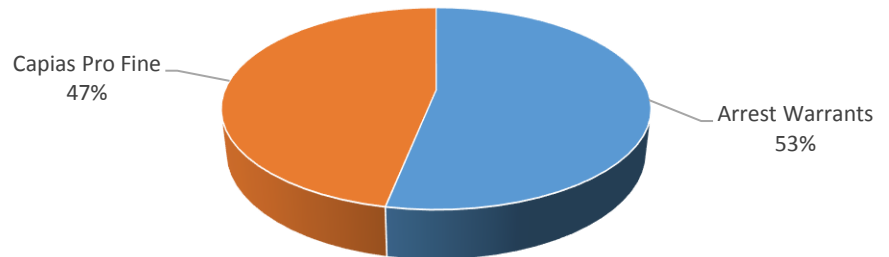
Dismissals	Nov-17	Nov-16
DSC	23	13
Deferral	69	35
Insurance	2	9
Compliance	14	12
Prosecutor	43	38
Closed	354	363
Total	505	470

PERCENTAGE OF DISMISSALS



Warrants	Nov-17	Nov-16
Arrest Warrants	135	595
Capias Pro Fine	119	83
Total	254	678

PERCENTAGE OF WARRANTS



Money Collected in November 2017

Kept By City	\$36,269.43
Kept By State	\$19,009.99
Total	\$55,279.42

Money Collected in November 2016

Kept By City	\$32,973.62
Kept By State	\$16,605.33
Total	\$49,578.95



PUBLIC WORKS DEPARTMENT November 2017 Report

Street and Public, Parks, and Maintenance Department

In the month of November, the Public Parks and Maintenance Department mowed all City facilities, alleys, and right of ways. They cleaned and maintained all City facilities and parks. They performed all maintenance on City vehicle's and heavy equipment. In November, 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.

In November, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In the month of November, 28 percent of the water we supplied to our residents was from our wells and we purchased 72 percent from EPCOR and Manville WSC. In November, the estimated population of residents in the City of Manor is 10,264. Estimated Population for ShadowGlen is 2,671 residents.

Subdivision Inspections

- Street Inspections - 3
- Water Inspections- 14
- Wastewater Inspections - 10



Streets and Parks Monthly Report November 2017

11/1/2017-11/30/2017 Daily Duties and Projects

11/1-2017- Staff built Christmas props and decorations for all over the City. 20 arches were built as well as 4/14' candy canes. All arches and candy canes were lit up with lights.

11/2/2017- Staff painted 3 turn arrows on Greg Manor Rd. in front of the High School. This allowed all turn lanes to be more visible.

11/3/2017- Texas celebrates Arbor Day every first Friday of November. This year it fell on Friday, November 3rd. The City participated by installing 2 Monterey Oaks trees at the Public Works yard, 2 Magnolia trees at the cemetery, and 1 Red Oak tree at Jennie Lane Park. The City will continue to participate and continue to increase Manor's tree canopy.

11/6/2017- Staff decided wherever irrigation was present, they would over seed with rye grass. This will give the green look all year around and make sure our facilities do not only look good in the summer but as well in the winter months.

11/8/2017- City recently purchased a streets message board. This will allow the City to properly warn traffic when construction is present and keep all employees safe while working on the construction site.

11/8/2017- Staff installed Christmas lights all over town. Christmas lights were installed at the City Hall building, Police Department building, Jennie Lane Park, Public Works building, and Downtown (Ramos and Manor Grocery). This project took multiple days. A boom lift was used to ensure the staff was safe on top of the roof tops.

11/15/2017- A resident called to notify the City, that multiple cars were taking a wide turn on Eggleston and Parsons St. City assessed the area and noticed multiple tire tracks were crossing a sidewalk where kids are always present. City staff installed reflective poles to keep pedestrians safe.

