



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, APRIL 4, 2018

7:00 P.M.

CITY COUNCIL CHAMBERS, 105 E. EGGLESTON ST.

---

### **CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT**

### **PLEDGE OF ALLEGIANCE**

### **PRESENTATION**

- |   |   |
|---|---|
| 1. Presentation of the Texas Main Street Program/Historic Preservation by Amy Miller, Community Development Director, City of Elgin | Sammie Hatfield,<br>Community<br>Development<br>Manager |
| 2. Presentation of the EntradaGlen PID Creation by Pete Dwyer, Dwyer Realty   | Thomas Bolt,<br>City Manager                            |

### **PUBLIC COMMENTS**

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) 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.

- |   |                                    |
|---|------------------------------------|
| 3. Consideration, discussion, and possible action to approve the City Council Minutes of the March 21, 2018, Regular Meeting. | Lluvia Tijerina,<br>City Secretary |
|---|------------------------------------|

4. Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. **Owner:** Rebecca Davies. **Applicant:** Rebecca Davies
- Scott Dunlop,  
Planning Coordinator

## 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: Thursday, March 29, 2018, 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](mailto:ltijerina@cityofmanor.org).*



Sept.  
1916

Smitty  
Studio  
ELGIN TEX.

# Elgin, Texas

Texas Main Street City

Historic District Listed on the National Register of  
Historic Places

National Accreditation Main Street Community

Sausage Capitol of Texas

Brick Capitol of the Southwest







ELGIN  
CITY  
HALL  
310



ELGIN  
CITY  
HALL  
310



# Texas Main Street City

Texas Historic Commission

Preservation Based Economic Development

Volunteer Driven

Technical Support from THC

Financial Commitment from City and Community











# Four Point Approach

Design

Business Retention & Recruitment

Promotion Tourism

Organization

# Business Recruitment & Retention

Zoning Overlay

Façade Assistance program

Mega Grant program

State Franchise Tax Credit

National Historic Preservation Tax Credit

Roll-off Reimbursement

Paint Assistance

Property Lease for Sale List



# DOWNTOWN HISTORIC DISTRICT MAP ELGIN, TEXAS



























# Design

Technical Assistance to Property & Business Owners

- Color selection, sign options, facades, sidewalk dining, sidewalk displays, window displays

Sidewalks

Park Planning & Development

Public Art

Benches, Trash Cans, Planters, Bike Racks

Banners

















# Organization

Downtown 78621

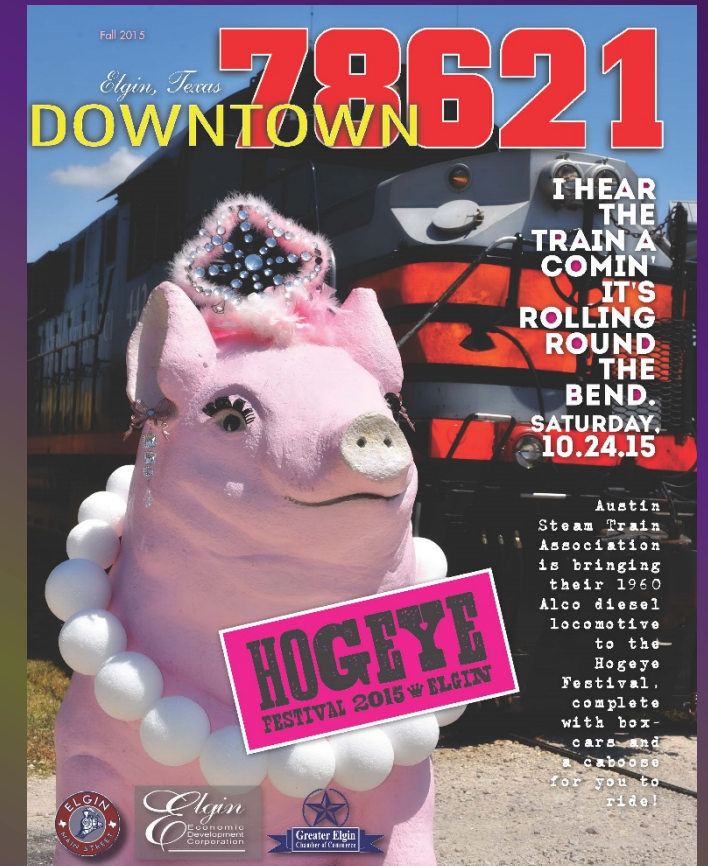
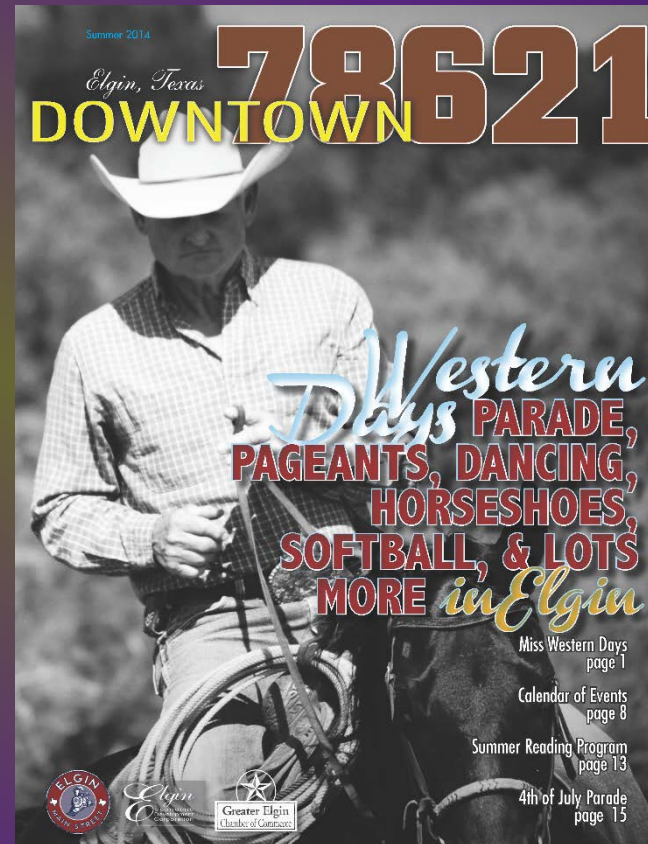
Volunteer Recruitment

Volunteer Retention

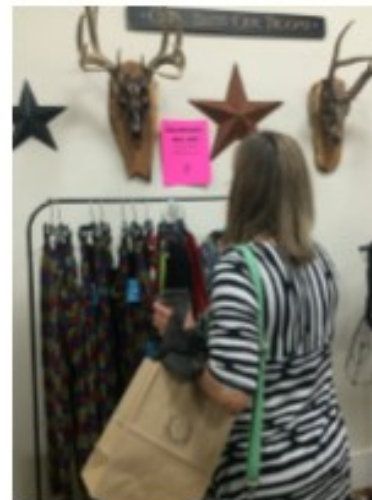
Work Plan Development & Implementation

Marketing





shop  
*Elgin* **First**



dine  
*Elgin* **First**



# Promotion Tourism

Sip Shop & Stroll

Music Series in Veterans Park

Local Lore

Elgin Art Studio Tour

Hogeye Festival

Small Business Saturday

Holiday By the Tracks Hot Cocoa Stroll

Events every Saturday through Christmas

EVERY  
2nd  
Thursday

*Sip, Shop & Stroll*

.....  
**DOWNTOWN**  
*Elgin*  
.....

**5 PM**  
*to*  
**8 PM**

**May 12**

**June 9**

**July 14**

**Aug 11**

**Year Round!**

*sip a little wine*

**SHOP & STROLL**

*in store specials  
& live music*

Farmers Market

*Art Venues*

Festivals

*Music & Movies  
in the Park*

**& More!**



like us on facebook or visit **[www.elgintx.com](http://www.elgintx.com)**



**Greater Elgin**  
Chamber of Commerce























# MOVIES IN THE PARK

Elgin Memorial Park @ 8pm

**FREE** ADMISSION!  
CONCESSIONS AVAILABLE!

Bring the family, blankets,  
and/or lawn chairs



Friday Nights

MARTIN LUTHER

# KING

JR. DAY

"A Day On, Not a Day Off"



## Elgin Art Studio Tour



## CHALK IT UP!

Children's Sidewalk Art Contest

## EASTER EGG HUNT

### 17TH ANNUAL HALLOWEEN

### SAFE TRICK OR TREAT TRAIL

VETERANS' MEMORIAL PARK & HISTORIC DOWNTOWN



## Beach Party

Saturday  
July 18

Waterslide  
Lemonade

10am - 2pm



Water-  
melon  
&  
MORE!

