



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**

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WEDNESDAY, FEBRUARY 7, 2018

7:00 P.M.

CITY COUNCIL CHAMBERS, 105 E. EGGLESTON ST.

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### **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 register on the speaker sign-in sheet at least five-minutes prior to the scheduled meeting time. **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.

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| 1. Consideration, discussion, and possible action to approve the City Council Minutes of the January 17, 2018, Regular Meeting.  | Lluvia Tijerina,<br>City Secretary    |
| 2. Consideration, discussion, and possible action on a second and final reading of an ordinance rezoning Abstract 315 Survey 63 Gates G, 7 acres more or less, locally known as 12805 E US Hwy 290, from Interim Single Family Residential (R-1) district zoning to Light Industrial (IN-1) district zoning. | Scott Dunlop,<br>Planning Coordinator |

### **REGULAR AGENDA**

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| 3. Consideration, discussion, and possible action on a resolution authorizing the Manor Police Department to submit an application for General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project. | James Allen,<br>Lieutenant |
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| 4. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities.   | Scott Dunlop,<br>Planning Coordinator |
| 5. Consideration, discussion, and possible action on a resolution commencing the voluntary annexation of land adjacent and contiguous to the city limits; being 66.24 acres, more or less, of land area in the Theophilus Ellison Survey 22, Abstract Number 260, in Travis County, Texas; and providing for open meetings and other related matters. | Scott Dunlop,<br>Planning Coordinator |
| 6. Consideration, discussion, and possible action to authorize the Mayor to cast a ballot for Jeffery Lewis for the Board of Directors of the Travis Central Appraisal District.  | Thomas Bolt,<br>City Manager          |
| 7. Consideration, discussion, and possible action on matters related to the Home Rule Charter and proposed amendments.  | Thomas Bolt,<br>City Manager          |
| 8. Consideration, discussion, and possible action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.   | Thomas Bolt,<br>City Manager          |

#### EXECUTIVE SESSION

The City Council will now 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 – Interview Candidates for appointment to fill vacancies on the City of Manor Planning and Zoning Commission; and*

*Section 551.072 Deliberations regarding Real Property – Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less in the City of Manor, Travis County.*

#### OPEN SESSION

The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action, if any, on item(s) discussed during Closed Executive Session.

#### 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, February 2, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

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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](mailto:ltijerina@cityofmanor.org).*



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** February 7, 2018

**PREPARED BY:** Lluvia Tijerina, City Secretary

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the January 17, 2018, Regular Meeting.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

January 17, 2018, City Council Regular Meeting Minutes

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the City Council Minutes for the January 17, 2018, Regular Meeting.

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

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**CITY COUNCIL  
REGULAR SESSION MINUTES  
JANUARY 17, 2018**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1  
Maria Amezcua, Place 2  
Anne R. Weir, Mayor Pro Tem, Place 3  
Zindia Pierson, Place 4  
Deja Hill, Place 5  
Todd Shaner, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia Tijerina, City Secretary  
Scott Dunlop, Planning Coordinator  
Lydia Collins, Director of Finance  
Mike, Tuley, Public Works Director  
Ryan Phipps, Chief of Police  
Denver Collins, Captain  
Sarah Friberg, Court Clerk  
Paige Saenz, City Attorney  
Veronica Rivera, Legislative and General Counsel

**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, January 17, 2018, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Mike Tuley, Public Works Director, led the Pledge of Allegiance.

## **PUBLIC COMMENTS**

No one appeared to speak at this time.

## **CONSENT AGENDA**

### **1. Consideration, discussion, and possible action to approve the City Council Minutes of the January 3, 2018, Regular Meeting.**

Council Member Kruppa stated the title of Mayor Pro Tem was incorrectly placed in the section of Council Members attendance.

The City Council Minutes of January 3, 2018, Regular Meeting have been corrected.

### **2. Consideration, discussion, and possible action on acceptance of the November 2017 Departmental Reports:**

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

Mayor Jonse inquired about the vandalism inside Jennie Lane bathrooms. The discussion was held regarding the security of the bathrooms and cost of repairs.

Council Member Weir inquired about the repairs of the City's potholes. Public Works Director Tuley stated potholes are repaired frequently in certain areas but are not all completed.

Mayor Jonse inquired about the Downtown Drainage Improvement Plan. The discussion was held regarding the timeline for the project.

Mayor Jonse advised she would like to receive the Finance reports with the monthly sales tax included.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to approve and adopt all items on the consent agenda. 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 February 21, 2018, Regular City Council Meeting.

Mayor Jonse opened the public hearing

Danny Burnett, 9900 Highway 290 East, Manor, Texas, submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to recess the creation of a Public Improvement District - EntradaGlen to the February 21, 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 February 21, 2018, Regular City Council Meeting.

Danny Burnett, 9900 Highway 290 East, Manor, Texas, submitted a card in support of this item; however, he did not wish to speak but was available to address any questions posed by the City Council.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to postpone the creation of a Public Improvement District-EntradaGlen to the February 21, 2018, Regular City Council Meeting. The motion carried unanimously.

**5. Consideration, Discussion, and possible action on an ordinance amending Article 4.08, Chapter 4 of the Manor Code of Ordinances to prohibit the use of Electronic Cigarettes and E-Cigarettes in food products Establishments, Bars, Hotel and Motel rooms with certain exceptions, and within 15 Feet of any opening to a place where smoking is prohibited; Providing for an exception for certain retail service establishments; and Providing for certain related matters.**

The City staff's recommendation was that the City Council approve an ordinance amending Article 4.08, Chapter 4 of the Manor Code of Ordinances to prohibit the use of Electronic Cigarettes and E-Cigarettes in food products Establishments, Bars, Hotel and Motel rooms with certain exceptions, and within 15 Feet of any opening to a place where smoking is prohibited; Providing for an exception for certain retail service establishments; and Providing for certain related matters.

City Manager Bolt explained the ordinance amendment including the Electronic Cigarettes and E-Cigarettes.

The discussion was held regarding the exceptions of the ordinance.

Council Member Hill inquired about the consequences and fines for establishments. City Manager Bolt stated the ordinance will be enforced the same as the first and the three-week extension will apply the same.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 502-A: An Ordinance Of The City Of Manor, Texas, Amending Article 4.08, Chapter 4 Of The Manor Code Of Ordinances To Prohibit The Use Of Electronic Cigarettes And E-Cigarettes In Food Products Establishments, Bars, Hotel And Motel Rooms With Certain Exceptions, And Within 15 Feet Of Any Opening To A Place Where Smoking Is Prohibited; Providing For An Exception For Certain Retail Service Establishments; And Providing For Certain Related Matters. The motion carried unanimously.

**6. Consideration, discussion, and possible action on a final plat Shadowglen 19B, fifty (50) lots on 9 acres more or less, located near Shadowglen Trace and Stoneridge Meadow Dr. Owner: SG Land Holdings. Applicant: Kimley-Horn.**

The City staff's recommendation was that the City Council approve a final plat Shadowglen 19B, fifty (50) lots on 9 acres more or less, located near Shadowglen Trace and Stoneridge Meadow Dr.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt explained the final plat proposal and stated the P&Z Commission is recommending approval.

The discussion was held regarding the location of the property.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve a final plat Shadowglen 19B, fifty (50) lots on 9 acres more or less, located near Shadowglen Trace and Stoneridge Meadow Dr. The motion carried unanimously.

**7. Consideration, discussion, and possible action on a concept plan for Manor Heights South Phases 1-2, two hundred sixty-four (264) single family lots on 127 acres more or less, located near Bois D'Arc Road and Tower Lane. Owner: Sky Village Kimbro Estates LLC. Applicant: Kimley-Horn.**

The City staff's recommendation was that the City Council approve a concept plan for Manor Heights South Phases 1-2, two hundred sixty-four (264) single family lots on 127 acres more or less, located near Bois D'Arc Road and Tower Lane.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt explained the concept plan for Manor Heights. The discussion was held regarding the sizes and access of lots.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to approve a concept plan for Manor Heights South Phases 1-2, two hundred sixty-four (264) single family lots on 127 acres more or less, located near Bois D'Arc Road and Tower Lane. The motion carried unanimously.

**8. Consideration, discussion, and possible action on a first reading of an ordinance rezoning Abstract 315 Survey 63 Gates G, 7 acres more or less, locally known as 12805 E US Hwy 290, from Interim Single Family Residential (R-1) district zoning to Light Industrial (IN-1) district zoning.**

The City staff's recommendation was that the City Council approve an ordinance rezoning Abstract 315 Survey 63 Gates G, 7 acres more or less, locally known as 12805 E US Hwy 290, from Interim Single Family Residential (R-1) district zoning to Light Industrial (IN-1) district zoning.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt explained the rezoning ordinance for 12805 E. US Hwy. 290 regarding the parking lot and drainage improvements.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Shaner, the Council voted seven (7) For and none (0) Against to approve the first reading of an ordinance rezoning Abstract 315 Survey 63 Gates G, 7 acres more or less, locally known as 12805 E US Hwy 290, from Interim Single Family Residential (R-1) district zoning to Light Industrial (IN-1) district zoning. The motion carried.