11/15/2017- Staff cleared all unwanted vegetation and debris east of Wheeler St. The alley is adjacent to multiple houses. City staff discarded 80 tons of unwanted vegetation and debris. This project took multiple days to complete.

11/15/2017- Staff installed 3 new dead-end reflectors at the end of N. San Marcos St.

11/20/2017- City staff are installing all new stop bars on every stop sign in the City. Hamilton Point has been completed and now staff has started on downtown. 20 new stop bars have been added in west downtown. This will make all stop signs more visible to all.



11/20/2017- Since taking over HOA parks, staff has continued to clear unwanted debris in these areas. Staff removed 8 yards of debris from Bell Farms park which will allow the mowing crew to be more productive.

11/27/2017- Staff planned a design on how to light up the Old Tower. After speaking to a professional designer and getting some feedback, we have designed and installed all tower lights. There are 11 LED lights around the cylinder and 8 white lights shining the bottom bowl and all legs. The 11 LED lights located on top, can be changed to any color we would like and will allow us to light the tower for every holiday.

11/29/2017- Staff installed an anchor system and a 25' flagpole with 30 strands of colored lights to create a Christmas tree. The tree is located in the center of Jennie Lane Park and will remain lit until after the holidays.

Happy Holidays to all!

*The **mowing crew** who is comprised of 3 members are maintaining all City owned properties. (besides what the project crew maintains) The properties are cut every 2 weeks during the growing season. Mowing season will usually last from April through October. Schedules are due to change in the hot summers.

*The **projects crew** is comprised of 2 members. They are responsible for maintaining Jennie Lane Park, City Hall, Police Department, Maintenance yard, Bell Farms Pond, and Bell Farms Park. These properties are cut every week to maintain the pristine look.

Certifications and Classes

- **Certifications and Licenses-** Ensures that the employees are properly trained and understand the importance of safety.

11/17/2017 The City sent 3 guys to a Chemical Prep class. This class is to prepare employees for the state exam. If employees pass the state exam, they will be licensed chemical applicators through the Texas Department of Agriculture. This will allow more employees to spray chemicals for pest and weeds.

Inspections /New subdivision Walkthroughs and Pre-con meetings

There were multiple sections in Sonewater that came up for their 1-year warranty. Staff has assessed all sections and noted what will need to be repaired.



Water Monthly Report November 2017

For the month of November, the Water Department had 25 service calls, 5 repair jobs, 12 maintenance jobs, 14 inspections, and flushed all dead-end mains

Service calls include: low water pressure calls, meter leaks, line locates, brown water calls, disconnect water services, connect water services, and meter change outs.

Repair Calls:

538 Llano St. - Repaired 3/4 service line leak and replaced curb stop by RM,TM 11-6-17.

13205 William McKinley - Checked for leak- replaced meter seals by RM,FZ 11-13-17.

13200 William McKinley - Checked for leak - replaced meter seals by FZ,TM 11-13-17.

Greg Manor at Crossroads- Repaired leaking 10" dresser coupling on check valve by FZ,JT,CD 11-15-17.

South Lockhart St. at entrance to Cemetery - Repaired a 6" main line break by FZ,TM,JN 11-29-17.

Maintenance:

Aqua Lab - Bac T Samples- Delivered first set of 5 samples to lab by RM 11-6-17.

Wells 1,2 and 3 – Insulated all lines and hose bibs for the winter season. by FZ,JN 11-8-17.

Intermediate Tank on FM 973 at 130 -Insulated all lines and hose bibs for the winter season by FZ,JN 11-8-17.

City Yard-Insulated all lines and hose bibs for winter season by FZ,JN 11-8-17.

Greg Manor at ShadowGlen - Insulated all lines and hose bibs for the winter season by FZ,JN 11-8-17.

Gilbert Rd. at Clear Well Tank- Replaced light bulbs in pump room by JN,CD 11-13-17.

East Elevated Water Tower- Removed wasps by JN 11-14-17.