Elgin  
Memorial  
Park

Build a  
Sand Castle



# 4TH OF JULY

**Push - Pedal - Pull**

**People's Patriotic Parade**



POLICE • COMMUNITY PARTNERSHIPS



The Elgin Juneteenth Organization  
"Put Unity Back Into Community"



**Elgin — Texas Main Street City**  
**2015 – 2017**  
\$3.4 million reinvestment

**Since 1990**  
\$17.2 million in reinvestment

By private & public sectors

**ELGIN**  
**YOU NEVER**  
**SAUSAGE**  
**A PLACE**







## Downtown Elgin, Texas

### New businesses downtown

Luigi's Italian Restaurant  
Cannon Insurance  
Colorworks Salon  
Cuban Barber Shop

### Expansions

Tattered Shutter  
Double R Hat  
LML Appliances

### 2015-2017 Restorations

9 buildings restored  
39,000 sq.ft.  
15 new businesses

### Restoration in process

109 South Avenue C  
111 South Avenue C  
109 North Main Street

### Contract Pending

19 North Main formerly The Brique  
Elgin Cotton Oil Mill

### Shop Local Programs

Through partnerships with Main Street Board, Elgin Chamber & Elgin EDC: Sip Shop & Stroll every 2<sup>nd</sup> Thursday, Dine Elgin First, Shop Elgin First, events throughout the year, including Shop Small Saturday, holidays & more. Downtown 78621 direct mail publication to 12,000 households.

### 2015 – 2017

\$3.4 million reinvestment downtown by private and public sector

### Since 1990

\$17.2 million in reinvestment downtown by private & public sectors

### Historic district

Listed on the National Register of Historic Places  
Eligible for State franchise tax credits, National Historic Preservation tax credits, Elgin Economic Development Corporation Mega grant program and façade assistance grant program

### Downtown zoning overlay

Buildings in the blue zone, can have 50% of the rear of the structure in a residential use and 50% of the front in a commercial use. The yellow zone allows up to 100% residential uses. The overlay allows uses downtown such as food processing, wineries, breweries, metal smithing etc.  
<http://www.elgintx.com/214/Zoning-Overlay>

### Downtown Elgin Information

[www.elgintx.com](http://www.elgintx.com) – Do Business Downtown  
Amy Miller, Community Development Director, [amiller@ci.elgin.tx.us](mailto:amiller@ci.elgin.tx.us)  
512-229-3213 (desk) 512-801-5748 (cell)



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** April 4, 2018

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

**DEPARTMENT:** Administration

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the March 21, 2018, Regular Meeting.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

March 21, 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 March 21, 2018, Regular Meeting.

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

---





**CITY COUNCIL  
REGULAR SESSION MINUTES  
MARCH 21, 2018**

**PRESENT:**

Rita G. Jonse, Mayor (Absent)

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1 (Absent)  
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  
Sammie Hatfield, Community Development Manager  
Frank Phelan, City Engineer

**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 Pro Tem Anne R. Weir at 7:00 p.m. on Wednesday, March 21, 2018, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Pro Tem Weir, Lydia Collins, Director of Finance, led the Pledge of Allegiance.

## **PRESENTATION**

**Introduction of newly appointed Presiding Judge Robby Chapman and Deputy Court Clerk Mandy Miller; and Oath-of-Office administered by City Secretary.**

Director of Finance Collins introduced newly appointed Presiding Judge Robby Chapman and Deputy Court Clerk Mandy Miller. Following the presentation, City Secretary Lluvia Tijerina administered the oath-of-office.

**Presentation of Water and Wastewater Rate Study by Angie Flores, Senior Consultant, Raftelis Financial Consultants, Inc.**

At the request of City Manager Bolt, Angie Flores, Senior Consultant, Raftelis Financial Consultants, Inc. presented the attached PowerPoint presentation.

Ms. Flores discussed the following:

- Review Objectives of Rate Study
- Review Revenue Requirements
- Proposed Rates
- Senior Subsidy

## **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 March 7, 2018, Regular Meeting.**

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

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

Community Development Manager Hatfield gave an update on the upcoming event at Jennie Lane Park for the first City of Manor Easter Egg Hunt to be held on March 24<sup>th</sup>.



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

### **REGULAR AGENDA**

**3. Consideration, discussion and possible action on an Interlocal Agreement between the City of Manor and Travis County ESD 12 to agree with each other for performing government functions to include fire code enforcement services.**

The City staff's recommendation was that the City Council approve the Interlocal Agreement between the City of Manor and Travis County Emergency Services District (ESD) Number 12 for reciprocal operations between entities.

Chief Phipps discussed the Interlocal Agreement with ESD 12 and the City of Manor.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted five (5) For and none (0) Against to approve the Interlocal Agreement between the City of Manor and Travis County Emergency Services District (ESD) Number 12 for reciprocal operations between entities. The motion carried unanimously.

**4. Consideration and possible action to approve an ordinance amending Article 8.03, Chapter 8 of the Manor Code of Ordinances to provide for the map designating the child safety zones be kept by the Police Department and on the City website.**

The City staff's recommendation was that the City Council approve Ordinance 512 amending Article 8.03, Chapter 8 of the Manor Code of Ordinances to provide for the map designating the child safety zones be kept by the Police Department and on the City website.

Chief Phipps discussed the proposed ordinance amendment.

Council Member Hill requested for Council to be informed of any updates to the map on a quarterly basis.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson, the Council voted five (5) For and none (0) Against to approve Ordinance No. 512 Amending Article 8.03, Chapter 8 of the Manor Code of Ordinances to provide for the map designating the child safety zones be kept by the Police Department and on the City website. The motion carried unanimously.

**5. Consideration, discussion, and possible on an ordinance amending Manor Code of Ordinances Chapter 4, Article 4.04 Towing and Wrecker Services, Section 4.04.009 Qualifications to amend storage facility locations and requirements, response times, and licensing requirements.**

The City staff's recommendation was that the City Council approve Ordinance No. 513 amending Manor Code of Ordinances Chapter 4, Article 4.04 Towing and Wrecker Services, Section 4.04.009 Qualifications to amend storage facility locations and requirements, response times, and licensing requirements.

Chief Phipps discussed the proposed ordinance regarding the Towing and Wrecker Services in the city.

The discussion was held regarding the 3-mile radius change to a 5-mile radius requirement for towing and wrecker services.

Richard Pope, 4402 Nixon Lane, Austin, Texas, spoke before City Council in opposition to this item. Mr. Pope discussed his concerns for the 5-mile radius requirement, he stated it is too restrictive. Mr. Pope is requesting for a broader radius requirement for towing and wrecker services.

Chief Phipps expressed the Police Department's concerns regarding the response time of wrecker services in the City. He stated adequate coverage will be provided within 15-minutes with a 5-mile radius requirement.

Chief Phipps stated he would bring the ordinance back to Council and would request a broader mile radius if any issues occur with the 5-mile radius change.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson the Council voted five (5) For and none (0) Against to approve Ordinance No. 513 Amending Manor Code of Ordinances Chapter 4, Article 4.04 Towing and Wrecker Services, Section 4.04.009 Qualifications to amend storage facility locations and requirements, response times, and licensing requirements. The motion carried unanimously.

**6. Consideration, discussion and possible action on a resolution approving a Tariff authorizing an Annual Rate Review Mechanism ("RRM") as a Substitution for the Annual Interim Rate Adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" Or "Company") and the Steering Committee of Cities served by Atmos; Requiring the Company to Reimburse Cities' Reasonable Ratemaking Expenses.**

The City staff's recommendation was that the City Council approve Resolution No. 2018-04 approving a Tariff authorizing an Annual Rate Review Mechanism ("RRM") as a Substitution for the Annual Interim Rate Adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division ("Atmos Mid-Tex" Or "Company") and the Steering Committee of Cities Served by Atmos; Requiring the Company to Reimburse Cities' Reasonable Ratemaking Expenses.

At the request of City Manager Bolt, Randy Hartford with Atmos Energy, 3110 North IH35, Round Rock, Texas, spoke before City Council regarding the proposed resolution approving an annual rate review mechanism. Mr. Hartford discussed the process of the rate study that is completed every 5 years for cities served by Atmos.



**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted five (5) For and none (0) Against to approve Resolution No. 2018-04 approving a Tariff authorizing an Annual Rate Review Mechanism (“RRM”) as a Substitution for the Annual Interim Rate Adjustment process defined by Section 104.301 of the Texas Utilities Code, and as negotiated between Atmos Energy Corp., Mid-Tex Division (“Atmos Mid-Tex” Or “Company”) and the Steering Committee of Cities Served by Atmos; Requiring the Company to Reimburse Cities’ Reasonable Ratemaking Expenses. The motion carried unanimously.

Mayor Pro Tem Weir adjourned the regular session of the Manor City Council into Executive Session at 7:51 p.m. Wednesday, March 21, 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 551.072 Deliberations regarding Real Property, Section 551.073 Deliberation regarding Gifts and Donations, Section 551.074 Personnel Matters, Section 551.076 Deliberation regarding Security Devices, and Section 551.087 Deliberation regarding Economic Development Negotiations*, at 7:51p.m., on Wednesday, March 21, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:12 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 8:12 p.m. on Wednesday, March 21, 2018, in the Council Chambers of the Manor City Hall.

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

- 7. Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. Applicant: Rebecca Davies. Owner: Rebecca Davies.**

The City staff’s recommendation was that the City Council postpone the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning to the April 4, 2018, Regular Council meeting.

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

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson, the Council voted five (5) For and none (0) Against to postpone the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning to the April 4, 2018, Regular Council meeting. The motion carried unanimously.