**9. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities.**

The City staff's recommendation was that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

Danny Burnett, 9900 Highway 290 East, Manor, Texas, spoke before City Council in support of this item. Mr. Burnett stated his concerns regarding the provisions for the installment of the large transmission lines. He also stated his concerns regarding discussions with Bluebonnet Electric.

Mr. Burnett discussed the installations of the internal utilities to a subdivision. He stated the ordinance did not have any provisions regarding the installations of the larger transmissions which could be cost prohibited.

The discussion was held regarding the safety issues for the underground service line on higher power transmission lines.

City Manager Bolt thanked Mr. Burnett for his comments and stated City staff will need to get more clarification before approval. He advised item would need to be postpone to the next Council meeting.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to postpone the ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities to the February 7, 2018, Regular City Council Meeting. The motion carried unanimously.

**10. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 6 Health and Sanitation, Article 6.03, Section 6.03.131 Duties of Owner or Occupant to add provisions for graffiti.**

The City staff's recommendation was that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 6 Health and Sanitation, Article 6.03, Section 6.03.131 Duties of Owner or Occupant to add provisions for graffiti.

At the request of City Manager Bolt, Planning Coordinator Dunlop spoke regarding the certification requirements for the City to be recognize by the Scenic Program. He discussed the amendment to the ordinance requiring the provisions for graffiti for property owners.

Council Member Shaner inquired about the graffiti on community mailboxes. Planning Coordinator Dunlop stated the Post Office would be responsible to cover graffiti.

Mayor Jonse inquired about the paint that is used on City property. City Manager Bolt discussed the type of paint that is used to help remove graffiti.

The discussion was held regarding the deadline and fines to property owners if regulations are not met.

Council Member Hill inquired about the definition of graffiti. The discussion was held regarding the types of graffiti the City would regulate.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 505 amending the Manor Code of Ordinances, Chapter 6 Health and Sanitation, Article 6.03, Section 6.03.131 Duties of Owner or Occupant to add provisions for graffiti. The motion carried unanimously.

**11. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.09 Landscaping and Screening to add definitions and provisions for residential landscaping and screening and Article 3.10, Section 3.10.014(h)(2) adding provisions for existing billboard signs.**

The City staff's recommendation was that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.09 Landscaping and Screening to add definitions and provisions for residential landscaping and screening and Article 3.10, Section 3.10.006 Definitions removing the definition for Portable Sign and amending the definition for Sign, Portable and Section 3.10.014(h)(2) adding provisions for existing billboard signs.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt explained the amendment to the ordinance regarding the fully sodded requirements for front yards, front yard fences, and back yards. He also discussed the billboard sign regulations.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Shaner, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 506 amending the Manor Code of Ordinances, Chapter 3 Building Regulations, Article 3.09 Landscaping and Screening to add definitions and provisions for residential landscaping and screening and Article 3.10, Section 3.10.006 Definitions removing the definition for Portable Sign and amending the definition for Sign, Portable and Section 3.10.014(h)(2) adding provisions for existing billboard signs. The motion carried unanimously.

**12. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 4 Business Regulations adding Article 4.09 to regulate used automotive parts, boat salvage yard, vehicle storage facilities, and metal recycling entities.**

The City staff's recommendation that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 4 Business Regulations adding Article 4.09 to regulate used automotive parts, boat salvage yard, vehicle storage facilities, and metal recycling entities.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt explained the amendment to the ordinance regarding the fencing requirements.

The discussion was held regarding the regulations for current and new businesses that would need to comply with the amended ordinance upon approval.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 507 amending the Manor Code of Ordinances, Chapter 4 Business Regulations adding Article 4.09 to regulate used automotive parts, boat salvage yard, vehicle storage facilities, and metal recycling entities. The motion carried unanimously.

**13. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 1 General Provisions, Article 1.05 Boards, Commissions and Committees adding provisions for a quorum and attendance.**

The City staff's recommendation that the City Council approve an ordinance amending the Manor Code of Ordinances, Chapter 4 Business Regulations adding Article 4.09 to regulate used automotive parts, boat salvage yard, vehicle storage facilities, and metal recycling entities.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt discussed the attendance requirements for Boards, Commissions and Committees.

The discussion was held regarding the establishment of the Board of Adjustment.

**MOTION:** Upon a motion made by Council Member Kruppa and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 508 amending the Manor Code of Ordinances, Chapter 1 General Provisions, Article 1.05 Boards, Commissions and Committees adding provisions for a quorum and attendance. The motion carried unanimously.

**14. Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Appendix A Fee Schedule amending fees for multi-family permits, residential reinspections, consultation deposits, refunds, and towing and wrecker services.**

The City staff's recommendation that the City Council approve an ordinance amending the Manor Code of Ordinances, Appendix A Fee Schedule amending fees for multi-family permits, residential reinspections, consultation deposits, refunds, and towing and wrecker services.

Scott Dunlop, Planning Coordinator, was available to address any questions posed by the City Council.

City Manager Bolt discussed the new fees for multi-family permits, residential reinspections, consultation deposits, and refunds.

Chief of Police Phipps discussed the revised towing fees for wrecker services. The discussion was held regarding the different types of wrecker services provided to the City and the procedures for towing vehicles.

City Manager Bolt discussed the nonrefundable deposit fee that is being added for building permits.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Pierson, the Council voted seven (7) For and none (0) Against to approve Ordinance No. 509 amending the Manor Code of Ordinances, Appendix A Fee Schedule amending fees for multi-family permits, residential reinspections, consultation deposits, refunds, and towing and wrecker services. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:51 p.m. Wednesday, January 17, 2018, 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 551.071 Consultation with Attorney, Section 1.05, Texas Disciplinary Rules of Professional Conduct, and Section 551.087 Deliberations regarding Economic Development Negotiations to consult with legal counsel regarding legal issues associated with PID and TIRZ regulations and policies and to deliberate the economic development*



*incentives for business prospects that seek to locate in the City*, at 7:51p.m., on Wednesday, January 17, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 9:00 p.m. on Wednesday, January 17, 2018.

## **OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 9:00 p.m. on Wednesday, January 17, 2018, 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.

There was no action taken on the items discussed during Executive Session.

### **15. Consideration, discussion, and possible action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.**

The City staff's recommendation was that the City Council take action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.

Danny Burnett, 9900 Highway 290 East, Manor, Texas spoke before City Council in support on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.

Pete Dwyer, 9900 Highway 290 East, Manor, Texas spoke before City Council in support of this item. He discussed his experience with the PID's districts and explained the vision for the EntradaGlen PID. He discussed the benefits and the potential a Public Improvement District will have in the City.

Mr. Dwyer discussed the different developments that have been accomplished regarding Shadow View Shopping Center, Shadow Glenn, and Presidential Glenn. He described the vision of all developments within the City. Mr. Dwyer discussed the construction of the first lake in Manor, Lake Rita and stated the second lake was under construction. Mr. Dwyer discussed the vision for the green belt in both areas. He stated the cost of the projects were high but they were able to complete the projects and kept a good public record with the City. He would like to request reimbursement for some projects to be able to move forward with more development. He stated the creation of PID's will be a great benefit to the community and the City. Mr. Dwyer is requesting for brevity and flexibility on the PID Policy.

City Manager Bolt advised the policy would need to be presented again for approval.

The discussion was held regarding the assessment for the Public Improvement Districts.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to postpone the action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones to the February 7, 2018, Regular City Council Meeting. The motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to adjourn the regular session of the Manor City Council at 9: 11 p.m. on Wednesday, January 17, 2018. The motion carried.

These minutes approved by the Manor City Council on the 7<sup>th</sup> day of February 2018.

**APPROVED:**

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Rita G. Jonse  
Mayor

**ATTEST:**

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Lluvia Tijerina  
City Secretary



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second and final reading of an ordinance rezoning Abstract 315 Survey 63 Gates G, 7 acres more or less, locally known as 12805 E US Hwy 290, from Interim Single Family Residential (R-1) district zoning to Light Industrial (IN-1) district zoning.

First reading approved on January 17, 2018

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### BACKGROUND/SUMMARY:

This property is where ASCO is located on 290 across from Presidential Meadows. It was annexed in 2005 when our default zoning after annexation was Interim Single Family R-1. Since that time the owner has not pulled a permit with the City. They have filed a site plan to repave and increase their parking and sales area as well as improve the drainage on the property. This permit triggered a need to bring the zoning into compliance so they have filed for Light Industrial because they are a heavy machinery sales company.

Approved by P&Z 5-0

PRESENTATION: ☐ YES ☒ NO

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

Ordinance 503

Subject property map

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 503 rezoning Abstract 315 Survey 63 Gates G, 7 acres more or less, locally known as 12805 E US Hwy 290, from Interim Single Family Residential (R-1) district zoning to Light Industrial (IN-1) district zoning.