Greg Manor at Crossroads connection- Repaired leaking dresser coupling on check valve by FZ,JT,CD 11-15-17.

Hwy 290 and Joyce Turner - Located utilities for Bluebonnet Electric (replacing pole #387959) by JT,FZ 11-16-17.

HWY 290 and Joyce Turner- Located utilities for Bluebonnet Electric (replacing pole #315238) by JT,FZ 11-16-17.

HWY 290 and Ring Dr.- Located utilities for Bluebonnet Electric (replacing pole #315158) by JT,FZ 11-16-17.

Aqua Lab – Bac T samples- Delivered second set of 5 samples to Aqua Lab by RM 11-20-17.

Inspections:

Presidential Glen Phase 7 - Water mains and services by JT,RM 11-3-17, 11-6-17, 11-7-17

Lagos Phase 1 - Water mains and services by Chasco Construction by RM 11-9-17, 11-13-17, 11-14-17.

City Yard Storage Tank - Yearly inspection of storage tank by Underwater Services by JT 11-14-17.

Intermediate Tank on FM 973 Storage Tank - Yearly inspection of storage tank by Underwater Services by JT 11-14-17.

Clearwell Storage Tank Gilbert Ln - Yearly inspection of storage tank by Underwater Services by JT 11-14-17.

West Elevated Storage Tank - Yearly inspection of storage tank by Underwater Services by JT 11-14-17,

100 BLK South Caldwell St. - Out of service historical elevated storage tank -inspection of ladder and cat walk of tank by Underwater Services by JT 11-14-17.

Lago Subdivision Phase 1- Water main installation by Chasco Constructions by RM 11-21-17.

Presidential Heights Phase 2 - Final walk through inspection with City Engineer and CRU by JT,TM 11-30-17.



Wastewater Monthly Report November 2017

For the month of November, the Wastewater Department had 8 service calls, 1 repair job, 7 maintenance jobs and 10 inspections.

Service calls include: sewer clog/backups, replacing broken clean out cap, and replacing lids.

Repair Calls:

12410 Jamie Drive- Repaired service line where City side meets customer side. Replaced cleanout cap and lid by FZ,JN,CD 11-28-17.

Maintenance:

Bell Farms Lift Station - Flushed out radiator on generator by JT 11-1-17.

Carriage Hills Lift Station- Replaced battery on generator by JT 11-1-17.

Bell Farms Lift Station - Reset pump settings on RTU box by JT 11-6-17.

WWTP - Checked oil in clarifier drive and grease sand filter bridge by JR,JN 11-7-17.

WWTP- Insulated back flow preventers, all lines and hose bibs that needed to be insulated for the winter season by FZ,JN 11-8-17.

Public Works Office Building at 547 Llano St. - Repaired leak drain on bathroom sink by JN,CD 11-20-17.

Carriage Hills Lift Station- Crane hoist to pull pumps was repaired and put back in service by JT,JN,RM 11-21-17.

Inspections:

Lagos Phase 1 - Wastewater mains and services by Chasco Construction by JT,RM 11-3-17, 11-6-17, 11-7-17.

Stonewater North on Johnson Rd. - Pressure tested wastewater mains and vacuum tested wastewater manholes by Austin Engineering by JN 11-9-17.

Stonewater Lift Station- Extension on concrete pad for generator by Austin Engineering by JT 11-14-17.

Stonewater Phase 2 -One Year Warranty Expiration by DNT Construction for phase 2 by JT 11-17-17.

Stonewater Phase 5 -One Year Warranty Expiration by DNT Construction for phase 5 by JT 11-17-17.

Stonewater Phase 7 -One Year Warranty Expiration by DNT Construction for phase 7 by JT 11-17-17.

Stonewater Section 8 - Four wastewater services by DNT Construction by JT 11-29-17.