- 8. Consideration, discussion, and possible action on a first reading of an ordinance rezoning Abstract 546 Survey 40 Manor J, 0.69 acres more or less, locally known as 10905 US Hwy 290 E, from Light Commercial (C-1) district zoning to Medium Commercial (C-2) district zoning. Applicant: Jeff Urbanovsky. Owner: Jeff Urbanovsky.**

The City staff's recommendation was that the City Council approve a first reading of an ordinance rezoning Abstract 546 Survey 40 Manor J, 0.69 acres more or less, locally known as 10905 US Hwy 290 E, from Light Commercial (C-1) district zoning to Medium Commercial (C-2) district zoning.

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

City Manager Bolt discussed the proposed zoning ordinance. He stated the Planning and Zoning Commission did not have a quorum at their March 14<sup>th</sup> P&Z meeting and staff did not have a recommendation from the P&Z Commission.

The discussion was held regarding the C-2 zoning regulations and use of the property.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted three (3) For and two (2) Against to approve a first reading of an ordinance rezoning Abstract 546 Survey 40 Manor J, 0.69 acres more or less, locally known as 10905 US Hwy 290 E, from Light Commercial (C-1) district zoning to Medium Commercial (C-2) district zoning. Council Member Hill and Council Member Shaner voted against. The motion failed.

- 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 Ordinance No. 514 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.

City Engineer Phelan discussed the proposed ordinance regarding the provisions for underground utilities.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Pierson, the Council voted five (5) For and none (0) Against to approve Ordinance No. 514 amending the Manor Code of Ordinances, Chapter 13 Utilities, Article 13.01 to add provisions for underground utilities. The motion carried unanimously.



**10. Consideration, discussion, and possible action on a Final Plat for Manor Commons SE Commercial Phase 1, two (2) lots on 22.62 acres more or less, located near the intersection of US Hwy 290 and FM 973/Loop 212. Applicant: Matt Mitchell, ALM Engineering. Owner: Barth Timmermann.**

The City staff's recommendation that the City Council approve a Final Plat for Manor Commons SE Commercial Phase 1, two (2) lots on 22.62 acres more or less, located near the intersection of US Hwy 290 and FM 973/Loop 212.

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

City Manager Bolt discussed the proposed final plat for Manor Commons SE Commercial Phase 1. He stated the Planning and Zoning Commission did not have a quorum at their March 14<sup>th</sup> P&Z meeting and staff did not have a recommendation from the P&Z Commission.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua, the Council voted five (5) For and none (0) Against to approve a Final Plat for Manor Commons SE Commercial Phase 1, two (2) lots on 22.62 acres more or less, located near the intersection of US Hwy 290 and FM 973/Loop 212. The motion carried unanimously.

**11. Consideration, discussion, and possible action on a Final Plat for Village at Manor Commons Phase 1, ninety-three (93) single family lots on 19.29 acres more or less, located near the intersection of Old Hwy 20 and Bella Parkway. Applicant: Matt Mitchell, ALM Engineering. Owner: Barth Timmermann.**

The City staff's recommendation that the City Council approve a Final Plat for Village at Manor Commons Phase 1, ninety-three (93) single family lots on 19.29 acres more or less, located near the intersection of Old Hwy 20 and Bella Parkway.

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

City Manager Bolt discussed the proposed final plat for Village at Manor Commons Phase 1. He stated the Planning and Zoning Commission did not have a quorum at their March 14<sup>th</sup> P&Z meeting and staff did not have a recommendation from the P&Z Commission.

The discussion was held regarding the changes on the proposed street names of the subdivision.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Shaner, the Council voted five (5) For and none (0) Against to approve a Final Plat for Village at Manor Commons Phase 1, ninety-three (93) single family lots on 19.29 acres more or less, located near the intersection of Old Hwy 20 and Bella Parkway. The motion carried unanimously.

**12. Consideration, discussion, and possible action on a waiver request for proposed lot 5A, 702 North Burnet Street, from Manor Code of Ordinances, Chapter 14, Exhibit A, Section 20(j) Height and Placement Requirements to allow for a 55' lot width and 6,355 sq. ft. minimum lot area. Applicant: Gregg Fredrickson. Owner: Gregg Fredrickson**

The City staff's recommendation was that the City Council approve a waiver request for proposed lot 5A, 702 North Burnet Street, from Manor Code of Ordinances, Chapter 14, Exhibit A, Section 20(j) Height and Placement Requirements to allow for a 55' lot width and 6,355 sq. ft. minimum lot area.

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

City Manager Bolt discussed the waiver request for proposed lot 5A, 702 North Burnet Street.

The discussion was held regarding the new boundary lines for the property and requirements for utility improvements.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson, the Council voted five (5) For and none (0) Against to approve a waiver request for proposed lot 5A, 702 North Burnet Street, from Manor Code of Ordinances, Chapter 14, Exhibit A, Section 20(j) Height and Placement Requirements to allow for a 55' lot width and 6,355 sq. ft. minimum lot area. The motion carried unanimously.

**13. Consideration, discussion, and possible action on award of a contract addendum for professional services for the FY 2017 Capital Metro BCT Paving Improvements Project.**

The City staff's recommendation was that the City Council award a contract addendum to Jay Engineering Company, Inc. for design, bidding and construction phase services for the FY 2017 Capital Metro BCT Paving Improvements Project.

City Engineer Phelan discussed the contract addendum for professional services for the FY 2017 Capital Metro BCT Paving Improvements Project.

**MOTION:** Upon a motion made by Council Member Pierson and seconded by Council Member Amezcua, the Council voted five (5) For and none (0) Against to award a contract addendum to Jay Engineering Company, Inc. for design, bidding and construction phase services for the FY 2017 Capital Metro BCT Paving Improvements Project. The motion carried unanimously.

**14. Consideration, discussion, and possible action on award of a construction contract for the Wilbarger Creek Pole Barn project.**

The City staff's recommendation was that the City Council award a construction contract to Forsythe brothers Infrastructure in the amount of \$177,887.50 for all base bid and alternate bid work.

City Engineer Phelan discussed the award on a construction for the Wilbarger Creek Pole Barn project.



The discussion was held regarding the timing of the project and the delay of previous projects with the City.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson, the Council voted five (5) For and none (0) Against to award a construction contract to Forsythe Brothers Infrastructure in the amount of \$177,887.50 for all base bid and alternate bid work. The motion carried unanimously.

**15. Consideration, discussion, and possible action on award of a construction contract for the 2017 Water Distributions System Improvements project.**

The City staff's recommendation was that the City Council award a construction contract to Skyblue Utilities, Inc., in the amount of \$1,259,046.33 for all base bid and alternate bid work.

City Engineer Phelan discussed the award on a construction contract for the 2017 Water Distributions System Improvements project.

The discussion was held regarding the amount of the award.

City Engineer Phelan discussed the bid process and the background process his office does on contractors before recommending approval of an award. He discussed the bond assurance requirement from the contractor.

The discussion was held regarding the timing of the project and the public notifications.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Pierson, the Council voted five (5) For and none (0) Against to award a construction contract to Skyblue Utilities, Inc., in the amount of \$1,259,046.33 for all base bid and alternate bid work. The motion carried unanimously.

**ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 9:10 p.m. on Wednesday, March 21, 2018.

These minutes approved by the Manor City Council on the 4<sup>th</sup> day of April 2018.

**APPROVED:**

---

Rita G. Jonse  
Mayor

**ATTEST:**

---

Lluvia Tijerina  
City Secretary

# CITY OF Manor

---

## Water and Wastewater Financial Plan Study Report

March 21, 2018





# Overview of Presentation

- Review objectives of Rate Study
- Review revenue requirements
- Proposed Rates
- Senior Subsidy



# Rate Objectives

- Rates must support revenue requirements
- Develop revenue requirements to meet the City's most recent costs
- Allocate costs between water and wastewater then to classes within each utility
- Consider rate design options





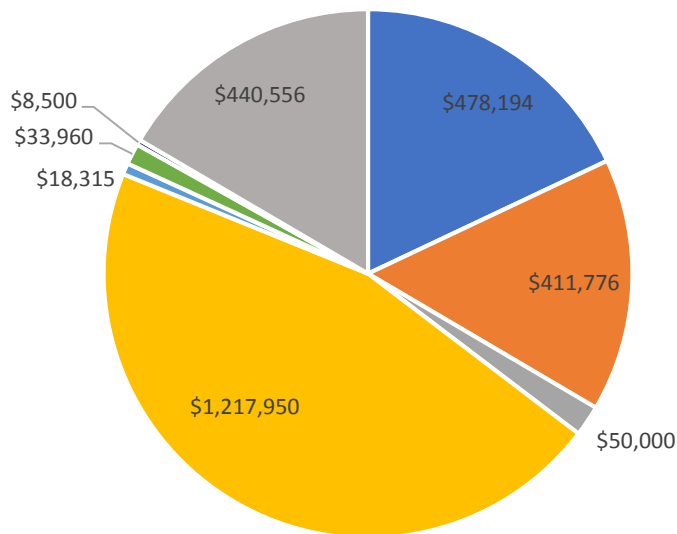
# Revenue Requirements Assumptions

- Based on FY 2018 budget and 5-year CIP
- General Fund transfer rising from \$560,000 in 2018 to \$1.9 million in 2028
- Discontinuation of City of Austin Wastewater Treatment in 2020 (about \$640,000 annually)
- Addition of \$335,000 in costs related to new wastewater treatment plant in 2020
- Issuance of \$2.5 million bond in 2019, \$5.7 million bond in 2021, and \$8.4 million bond in 2024 for future capital improvements