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

**ORDINANCE NO. 503**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM SINGLE FAMILY RESIDENTIAL (R-1) TO LIGHT INDUSTRIAL (IN-1); 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 Single Family Residential (R-1) to zoning district Light Industrial (IN-1). The Property is accordingly hereby rezoned to Light Industrial (IN-1).

**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 17<sup>th</sup> day of January 2018.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 7<sup>th</sup> day of February 2018.

**THE CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Rita G. Jonse,  
Mayor

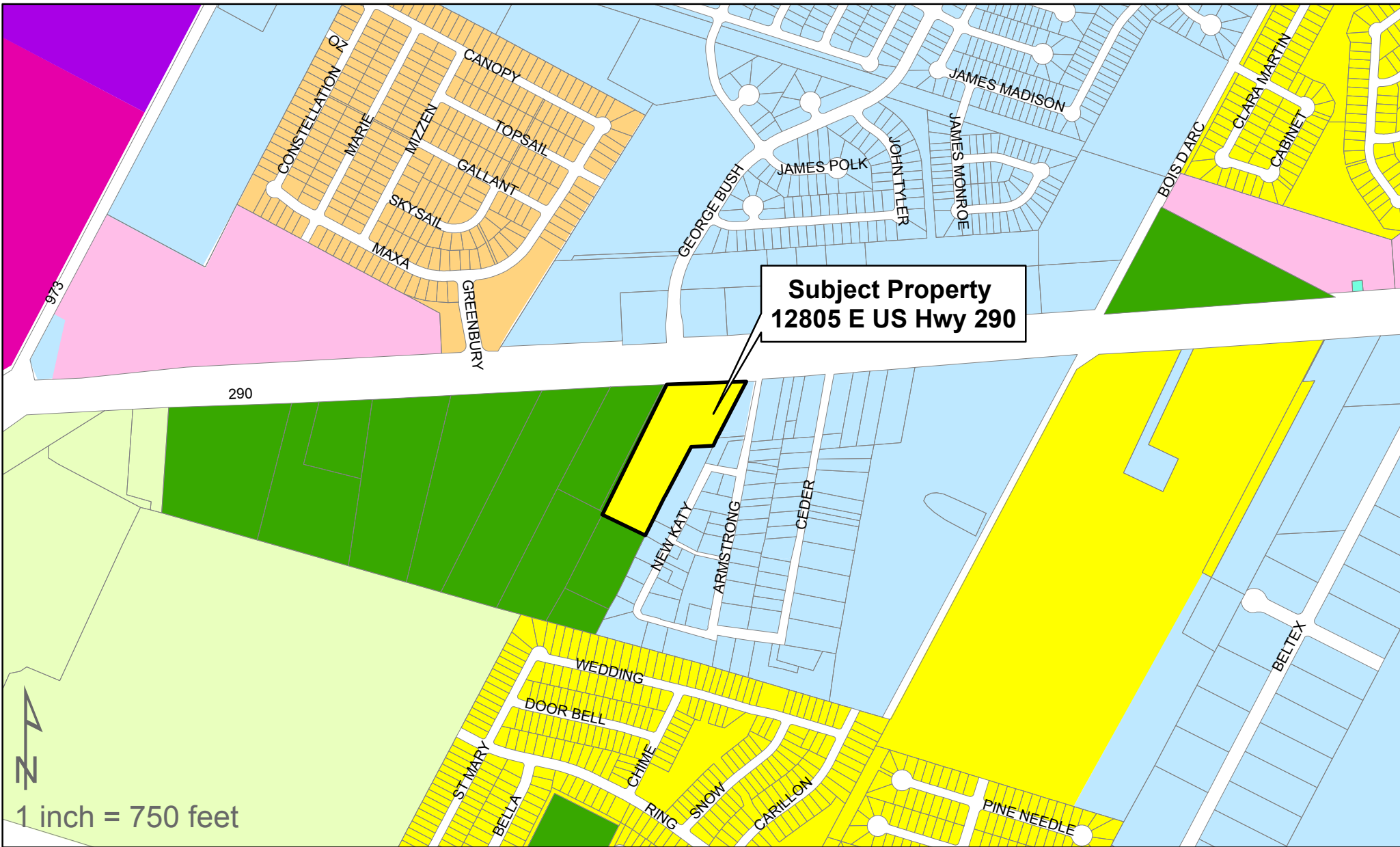
**ATTEST:**

\_\_\_\_\_  
Lluvia Tijerina,  
City Secretary

**EXHIBIT “A”**

Property Legal Description:  
ABS 315 SUR 63 Gates G ACR 7.015

Property Address:  
12805 US Hwy 290 East, Manor, Texas 78653



# **Proposed Zoning** **IN-1 Light Industrial** *Current Zoning - R-1 Single Family*

Zone		
<span style="background-color: yellow;"> </span>	R-1 - Single Family	<span style="background-color: red;"> </span> DB - Downtown Business District
<span style="background-color: orange;"> </span>	R-2 - Single Family	<span style="background-color: lightcoral;"> </span> NB - Neighborhood Business
<span style="background-color: gold;"> </span>	R-3 - Multi Family	<span style="background-color: purple;"> </span> IN-1 - Light Industrial
<span style="background-color: brown;"> </span>	R-4 - Multi Family Special	<span style="background-color: darkblue;"> </span> IN-2 - Heavy Industrial
<span style="background-color: lightblue;"> </span>	M-1 - Manufactured Housing	<span style="background-color: cyan;"> </span> I - Institutional
<span style="background-color: darkblue;"> </span>	M-2 - Manufactured Housing Park	<span style="background-color: lightgreen;"> </span> PUD - Planned Unit Development
<span style="background-color: pink;"> </span>	C-1 - Light Commercial	<span style="background-color: green;"> </span> A - Agricultural
<span style="background-color: magenta;"> </span>	C-2 - Medium Commercial	<span style="background-color: lightblue;"> </span> Manor ETJ



AGENDA ITEM NO. 3

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Phipps/Collins/Allen

DEPARTMENT: Police Department

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution authorizing the Manor Police Department to submit an application for General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project.

---

### BACKGROUND/SUMMARY:

VOCA grant funds will allow the MPD to hire and train two victim assistance (VA) service providers. The VA will work with the Criminal Investigation Division responding to scenes to provide direct victim services. The VA will be placed on the call rotation with Travis County, and they will also respond to and provide services for Lago Vista and Jonestown Police Departments.

PRESENTATION: ☐ YES ☒ NO

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

Resolution 2018-02

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2018-02 authorizing the Manor Police Department to submit an application for General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project.

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

**RESOLUTION NO. 2018-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF A GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM APPLICATION TO THE OFFICE OF THE GOVERNOR OF TEXAS CRIMINAL JUSTICE DIVISION; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICIAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM.**

**WHEREAS**, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the Manor Victim Services Network Project to be operated in 2019-2021; and

**WHEREAS**, the City of Manor agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of Manor assures that the funds will be returned to the Criminal Justice Division in full; and

**WHEREAS**, the City of Manor designates the City Manager as the grantee's authorized official;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS THAT;**

City of Manor, Texas approves submission of the grant application for the Manor Victim Services Network Project to the Office of the Governor, Criminal Justice Division. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

**DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 7<sup>th</sup> DAY OF FEBRUARY 2018.**

**CITY OF MANOR, TEXAS**

\_\_\_\_\_  
Rita G. Jonse, Mayor

**ATTEST:**

\_\_\_\_\_  
Lluvia Tijerina, City Secretary

Grant Number: 3295902





## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities.

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### BACKGROUND/SUMMARY:

Our development standards do not directly state that new utilities must be underground. All of the new development has done this voluntarily, but there could be an time when a developer proposes over-head utilities and without language preventing it the city would have to accept them.

Additionally, these standards help the city score high enough to be designated as a scenic city through the Scenic Texas Program.

PRESENTATION: ☐ YES ☒ NO

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

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council postpone an ordinance amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities to the February 21st Council meeting.

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



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution commencing the voluntary annexation of land adjacent and contiguous to the city limits; being 66.24 acres, more or less, of land area in the Theophilus Ellison Survey 22, Abstract Number 260, in Travis County, Texas; and providing for open meetings and other related matters.

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### BACKGROUND/SUMMARY:

This property is at the end of Sparks Road (12700 Sparks Road) and is approximately 100 acres. 34 acres are in the city being annexed by Ord. 335 in February 2008. The owner wishes to annex the remaining 66 acres. Their intent is to create lots just over 5 acres so they do not have to file subdivision plats with the City or the County, avoiding any review with either jurisdiction. The only access to these lots is a shared gravel driveway with private bridges over tributaries of Cottonwood Creek and through significant floodplain; they have no frontage on a dedicated public right-of-way. Emergency services may have difficulty accessing the properties.