Lagos Phase 1 - Density test wastewater main trenches by Chasco Construction by RM 11-29-17.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 20, 2017

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the unaudited November 2017 Monthly Financial Report.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

November 2017 Monthly Financial Report

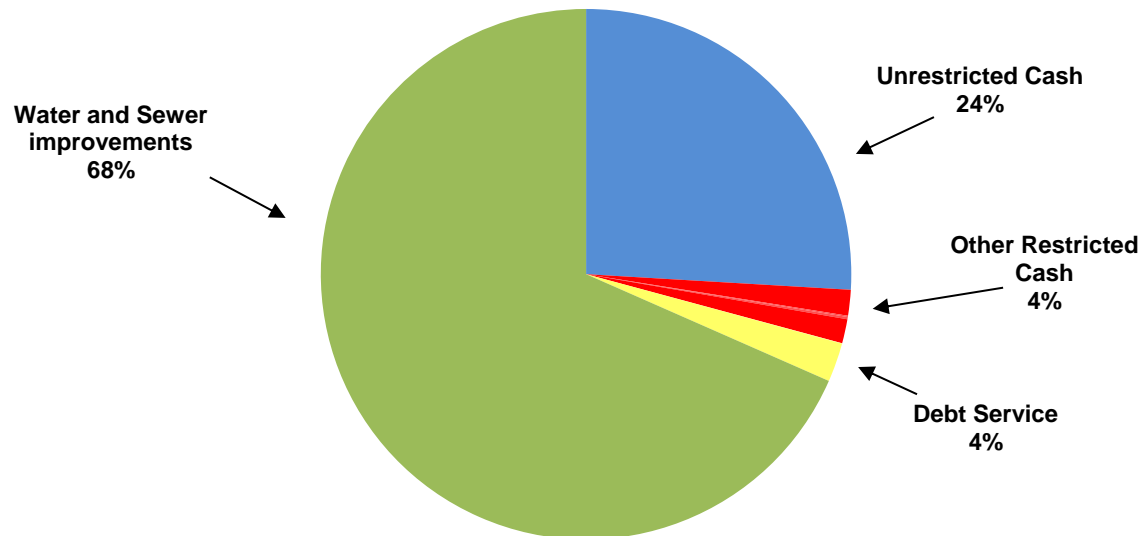
STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council accept the unaudited November 2017 Monthly Financial Report.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As of November 2017**

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
Unrestricted:						
Cash for operations	\$ 2,446,272	\$ 5,932,200			\$ 428,572	\$ 8,807,044
Restricted:						
Tourism				532,871		532,871
Court security and technology	25,718					25,718
Rose Hill PID				47,507		47,507
Customer Deposits		500,565				500,565
Park	8,530					8,530
Debt service			805,547			805,547
Capital Projects						
Water and sewer improvements		17,698,803		5,528,767		23,227,570
TOTAL CASH AND INVESTMENTS	\$ 2,480,519	\$ 24,131,569	\$ 805,547	\$ 6,109,145	\$ 428,572	\$ 33,955,354



Overview of funds:

\$ 121,211.04 sales tax collected
 GF is in a favorable status.
 UF is in a favorable status
 DSF is in a favorable status
 CIP Fund is in a favorable status



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 20, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the first reading of an ordinance rezoning Lot 2 Manor Storage Plat, locally known as 12421 US Hwy 290 E, 3 acres more or less from Interim Agricultural (A) district zoning to Medium Commercial (C-2) district zoning. Owner: Manor Plaza LLC. Applicant: Gil Engineering Associates, Inc.

BACKGROUND/SUMMARY:

This is the 3 acre property in front of Cube Smart. There is a site plan in review for a 15,000 sf tenant finish out building, in which HT Fitness will occupy approximately half the space. There are also plans for a second 10,000 sf tenant finish out building behind the first one.

P&Z recommended approval 4-0 on December 13th.