# 2018 vs. 2020 Water Revenue Requirements

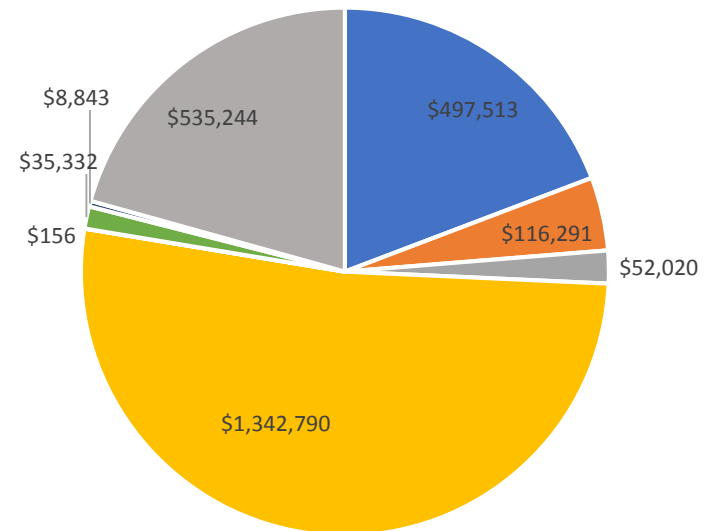
2018 Water



- Personnel
- Purchased Water
- Capital Outlay <5k
- Operating
- Contracted Service
- Debt Service
- Repairs & Maintenance
- Debt Payments (Lease)

Water- \$2,659,251

2020 Water



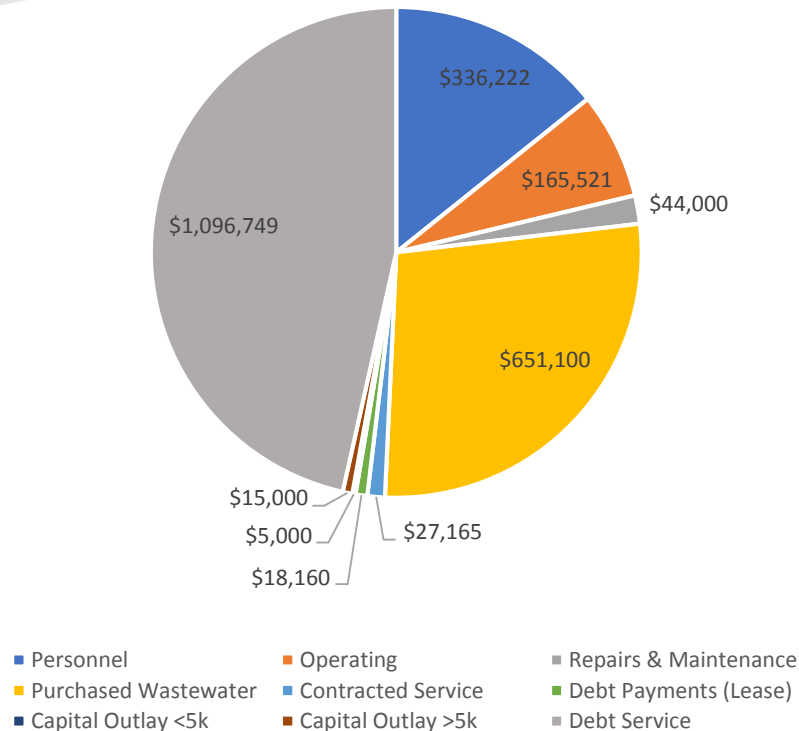
- Personnel
- Repairs & Maintenance
- Capital Outlay <5k
- Operating
- Purchased Water
- Debt Payments (Lease)
- Debt Service
- Contracted Service

Water- \$2,588,189



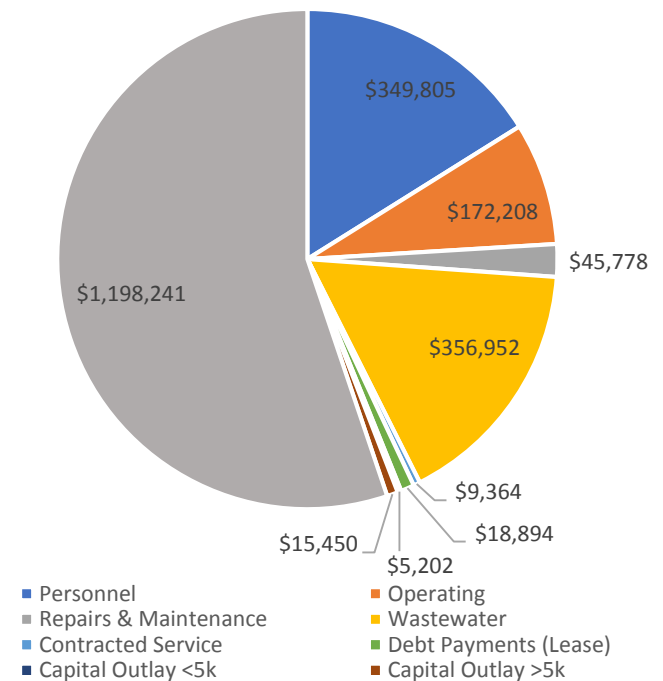
# 2018 vs. 2020 Wastewater Revenue Requirements

2018 Wastewater



Wastewater- \$2,358,916

2020 Wastewater



Wastewater- \$2,171,893

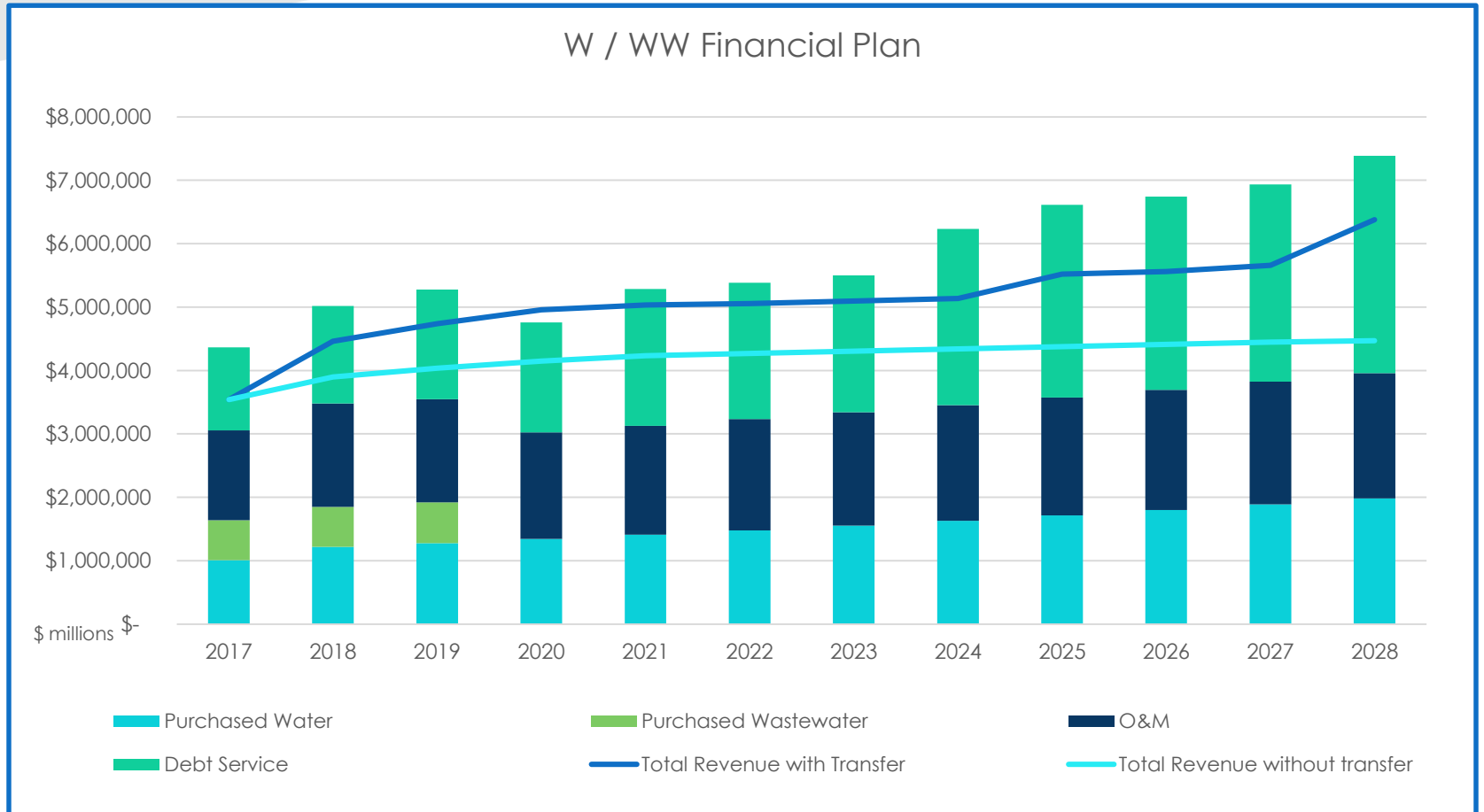
# Utility Revenue Requirements

Utility	2018	2020
Water	\$2,659,251	\$2,588,189
Wastewater	\$2,358,916	\$2,171,893
Total	\$5,018,167	\$4,760,082