PRESENTATION: ☐ YES ☐ NO

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

Resolution  
Petition  
Schedule

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council deny a resolution commencing the voluntary annexation of land adjacent and contiguous to the city limits; being 66.24 acres, more or less, of land area in the Theophilus Ellison Survey 22, Abstract Number 260, in Travis County, Texas.

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF MANOR, TEXAS,  
COMMENCING THE ANNEXATION OF 66.24 ACRES, MORE OR  
LESS, OF LAND AREA, IN THE THEOPHILAS ELLISON SURVEY  
22, ABSTRACT NO. 260, IN TRAVIS COUNTY, TEXAS; AND  
PROVIDING FOR OPEN MEETINGS AND OTHER RELATED  
MATTERS**

**WHEREAS**, the City of Manor, Texas (herein the “City”) is a Texas home-rule city authorized to annex the properties more particularly described herein (the “subject properties”) that are contiguous and adjacent to the corporate limits of the City;

**WHEREAS**, the Subject Properties are contiguous and adjacent to the corporate limits of the City and are within the extraterritorial jurisdiction of the City;

**WHEREAS**, the City, pursuant to *Chapter 43.021, Tex. Loc. Gov’t. Code* and the request of the property owner, is authorized to annex the Subject Properties; and,

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

**SECTION ONE:** 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 TWO:** The annexation of all portions of the following described subject properties, and being described in Exhibit “A”, are hereby commenced:

Area 1: Being 66.24 acres, more or less, of land area, in the Theophilas Ellison Survey 22, Abstract No. 260, in Travis County, Texas, being a portion of that 102.713 acre tract of land described in that deed dated April 26, 2017 from Sunbelt Estates, Inc., to Ulises Hernandez, Et Al, as recorded in document No. 2017087755, Official Public Records of Travis County, Texas.

Two public hearings are set for the dates of March 21, 2018 and April 4, 2018. Notice of such hearings shall be published in accordance with Chapter 43, Texas Local Government Code, and the hearings shall be open to the public to accept public comment on the annexation request. Notice of the proposed annexation shall be mailed to service providers and property owners. The draft service plan proposed to be applicable for the subject properties is attached as Exhibit “B”.

**SECTION THREE:** Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Resolution are declared severable.

**SECTION FOUR:** It is hereby official found and determined that the meeting at which this Resolution is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't. Code*.

**PASSED AND APPROVED** this the 7<sup>st</sup> day of February 2018

**ATTEST:**

**CITY OF MANOR, TEXAS:**

\_\_\_\_\_  
Lluvia Tijerina, City Secretary

\_\_\_\_\_  
Rita Jonse, Mayor

STATE OF TEXAS

§

COUNTY OF TRAVIS

§

§

**REQUEST & PETITION TO THE CITY COUNCIL OF THE CITY OF MANOR  
FOR ANNEXATION OF PROPERTY**

**WHEREAS**, the undersigns are the owners of a certain tract of property located within Travis County, Texas, such property more particularly described hereinafter by true and correct legal description in Section One below (referred to herein as the "Subject Property");

**WHEREAS**, the undersigns have sought the annexation of the Subject Property by the City of Manor, Texas, (hereinafter sometimes referred to as "City"), in order to obtain the benefits of City services to the Subject Property by the City;

**WHEREAS**, the Subject Property is contiguous and adjacent to the corporate limits of the City;

**WHEREAS**, the City, pursuant to *Chapter 43, Tex. Loc. Gov't. Code* and the request of the property owner, is authorized to annex the Subject Property; and,

**WHEREAS**, the undersigns agree and consent to the annexation of the Subject Property by the City and further agree to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted;

**NOW THEREFORE**, the undersigned by this Petition and Request:

**SECTION ONE:** Request the City Council of the City to commence annexation proceedings and to annex all portions of the Subject Property not already within the corporate limits of the City of Manor, Texas, including the abutting streets, roadways, and rights-of-way thereto, described as follows:

Property Description

*See Exhibit A* 12700 Sparks<sup>rd</sup> Manor, Tx 78653

**SECTION TWO:** Request that after annexation, the City provide such services as are legally permissible and provided by the City, including sanitation, wastewater and general governmental services as set forth in the municipal services plan.

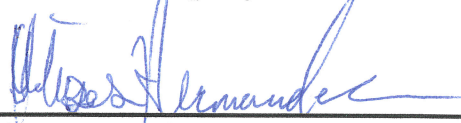
**SECTION THREE:** Acknowledge and represent having received, read and understood the attached "draft" Service Plan (proposed to be applicable to and adopted for the Subject Property) and that such "draft" Service Plan is wholly adequate and acceptable to the undersign who hereby request the City Council to proceed with the annexation and preparation of a final Municipal Service Plan and publish notice and hold the requisite public hearings thereon, in accordance with the applicable laws of the State of Texas.

**SECTION FOUR:** Acknowledge that the undersigns understand and agree that all City services to the Subject Property will be provided by the City on the same terms and conditions as provided to other similarly situated areas of the City and as provided in the Municipal Service Plan.

**SECTION FIVE:** Agree that a copy of this Petition and Request may be filed of record in the offices of the City of Manor and in the real property records of Travis County, Texas, and shall be notice to and binding upon all persons or entities now or hereafter having any interest in the Subject Property.

**FILED**, this 12 day of January, 2018, with the City Secretary of the City of Manor, Travis County, Texas.

**Petitioners: Property Owner**



Ulises Hernandez

STATE OF TEXAS

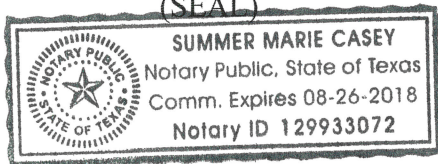
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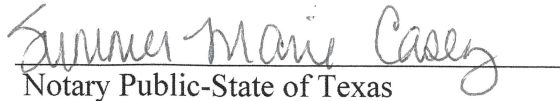
COUNTY OF TRAVIS

**BEFORE ME**, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Ulises Hernandez owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** on this the 12th day of January, 2018.

(SEAL)



  
Notary Public-State of Texas



H. DALTON WALLACE  
(160.939 ACRES)  
(2015071500)

S 60°04'30"E  
439.20'

JUAN M. ROSALES  
(10.00 ACRES)  
(2001052937)

RICHARD MICHAEL HARE  
(10.00 ACRES)  
(8217/251)

S 60°04'21"E  
417.55'

N 29°48'12"E  
417.00'

EFREN SUCHIL  
(9.00 ACRES)  
(2004291093)

LOUIS J. RYCHLIK  
(10.00 ACRES)  
(2014108290)

NOE ALVAREZ LOREDO, ET UX,  
(5.00 ACRES)  
(2016095557)

SANTOS CHAPARRO  
(TRACT 1- 5.302 ACRES)  
(2014008696)

SCALE 1" = 400'

REMAINDER OF  
MILLENNIUM INTERESTS  
(106.825 ACRES)  
(2016124760)

AREA TO BE ANNEXED  
66.24 ACRES

SPECIAL WARRANTY DEED  
SUNBELT ESTATES, L.L.C., TO  
ULISES HERNANDEZ, ET AL,  
(102.713 ACRES)  
APRIL 26, 2017  
(2017087755)

COURSE TABLE:

COURSE	BEARING	DISTANCE
L-1	S 29°51'45"W	462.70'
L-2	S 29°36'18"W	194.86'
L-3	S 30°18'43"W	142.76'
L-4	S 30°11'22"W	115.65'
L-5	S 30°17'32"W	224.67'
L-6	S 29°57'48"W	342.36'

MARC KEVIN HEGEDUS, ET UX,  
(75.508 ACRES)  
(2016065725)

THEOPHILAS ELLISON SURVEY 22,  
ABSTRACT NO. 260  
MANOR E.T.J.

N 59°59'31"W 1261.91'  
MANOR CITY LIMITS  
PLACE OF BEGINNING  
GREENBURY GATES SURVEY 63,  
ABSTRACT NO. 315

ANNEXATION  
TRACT 17  
ORDINANCE NO. 335

THIS DOCUMENT WAS PREPARED UNDER 22 TAC  
663.21, DOES NOT REFLECT THE RESULTS OF  
AN ON THE GROUND SURVEY, AND IS NOT TO  
BE USED TO CONVEY OR ESTABLISH INTERESTS  
IN REAL PROPERTY EXCEPT THOSE RIGHTS AND  
INTERESTS IMPLIED OR ESTABLISHED BY THE  
CREATION OR RECONFIGURATION OF THE BOUND-  
ARY OF THE POLITICAL SUBDIVISION FOR  
WHICH IT WAS PREPARED.

SKETCH TO ACCOMPANY  
REQUEST & PETITION  
TO THE CITY COUNCIL OF  
THE CITY OF MANOR FOR  
ANNEXATION OF PROPERTY

PREPARED BY:

CMM  
**McMinn**  
Land Surveying Company  
4008 GREENMOUNTAIN LANE  
AUSTIN, TEXAS 78759  
(512) 343-1970

FIRM NO. 10084300

CMM

SPARKS ROAD  
(50' R.O.W.)