PRESENTATION: ☐ YES ☐ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Zoning Ordinance

Zoning map

Area Image

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the first reading of an ordinance rezoning Lot 2 Manor Storage Plat, locally known as 12421 US Hwy 290 E, 3 acres more or less from Interim Agricultural (A) district zoning to Medium Commercial (C-2) district zoning.

PLANNING & ZONING COMMISSION: ☒ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

ORDINANCE NO. 500

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM INTERIM AGRICULTURAL (A) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, THAT:

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Ordinance. City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Interim Agricultural (A) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 20th day of December 2017.

PASSED AND APPROVED SECOND AND FINAL READING on this the 3rd day of January 2018.

THE CITY OF MANOR, TEXAS

Rita G. Jonse,
Mayor

ATTEST:

Lluvia Tijerina,
City Secretary

EXHIBIT “A”

Property Legal Description:

Lot 1:

LOT 1 BLK A KST/VOELKER TRACT RESUB OF LOT 2 BLK A

Lot 2:

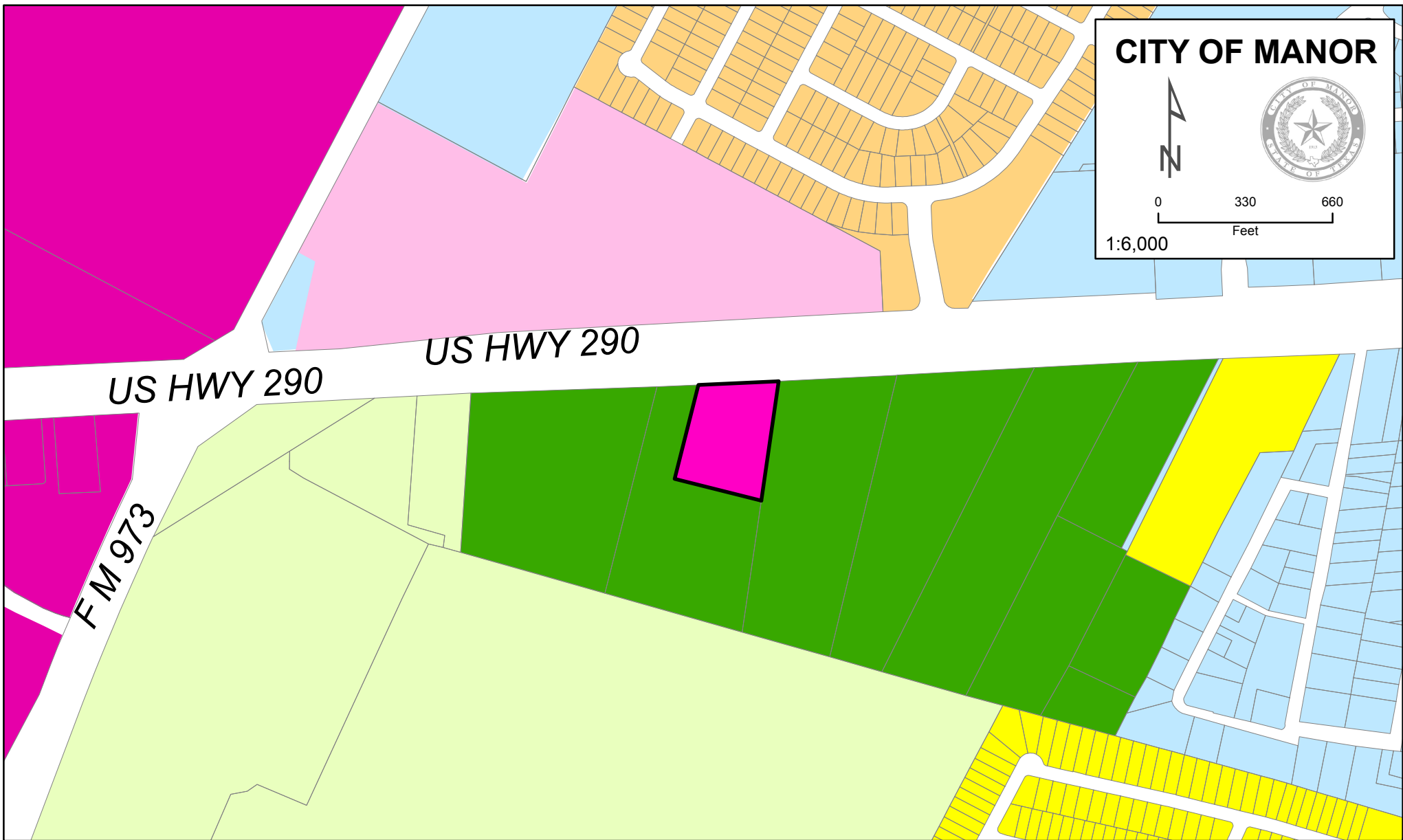
ABS 315 SUR 63 GATES G ACR 5.1828

Lot 3:

ABS 315 SUR 63 GATES G ACR 15.4872 (1-D-1)

Property Address:

14215 Suncrest Road, Manor, Texas 78653

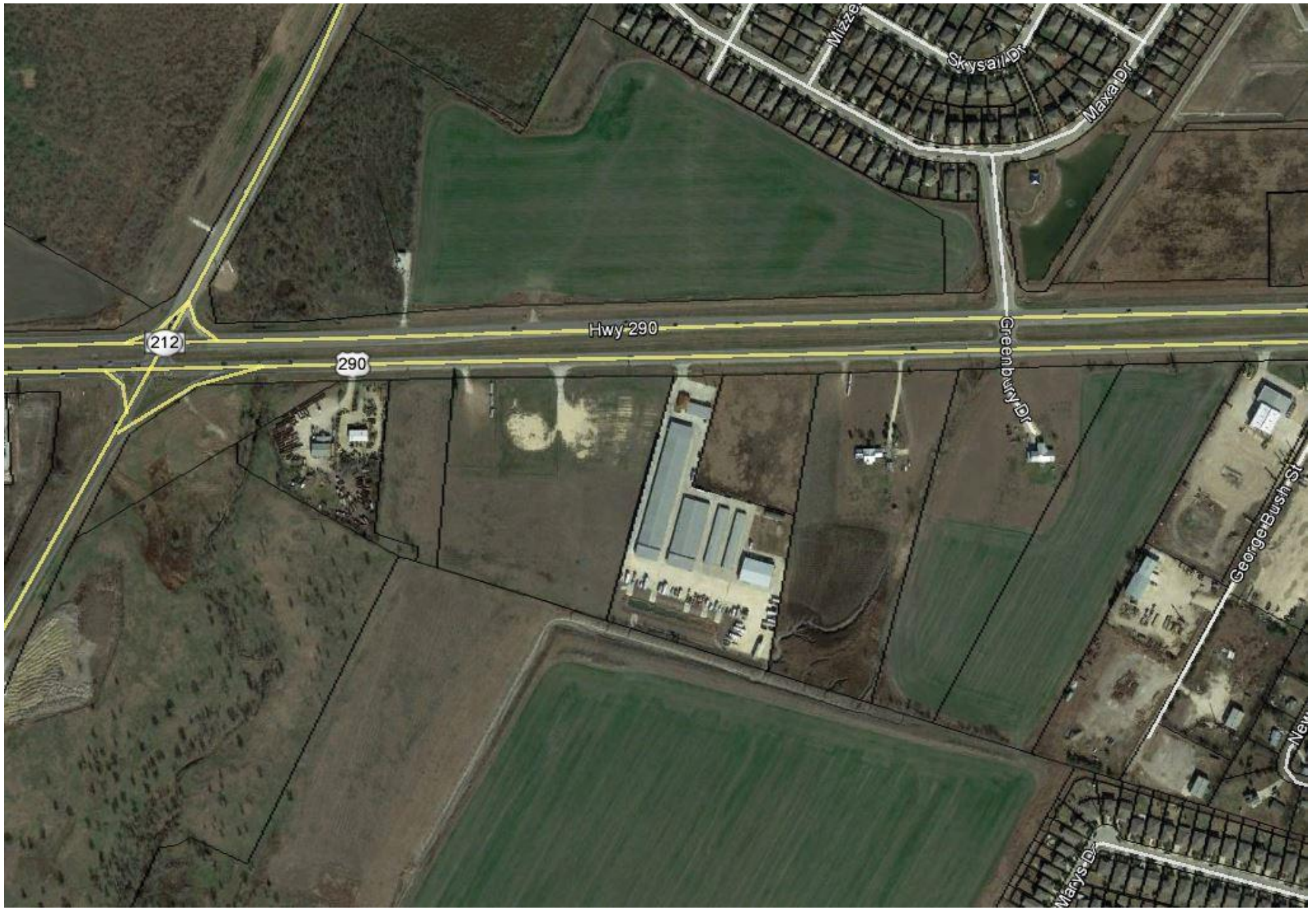


Proposed Zoning: Medium Commercial C-2

Current Zoning: Interim Agricultural

Zone

■ A - Agricultural	■ M-1 - Manufactured Housing
■ C-1 - Light Commercial	■ M-2 - Manufactured Housing Park
■ C-2 - Medium Commercial	■ NB - Neighborhood Business
■ DB - Downtown Business District	■ PUD - Planned Unit Development
■ I - Institutional	■ R-1 - Single Family
■ IN-1 - Light Industrial	■ R-2 - Single Family
■ IN-2 - Heavy Industrial	■ R-3 - Multi Family
	■ R-4 - Multi Family Special
	■ Manor ETJ





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 20, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Chapter 14, Article 14.02 Zoning Ordinance, Exhibit A Zoning Ordinance, Article III Site Development Plan Requirements and Special Provisions for Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street. Owner: CKBK LLC. Applicant: Coultas Kemp - Rudy's Southern Cooking

BACKGROUND/SUMMARY:

This is the property with the pinanta shop next to Duetts. The applicant would like to place a food trailer on the property but would be required to have improved parking. They have proposed adding an all-weather surface to the back of the pinanta shop that is accessed by the alley for additional parking.

The waiver motion should be limited to only this food trailer application and location and expire when a proposal for a permanent structure is made.