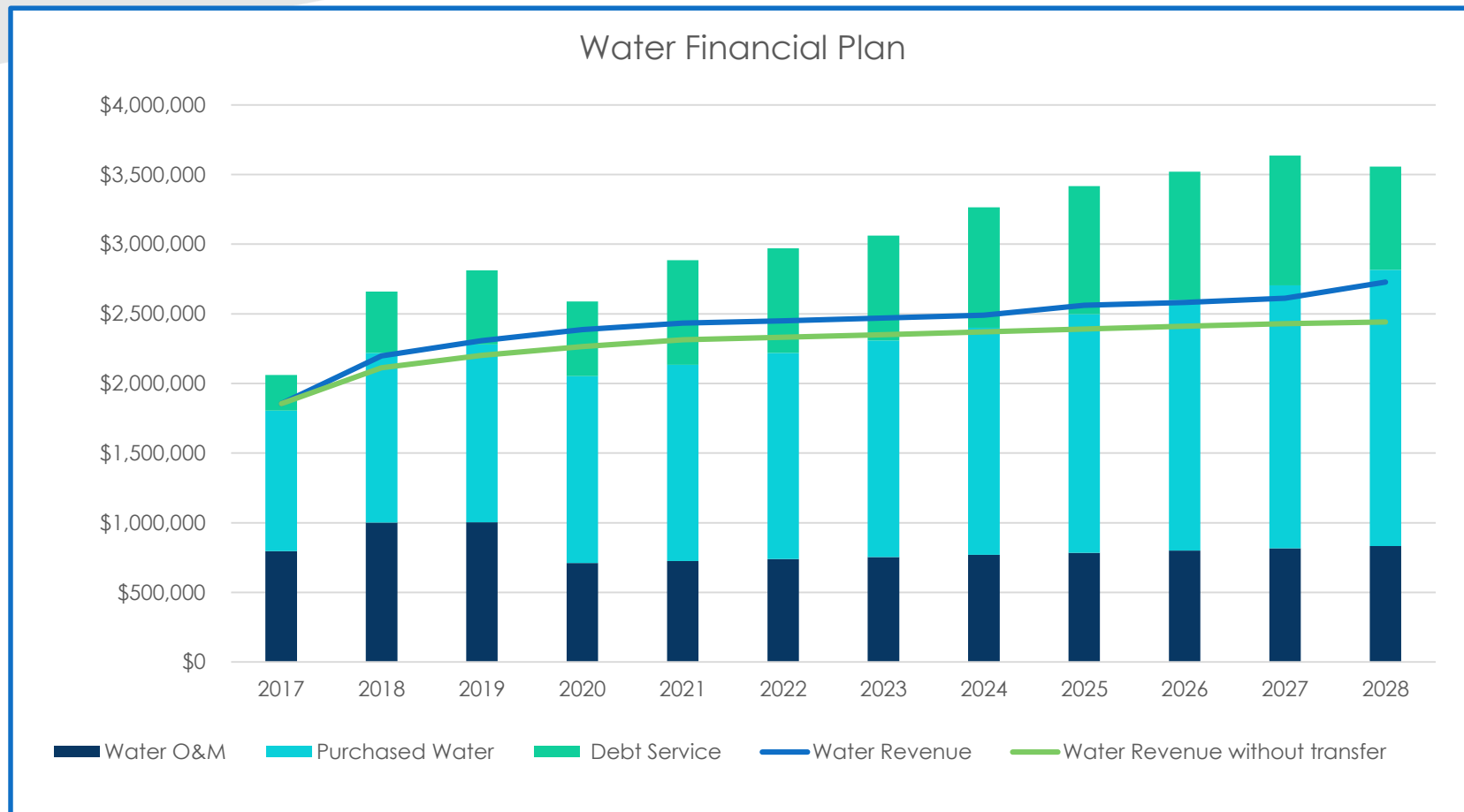




# Utility Financial Plan at Existing Rates

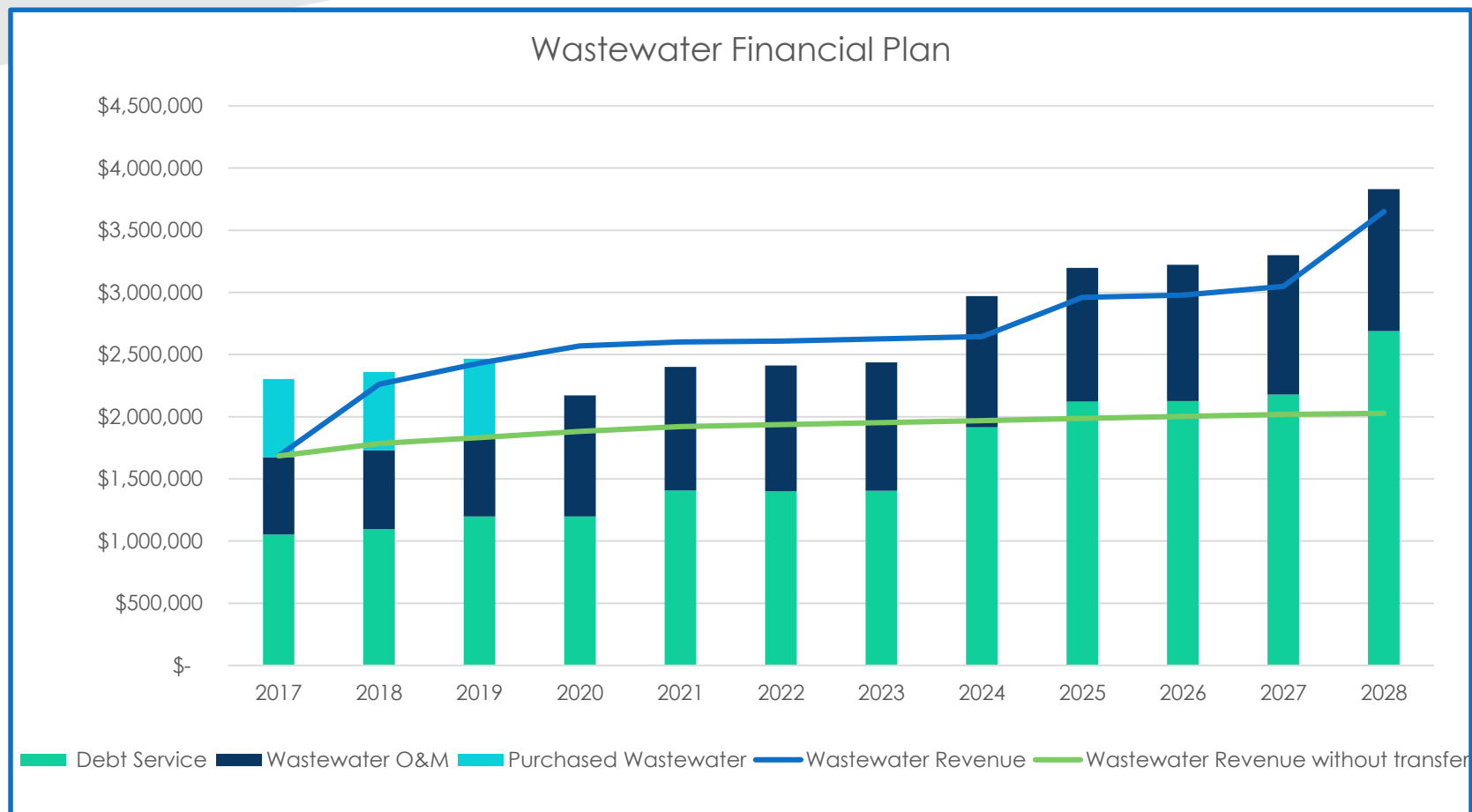


# Water Financial Plan at Existing Rates





# Wastewater Financial Plan at Existing Rates



# Current Water Rates

Class	Rate
Residential 5/8"	\$24.25
Residential 1"	\$47.24
Commercial 5/8"	\$9.00

Class	Tiers	Rates
Residential	0-2,000 Gallons	\$0.50
	2,001- 5,000 Gallons	\$2.70
	5,001-10,000 Gallons	\$3.00
	10,0001-15,000 Gallons	\$3.25
	15,001-25,000 Gallons	\$3.50
	25,001+ Gallons	\$4.25
Commercial		\$6.30



# Recommended Water Rate

Class	Rate
Residential 5/8"	\$27.16
Residential 1"	\$45.36
Commercial 5/8"	\$10.08

Class	Tier	Rate
Residential		
	0-2,000 Gallons	\$1.50
	2,001-10,000 Gallons	\$2.50
	10,001+ Gallons	\$5.00
Commercial		\$7.06

# Monthly Water Typical Bills

Residential Usage	Existing	Proposed
2,000	\$25.25	\$30.16
5,000	\$33.35	\$38.93
10,000	\$48.35	\$50.16
25,000	\$99.60	\$125.16

Commercial Usage	Existing	Proposed
10,000	\$72.00	\$80.64
20,000	\$135.00	\$151.2
30,000	\$198.00	\$221.76