DAVID J. BOLLES, JR.  
(18.105 ACRES)  
(2001164781)

# EXHIBIT "A"

## Survey and Legal Lot Description

DESCRIPTION OF 66.24 ACRES, MORE OR LESS, OF LAND AREA, IN THE THEOPHILAS ELLISON SURVEY 22, ABSTRACT NO. 260, IN TRAVIS COUNTY, TEXAS, BEING A PORTION OF THAT 102.713 ACRE TRACT OF LAND DESCRIBED IN THAT DEED DATED APRIL 26, 2017 FROM SUNBELT ESTATES, INC., TO ULISES HERNANDEZ, ET AL, AS RECORDED IN DOCUMENT NO. 2017087755, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS, THIS IS A PUBLIC RECORD DESCRIPTION IS BEING PREPARED FOR ANNEXATION PURPOSES ONLY AND IS NOT TO BE USED FOR TITLE PURPOSES, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at the east corner of that 18.105 acre tract of land described in a deed to David J. Bolles, Jr, as recorded in Document No. 2001164781, Official Public Records of Travis County, Texas, same being the apparent south corner of Sparks Road, and being a point in the northwest line of the aforereferenced Hernandez Tract, also being the north corner of that portion of the Hernandez Tract annexed by the City of Manor by Ordinance No. 335, and being the west corner of the herein described annexation tract;

THENCE leaving the PLACE OF BEGINNING and the aforereferenced Bolles Tract, with the common line of Sparks Road and the Hernandez Tract, N 29°51'12"E 50.00 feet to the east corner of Sparks Road, same being the south corner of the remainder of that 106.825 acre tract of land described in a deed to Millennium Interests, as recorded in Document No. 2016124760, Official Public Records of Travis County, Texas;

THENCE leaving Sparks Road with the common line of the Hernandez Tract and the aforereferenced Millennium Interests Tract, N 29°51'19"E 1939.27 feet to the westerly north corner of the Hernandez Tract, same being the west corner of that 10.00 acre tract of land conveyed in a deed to Richard Michael Hare, as recorded in Volume 8217, Page 251, Real Property Records of Travis County, Texas, and being the westerly north corner of the herein described annexation tract;

THENCE leaving the Millennium Interests Tract, with the common line of the Hernandez Tract and the aforereferenced Hare Tract, the following four (4) courses:

1. S 60°09'24"E 417.10 feet;
2. N 29°48'42"E 207.22 feet;
3. S 60°04'21"E 417.55 feet; and
4. N 29°48'12"E 417.00 feet to the easterly north corner of the Hare Tract, same being the easterly north corner of the herein described annexation tract, in the southwest line of that 160.939 acre tract of land described in a deed to H. Dalton Wallace, as recorded in Document No. 2015071500, Official Public Records of Travis County, Texas;



THENCE leaving the Hare Tract, with the common line of the Hernandez Tract and the aforereferenced Wallace Tract, S 60°04'30"E 439.20 feet to the east corner of the Hernandez Tract, same being the south corner of the Wallace Tract, in the northwest line of that 10.00 acre tract of land described in a deed to Juan A. Rosales, as recorded in Document No. 2001052937, Official Public Records of Travis County, Texas, and being the east corner of the herein described annexation tract;

THENCE leaving the Wallace Tract, with the common line of the Hernandez Tract, the aforereferenced Rosales Tract, and that 9.00 acre tract of land described in a deed to Efren Suchil, as recorded in Document No. 2004291093, Official Public Records of Travis County, Texas, S 29° 51'45"W 462.70 feet to the west corner of said Suchil Tract, same being the north corner of that 10.00 acre tract of land described in a deed to Louis J. Rychlik, as recorded in Document No. 2014108290, Official Public Records of Travis County, Texas;

THENCE leaving the Suchil Tract, with the common line of the Hernandez Tract and the aforereferenced Rychlik Tract the following two (2) courses:

1. S 29°36'18"W 194.86 feet, and
2. S 30°18'43"W 142.76 feet to the west corner of the Rychlik Tract, same being the north corner of that 5.00 acre tract of land described in a deed to Noe Alvarez Loredo, et ux, as recorded in Document No. 2016095557, Official Public Records of Travis County, Texas;

THENCE leaving the Rychlik Tract with the common line of the Hernandez Tract and the aforereferenced Loredo Tract, the following two (2) courses:

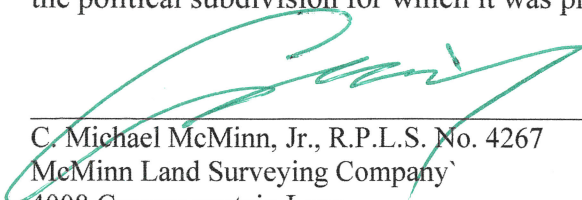
1. S 30°11'22"W 115.65 feet; and
2. S 30°17'32"W 224.67 feet to the west corner of the Loredo Tract, same being the north corner of that 5.302 acre Tract 1 described in a deed to Santos Chaparro, as recorded in Document No. 201408696, Official Public Records of Travis County, Texas,

THENCE leaving the Loredo Tract, with the common line of the Hernandez Tract and the aforereferenced Chaparro Tract, S 29°57'48"W 342.36 feet to the west corner of the Chaparro Tract, same being the north corner of that 75.508 acre tract of land described in a deed to Marc Kevin Hegedus, et ux, as recorded in Document No. 2016065725, Official Public Records of Travis County, Texas;

THENCE leaving the Chaparro Tract, with the common line of the Hernandez Tract and the aforereferenced Hegedus Tract, S 30°15'41"W 1132.92 feet to the east corner of that portion of the Hernandez Tract annexed by the City of Manor by Ordinance No. 335, and being the south corner of the herein described annexation tract;

THENCE leaving the Hegedus Tract and crossing the Hernandez Tract, with the line of that portion of the Hernandez Tract annexed by the City of Manor by Ordinance No. 335, N 59°59'31"W 1261.91 feet to the PLACE OF BEGINNING. There are contained within these metes and bounds, 66.24 acres, more or less, of land area, as described from public record information only.

This document was prepared under 22 TAC §663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.



---

C. Michael McMinn, Jr., R.P.L.S. No. 4267  
McMinn Land Surveying Company`  
4008 Greenmountain Lane  
Austin, Texas 78759  
(512) 343-1970  
TBPLS Firm No.: 10094300

DATE : November 30, 2017  
SURVEY : Theophilus Ellison Survey 22, Abstract No. 260  
COUNTY : Travis, Texas

J.O. No. : 110617  
FND110617

## **EXHIBIT "B"**

### **MUNICIPAL SERVICES PLAN FOR PROPERTY TO BE ANNEXED INTO THE CITY OF MANOR**

**WHEREAS**, the City of Manor, Texas (the "City") intends to institute annexation proceedings for tracts of land described more fully hereinafter (referred to herein as the "subject property");

**WHEREAS**, *Section 43.056, Loc. Gov't. Code*, requires a service plan be adopted with the annexation ordinance;

**WHEREAS**, the subject property is not included in the municipal annexation plan and is exempt from the requirements thereof;

**WHEREAS**, infrastructure provided for herein and that existing are sufficient to service the subject property on the same terms and conditions as other similarly situated properties currently within the City limits and no capital improvements are required to offer municipal services on the same terms and conditions as other similarly situated properties within the City;

**WHEREAS**, the owner(s) of the subject property agree they will benefit from the City's development restrictions and zoning requirements, as well as other municipal services provided by the City, which are good and valuable consideration for this service plan; and

**WHEREAS**, it is found that all statutory requirements have been satisfied and the City is authorized by *Chapt. 43, Loc. Gov't. Code*, to annex the subject property into the City;

**NOW, THEREFORE**, the following services will be provided for the subject property on the effective date of annexation:

(1) **General Municipal Services.** Pursuant to the requests of the owner and this Plan, the following services shall be provided immediately from the effective date of the annexation:

A. Police protection as follows:

Routine patrols of areas, radio response to calls for police service and all other police services now being offered to the citizens of the City.

B. Fire protection and Emergency Medical Services as follows:

Fire protection by agreement between the City and the ESD's present personnel and equipment of the ESD fire fighting force and the volunteer fire fighting force with the limitations of water available. Radio response for Emergency Medical Services with the present contract personnel and equipment of the ESD.

C. Solid waste collection services as follows:

Solid waste collection and services as now being offered to the citizens of the City.

D. Animal control as follows:

Service by present personnel, equipment and facilities or by contract with a third party, as provided within the City.

E. Maintenance of parks and playgrounds within the City.

F. Inspection services in conjunction with building permits and routine City code enforcement services by present personnel, equipment and facilities.