PRESENTATION: ☐ YES ☒ NO

ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Waiver

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council pprove the waiver from Manor Code of Ordinances, Chapter 14, Article 14.02 Zoning Ordinance, Exhibit A Zoning Ordinance, Article III Site Development Plan Requirements and Special Provisions for Lots 8-10, Block 24 Town of Manor, UNTIL SUCH TIME WHEN A PERMANENT STRUCTURE IS PROPOSED FOR THE PROPERTY.

PLANNING & ZONING COMMISSION: ☐ RECOMMENDED APPROVAL ☐ DISAPPROVAL ☐ NONE

December 14, 2017

Dear Manor City Council

My name is Coultas W. Kemp, owner of the mobile food trailer: Rudy's Southern Cooking.

This letter is for the city of Manor Council members, seeking a waiver from Manor code of Ordinances Chapter 14 Article 14.02 zoning or Ordinance Exhibit A zoning Ordinance Article III site development plan requirements and special provisions.

The reason I'm seeking this waiver is that I am a temporary location that would not preclude future development of property owned by CKBK LLC located at 109 So. Lexington St., Manor, Texas 78653. Lot 8-9-10 BLK 24 Manor. Parking will be available in front, back and on the side of the present building located at the above mentioned address.

Thank you for taking my request under consideration.

Regards,


Coultas W. Kemp for Rudy's Southern Cooking

512-731-8483

bbkemp@bbkemp.com