# Current/Proposed Wastewater Rates

Class	Existing Rate
Residential 5/8"	\$19.00
Commercial 5/8"	\$15.00

Class	Tiers	Rates
Residential		
	0-8,000 Gallons	\$3.75
	8,000+ Gallons	\$4.40
Commercial		\$6.00





# Monthly Wastewater Typical Bills

Residential Usage	Existing/Proposed
2,000	\$26.50
5,000	\$37.75
10,000	\$57.80
25,000	\$123.80

Commercial Usage	Existing/Proposed
10,000	\$79.00
20,000	\$139.00
30,000	\$199.00



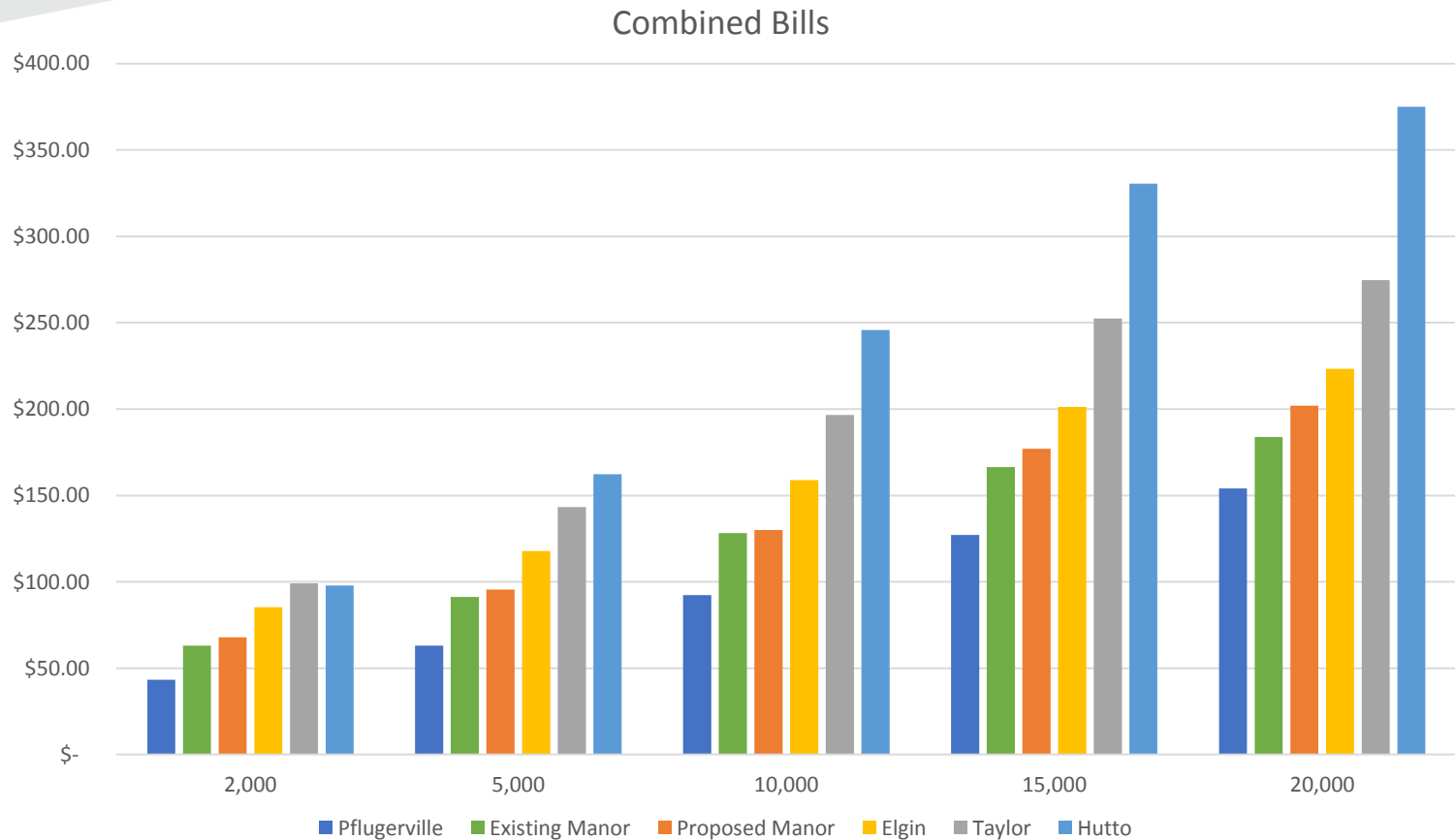
# Monthly Combined Typical Bills

Residential Usage	Existing	Proposed
2,000	\$51.75	\$56.66
5,000	\$71.10	\$75.41
10,000	\$106.15	\$107.96
25,000	\$223.40	\$248.96

Commercial Usage	Existing	Proposed
10,000	\$151.00	\$159.64
20,000	\$274.00	\$290.20
30,000	\$397.00	\$420.76



# Rate Comparison to Area Cities





# Existing Senior Discount

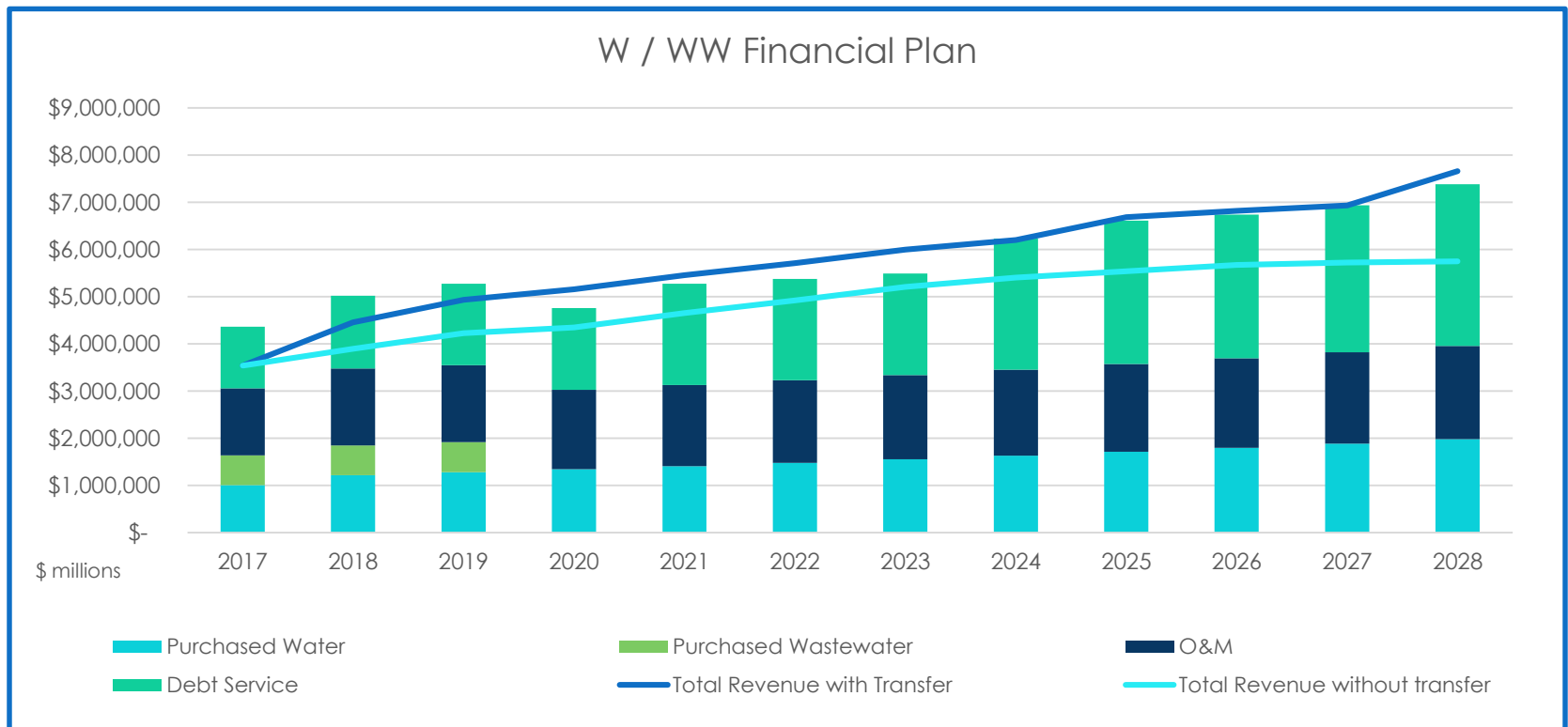
- Other customer classes subsidize senior class
- If base rate increases, then subsidy will continue to increase

	Water	Wastewater
Base Rate Subsidy	\$3.60	\$5.97
Total Subsidy Amount	\$5,182	\$8,593
Subsidy Per Bill	\$0.14	\$0.24