G. Maintenance of other City facilities, buildings and service.

H. Land use regulation as follows:

On the effective date of annexation, the regulatory and zoning jurisdiction of the City shall be extended to include the annexed area, and the use of all property therein shall be grandfathered; and shall be temporarily zoned "A" with the intent to rezone the subject property upon request of the landowner or staff. The Planning & Zoning Commission and the City Council will consider rezoning the subject property at future times in response to requests submitted by the landowner(s) or authorized city staff.

(2) **Scheduled Municipal Services.** Due to the size and vacancy of the subject property, the plans and schedule for the development of the subject property, the following municipal services will be provided on a schedule and at increasing levels of service as provided in this Plan:

A. Water service and maintenance of water facilities as follows:

(i) Inspection of water distribution lines as provided by statutes of the State of Texas.

(ii) In accordance with the applicable rules and regulations for the provision of water service, water service will be provided to the subject property, or applicable portions thereof, by the utility holding a water certificate of convenience and necessity ("CCN") for the subject property or portions thereof (the "CCN holder") and, as applicable, the utility providing wholesale or retail water service to said CCN holder. Absent a water CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of water service. If connected to the City's water utility system, the subject property owner shall construct the internal water lines and pay the costs of line extension and construction of such facilities necessary to provide water service to the subject property as required in City ordinances. Upon acceptance of the water lines within the subject property and any off-site improvements, water service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly

situated areas and customers of the City; subject to all the ordinances, regulations and policies of the City in effect from time to time. The system will be accepted and maintained by the City in accordance with its usual acceptance and maintenance policies. New water line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances of the City in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a water well that is in use on the effective date of the annexation and is in compliance with applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's water utility system.

B. Wastewater service and maintenance of wastewater service as follows:

(i) Inspection of sewer lines as provided by statutes of the State of Texas.

(ii) (a) In accordance with the applicable rules and regulations for the provision of wastewater service, wastewater service will be provided to the subject property, or applicable portions thereof, by the utility holding a wastewater CCN for the subject property, or portions thereof as applicable, or absent a wastewater CCN, by the utility in whose jurisdiction the subject property, or portions thereof as applicable, is located, in accordance with all the ordinances, regulations, and policies of the City in effect from time to time for the extension of wastewater service. If connected to the City's wastewater utility system, the subject property owner shall construct the internal wastewater lines and pay the costs of line extension and construction of facilities necessary to provide wastewater service to the subject property as required by City ordinances. Upon acceptance of the wastewater lines within the subject property and any off-site improvements, wastewater service will be provided by the City utility department on the same terms, conditions and requirements as are applied to all similarly situated areas and customers of the City, subject to all the ordinances, regulations and policies of the City in effect from time to time. The wastewater system will be accepted and maintained by the City in accordance with its usual policies. Requests for new wastewater line extensions will be installed and extended upon request under the same costs and terms as with other similarly situated customers of the City. The ordinances in effect at the time a request for service is submitted shall govern the costs and request for service. The continued use of a septic system that is in use on the effective date of the annexation and is in compliance with all applicable rules and regulations shall be permitted and such use may continue until the subject property owner requests and is able to connect to the City's wastewater utility system.

C. Maintenance of streets and rights-of-way as appropriate as follows:

(i) Provide maintenance services on existing public streets within the subject property and other streets that are hereafter constructed and finally accepted by the City. The maintenance of the streets and roads will be limited as follows:

(A) Emergency maintenance of streets, repair of hazardous potholes, measures necessary for traffic flow, etc.; and

(B) Routine maintenance as presently performed by the City.

(ii) The City will maintain existing public streets within the subject property, and following installation and acceptance of new roadways by the City as provided by city ordinance, including any required traffic signals, traffic signs, street markings, other traffic control devices and street lighting, the City will maintain such newly constructed public streets, roadways and rights-of-way within the boundaries of the subject property, as follows:

(A) As provided in C(i)(A)&(B) above;

(B) Reconstruction and resurfacing of streets, installation of drainage facilities, construction of curbs, gutters and other such major improvements as the need therefore is determined by the governing body under City policies;

(C) Installation and maintenance of traffic signals, traffic signs, street markings and other traffic control devices as the need therefore is established by appropriate study and traffic standards; and

(D) Installation and maintenance of street lighting in accordance with established policies of the City;

(iii) The outer boundaries of the subject property abut existing roadways. The property owner agrees that no improvements are required on such roadways to service the property.

(3) **Capital Improvements.** Construction of the following capital improvements shall be initiated after the effective date of the annexation: None. Upon development of the subject property or redevelopment, the landowner will be responsible for the development costs the same as a developer in a similarly situated area under the ordinances in effect at the time of development or redevelopment. No additional capital improvements are necessary at this time to service the subject property the same as similarly situated properties.

(4) **Term.** If not previously expired, this service plan expires at the end of ten (10) years.

(5) **Property Description.** The legal description of the subject property is as set forth in the Annexation Ordinance and exhibits attached to the Annexation Ordinance to which this Service Plan is attached.

**SCHEDULE FOR VOLUNTARY ANNEXATION**  
**12700 Sparks Road, Manor, Texas 78653**

<b>DATE</b>	<b>ACTION/EVENT</b>	<b>LEGAL AUTHORITY</b>
February 7, 2018	<b>COUNCIL CONSIDERS INITIATION OF ANNEXATION</b> - Directs notification to land owners; and sets two (2) Public Hearings <b>March 21, 2018 and April 4, 2018</b> ; Council directs development of service plan for area to be annexed.	Loc. Gov't Code, §§ 43.063 & 43.065; Public Hearings: are on or after the 40th day but before 20th day before institution of proceedings.
<b>By February 16, 2018</b>	<b>NOTICE TO</b> property owners & utility providers	Loc. Gov't Code § 43.062(a)
<b>March 2 – March 9, 2018**</b> Publish notice of First Public Hearing and send school district notice	<b>NEWSPAPER NOTICES RE: FIRST AND SECOND PUBLIC HEARINGS</b> ; (If applicable, certified Notice to Railroad). <b>POST NOTICE OF HEARINGS ON CITY'S WEBSITE AND MAINTAIN UNTIL HEARINGS COMPLETE</b>	Not less than 10 days nor more than 20 days before 1st and 2nd public hearings. Loc. Gov't Code, §43.063 (c).
<b>March 16 – March 23, 2018**</b> Publish notice of Second Public Hearing	<b>SCHOOL DISTRICT NOTICE</b> (notify each school district of possible impact w/in the period prescribed for publishing the notice of the <u>First</u> Public Hearing.)	Loc. Gov't Code § 43.905; send school district notice not less than 10 days nor more than 20 days before the First Public Hearing.
Ten days after the date the first notice of Public Hearing is published	<b>LAST DAY FOR SUBMISSION OF WRITTEN PROTEST BY RESIDENTS</b> (10 days after first newspaper notice)	Site hearing required if 10% of adult residents of tracts protest within 10 days after 1st newspaper notice. Loc. Gov't Code, § 43.063 (b)
<b>March 21, 2018*</b>	<b>1st PUBLIC HEARING AND PRESENT SERVICE PLAN</b> (Not more than 40 days before the 1st reading of ordinance) <i>REGULAR MEETING</i>	Not less than 20 days nor more than 40 days before reading of ordinance. Loc. Gov't Code, §§ 43.063(a) & 43.065.
<b>April 4, 2018*</b>	<b>2nd PUBLIC HEARING AND PRESENT SERVICE PLAN</b> (At least 20 days before 1st reading of ordinance.) <i>REGULAR MEETING</i>	Not less than 20 days nor more than 40 days before reading of ordinance. Loc. Gov't Code, §§ 43.063(a) & 43.065.
Institution Date <b>April 4, 2018*</b>	<b>FIRST READING OF ORDINANCE</b> <i>REGULAR MEETING</i>	Date of institution of proceedings.
April 18, 2018; Or at a special called meeting after the 1st First Reading	<b>SECOND-FINAL READING OF ORDINANCE</b> <i>REGULAR MEETING</i>	Not more than 90 days after 1 <sup>st</sup> reading of Ordinance § 43.064.
<b>Within 30 days of Second Reading</b>	<b>CITY SENDS COPY OF MAP</b> showing boundary changes to County Voter Registrar in a format that is compatible with mapping format used by registrar	Elec. Code §42.0615
Within 60 days of Second Reading	<b>CITY PROVIDES CERTIFIED COPY OF ORDINANCE AND MAPS TO:</b>  <ol style="list-style-type: none"> <li>1. County Clerk</li> <li>2. County Appraisal District</li> <li>3. County Tax Assessor Collector</li> <li>4. 911 Addressing</li> <li>5. Sheriff's Office</li> <li>6. City Department Heads</li> <li>7. State Comptroller</li> <li>8. Franchise Holders</li> </ol>	

**\*Dates in BOLD are MANDATORY dates to follow this schedule. Please advise if deviation.**

**\*\*Newspaper notices to paper by 5p.m. the preceding Wednesday.**



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to authorize the Mayor to cast a ballot for Jeffery Lewis for the Board of Directors of the Travis Central Appraisal District.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

TCAD Ballot

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve and authorize the Mayor to cast a ballot for Jeffery Lewis for the Board of Directors of the Travis Central Appraisal District.

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



# TRAVIS CENTRAL APPRAISAL DISTRICT

## BOARD OFFICERS

BLANCA ZAMORA-GARCIA  
CHAIRPERSON  
BRUCE GRUBE  
VICE CHAIRPERSON  
ED KELLER  
SECRETARY/TREASURER



MARYA CRIGLER  
CHIEF APPRAISER

## BOARD MEMBERS

THERESA BASTIAN  
TOM BUCKLE  
BRUCE ELFANT  
KRISTOFFER S. LANDS  
ELEANOR POWELL  
RICO REYES  
JAMES VALADEZ

CITY OF MANOR  
THE HONORABLE RITA G JONSE, MAYOR  
P.O. BOX 387  
MANOR, TX 78653

January 22, 2018

The deadline has passed for the jurisdictions in the eastern part of Travis County to make nominations for their representative member of the Board of Directors of the Travis Central Appraisal District. The term for the prospective member's service will be two years, starting in January 1, 2018. The following are the nominations and sponsoring jurisdictions for the Eastern Travis County member for our Board:

## BALLOT

<u>Candidate</u>	<u>Nominated by</u>
_____ Anthony Nguyen	City of Pflugerville
_____ James Hamann	Pflugerville ISD
_____ Jeffery Lewis	City of Manor

This letter serves as a ballot, and is being sent to the presiding officer of each city and school district in Eastern Travis County. **On or before March 1, 2018 your jurisdiction should vote for one candidate using this ballot and return the ballot to the Chief Appraiser of the appraisal district at the following address:**

Marya Crigler  
Travis Central Appraisal District  
P.O. Box 149012  
Austin, TX 78714-9012

On or before March 15, 2018, I will inform you of the results of the election and send you a complete list of the Board members. If you have any questions, please feel free to call me at (512) 834-9317, ext. 337.

Sincerely,

Marya Crigler  
Chief Appraiser  
Travis Central Appraisal District



AGENDA ITEM NO. 7

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on matters related to the Home Rule Charter and proposed amendments.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council take action on matters related to the Home Rule Charter and proposed amendments.

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



AGENDA ITEM NO. <sup>8</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 7, 2018

PREPARED BY: Paige Saenz

DEPARTMENT: City Attorney

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☒ YES ☐ NO

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

PID Policy Workshop PowerPoint

PID Policy Workshop Matrix Draft

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council take action on the development of policies governing Public Improvement Districts and Tax Increment Reinvestment Zones.

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



# PID Policy Workshop

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FEBRUARY 7, 2018

# PID Policy Purpose and Overview

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- PID Policy should set clear requirements for:
  - Types of projects that the City will consider issuing a PID for community benefit
  - Homeowner Disclosure
  - Financial Terms
    - Equivalent Tax Rate
    - Bond Term
    - Conditions Precedent to Issuing Bonds
- Guidelines help streamline discussions between developers and City staff
- Individual provisions can be waived by City Council on a case by case basis
- The policy can be simple (allows Staff to negotiate) or extremely detailed (requires everything to come through Council)

# Project Requirements

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- City Limits and/or ETJ
- Type of project
  - Size
  - Density
  - Absorption schedule
  - Mixed uses
- Enhanced landscaping requirements
- Standards that exceed City's subdivision requirements (residential vs commercial)
  - Subdivision overall design
  - Minimum lot size (i.e. 50' or greater)
  - Building standards
  - Amenities
  - Parks and open space
- Internal Subdivision Improvements that advance City's Master Plans
  - Thoroughfare Plan
  - Water and Wastewater
  - Trails and parks
- Offsite Improvements that advance City's Master Plans
  - Thoroughfare Plan
  - Water and Wastewater
  - Trails and parks
  - Sign off from City Engineer

# Cash Contributions to the City

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- City of Kyle requires a cash contribution equal to 10% of net bond proceeds to City general fund for projects in the ETJ which refuse to annex
- Travis County requires developer to pay 10% of net bond proceeds to support County programs
- City of Dripping Springs requires a cash contribution equal to 1/9 of net bond proceeds to City general fund
- Some Cities require police/fire/road maintenance assessment for projects in ETJ
- May include any other conditions/prerequisites determined by City

# Disclosure to Homeowners

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- Landowner's Agreement recorded in Official Public Records
- Signage at major entryways and exits, similar to MUDs
- Information signage and flyers in sales centers
  - PID FAQs
  - Equivalent Tax Rate
  - Total Assessment
  - Annual Installment
- Requirement to place on Travis County Tax Bill
  - Typically included in mortgage escrow
  - PID Assessment "picked up" by title/mortgage companies
- Homebuyer Disclosure Documents



# City Professional Team and District Administration

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- How does the City choose the Professional Team?
  - Bond Counsel (Typically chosen independently by City)
  - Financial Advisor (Typically chosen independently by City)
  - PID Administrator (Typically chosen independently by City)
  - Trustee (Typically chosen independently by City)
  - Underwriter (Typically selected by City with input from developer)
  - Appraiser (Typically selected by City with input from developer)
- Application Fee and/or Professional Services Agreement
  - Pays expenses for 3<sup>rd</sup> party consultants
  - Can pay for City staff time
- Some Cities require City PID Administrator to draft Service and Assessment Plan

# Assessment Term/Bond Term

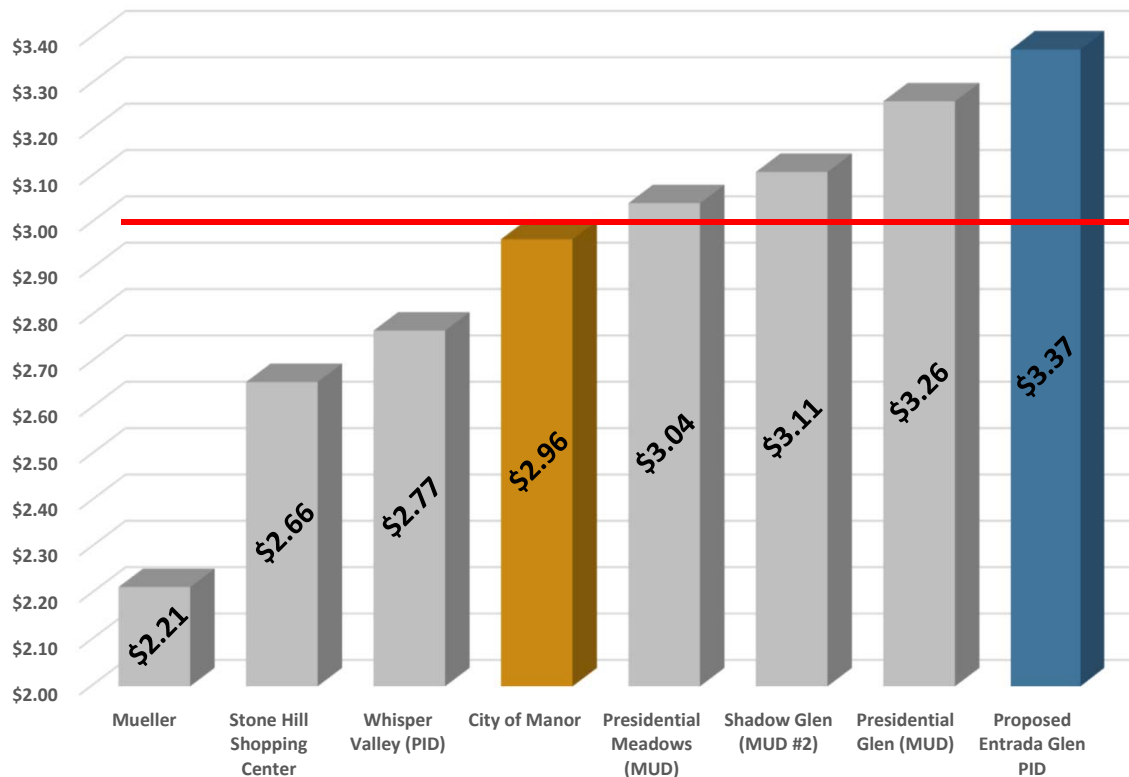
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- Term of assessment directly impacts benefit of PID to the developer. The longer the term, the greater the benefit
- PID Act allows PID Bonds to have a term of up to 40 years
  - Typical Term is 30 years
  - Some cities limit bond term to 20 or 25 years
- Typically Assessment Term matches Bond Term
- In some cases developers will request assessments to exceed the term of the bonds