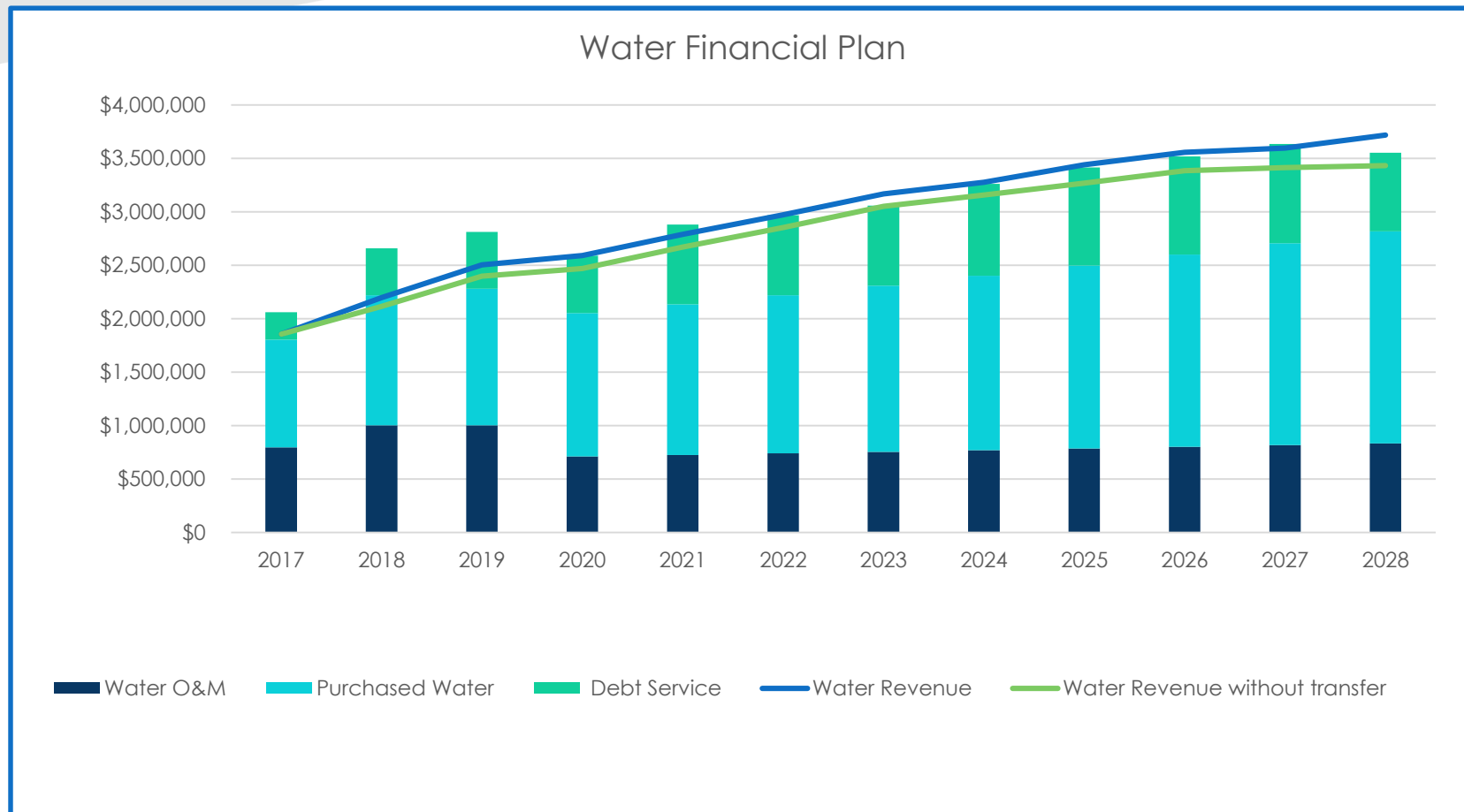


# Utility Financial Plan at Proposed Rates

\*Past 2020, assumptions about CIP and O&M may change the forecast

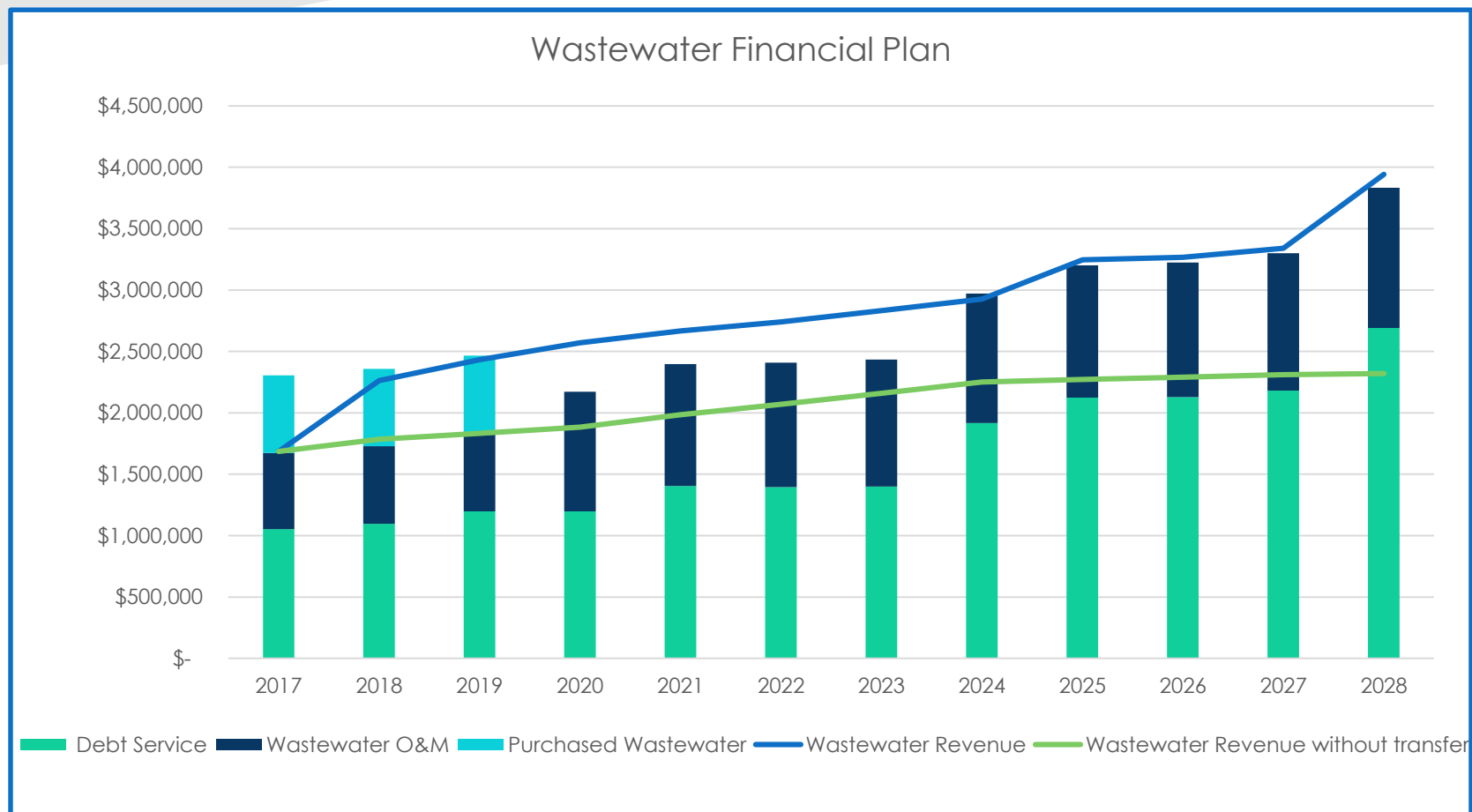


# Water Financial Plan at Proposed Rates





# Wastewater Financial Plan at Proposed Rates



# Forecasted Rate Increases

\*Past 2020, assumptions about CIP and O&M may significantly change the forecast

System	2020	2021	2022	2023	2024	2025	2026	2027	2028
Water	0%	7.00%	7.00%	7.00%	3.00%	3.00%	3.00%	0.00%	0.00%
Wastewater	0%	4.00%	4.00%	4.00%	4.00%	0.00%	0.00%	0.00%	0.00%





**RFC IS A REGISTERED MUNICIPAL ADVISOR WITH THE MSRB AND SEC UNDER THE DODD-FRANK ACT AND IS FULLY QUALIFIED AND CAPABLE OF PROVIDING ADVICE RELATED TO ALL ASPECTS OF UTILITY FINANCIAL AND CAPITAL PLANNING, INCLUDING THE SIZE, TIMING, AND TERMS OF FUTURE DEBT ISSUES.**

Any opinion, information, or recommendation included in this presentation, related to the size, timing, and terms of a future debt issue may be relied upon only for its intended purpose. This information is not intended as a recommendation to undertake a specific course of action related to the issuance of debt, or to indicate that a particular set of assumptions for the size, timing and terms of issuing debt will be available at the time debt is actually issued.



# Thank you!

Contact: Angie Flores  
512-790-2108/ [aflores@raftelis.com](mailto:aflores@raftelis.com)





## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: April 4, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the second and final reading of an ordinance rezoning Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less, locally known as 709 North Lexington, from Single Family Residential (R-1) district zoning to Neighborhood Business (NB) district zoning. Owner: Rebecca Davies. Applicant: Rebecca Davies

---

### BACKGROUND/SUMMARY:

This is the Bloor House located near Jenny Lane Park fronting on Lexington. The applicant would like to rezone the property to neighborhood business because they feel the property is well suited to be professional offices or a bed and breakfast.

Planning Commission recommends denial 4-2

PRESENTATION: ☐ YES ☒ NO

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

Zoning Ordinance  
Letter of Intent  
Zoning Map  
Area Map  
Notified Property Owners

---

### STAFF RECOMMENDATION:

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

**ORDINANCE NO. 515**

**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 NEIGHBORHOOD BUSINESS (NB); 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 Neighborhood Business (NB). The Property is accordingly hereby rezoned to Neighborhood Business (NB).

**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 21<sup>st</sup> day of February 2018.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 4<sup>th</sup> day of April 2018.

**THE CITY OF MANOR, TEXAS**

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

**ATTEST:**

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



**EXHIBIT “A”**

Property Legal Description:

Lots 1-10 Block 8 Lane AE Addition, 1.25 acres more or less

Property Address:

12805 US Hwy 290 East, Manor, Texas 78653

22 January 2018

Mr Dunlop,

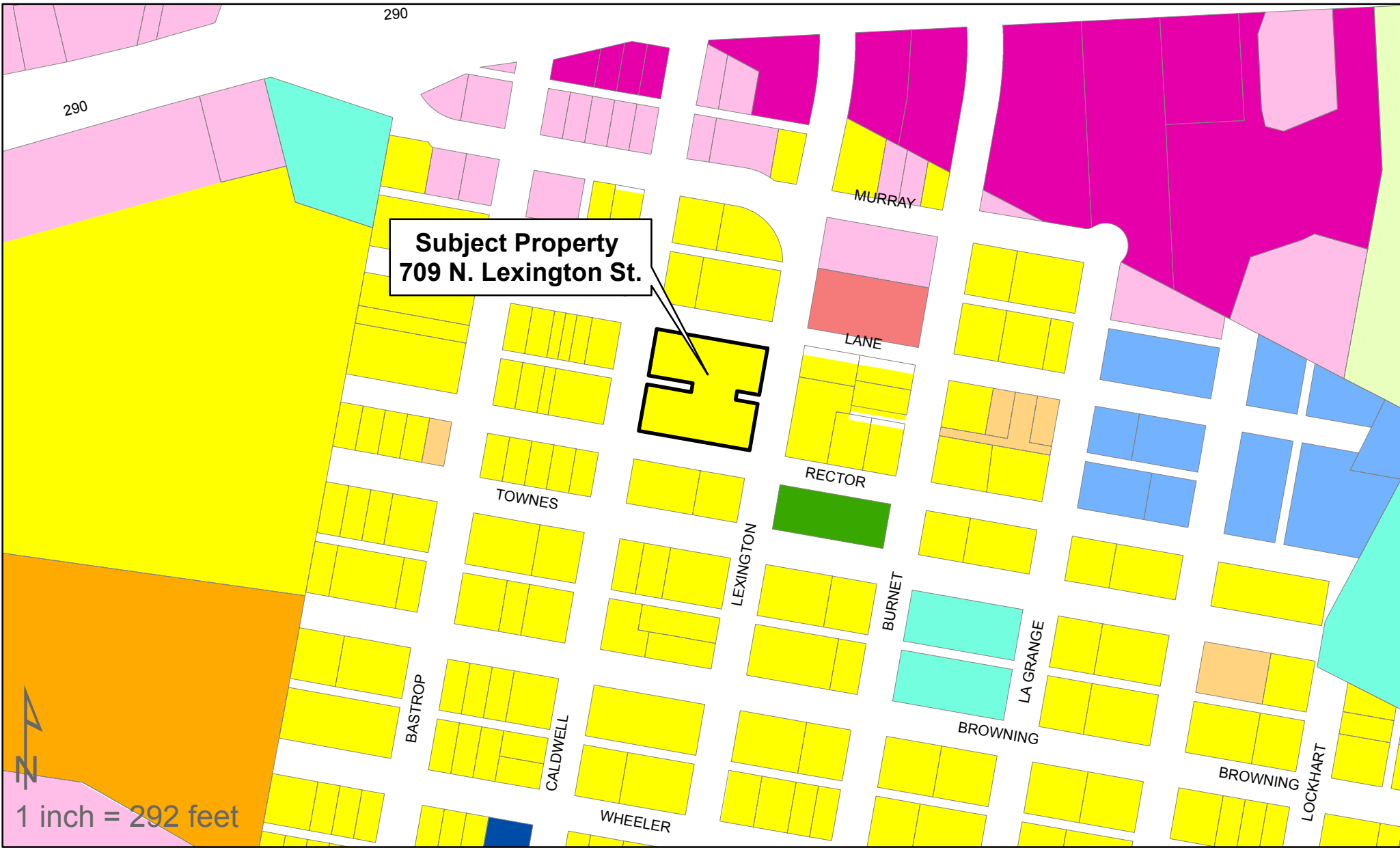
I am requesting a rezoning for my property at 709 N Lexington St in Manor from Residential to Neighborhood Business.

The property comprises a full city block and faces Lexington street (the main road through old Manor) just a few blocks from City Hall and the downtown business district. The property is two blocks from 290 and across the street from Bluebonnet Electric. Its central location makes it a good location for a variety of professional offices and its character makes it an excellent location for a small Bed & Breakfast establishment.

The Bloor House (709 N Lexington St) was built in 1897 by the Bloor family. It is on the National Historic Registry and has long been considered to be an important Manor landmark. Many other Central Texas cities have preserved the historic character of their communities by allowing the use of such architectural gems as professional offices and Bed & Breakfast establishments. Often this helps to pay the cost of preserving these landmark structures.

I appreciate your time and consideration of this request,

Rebecca Davies



# **Proposed Zoning** **NB - Neighborhood Business**

*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: darkorange;">   </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





CLARK MCKINLEY JR ETAL 1609A W BRAKER LN AUSTIN , TX 78758-3601	BRYANT-WILLIAMS EVELYN MARIE & JAMES W WILLIAMS PO BOX 12 MANOR , TX 78653-0012	WILLIAMS EARLENE 809 CALDWELL ST MANOR , TX 78653-3318
VOELKER WELDING & CONSTRUCTION CONSTRUCTION INC 14401 FM 973 N MANOR , TX 78653	TRI STEEL STRUCTURES 14401 FM 973 N MANOR , TX 78653	BLUEBONNET ELECTRIC COPERATIVE P O BOX 729 BASTROP , TX 78602-0729
GARCIA EDWARD PO BOX 452 MANOR , TX 78653-0452	LUNA BENITA GONZALEZ 802 N BASTROP ST MANOR , TX 78653-5430	SEPECO PO BOX 170309 AUSTIN , TX 78717-0019
TREJO GERARDO & JENNIFER I BARAHONA DE TREJO 801 CALDWELL ST MANOR, TX 78653-3318	CHEN WENKAI 8407 CAMBRIA DR AUSTIN , TX 78717-5436	LANGFORD JASON & TESSA & SUSAN D STE 200 9668 WESTHEIMER RD HOUSTON , TX 77063-3241
GOSEY BOBBY & SHELDON 7300 GILBERT RD MANOR, TX 78653-5083	LANE & RECTOR STREET PARTNERSH PARTNERSHIP PO BOX 170309 AUSTIN , TX 78717-0019	JACKSON BONNIE & VSYNTHIA %LENA MCCOY PO BOX 985 MANOR , TX 78653-0985
SHAW HUGHIE L & RUBY L 703 CALDWELL ST MANOR , TX 78653-3356	FORSYTHE WILLIAM & CAROLYN PO BOX 139 MANOR , TX 78653-0139	DOVER OLIVER H JR & DORIS 101 E RECTOR ST MANOR , TX 78653-3316
JONES ROBERT A & BRENDA F PO BOX 943 MANOR , TX 78653-0943	MALDONADO ALICIA & VALDMAR 707 BURNET ST MANOR , TX 78653-3324	MORENO DANIEL & RUPERTA & MIGUEL SAVALZA SOLANO 505 NORTH BURNET ST MANOR , TX 78653-3366
GONZALEZ LEOPOLDO 707 N BURNET ST MANOR , TX 78653-3324	JOHNSON ONNIE MAE LIFE ESTATE PO BOX 228 MANOR , TX 78653-0228	PAZ NAUL MAURICIO & ZOILA MORE 1116 CANYON MAPLE RD PFLUGERVILLE , TX 78660-5808
BARRS PHYLLIS Y & SANDRA V % S MCCARTHER LIFE ESTATE 13604A HARRIS RIDGE BLVD PFLUGERVILLE , TX 78660-8822	JONSE SAM 4413 DOVE DR AUSTIN , TX 78744-4339	ARROYO MISAEL SOLIS & DANIEL 201 W TOWNES ST MANOR , TX 78653-2100
MOSELEY CHRISTINE ANDERSON PO BOX 593 MANOR , TX 78653-0593	BAUER DOUGLAS A & LAURALEA PO BOX 1048 MANOR , TX 78653-1048	JONSE JULIA P 1129 ROBIN RD ELGIN , TX 78621-1040

MCCORKLE EMILY K MINSTER  
509 CALDWELL ST  
MANOR , TX 78653-3368

WIERUSCHESKE WALDINE L  
PO BOX 146  
MANOR , TX 78653-0146

GUERRERO RUDY & ALICE R  
2402 HOLLY LN  
TAYLOR , TX 76574-1633

NORWOOD JOHN S  
PO BOX 140  
MANOR , TX 78653-0140