# Maximum Equivalent Tax Rate



2017 Tax Rate Per \$100 of Assessed Value



	2017 Tax Rate	+/- vs. Manor
Mueller	\$ 2.21	\$ (0.75)
Stone Hill Shopping Center	\$ 2.66	\$ (0.31)
Whisper Valley (PID)	\$ 2.77	\$ (0.20)
<b>City of Manor</b>	<b>\$ 2.96</b>	<b>\$ -</b>
Presidential Meadows (MUD)	\$ 3.04	\$ 0.08
Shadow Glen (MUD #2)	\$ 3.11	\$ 0.15
Presidential Glen (MUD)	\$ 3.26	\$ 0.30
<b>Proposed Entrada Glen PID</b>	<b>\$ 3.37</b>	<b>\$ 0.41</b>

**Should residential and commercial rates be the same or different?**

# Should PIDs Issue Bonds?

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- Cash Flow PIDs
  - Annual Installments paid to developer
  - **No upfront money, not as beneficial to developers**
  - Maximum interest rate allowed (currently 9.5% for 1<sup>st</sup> 5 years, 5.5% thereafter)
  - Developers can privately monetize revenue stream, but less efficient than bonds
  
- PID Bonds
  - Annual Installments paid to bond holders
  - **Upfront money, interest rates are lower due to tax exempt nature of bonds**
  - Bonds are secured solely from PID assessments
  - City does not have financial or moral obligation, but City will have “headline risk” and requirement to comply with bond covenants
  - City should be reimbursed if unable to issue bank qualified debt as a result of PID Bonds

# Bond Requirements

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- Value to Lien Ratio
  - 3:1 requirement or dependent on credit
  - Minimum requirement per parcel
  - Mandatory prepayment requirement
- Developer contribution
  - Cash, LOC, Bank Commitment, or dependent on transaction
- Status of development may require the following:
  - Proceeds used for Construction
  - Acquire completed improvements
  - Require all improvements to be complete

## PID POLICY WORKSHOP

### Project Requirements (Slide 3)

<p><b>What types of projects should be considered?</b></p> <p><b>Should residential and commercial projects have the same requirements?</b></p> <p><b>How much flexibility should the City have to waive/modify requirements?</b></p>	<ul style="list-style-type: none"> <li>• City Limits and/or ETJ</li> <li>• Type of Project <ul style="list-style-type: none"> <li>○ Size</li> <li>○ Density</li> <li>○ Absorption</li> <li>○ Mixed uses</li> </ul> </li> <li>• Enhanced landscaping requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Standards that exceed City's subdivision requirements <ul style="list-style-type: none"> <li>○ Subdivision overall design</li> <li>○ <u>Minimum lot size</u> (50' or greater)</li> <li>○ Building standards</li> <li>○ Amenities</li> <li>○ Parks and open space</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Internal Subdivision</u></b> Improvement that advance City's Master Plans <ul style="list-style-type: none"> <li>○ Thoroughfare plan</li> <li>○ Water and wastewater</li> <li>○ Trails and parks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Offsite Improvement</u></b> that advance the City's Master Plans <ul style="list-style-type: none"> <li>○ Thoroughfare plan</li> <li>○ Water and wastewater</li> <li>○ Trails and parks</li> <li>○ <u>Sign off from City Engineer</u></li> </ul> </li> </ul>
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Comments:

### Cash Contributions to the City (Slide 4)

<p><b>Should the City require a cash contribution or other funding? If so how much?</b></p> <p><b>If the project is in the ETJ, should the City require a separate assessment to fund police/fire/roads?</b></p>	<p><b>City of Kyle</b></p> <ul style="list-style-type: none"> <li>• Cash contribution equal to 10% of net bond proceeds to City general fund for projects in the ETJ which refuse to annex</li> </ul>	<p><b>Travis County</b></p> <ul style="list-style-type: none"> <li>• Developer contributes 10% net bond proceeds to support County programs</li> </ul>	<p><b>City of Dripping Springs</b></p> <ul style="list-style-type: none"> <li>• Cash contribution equal to 1/9 of net bond proceeds to City general fund</li> </ul>	<ul style="list-style-type: none"> <li>• Require police/fire/road maintenance assessment for projects in ETJ</li> <li>• May include any other conditions/prerequisites determined by City</li> </ul>
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Comments:

## PID POLICY WORKSHOP

### Disclosures to Homeowners (Slide 5)

<b>What does the City want to require of the developers to ensure homeowners are aware of the PID?</b>	<ul style="list-style-type: none"> <li>Landowner's Agreement recorded on Official Public Records</li> <li>Signage at major entryways and exits</li> </ul>	<ul style="list-style-type: none"> <li>Information signage and flyers in sales centers                             <ul style="list-style-type: none"> <li>PID FAQs</li> <li>Equivalent Tax Rate</li> <li>Total Assessment</li> <li>Annual Installment</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Requirement to place on Travis County Tax Bill                             <ul style="list-style-type: none"> <li>Typically included in mortgage escrow</li> <li>PID Assessment "picked up" by title/mortgage companies</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Homebuyer Disclosure Documents</li> </ul>
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Comments:

### City Professional Team and District Administration (Slide 6)

<b>How does the City choose the Professional Team?</b>  <b>What is the role of the PID Administrator?</b>	<b>Team typically chosen independently by City:</b> <ul style="list-style-type: none"> <li>Bond Counsel</li> <li>Financial Advisor</li> <li>PID Administrator</li> <li>Trustee</li> </ul>	<b>Team typically chosen by City with input from development team:</b> <ul style="list-style-type: none"> <li>Underwriter</li> <li>Appraiser</li> </ul>	<b>Application Fee and/or Professional Services Agreement</b> <ul style="list-style-type: none"> <li>Pays expenses for 3<sup>rd</sup> party consultants</li> <li>City staff time</li> </ul>	<ul style="list-style-type: none"> <li>City may require PID Administrator to draft Service and Assessment Plan</li> </ul>
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Comments:

## PID POLICY WORKSHOP

### Assessment Term/Bond Term (Slide 7)

<p><b>Should the City set a maximum Assessment Term?</b></p> <p><b>Should the City require the Assessment Term to equal to the Bond Term?</b></p>	<ul style="list-style-type: none"> <li>Term of assessment directly impacts benefit of PID to developer                             <ul style="list-style-type: none"> <li>Longer term = greater benefit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>PID Act allows PID Bonds term up to 40 years                             <ul style="list-style-type: none"> <li>Typical Term is 30 years</li> <li>Some Cities limit term to 20-25 years</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Typically Assessment Term matches Bond Term</li> </ul>	<ul style="list-style-type: none"> <li>In some cases, developers request assessments to exceed the terms of the bonds</li> </ul>
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Comments:

### Maximum Equivalent Tax Rate (Slide 8)

<p><b>Should the City set a Maximum Equivalent Tax Rate?</b></p> <p><b>Should residential and commercial rates be different?</b></p>	<p>The Maximum Equivalent Tax Rate per \$100 of assessed value is calculated and compared to similar and neighboring projects</p>	<ul style="list-style-type: none"> <li>City of Manor had a 2017 Tax Rate of \$2.96</li> <li>2017 tax rates ranged from \$2.21 to \$3.26 for competing projects</li> </ul>	<p>Proposed Entrada Glen PID Tax Rate of \$ 3.37</p>	<p><b>See Slide 8</b> for graphic representation of Maximum Equivalent Tax Rate</p>
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Comments:



## PID POLICY WORKSHOP

### Types of PIDs (Slide 9)

<b>Should PIDs issue Bonds?</b>	<b>Cash Flow PIDs</b> <ul style="list-style-type: none"> <li>• Annual Installments paid to developer</li> <li>• <b>No upfront money, <i>not as beneficial to developers</i></b></li> <li>• Maximum interest rate allowed by law               <ul style="list-style-type: none"> <li>◦ 9.5% for 1<sup>st</sup> 5 years, 5.5% thereafter</li> </ul> </li> <li>• Developers can privately monetize revenue stream, less efficient than bonds</li> </ul>	<b>PID Bonds</b> <ul style="list-style-type: none"> <li>• Annual Installments paid to bond holders</li> <li>• <b>Upfront money, <i>interest rates are lower due to tax exempt nature of bonds</i></b></li> <li>• Bonds are secured solely from PID assessments</li> <li>• City does not have financial or moral obligation, City will have “headline risk” and must comply with bond covenants</li> <li>• City should be reimbursed if unable to issue bank qualified debt as a result of PID Bonds</li> </ul>
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Comments:

### Bond Requirements (Slide 10)

<b>Should City set Bond Requirements?</b>	<b>Value to Lien Ratio</b> <ul style="list-style-type: none"> <li>• 3:1 requirement or dependent on credit</li> <li>• Minimum requirement per parcel</li> <li>• Mandatory prepayment requirement</li> </ul>	<b>Developer Contribution</b> <ul style="list-style-type: none"> <li>• Cash</li> <li>• Letter of Credit</li> <li>• Bank Commitment</li> <li>• Or dependent on transaction</li> </ul>	<b>Status of development may require the following:</b> <ul style="list-style-type: none"> <li>• Proceeds used for Construction</li> <li>• Acquire completed improvements</li> <li>• Require all improvement to be complete</li> </ul>	
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Comments: