



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, May 2, 2018

7:00 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

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 (3) three minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting. **No Action May be Taken by the City Council During Public Comments**

CONSENT AGENDA

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with 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.

PROCLAMATIONS

- A. Declaring the Week of May 6-12, 2018, as “Municipal Clerks Week”
- B. Declaring the Week of May 13-19, 2018, as “Police Week”

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the City Council Minutes:
 - April 14, 2018, Workshop Session
 - April 18, 2018, Regular Meeting

Lluvia Tijerina,
City Secretary

REGULAR AGENDA

2. Consideration, discussion, and possible action on an ordinance for the purpose of adopting Rules of Procedure to govern the conduct of City Council Meetings; providing for establishing committees; addressing administrative support of the Council; and providing for related matters.

Thomas Bolt,
City Manager
3. Consideration, discussion and possible action on the second and final reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnham Lane from Interim Agricultural (A) to Single Family (R-2).

Scott Dunlop,
Planning
Coordinator
4. Consideration, discussion and possible action on the first reading of a Conditional Use Permit for Lot 31, Block E, Stonewater Phase 1, locally known as 12310 Waterford Run Way to allow for a Small Childcare Center.

Scott Dunlop,
Planning
Coordinator
5. Consideration, discussion, and possible action on a waiver request for Lot 1, Block 47 Town of Manor, locally known as 209 W. Eggleston Street, from Manor Code of Ordinances Chapter 14, Exhibit A, Article 2, Section 20(j), Chart 1 Height and Placement Requirements to allow for a 5.6-foot street side setback.

Scott Dunlop,
Planning
Coordinator
6. Consideration, discussion, and possible action on a resolution commencing the voluntary annexation of land adjacent and contiguous to the city limits; being 87.622 acres, more or less, of land area located in the A.C. Caldwell Survey, Abstract No. 154, Travis County, Texas; and providing for open meetings and other related matters.

Scott Dunlop,
Planning
Coordinator
7. Consideration, discussion, and possible action on a Deposit Letter Agreement to fund engineering investigations and design of Offsite Wastewater Improvements to serve the Manor Heights project and selected areas within the Cottonwood Creek basin.

Frank T. Phelan,
P.E.,
City Engineer
8. Consideration, discussion, and possible action on a contract addendum with Jay Engineering Company, Inc. for design, construction and bidding phase services for the Offsite Wastewater Improvements for the Manor Heights project.

Frank T. Phelan,
P.E.,
City Engineer
9. Consideration, discussion, and possible action on an ordinance designating *Manor Community News* as the official newspaper of the City of Manor, Texas.

Thomas Bolt,
City Manager
10. Consideration, discussion and possible action on establishing a Public Improvement District Committee.

Thomas Bolt,
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 551.072 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, April 27, 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.

Proclamation

Whereas, The Municipal Clerk is the oldest among public servants; and

Whereas, The Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and

Whereas, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Municipal Clerks continually strive to improve the administration of the affairs of the City through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Municipal Clerk.

Now, Therefore, I, Rita G. Jonse, Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim the week of May 6-12, 2018; as:

Municipal Clerks Week

and further extend appreciation to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Proclaimed this the 2nd day of May 2018

*Rita G. Jonse, Mayor
City of Manor*



PROCLAMATION

Recognizing National Police Week 2018 and honoring the service and sacrifice of those law enforcement officers killed in the line of duty while protecting U.S. communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including all dedicated **MANOR PEACE OFFICERS**; and

WHEREAS, since the first recorded line of duty death in 1791, almost 21,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS, 394 names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 128 officers killed in 2017, and 251 officers killed in previous years; and

WHEREAS, of the 128 officers killed in 2017 on average left behind two children; and

WHEREAS, Texas and municipalities lead the nation with the most officer fatalities; and

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 30th Annual Candlelight Vigil, on the evening of May 13, 2018, at the National Mall in Washington DC; and

WHEREAS, the service and sacrifice of Texas officers killed in the line of duty will be honored during the TEXAS PEACE OFFICERS MEMORIAL'S Annual Candlelight Vigil, on the evening of Sunday May 06, 2018.

NOW, THEREFORE, I, Rita G. Jonse, Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim the week of May 13-19, 2018, as:

"POLICE WEEK"

in **THE CITY OF MANOR**, and publicly salutes the service of law enforcement officers in our community and in communities across the nation; and **BE IT FURTHER RESOLVED** that the downtown Manor water tower shall be lit in blue from May 13th to May 19th, 2018.

PROCLAIMED this the 2nd day of May 2018

Rita G. Jonse, Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Lluvia Tijerina, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

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

- April 14, 2018, Workshop Session
- April 18, 2018, Regular Meeting

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

April 14, 2018, Workshop Session Minutes

April 18, 2018, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes for the April 14, 2018, Workshop Session; and April 18, 2018, Regular Meeting.

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



**CITY COUNCIL
RETREAT – WORKSHOP SESSION MINUTES
APRIL 14, 2018**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Paige Saenz, City Attorney

WORKSHOP SESSION – 10:00 A.M.

With a quorum of the Council Members present, the workshop session of the Manor City Council was called to order by Mayor Rita G. Jonse at 10:15 a.m. on Saturday, April 14, 2018, in the Medical Tower at Shadowglen, 14008 Shadow Glen Blvd., 3rd Floor, Manor, Texas.

The discussion was held regarding the following:

- City Council Rules of Procedures
- Matters Related to the Home Rule Charter and Proposed Amendments
- Matters Related to the Establishment of an Ethics Commission
- Hotel Occupancy Taxes (HOT) Funds
- Public Improvement District (PID) vs Tax Increment Reinvestment Zones (TIRZ)
- Goals & Vision for the City of Manor

There was no action taken.

ADJOURNMENT

The Workshop Session of the Manor City Council Adjourned at 2:00 p.m. on Saturday, April 14, 2018.

These minutes approved by the Manor City Council on the 2nd day of May 2018.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina
City Secretary

Draft Minutes



**CITY COUNCIL
REGULAR SESSION MINUTES
APRIL 18, 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 (Absent)
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
Frank Phelan, City Engineer
Paige Saenz, City Attorney
Christina Lane, Financial Advisor

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, April 18, 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.

PROCLAMATIONS

Declaring the Month of May 2018, as “National Preservation Month”; and Declaring the Week of May 6-12, 2018, as “National Travel & Tourism Week”.

Mayor Jonse read and presented two (2) proclamations declaring the month of May 2018, as “National Preservation Month”; and declaring the week of May 6-12, 2018, as “National Travel & Tourism Week” to Thomas Bolt, City Manager.

PUBLIC COMMENTS

Luis Cardenas, 11912 Jamie Drive, Manor, Texas, spoke before the City Council regarding the speeding issues in his subdivision. He expressed his concerns and he is requesting for additional stop signs to be added in his area.

Danny Burnett, 9900 Highway 290 East, Manor, Texas, read the quote “Watch Your Words”.

No one else appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the April 4, 2018, Regular Meeting.**
- 2. Consideration, discussion, and possible action on acceptance of the March 2018 Departmental Reports:**

- **Police – Ryan Phipps, Chief of Police**
- **Development Services – Scott Dunlop, Planning Coordinator**
- **Community Development – Sammie Hatfield, Community Development Manager**
- **Municipal Court – Sarah Friberg, Court Clerk**
- **Public Works – Mike Tuley, Director of Public Works**
- **Finance – Lydia Collins, Director of Finance**

The discussion was held regarding the Water Production & Water Purchase.

Council Member Amezcua requested information on the new guidelines for residents regarding bulk trash pickup. The discussion was held regarding how residents are being informed.

The discussion was held regarding the completion of the slab for the dog kennels.

The discussion was held regarding the use and construction of the Pole Barn.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Weir, the Council voted six (6) 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.

Mayor Jonse opened the public hearing.

Pete Dwyer, 9900 Highway 290 East, Manor, Texas, presented the attached PowerPoint Presentation regarding the Entrada Glen PID.

Mr. Dwyer discussed the following:

- Concept Plans for Las Entradas and ShadowGlen
- History of ShadowGlen Development and Cottonwood South Commercial
- History of Las Entradas
- 2005 Letter of Intent with the City of Manor regarding Western Woods; Central Lakes; Shadow View Lakeside; and Eastern Woods
- Hill Lane Enhancements
- The Gate Ways
- Established Communities and Businesses in Manor
- Town Center Roadway Network

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.

Sharon Smith, 100 Congress, Suite 1300, Austin, Texas, submitted a card in support of this item; however, she did not wish to speak but was available to address any questions posed by the City Council.

Rick Rosenberg, 8140 N. Mopac Expressway, Austin, 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 Amezcua and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:36 p.m. Wednesday, April 18, 2018, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The City Council convene into Executive Session pursuant to *Section 551.071 and Section 551.087, Texas Government Code*, to deliberate an offer of financial or economic development incentive, at 7:36 p.m., on Wednesday, April 18, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:27 p.m. on Wednesday, April 18, 2018.

OPEN SESSION

The City Council reconvened into Open Session to take action as determined appropriate in the City Council's discretion regarding an offer of financial or other economic development incentive at 8:27 p.m. on Wednesday, April 18, 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.

REGULAR AGENDA

4. A) Consideration, discussion, and possible action on a Resolution creating a Public Improvement District – EntradaGlen.

B) Consideration, discussion, and possible action on an Agreement Regarding the Dissolution of the EntradaGlen Public Improvement District.

Council Member Weir inquired if all property owners within the Public Improvement District (PID) had been notified by mail and publication regarding the creation of the PID.

Pete Dwyer, 9900 Highway 290 East, Manor, Texas, spoke before City Council regarding the publications and emails that were provided to all property owners within the PID.

City Attorney Saenz stated she was advised there were two (2) property owners within the PID boundaries that were not notified by mail. Ms. Saenz stated the PID was amended and a refreshed notice was provided but two (2) of the property owners within the PID was not included in the second notice. She stated by statute requirements the notice had to be given by mail and publication to all property owners within the PID boundaries.

Sharon Smith, 100 Congress, Suite 1300, Austin, Texas, spoke before City Council regarding the second public notice. Ms. Smith stated they did not agree with Ms. Saenz regarding the notification requirements. Ms. Smith stated the bank and Baylor Scott and White were not included in the mail notice but Mr. Dwyer had contacted them directly and gave them notice.

Ms. Saenz discussed her concerns regarding the notice given to all property owners and issues that may occur during the Bond process for the City if all notice requirements were not met.

Council Member Weir and Council Member Amezcua requested detailed information similar to the Lagos Development with line items that would include the cost and enhancements of the PID.

The discussion was held regarding the road construction of Hill Lane.

Council Member Shaner requested clarification on the Travis County boundaries that are not included within the PID. Mr. Dwyer explained the reasons why TxDOT was not notified and not included within the PID boundaries.

The discussion was held regarding the street development of Gregg Manor South.

Council Member Kruppa discussed the City's Development Ordinance and requirements for the construction of roadways.

Danny Burnett, 9900 Highway 290 East, Manor, Texas, spoke before City Council regarding the City's PID Policy - Development Standards Requirements.

The discussion was held regarding the Manor Transportation Plan.

Mr. Dwyer suggested if the PID could be approved with the exception of not receiving any funds until he provides an itemized reimbursement list.

Rick Rosenberg, 8140 N. Mopac Expressway, Austin, 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.

Rob Smith, 10814 Jollyville Road, Building IV, Suite 300, Austin, 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 Kruppa and seconded by Council Member Amezcua, the Council voted six (6) For and none (0) Against to postpone indefinitely the Las Entradas Public Improvement District formation until such time issues raised by the City Council, City staff and identified by the letter sent to the developers by the City Manager are addressed to satisfaction of all parties concerned. The motion carried unanimously.

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

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

City Attorney Saenz discussed the proposed amendments to Section 3.02 Term Limitations of the Charter. She stated Council Member Pierson had other proposed amendments regarding Section 1.07 Concerning Annexation; and Section 7.10 Municipal Court regarding Court of Record.

There was no action taken.

6. Consideration, discussion, and possible action to approve a disbursement of Hotel Occupancy Tax Funds to the Manor Chamber of Commerce for the Manor Heritage Festival.

The City staff's recommendation was that the City Council approve a disbursement of Hotel Occupancy Tax Funds in the amount of \$3,584.63 to the Manor Chamber of Commerce, for the Manor Heritage Festival.

City Manager Bolt discussed the disbursement of Hotel Occupancy Tax Funds to the Manor Chamber of Commerce for the Manor Heritage Festival.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted six (6) For and none (0) Against to approve a disbursement of Hotel Occupancy Tax Funds in the amount of \$3,584.63 to the Manor Chamber of Commerce, for the Manor Heritage Festival. The motion carried unanimously.

7. Consideration, discussion, and possible action on the application of Oncor Electric Delivery Company LLC for approval of a distribution cost recovery factor pursuant to Public Utility Regulatory Act (PURA) §36.210 and 16 Texas Administrative Code § 25.243.

The City staff's recommendation was that the City Council deny the application of Oncor Electric Delivery Company LLC for approval of a distribution cost recovery factor pursuant to Public Utility Regulatory Act (PURA) §36.210 and 16 Texas Administrative Code § 25.243.

City Manager Bolt discussed the application of Oncor Electric Delivery Company LLC.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Shaner, the Council voted six (6) For and none (0) Against to deny the application of Oncor Electric Delivery Company LLC for approval of a distribution cost recovery factor pursuant to Public Utility Regulatory Act (PURA) §36.210 and 16 Texas Administrative Code § 25.243. The motion carried unanimously.

8. Consideration, discussion, and possible action on Change Orders No. 1 and No. 2 for the 2017 Wastewater Collection System Improvements Project.

The City staff's recommendation was that the City Council approve the proposed Change Orders No. 1 and No. 2 for the 2017 Wastewater Collection System Improvements Project.

City Engineer Phelan discussed the proposed Change Orders No. 1 and No. 2 for the 2017 Wastewater Collection System Improvements Project.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Shaner, the Council voted six (6) For and none (0) Against to approve the proposed Change Orders No. 1 and No. 2 for the 2017 Wastewater Collection System Improvements Project. The motion carried unanimously.

9. Consideration, discussion and possible action on the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnhamn Lane from Interim Agricultural (A) to Single Family (R-2).

The City staff's recommendation was that the City Council approve the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnhamn Lane from Interim Agricultural (A) to Single Family (R-1).

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

The discussion was held regarding the difference between R-1 Zoning and R-2 Zoning.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, the Council voted four (4) For and two (2) Against to approve the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnhamn Lane from Interim Agricultural (A) to Single Family (R-1). Mayor Jonse and Council Member Hill voted against. The motion failed.

Mayor Jonse reconsidered the motion for Item No. 9.

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Weir, the Council voted five (5) For and one (1) Against to approve the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnham Lane from Interim Agricultural (A) to Single Family (R-1). Council Member Hill voted against. The motion carried.

10. Consideration, discussion and possible action on the first reading of a Conditional Use Permit for Lot 31, Block E, Stonewater Phase 1, locally known as 12310 Waterford Run Way to allow for a Small Childcare Center.

City Manager Bolt discussed the Conditional Use Permit request for 12310 Waterford Run Way to allow for a Small Childcare Center.

Planning Coordinator Dunlop discussed the Planning and Zoning Commission recommendation. He stated the applicant was present prior to the P&Z meeting but left before it started. The applicant was not present during the meeting to answer any questions.

The discussion was held regarding the limit of children within the home for care.

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Kruppa, the Council voted six (6) For and none (0) Against to postpone the first reading of a Conditional Use Permit for Lot 31, Block E, Stonewater Phase 1, locally known as 12310 Waterford Run Way to allow for a Small Childcare Center until contact is made with the resident to find out how many children are in the home for care. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:21 p.m. on Wednesday, April 18, 2018.

These minutes approved by the Manor City Council on the 2nd day of May 2018.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

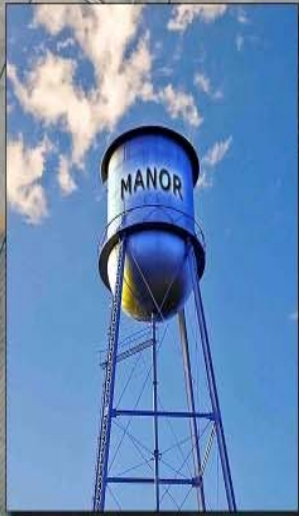
Lluvia Tijerina
City Secretary

Las Entradas
ShadowGlen
EntradaGlen

PID Overview

Las Entradas and ShadowGlen are Gateway Mixed Use Master Planned Communities located on the Western Edge of Manor, Texas.

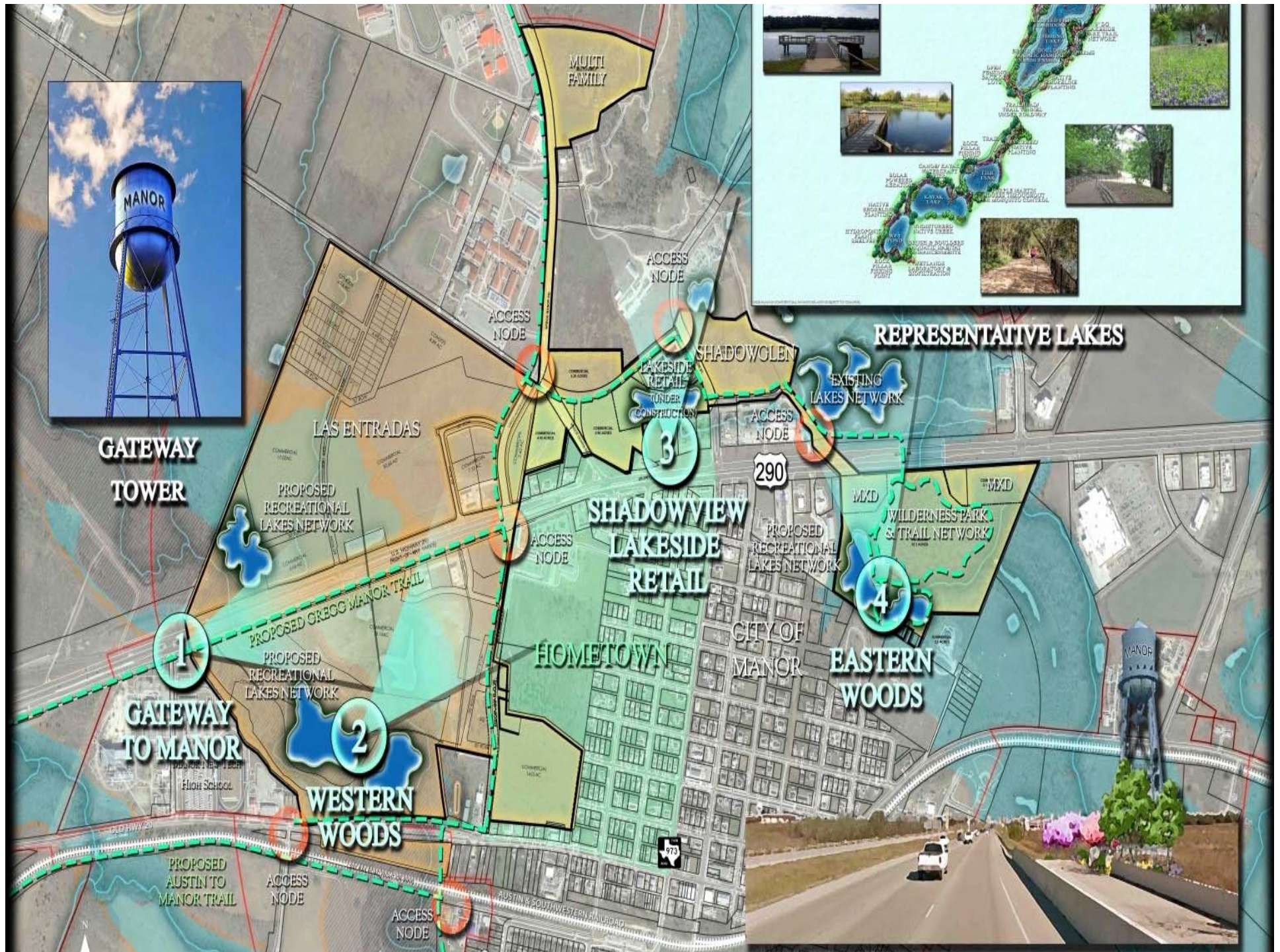
The Approved Concept Plans for both describe a upscale visions for a Live Work Play Developments that can provide a quality first impression when coming into the Community of Manor from the West.



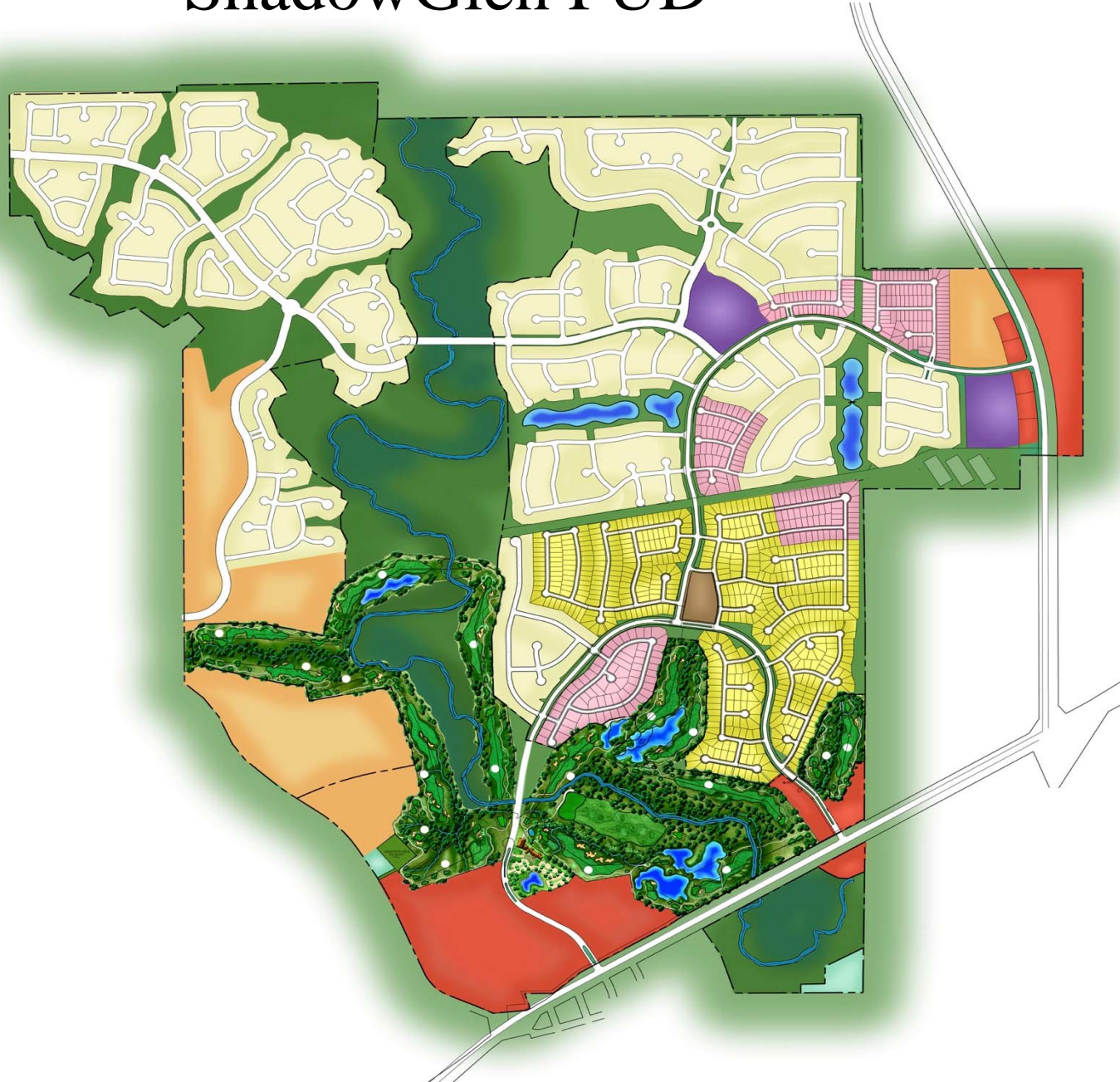
**GATEWAY
TOWER**



REPRESENTATIVE LAKES



ShadowGlen PUD



History of ShadowGlen Development and Cottonwood South Commercial

- Outside City of Manor
- 3 MUDs which combined provide \$160 Mil in Infrastructure
- Moved Travis County MUD 2 and voluntarily annexed into City of Manor (show ShadowGlen Master Plan)
- Secured Levine Development Agreement
- Sweeping S we never liked killed Levine
- Market Crashed

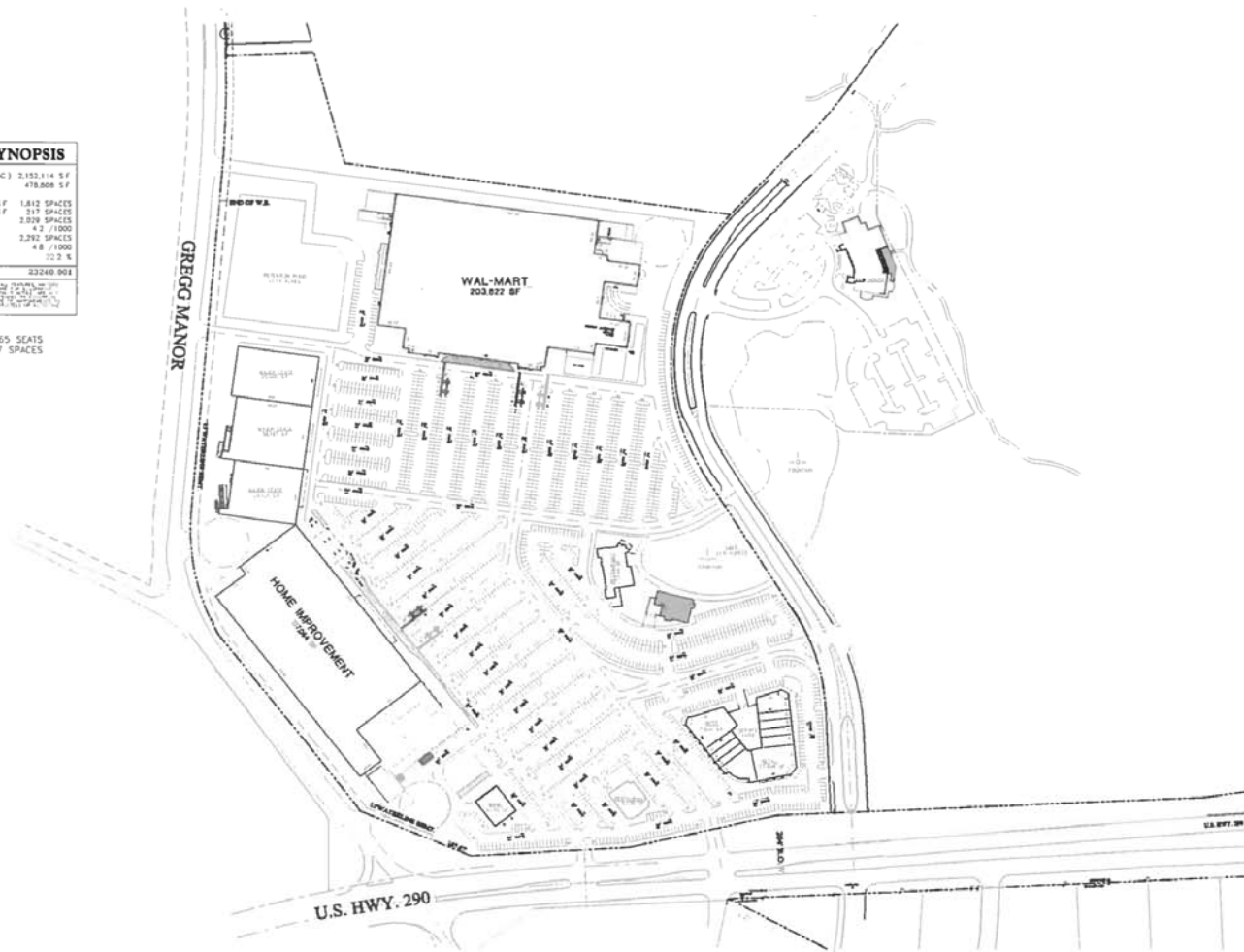
DEVELOPMENT SYNOPSIS

TOTAL LAND AREA	(8.49 ± AC)	2,153,114 SF
TOTAL BUILDING AREA		478,808 SF
PARKING REQUIRED		
RETAIL/BANK	452,865 SF	1,612 SPACES
RESTAURANTS	23,943 SF	217 SPACES
TOTAL PARKING REQUIRED		2,029 SPACES
PARKING RATIO REQUIRED		4.2 /1000
TOTAL PARKING PROVIDED		2,292 SPACES
PARKING RATIO PROVIDED		4.8 /1000
DENSITY		22.3 K

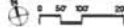
SP-02 10-7-02 22240 904

ASSUMPTION

30SF/FIXED SEAT, 25,943/30 = 865 SEATS
865 SF/4 = 217 SPACES



SITE PLAN



MANOR TOWN CENTER

PRELIMINARY STUDY

U.S. HWY. 290 & GREGG MANOR
CITY OF MANOR, TEXAS



DEVELOPMENT SYNOPSIS			
TOTAL LAND AREA	(8.49 AC)	2,132,114 S.F.	
TOTAL BUILDING AREA		478,808 S.F.	
PARKING REQUIRED			
RETAIL/BANK	452,865 S.F.	1,812 SPACES	
RESTAURANTS	23,943 S.F.	217 SPACES	
TOTAL PARKING REQUIRED		2,029 SPACES	
PARKING RATIO REQUIRED		4.2 / 1000	
TOTAL PARKING PROVIDED		2,292 SPACES	
PARKING RATIO PROVIDED		4.8 / 1000	
DENSITY		22.3 %	
SP-02	18-7-03	23240.001	

*ASSUMPTION:
 30SF/FIXED SEAT, 25.943/30 = 865 SEATS
 865 SF/4 = 217 SPACES



SITE PLAN
MANOR TOWN CENTER
PRELIMINARY STUDY
 U.S. HWY. 290 & GREGG MANOR
 CITY OF MANOR, TEXAS

Article III.

Plan Amendment, Subdivision Approvals

3.01. **Plan Amendment.** The City intends to amend the Plan to replace the "S" Road with the ROW. In the event that the City does not amend the Plan, Cottonwood's subdivision and development of the Remainder Parcels shall be subject to this Addendum to the extent of any conflict with the Applicable In-City Regulations. The City will make good faith efforts to cause the roadways shown in the Plan to be included in the CAMPO 2040 Regional Transportation Plan, as appropriate, so that construction of such roadways will be eligible for funding from outside sources; provided that nothing shall relieve Cottonwood of its obligations under this Addendum and the Agreement.

History of Las Entradas

- Signed Letter of Intent with City of Manor to get Infrastructure in 2005 (show clip of Agreement)
- Good Faith Negotiations for 3 – 4 years
- Market Crashed and Presidential Glen's builder left stalling Presidential Glen out. Barney knight and Phil Tate linked any further Development Agreements (Las Entradas)

Along came CVS

- We funded Advanced Funding Agreement for Gregg Manor North (\$525,000)
- Built Las Entradas South Section 1 for CVS, began to fill for Flood Plain Reclamation
- Built Las Entradas North Section 1 to secure Gregg Manor North Funding

City of Manor Letter of Intent

June 15, 2005

City of Manor
201 E Parsons
PO Box 387
Manor, TX 78653

RE: Manor Gateways Growth Corridor Acceleration Plan

Letter of Intent

This Letter of Intent, based on preliminary discussions with The Eppright Family, and Cottonwood Holdings, Ltd. dba ShadowGlen by and through their representative Pete Dwyer ("Dwyer") and the City of Manor by and through its Planning and Zoning Commission and its City Council; is entered into effective as of the date of this letter by Dwyer and the City of Manor ("Manor"). It is the intent of Dwyer and Manor to proceed in good faith to attempt to negotiate, execute, and escrow the necessary Agreements by the and between Eppright, ShadowGlen, Dwyer and Manor, within 90 days from the date hereof that would allow to be carried out and effectuate the components of the attached Manor Gateways Growth Corridor Acceleration Plan ("MGGCA Plan") dated June 15th, 2005. P
7/6/05
90

Development Agreement:

A Development Agreement that, among other things would allow the planning, zoning, design and development of the general roadway, utility, drainage and parkland improvements consistent with the attached MGGCA Plan. The estimated value and cost of the Development Agreement being approximately \$35,000,000.

Consent Agreement:

A Consent Agreement that will consent to and support Dwyer's formation of a Municipal Management District ("MMD") and Chapter 380 Agreement within the city limits of Manor containing the referenced property consistent with the MGGCA Plan in an aggregate value not to exceed \$35,000,000.

Manor Gateways Growth Corridor Acceleration Plan
Letter of Intent
June 15, 2005
Page 2

Annexation Petition:

Upon the approval, execution, and escrow of the above documents, Dwyer will file a petition requesting annexation of the property by Manor subject to the aspects of the Agreement and Plan. Upon the completion of the annexation the documents will be in full force and effect.

Dwyer represents that he owns the property or he has full and sufficient written and documented legal authority to contract for and with respect to the property, and that upon satisfactory completion of the Plan and Agreements, Dwyer and Eppright will petition for annexation of the property.

Dwyer recognizes and understands that Manor does not have the resources available to fund the legal and engineering services reasonably required by the City to complete the studies and reviews reasonably required to accomplish the purposes of this Letter of Intent, and to negotiate the above referenced documents. Upon the execution of this Letter of Intent, Dwyer will deposit with Manor the sum of \$10,000.00 (the "deposit") to be used and applied by Manor to fund and pay the costs and expenses incurred by Manor in completing the studies, reviews, and negotiations to give effect to this Letter of Intent.

Agreed and Approved:


Jeff Turner
City of Manor

Agreed and Approved:


Peter A. Dwyer
6/15/05

Consistent with our 2005 Letter of Intent, we began working on Master Plan for:

- Western Woods
- Central Lakes
- ShadowView Lakeside
- Eastern Woods

Central Lake - ShadowView Lakeside Lake #1 or Lake Rita





THIS PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE.



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ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT
SHADOWVIEW LAKESIDE RETAIL

3/27/2018

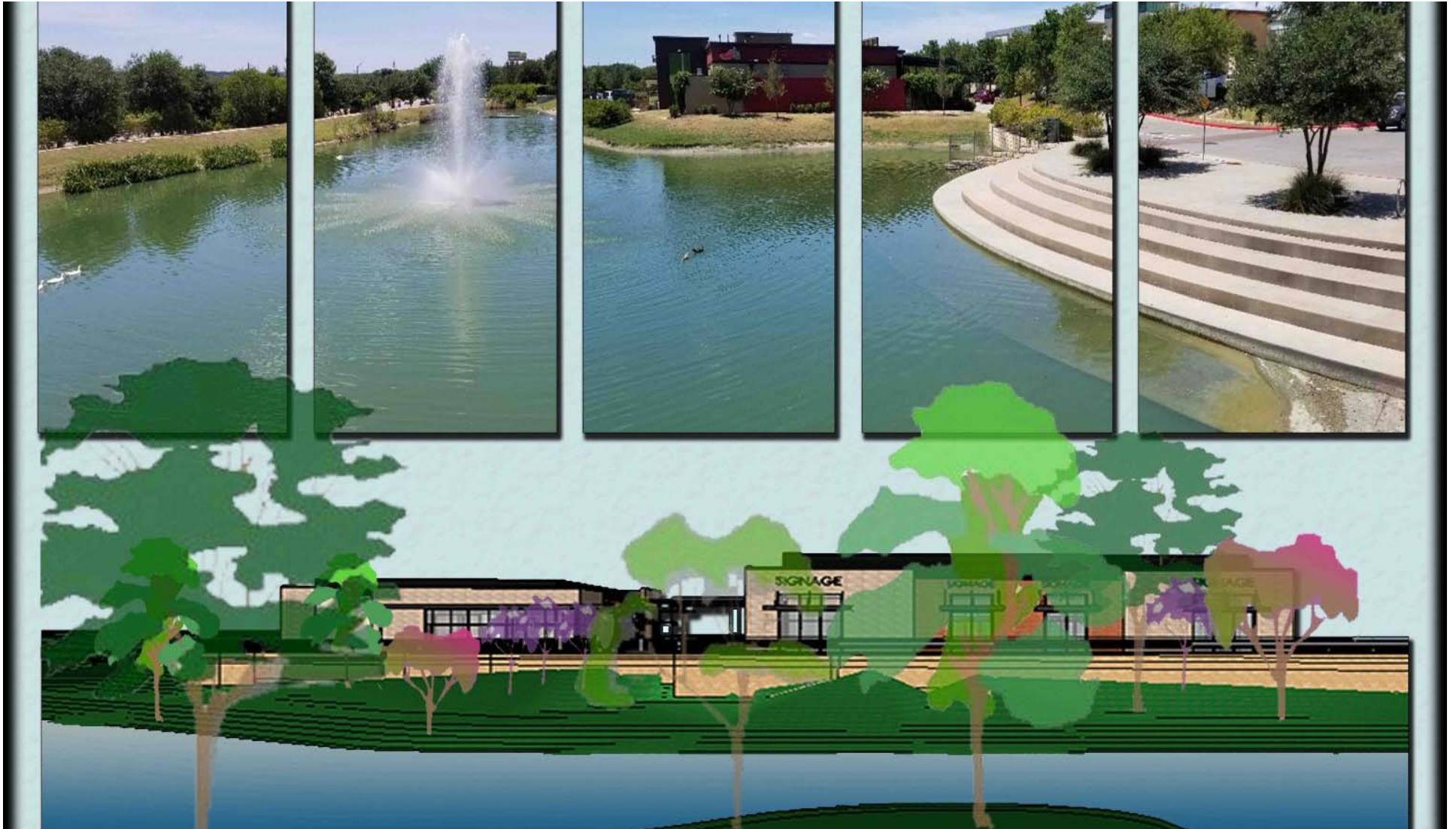
ShadowView LakeSide Center



Hill Lane Enhancements



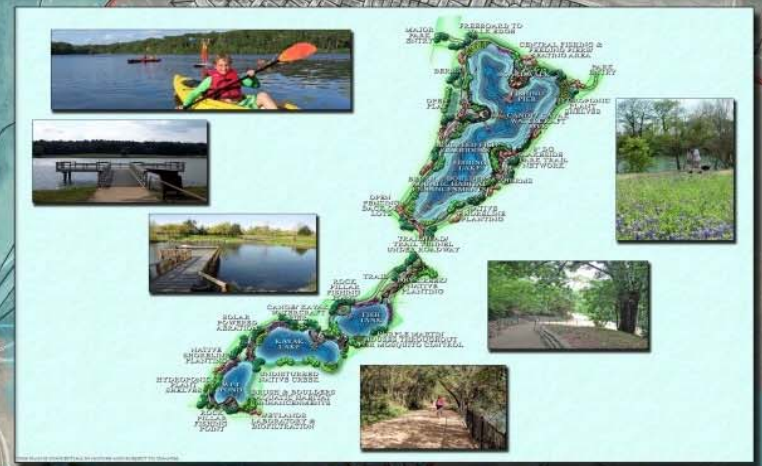
Eastern Woods and Eastern Lakes and Walls



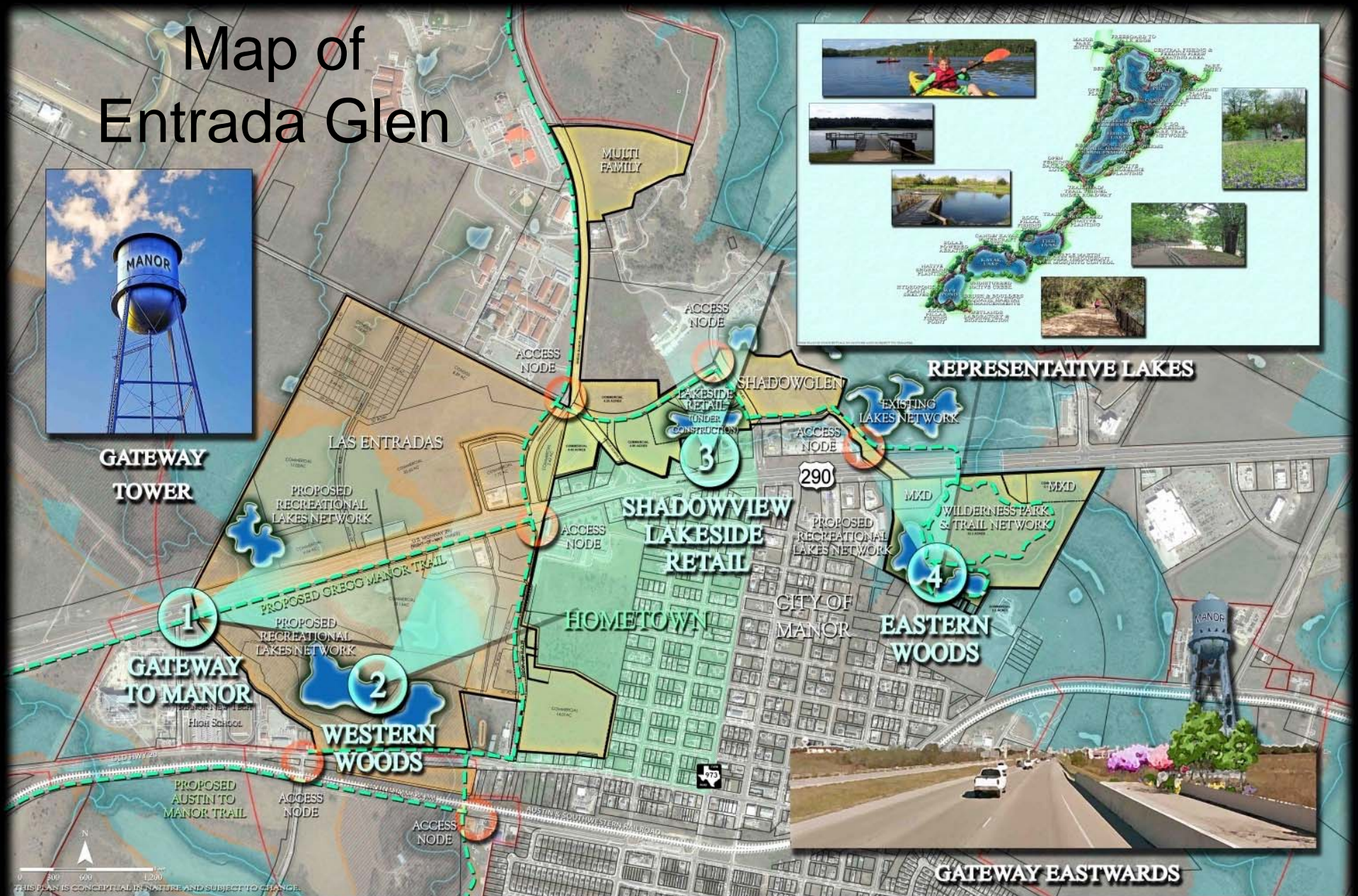
Map of Entrada Glen



GATEWAY TOWER



REPRESENTATIVE LAKES

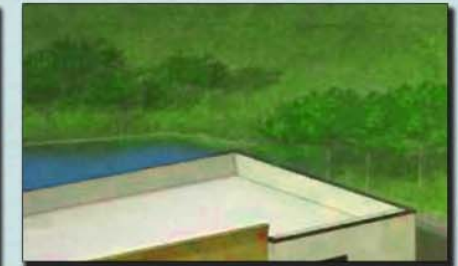


EASTERN WOODS

GATEWAY EASTWARDS

ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT





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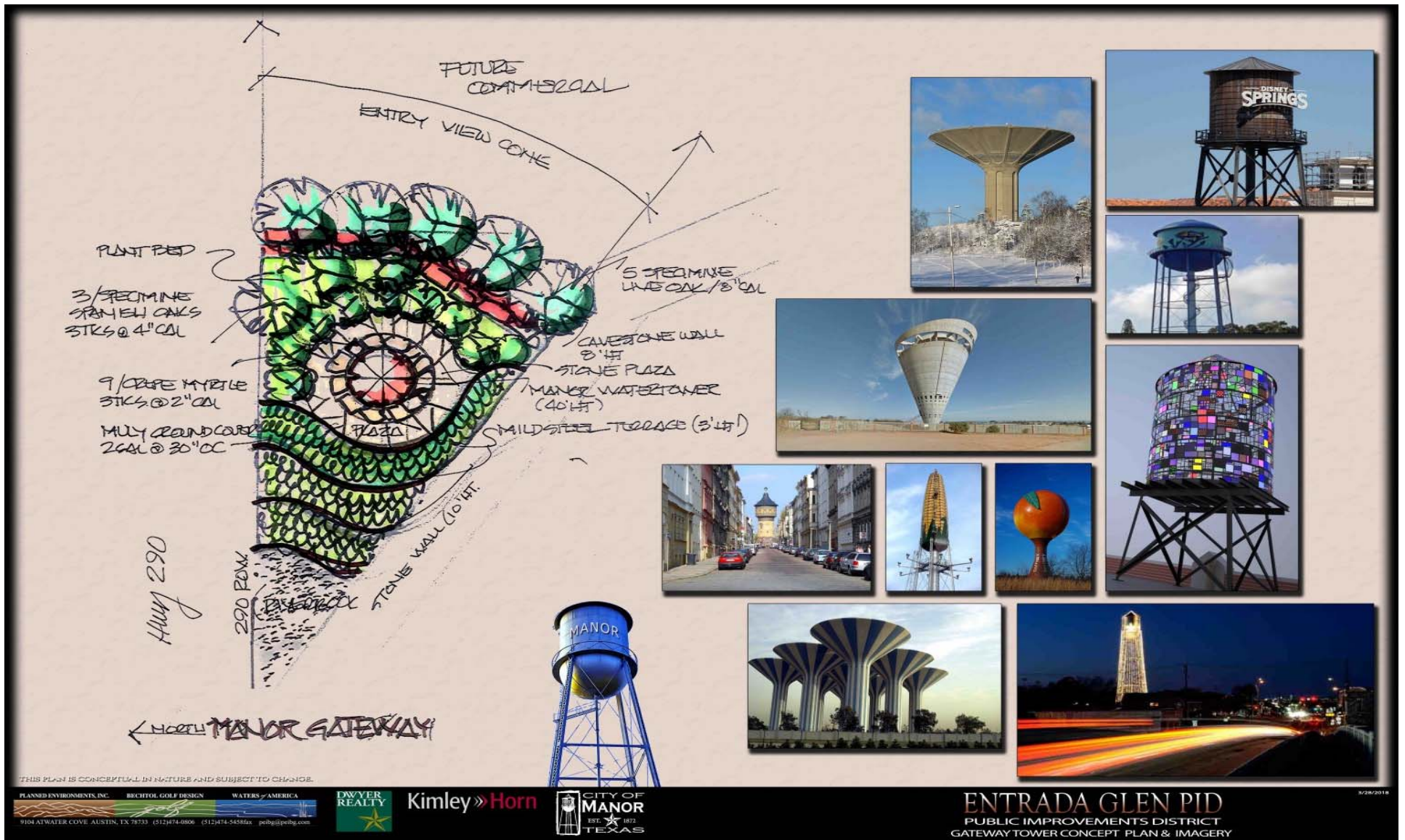
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ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT
WESTERN WOODS

3/28/2018

The GateWays



ENTRADA GLEN PID

PUBLIC IMPROVEMENTS DISTRICT

Gateway Icon

PLANNED ENVIRONMENTS, INC.

BECHTOL GOLF DESIGN

WATERS / AMERICA



9104 ATWATER COVE AUSTIN, TX 78758 (512) 474-0806 (512) 474-5458 Fax peibg@peibg.com



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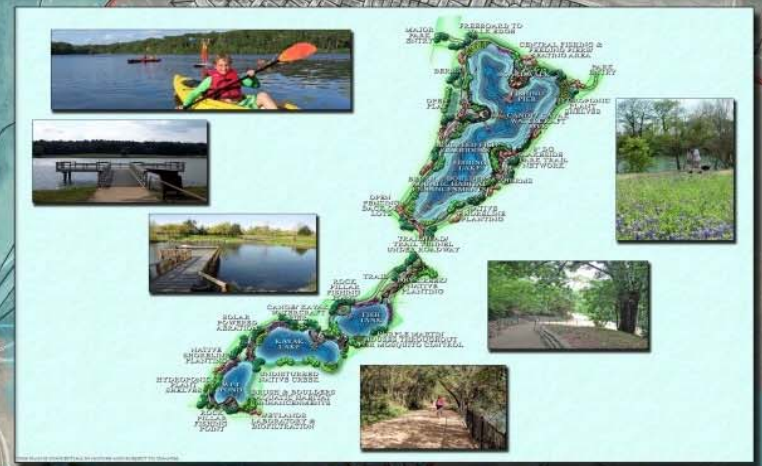


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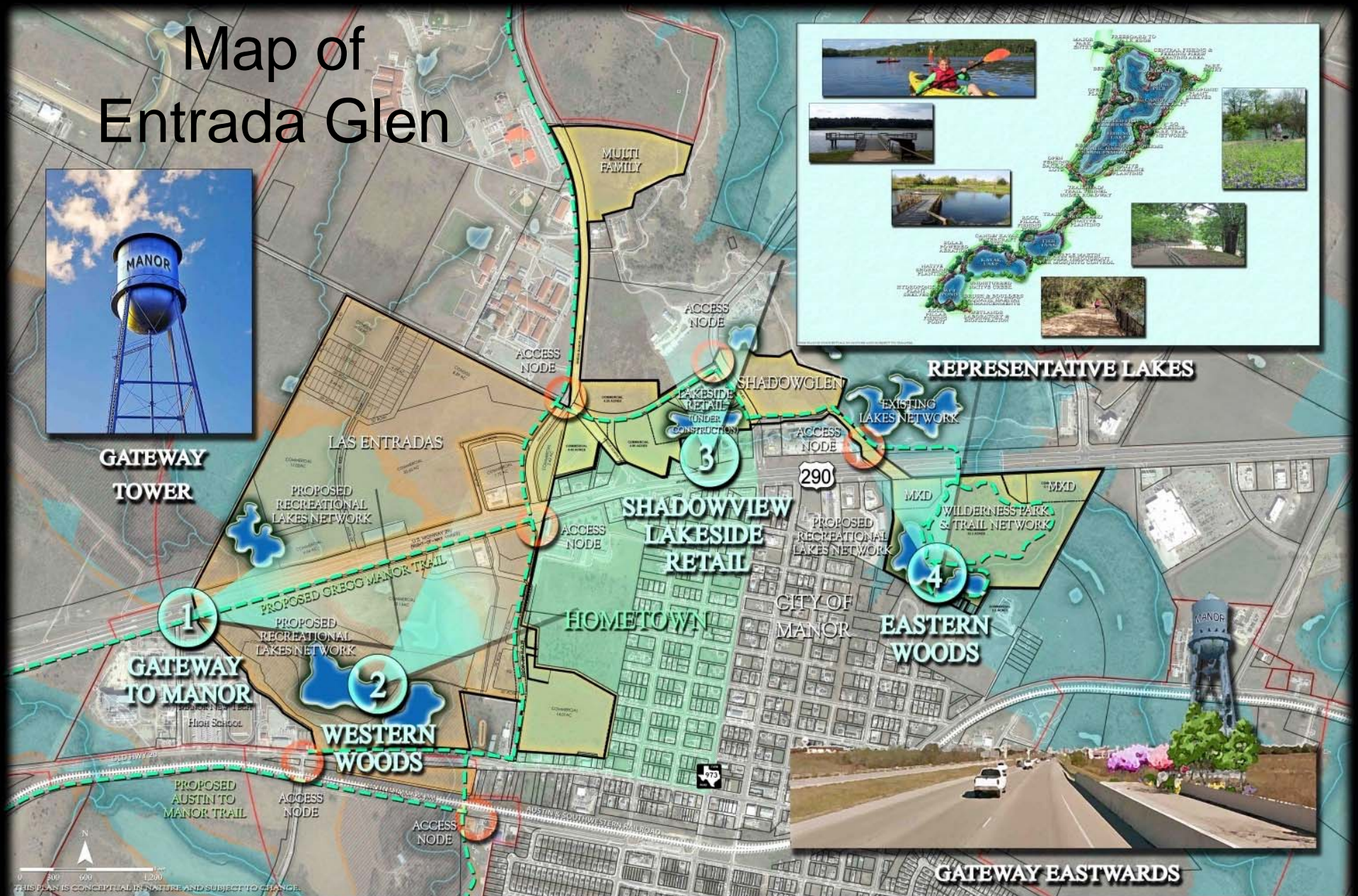
Map of Entrada Glen



GATEWAY TOWER



REPRESENTATIVE LAKES



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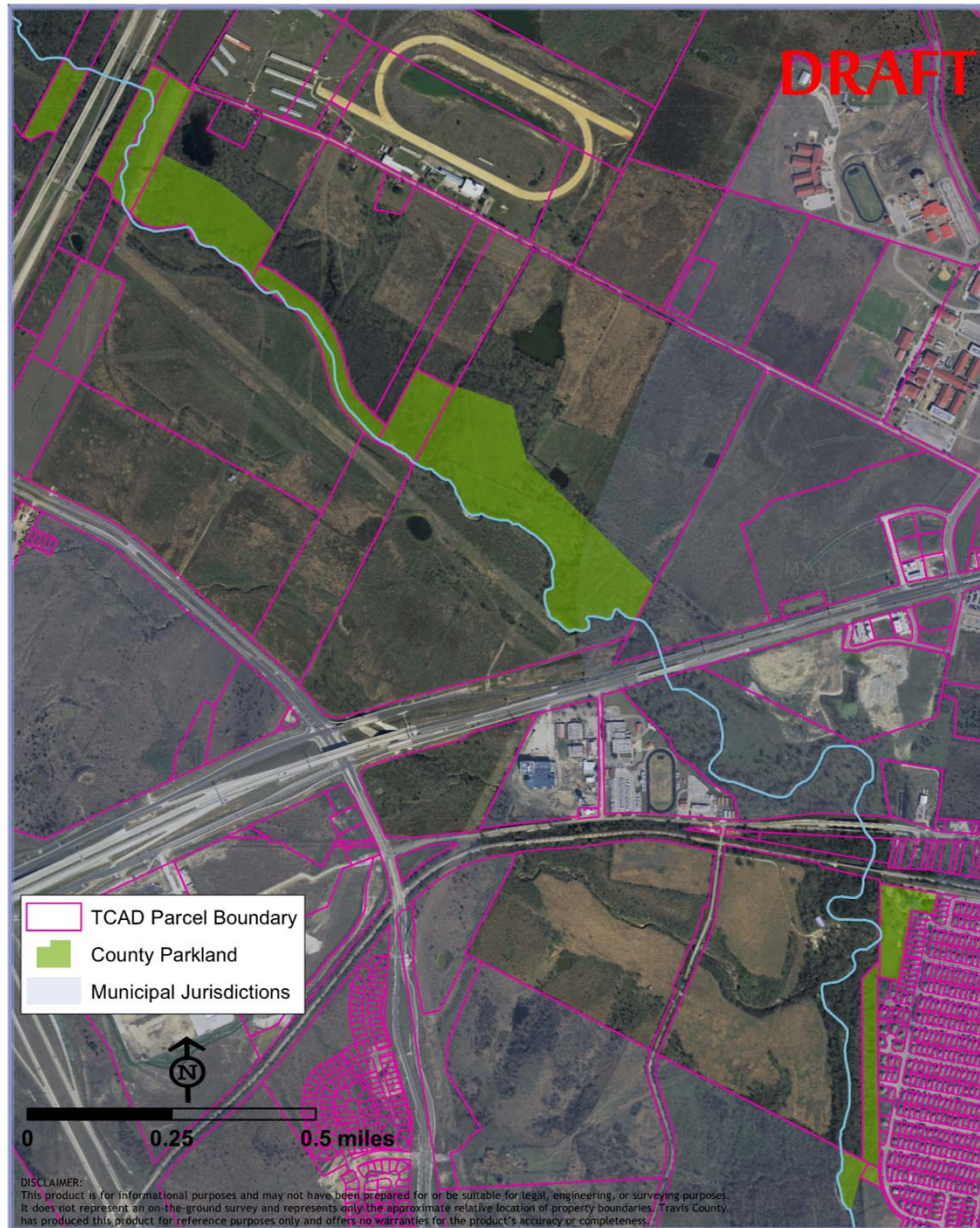
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GATEWAY EASTWARDS

ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT

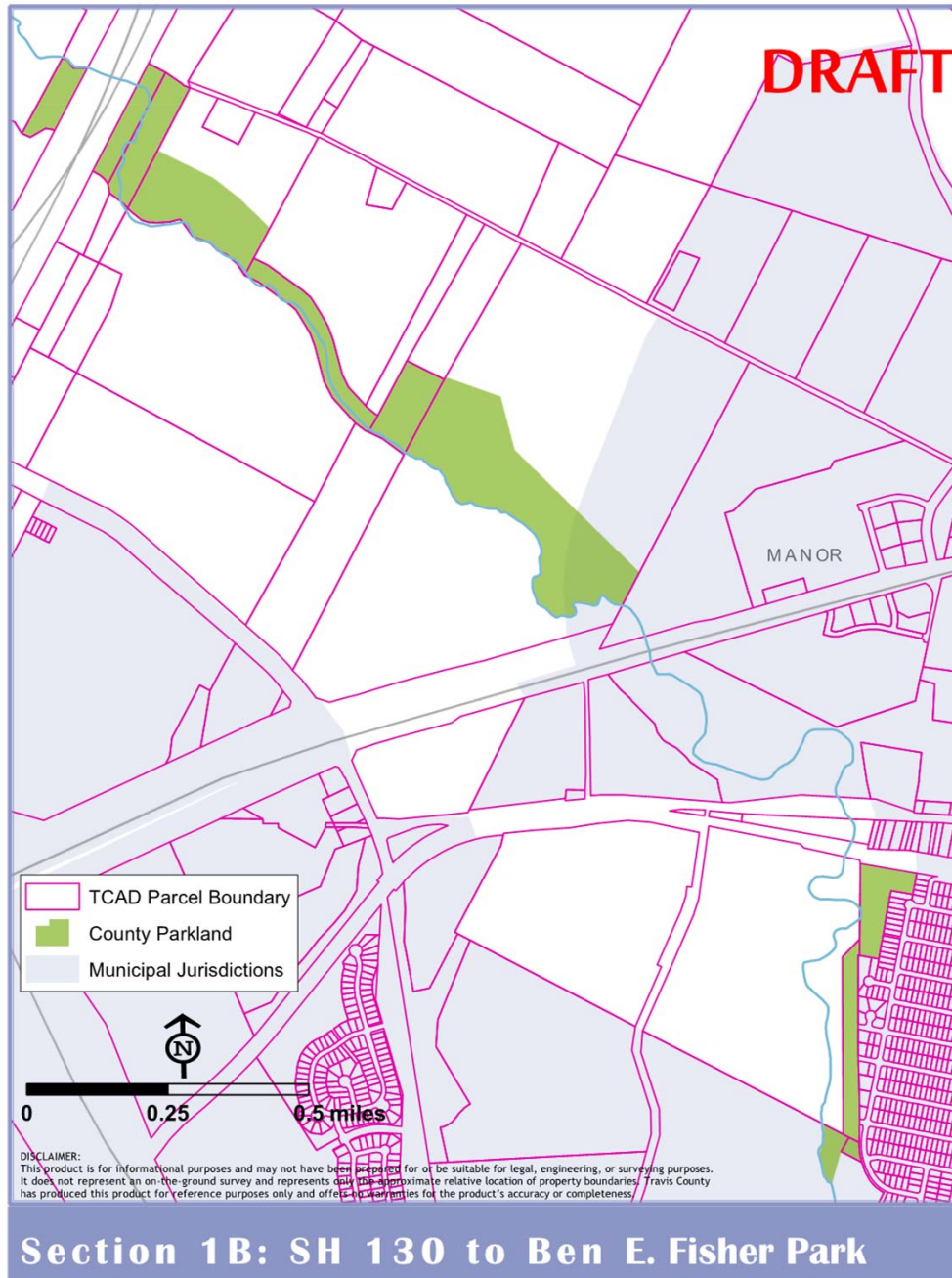
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Section 1B: SH 130 to Ben E. Fisher Park

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Date: 4/18/2018



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Date: 4/18/2018



A. 60' WATER TOWER OPTION - MANOR GATEWAY



B. 50' WATER TOWER OPTION - MANOR GATEWAY

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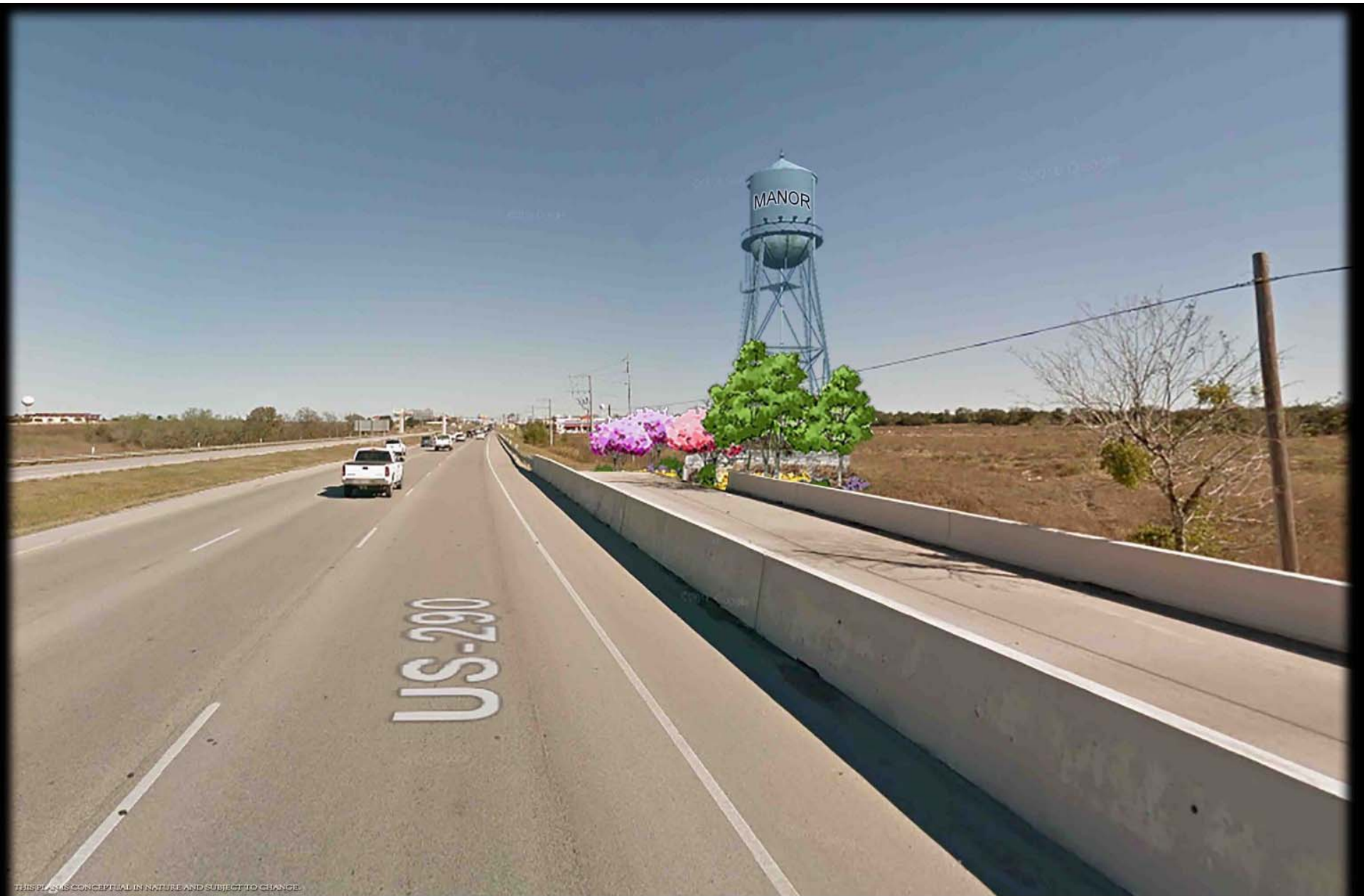


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ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT
ROADWAY SECTIONS

3/30/18



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ENTRADA GLEN PID
 PUBLIC IMPROVEMENTS DISTRICT
 GATEWAY TOWER CONCEPT

3/28/2018



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ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT
GATEWAY TOWER CONCEPT PLAN

8/28/2018



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ENTRADA GLEN PID
 PUBLIC IMPROVEMENTS DISTRICT
 EASTERN WOODS

3/28/2018



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ENTRADA GLEN PID
PUBLIC IMPROVEMENTS DISTRICT

3/26/2018

Our Communities...



Have allowed us to bring the following businesses to Manor:









COMING SOON
SPACE AVAILABLE



For more information please contact
KEVIN MURPHY // RETAIL SOLUTIONS

★ DWYER REALTY ★
COMPANIES

(512) 689-3731

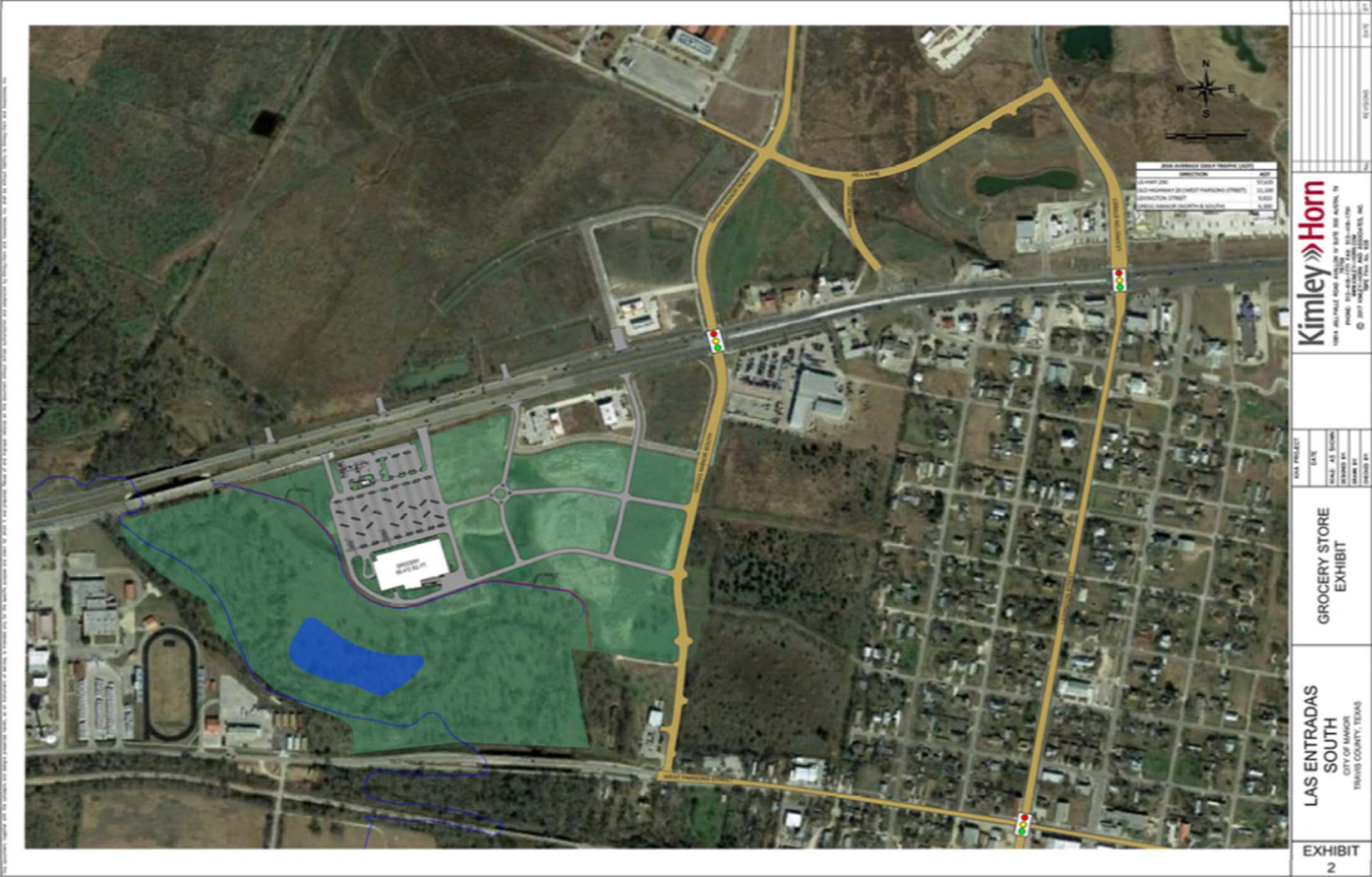


Possible Positive Fiscal Impact

**DWYER REALTY COMPANIES - ENTRADA GLEN
ENTRADA GLEN PUBLIC IMPROVEMENT DISTRICT
FISCAL IMPACT ANALYSIS SUMMARY
6/21/2017**

	Rate	30 Year Total	Stabilized Build Out at Year 10
A.) Ad Valorem Tax Revenues:			
City of Manor	0.774	\$ 148,279,759	\$ 4,947,254
Travis County	0.384	\$ 73,545,840	\$ 2,453,807
Travis County Healthcare	0.111	\$ 21,182,467	\$ 706,739
Manor ISD	1.515	\$ 290,312,528	\$ 9,686,081
Austin Community College	0.102	\$ 19,545,794	\$ 652,132
Travis County ESD #12	0.100	\$ 19,162,543	\$ 639,345
Total	2.985	\$ 572,028,931	\$ 19,085,359
B.) Sales Tax Revenues:			
City of Manor	1.0%	\$ 191,647,102	\$ 6,394,176
Capital Metro	1.0%	\$ 191,647,102	\$ 6,394,176
Total	2.0%	\$ 383,294,205	\$ 12,788,352
C.) Hotel Occupancy Tax Revenues:			
City of Manor	2.00%	\$ 9,129,454	\$ 304,598
D.) Total City of Manor Revenues		\$ 349,056,315	\$ 11,646,028

Town Center Roadway Network





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance for the purpose of adopting Rules of Procedure to govern the conduct of City Council Meetings; providing for establishing committees; addressing administrative support of the Council; and providing for related matters.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Ordinance No. 516

Rules of Procedure

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 516 for the purpose of adopting Rules of Procedure to govern the conduct of City Council Meetings; providing for establishing committees; addressing administrative support of the Council; and providing for related matters.

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

ORDINANCE NO. 516

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, FOR THE PURPOSE OF ADOPTING RULES OF PROCEDURE TO GOVERN THE CONDUCT OF CITY COUNCIL MEETINGS; PROVIDING FOR ESTABLISHING COMMITTEES; ADDRESSING ADMINISTRATIVE SUPPORT OF THE COUNCIL; AND PROVIDING FOR RELATED MATTERS.

Whereas, the City Council of the City of Manor, Texas (the “City”) is authorized by the City Charter and state law to determine its own rules; and

Whereas, the City Council wishes to adopt rules of procedure to provide for the orderly conduct of City Council meetings;

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

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Adoption of Rules of Council. The City Council hereby adopts the City of Manor Rules of Procedure set forth in Exhibit A.

Section 3. Conflicting Ordinances. Any ordinances or parts thereof conflicting or inconsistent with the provisions of this ordinance as adopted and amended herein, are hereby amended to the extent of such conflict. In the event of a conflict or inconsistency between this ordinance and any other code or ordinance of the City, the terms and provisions of this ordinance shall govern.

Section 4. Effective Date. This ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Tex. Loc. Gov’t. Code.

Section 5. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 6. Open Meetings. 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.

PASSED AND APPROVED on this 2nd day of May 2018.

THE CITY OF MANOR, TEXAS

Rita G. Jonse,
Mayor

ATTEST:

Lluvia Tijerina,
City Secretary

Exhibit A



CITY COUNCIL RULES OF PROCEDURE

**As Adopted by Ordinance No. 516
Effective May 2, 2018**

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Section 1 – GENERAL

Parliamentary law and the rules of procedure derived from such law are essential to all deliberative organizations so that they may consider all matters before them in an effective and efficient manner and produce results that are legal and binding. Moreover, such procedural safeguards ensure due process during deliberations among members of the organization while at the same time protecting the rights of both the group and each member. Accordingly, these rules of procedure establish guidelines to be followed by all persons attending City Council meetings, including members of the City Council, administrative staff, news media, citizens and visitors.

Section 2 – AUTHORITY

The City Charter of Manor, Texas [Adopted: August 15, 2007; Amended: May 9, 2015] provides in Article III (City Council Judge of its Members), Section 3.04. (Rule of Procedure) that “The Council shall by ordinance determine its own rules and order of business.” Thus, these rules of procedure are established. In the event of any conflict between the City Charter and these rules of procedure, the City Charter shall prevail.

The parliamentary reference for the City Council is the most recent edition of *Robert’s Rules of Order Newly Revised* (RONR). When any issue concerning procedure arises that is not covered by the Rules of Procedure, the City Charter or State law, the Council will refer to RONR, which shall generally determine such procedural issue. www.robertsrules.com.

Section 3 – MEETINGS

The City Council shall follow both the letter and the spirit of the Texas Open Meetings Act.

3.01. Regular Meetings.

The City Council shall conduct regular meetings generally on the first (1st) and third (3rd) Wednesdays of each month. All regular meetings shall normally be scheduled to begin at 7:00 p.m. at City Hall and are open to the public.

3.02. Special Meetings.

In accordance with Section 3.07 (Meetings) of the City Charter, “special meetings may be scheduled and held as the council deems necessary to transact the business of the city.” Special meetings are open to the public.

3.03. Workshop Sessions.

Workshop sessions may be scheduled by the Mayor, a majority of Council Members or by the City Manager. They are normally conducted prior to regular or special meetings but may also be conducted at other times as well. Their purpose is to exchange information between council, staff, vendors or other groups. No official action is taken by council during these sessions, but workshops shall be posted and are open to the public. The City Council may suspend the application of this rule during a workshop session by majority vote of those members present and voting and take action on any item posted on the workshop agenda.

3.04. Executive Sessions.

The City Council may meet in executive session under the provisions of the Texas Open Meetings Act. No vote shall be taken in an executive session on any matter under consideration nor shall any Council Member enter into a commitment with another respecting a vote to be taken subsequently in an open meeting of the City Council.

3.05. Public Hearings.

Public Hearings may be scheduled to present evidence on both sides of issue(s). Some Public Hearings are required by state law such as approving an annual budget and setting a tax rate. Others are conducted voluntarily to obtain a full range of citizen input on important matters, such as a proposed bond issue. Public Hearings may be scheduled as part of a Regular Meeting or on other occasions as necessary.

3.06. City Hall Meetings.

City Hall Meetings may be scheduled periodically for the purpose of open discussion with citizens of Manor on specific issues or general matters regarding the activities of the City. Action may not be taken by the City Council at a City Hall Meeting. If any action is indicated, the matter will be scheduled as an agenda item at a regular meeting of the City Council. Any citizen may participate in a City Hall Meeting, and there is no requirement to sign up to speak prior to the meeting. City Hall Meetings will be posted according to the Texas Open Meetings Act.

3.07. Public Notice.

The agenda for all meetings and the notice listing items to be considered shall be posted by the City Secretary on the City's website and on the bulletin board at City Hall in accordance with the Texas Open Meetings Act [Chapter 551, Texas Government Code].

3.08. Quorum and Attendance.

In accordance with Section 3.06 (Quorum and Attendance) of the City Charter, "Four members of the council shall constitute a quorum for transacting business and no action of the council shall be valid or binding unless taken in an open meeting with a quorum present. Less than a quorum may adjourn any meeting, or order and compel the attendance of absent members. It shall be the duty of each member of the council to attend each regular and special council meeting and the failure of any member to attend three consecutive, regular meetings, without good and sufficient cause, shall constitute misconduct in office."

3.09. City Manager Participation.

The City Manager shall attend all meetings of the City Council except when excused by the City Council. The City Manager may make recommendations to the City Council and shall have the right to take part in all discussions, but shall not have a vote.

3.10. City Attorney Participation.

The City Attorney, or designated assistant City Attorney, shall attend the meetings of the City Council upon request by the City Manager to advise the City Council on all legal matters and represent the City in all litigation (except where outside counsel is engaged) and other legal matters.

3.11. City Secretary Participation.

The City Secretary shall attend each meeting of the City Council and shall keep, in a record provided for that purpose, accurate minutes of the City Council's proceedings.

3.12. City Department Directors Participation.

The City staff department heads shall attend the second regular meeting of each month to respond to inquiries made by the City Council on departmental monthly reports unless excused by the City Manager. The City Council may request the presence of specific department heads or staff members, through the City Manager, for other meetings or sessions.

3.13. Agenda.

- a. The Mayor, Council Members, City Manager, City Department Directors, City Attorney, and the City Secretary may place items on the agenda. Agenda items shall be submitted in written form to the City Secretary in accordance with subsection (b). The City Secretary will coordinate the placement of items on the agenda with the City Manager who will resolve any conflicts with Mayor and Council Members. Agenda items may be removed only by the Mayor and City Manager, except agenda items requested by City Council.
- b. Agenda items, including any necessary or applicable supporting documents and materials to be included in agenda packets, shall be submitted in written form to the City Secretary in accordance with this section and in order to allow compliance with the Texas Open Meetings Act 72-hour notice provision. Agenda items are due on or before the Wednesday of the week preceding the next scheduled City Council meeting.
- c. The City Secretary shall submit a draft agenda to the City Manager on or before the Tuesday of the week preceding the next scheduled City Council meeting for review and revision.
- d. The agenda packets for all regular and special meetings will be delivered to the Mayor and Council Members on the Friday preceding the following Wednesday meeting.

3.14. Minutes.

Minutes of City Council meetings will be recorded and maintained by the City Secretary. The Minutes will include final motions with voting results. The Minutes will also reflect the names of those citizens presenting public comments. Minutes of meetings will generally be submitted to the City Council for approval at the next regularly scheduled meeting.

3.15. Attendance by the Public.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Opening Meetings Act.

3.16. City Legislation and Actions of Significant Public Impact and Concern.

Any action or ordinance of the City of Manor that falls into the following three categories is considered an action of significant public impact and concern:

- a. Any action or ordinance that criminalizes behavior or creates criminal liability.
- b. Any action or ordinance that has a substantial impact on private property rights.
- c. Any action or ordinance that involves the expenditure of more than three hundred thousand dollars (\$300,000) and that is not a recurring expense or renewal of an expense.

The City Council shall not vote on any action of significant public impact and concern unless and until it has been presented and discussed in at least two Council meetings, which occur within a 60-day period, except as provided in Section 10.

Section 4 - STANDARDS OF CONDUCT

4.01. Council Members.

- a. During City Council meetings, Council Members shall assist in preserving order and decorum and shall neither by conversation or other activity delay or interrupt the proceedings nor refuse to obey the orders of the presiding officer or the rules of the City Council.
- b. A Council Member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine his/her discussion to the question under debate and avoid discussion of personalities, the use of inappropriate language, making personal attacks, and verbally abusing colleagues or anyone else in attendance.

- c. Council Members may question City staff members during meetings when they are making presentations to the City Council. Council Members shall neither berate nor admonish City staff members. Questions to other City staff members who are not making presentations should first be directed to the City Manager who will then ask the appropriate City staff member to respond or the City Manager may address the question.
- d. A Council Member, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer. If a Council Member is called to order while speaking, that member shall cease speaking immediately until the question of order is determined.
- e. Council Members shall confine their questions to the particular matters before the assembly and in debate shall confine their remarks to the issues before the City Council.
- f. When there is more than one speaker on the same subject, Council Members will delay their subsequent comments until after all speakers on the subject have been heard.

4.02. Council Relations with the Media.

All City press releases, media advisories, story suggestions, or similar items should go through the City Manager's office for distribution, with exception of factual police department bulletins which designated officers may send directly to the City Manager, with a copy to the City Secretary.

4.03. City Staff.

- a. Members of the City staff and employees of the City shall observe the same rules of procedures and decorum applicable to members of the City Council.
- b. Although the presiding officer has the authority to preserve decorum in meetings, the City Manager also is responsible for the orderly conduct and decorum of all City staff members under the City Manager's direction and control.
- c. The City Manager shall take such disciplinary action as may be necessary to ensure that decorum is preserved at all times by City staff members in City Council meetings.
- d. All staff members addressing the City Council, including the City Manager, other staff members, or members of the public shall be recognized by the presiding officer and shall limit their remarks to the matter under discussion.
- e. All remarks and questions addressed to the City Council by staff members shall be addressed to the City Council as a whole and not to any individual member.

4.04. Members of the Public

- a. Members of the Public are invited to attend all open meetings of the City Council and will be admitted to the Council Chambers or other room(s) in which the City Council is meeting, but not to exceed the fire safety capacity of the room(s).
- b. All persons shall remove hats and all individuals shall refrain from private conversations in the chambers while the City Council is in session.
- c. Members of the Public attending Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Council. Any person making personal, impertinent, and slanderous remarks or who become boisterous while addressing the Council or while attending the Council meeting shall be removed from the room if the presiding officer requests the sergeant-at-arms to remove such offenders from the room.
- d. Reactions from the audience following the recognition and rewarding of citizens and special guests is considered appropriate and encouraged. Reactions from the audience during staff presentations to the Council and during debate between Council Members are not appropriate and not permitted. The presiding officer will ensure that the decorum of the meeting is maintained and is appropriate.
- e. No placards, banners, or signs of any kind will be permitted in the Council Chamber or in any other room in which the City Council is meeting. Exhibits, displays, and visual aids used in connection with presentations to the City Council, however, are permitted.
- f. Members of the Public attending Council meetings are not allowed to bring food or drink into the Council Chamber or into any other room in which the City Council is meeting.

4.05. Enforcement.

The sergeant-at-arms attending the City Council meetings, shall ensure that a safe environment exists for the City Council to conduct its meetings and shall furnish whatever assistance is needed to enforce the rules of the City Council.

Section 5 - DUTIES AND PRIVILEGES OF COUNCIL MEMBERS

5.01. Seating Arrangement.

In meetings where the Council is seated at the dais, the Mayor shall be seated at the center of the dais; the City Manager shall be seated adjacent to the Mayor, Council Members are seated by Place No. 1-6 and City Secretary shall be seated on the table to the right of the dais.

5.02. Right of the Floor.

A Council Member desiring to speak must first be recognized by the presiding officer. No Council Member shall address the presiding officer or demand the floor while a vote is being taken.

5.03. Conflict of Interest.

In accordance with Section 12.04 (Conflict of Interest) of the City Charter, “No elected or appointed officer or employee of the city shall participate in the deliberation or decision on any issue, subject or matter before the council or any board or commission, if the officer or employee has a personal financial or property interest, direct or indirect, in the issue, subject or matter that is different from that of the public at large. An interest arising from job duties, compensation or benefits payable by the city shall not constitute a personal financial interest.”

Further, in accordance with Chapter 171, Texas Local Government Code (Chapter 171), no City Council member and no City officer may vote or participate in discussion of a matter involving a business entity or real property in which the City Council member or City officer has a substantial interest (as defined by Chapter 171) and action on the matter will have a special economic effect on the business entity or real property that is distinguishable from the effect on the general public. An affidavit in the form attached hereto in Annex D disclosing the conflict of interest must be filled out and filed with the City Secretary before the matter is discussed.

5.04. Voting.

- a. In accordance with Section 3.08 (Voting) of the City Charter, “All members of the council present shall vote upon every issue, subject or matter properly before the council and requiring a council vote; provided that, if any member of the council has a conflict of interest, that fact shall be stated in the minutes and such member shall abstain from discussion and voting on the issue. No ordinance, resolution, order, action, matter or issue shall be passed, approved, adopted, taken or consented to except by a majority vote of the members of council present and voting, and not less than four affirmative votes shall be required to pass, approve, adopt, take action on or consent to any ordinance, resolution, action, matter, issue or motion.” Any reference to an action of the City Council requiring a majority vote of the members present and voting shall be subject to the requirement set forth in Section 3.08 of the City Charter that not less than four affirmative votes shall be required to pass, approve, adopt, take action on, or consent to the action.
- b. After the result of a vote is announced, a member may not change a vote unless, before the adjournment of that meeting, permission is given to change the vote by a majority vote of the members present and voting.
- c. A tie vote results in a lost motion. In such an instance, any member of the City Council may offer a motion for further action. If there is not an affirmative vote, the result is no action.

5.05. Excusal from Attendance.

Council Members are expected to attend meetings and remain in attendance during each meeting. Should a Council Member be unable to attend, the Mayor, City Manager, or City Secretary should be notified prior to that meeting.

5.06. Excusal During Meetings.

A Council Member needing to be excused during an ongoing session should advise the presiding officer prior to departing the session.

Section 6 - CHAIR AND DUTIES

6.01. Chair.

The Mayor, if present, shall preside as chair at all meetings of the City Council. In the absence of the Mayor, the Mayor ProTem shall preside. In the absence of both the Mayor and Mayor ProTem, the remaining Council Members shall, in accordance with the City Charter, by election, designate one member as acting Mayor to preside for that session. The term "presiding officer" when used in these Rules of Council shall mean the chair.

6.02. Call to Order.

The sessions of the City Council shall be called to order by the Mayor or, in the Mayor's absence, by the Mayor ProTem or, in the Mayor ProTem's absence, by the acting Mayor. In the absence of both the Mayor and Mayor ProTem, the City Manager will temporarily preside over the meeting until the Council selects an acting Mayor to preside over the meeting.

6.03. Preservation of Order.

The Chair shall preserve order and decorum, call upon the sergeant-at-arms as necessary to enforce compliance with the rules, and confine Council Members in debate to the question under discussion. It is the responsibility of the Chair to keep the comments of Council Members on topic during public meetings.

Section 7 - ORDER OF BUSINESS

7.01. Regular and Special Meetings.

Regular and special meetings will generally adhere to the following agenda:

- Call to Order and Announce a Quorum is Present
- Pledge of Allegiance
- Presentations/Proclamations/Recognitions (as appropriate)
- Workshop Sessions (as appropriate)
- Public Comments (related to any matter not on the agenda, no action taken)

- Consent Agenda (may be moved to Regular Agenda by the Mayor or a Council Member)
- Regular Agenda
- Reports (as appropriate)
- Executive Session (as appropriate)
- Reconvene in Open Session (as appropriate)
- Adjournment

7.02. Workshop Sessions.

Workshop sessions will normally be conducted in a less formal manner than regular sessions as follows:

- Call to Order
- Overview of matter(s) to be discussed
- Discussion of matter(s)
- Summation
- Adjournment

7.03. Public Hearings.

The City Manager shall schedule public hearings on the City Council's agenda to be held at least two weeks before the City Council must vote on the matter (unless the law requires otherwise, in which case, Public Hearings shall be conducted as provided by state law). In addition to this requirement, when conducted as part of a Regular Meeting, a vote may be taken on the matter at that same meeting. When a Public Hearing is conducted as a stand-alone meeting and not part of a Regular Meeting, the vote may be taken at a subsequent Regular or Special Meeting.

7.04. Addressing the City Council.

Members of the public are invited and encouraged to attend any sessions of the City Council that are not closed to the public in accordance with the Texas Open Meetings Act. It is the desire of the City Council that citizens actively participate in the City's governance system and processes. Therefore, public input to the City Council, both oral and written, is encouraged.

a. Public Comments.

- (1) Prior to the meeting being called to order, the person wishing to speak shall complete a speaker card and present it to the City Secretary. The presiding officer shall call upon those who have submitted cards. When called upon to speak by the presiding officer, the person shall come to the podium, state his/her name for the record, and, if speaking for an organization or group, identify the group represented. *No formal action can be taken by the City Council during the public comments.*

(2) For items on the agenda, the speaker will have three (3) minutes to complete his/her comments unless otherwise permitted by the presiding officer. The City Secretary shall maintain the time and advise the speaker when his/her time has expired. The speaker shall then complete his sentence and take his/her seat.

(3) All remarks shall be addressed to entire City Council and not directed to individual Council Members or members of the city staff.

b. Written Correspondence and Telephone Calls.

(1) Member of the Public may direct written comments to the entire City Council or individual Council Members by addressing their letters to City Hall at: Manor City Hall, 105 E. Eggleston Street, Manor, Texas 78653. The Mayor and each Council Member has an email address listed on the City's website at www.cityofmanor.gov.

(2) Citizens should expect a timely acknowledgement of their letters and e-mail messages within three (3) working days. Telephone calls should be returned within twenty-four (24) hours, excluding Saturdays, Sundays and official state holidays.

c. Media Inquiries.

(1) The recognized local media sources may direct questions to members of the City Council through the City Manager.

(2) Other legitimate regional, state and national media sources are expected to coordinate questions to Council Members and staff through the City Manager.

(3) All media questions will be initially directed to the City Manager or the Chief of Police.

Section 8 – RULES OF ORDER

8.01. General.

These rules, consistent with the City Charter and any applicable city ordinance, statute or other legal requirement, shall govern the proceedings of the City Council.

8.02. Authority of the Chair.

- a. Subject to appeal of the full City Council, the Chair shall have the authority to prevent the misuse of motions, the abuse of any privilege, or the obstruction of the business of the City Council by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.
- b. The Chair will perform the role of facilitator to assist the City Council in focusing agenda discussions and deliberations.
- c. Any member of the City Council may move to require enforcement of the rules, and the affirmative vote of a majority of the City Council present and voting shall require the Chair to act.

8.03. Obtaining the Floor.

Any Council Member wishing to speak must first obtain the floor by being recognized by the presiding officer. The presiding officer must recognize any Council Member who seeks the floor appropriately entitled to do so.

8.04. Council Deliberations and Order of Speakers.

- a. The presiding officer shall control the debate and the order of speakers.
- b. Speakers shall generally be called upon in the order of their request to speak.
- c. With the concurrence of the presiding officer, a Council Member holding the floor may address a question to another Council Member or the City Manager. The Council Member or City Manager may respond while the floor is still held by the Council Member asking the question.
- d. With the concurrence of the presiding officer, a Council Member holding the floor may address questions to an individual making a presentation to the City Council, e.g., city staff member, consultants, and citizens making public comments.
- e. Comments and questions shall be conducted in rounds to ensure that Council Members have the opportunity to make their comments and then respond to the comments they have heard from their fellow Council Members.
- f. The presiding officer shall only terminate deliberations and debate after all Council Members have been provided a reasonable time and opportunity to participate and prepare them to render a reasonable and responsible vote on the question.
- g. During presentations by the staff or special guests on agenda items, Council Members may obtain the floor from the presiding officer to ask questions of the presenters regarding details of their presentations.
- h. Following a motion and second of an agenda item, Council Members may enter into additional discussions about the item as described below in subsection 8.08(d).

8.05. Length of Comments.

Council Members shall govern themselves as to the length of the comments, questions, or presentations. As a courtesy, the presiding officer will signal by hand to a Council Member who has been speaking for over five minutes. This procedure is not meant to limit debate or to cut comments short, but rather to assist Council Members in their efforts to communicate concisely.

8.06. Limit Deliberations to Item at Hand.

Council Members shall limit their comments and questions to the subject matter, time, or motion being currently being considered by the City Council.

8.07. Motions.

Any member of the City Council, including the presiding officer, may make motions. The presiding officer shall, prior to offering a motion, however, ensure that other Council Members have the opportunity to make the motion. Any member of the City Council, other than the person offering the motion, may second a motion. See Annex B (Chief Purposes of Motions) and Annex C (Parliamentary Strategy).

8.08. Procedures for Motions.

The following is the general procedure for making motions:

- a. Before a motion can be considered or debated, it must be seconded. If there is no second, the motion fails.
- b. A Council Member who wishes to make a motion should do so through a verbal request to the presiding officer.
- c. A Council Member who wishes to second a motion should do so through a verbal request to the presiding officer.
- d. Once a motion has been properly made and seconded, the presiding officer shall open the matter for additional discussion offering the first opportunity to the moving party and, thereafter, to any Council Member properly recognized by the presiding officer.

8.09. Amendments to Motions.

- a. When a motion is on the floor and an amendment is offered, the amendment shall be acted upon prior to action on the main motion.
- b. No proposal of a subject different from that under consideration shall be admitted as a motion or amendment to a motion.
- c. A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be in order.
- d. Action shall be taken on the amended amendment prior to any other action to further amend the main motion.

8.10. Motion to Continue.

A motion to continue will leave the motion in its present condition for consideration on a date and time certain.

8.11. Motion to Remove.

A motion to remove will take the matter off the agenda and will not be considered by the Council for an indefinite period of time.

8.12. Motion to Table.

A motion to table will delay consideration of the item being discussed by the City Council.

8.13. Motion to Refer.

A motion to refer forwards the item under consideration to the named group, committee, or board for further study.

8.14. Withdrawal of Motion.

A withdrawal of motion indicates a motion may be withdrawn or modified by the Council Member who originally made the motion at any time prior to its passage. If the motion is modified, the Council Member who seconded the motion may withdraw his/her second. If a motion that has received a second is withdrawn by one of the Council Members making the motion, the motion must be seconded by another Council Member to proceed or it will die for lack of a second.

8.15. Motion for Reconsideration.

- a. A motion to reconsider any action of the City Council may be made, seconded, and voted on not later than the next succeeding regular meeting of the City Council. If reconsideration of the Council action has not been posted on the Council agenda for the meeting at which the motion to reconsider is made, however, actual reconsideration of the item must be delayed until the next regular meeting after the posting requirements of the Texas Open Meetings Act are met.
- b. A motion to reconsider an action of the City Council may only be made by a member who voted with the prevailing side. Any member can second it. No question shall be twice reconsidered except by unanimous vote of the City Council. Actions relating to any contract may be reconsidered at any time before the final execution thereof.

Section 9 – CITY COUNCIL COMMITTEES

9.01. Committees Established.

The City Council can establish standing committees or ad hoc committees when necessary. All committees will be advisory committees.

9.02. Standing Committees.

- a. The following standing committee(s) of the City Council are established:
 - (1) Budget Committee
 - i. The Budget Committee shall consist of not less than three (3) Council Members and serve a one-year term, appointed by the City Council.
 - ii. [Purpose of the Budget Committee]

- iii. Summary minutes will be kept for the Budget Committee by Finance Department staff.
- b. Each standing committee shall review matters in its area of responsibility that are referred to it by the City Council, the City Manager, or an individual City Council Member. A standing committee may, by majority vote, recommend action to the City Council, but committee recommendation is not necessary for a matter to be placed on the City Council agenda. The committee chair may make a statement on behalf of the committee on an item in a briefing or voting meeting of the City Council.
- c. City Council shall determine the number of members and appoint a chair to the standing committee.

9.03. Ad Hoc Committees.

The Mayor may appoint ad hoc committees from time to time to study and review specific issues. The Mayor shall determine the number of members and appoint a chair of ad hoc committees. The ad hoc committees shall be established for a designated period of time, which may be extended by the Mayor and shall meet as needed. The Mayor shall formally announce the establishment of any ad hoc committee along with his appointments to that committee in a regular session of Council prior to the committee convening to conduct business.

9.04. Committee Meetings.

- a. Standing and Ad Hoc Committees shall meet as necessary.
- b. The committee chair shall develop committee meeting agendas through coordination with fellow committee members and appropriate supporting staff members. The committee chair will coordinate with the City Secretary to ensure that the committee meeting agenda is posted as appropriate.

9.05. Agenda and Information.

- a. Before each committee meeting, the City Manager and City Secretary shall provide an agenda and supporting information for the meeting to committee members and the public. Items may be scheduled on the agenda for committee briefings by the chair, the City Council, the City Manager, or the Mayor.
- b. Summary minutes will be kept by the City Secretary, unless otherwise indicated within this procedure.

Section 10 – RULES SUSPENSION, AMENDMENT, AND ANNUAL REVIEW

10.01. Suspension of Rules.

Any provision of these rules not governed by the City Charter, City ordinances, or state law may be temporarily suspended by a majority vote of the members of the City Council present and voting. The vote on any such suspension shall be taken by Motion and entered upon the record.

10.02. Amendment of Rules.

These rules may be amended, or new rules adopted, by a majority vote of the members of the City Council present and voting.

10.03. Annual Review of Rules.

Following the municipal general elections each year, City Council may review these rules of procedure, make changes as appropriate, and adopt their own rules of procedure in accordance with the City Charter. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the City Council's right and ability to amend the rules in accordance with the City Charter and Rule 10.02.

Section 11 – ADMINISTRATIVE SUPPORT TO COUNCIL MEMBERS

11.01. Mail and E-mail.

- a. All general mail directed to the Mayor and Council Members at City Hall will be date stamped, and distributed as appropriate at City Council Meetings.
- b. All mail providing information on city issues and agenda items will be copied to the Mayor and Council Members.
- c. E-mails are provided to Mayor and Council Members for city business, e-mails requiring a response from the Mayor or Council Member(s) should copy the City Manager.

11.02. Clerical Support.

The City Manager will coordinate appropriate clerical support requested by the Mayor and Council Members.

11.03. Master Calendar.

A master calendar of City Council events, functions, and sessions will be maintained by the City Secretary's office and provided to the Mayor and Council Members as appropriate. Events, functions, and activities to be attended by the Mayor or individual Council Members will be included on the master calendar only at the request of the Mayor or individual Council Member(s).

11.04. Requests for Research or Information.

The Mayor and individual Council Members may request information or research from the city staff on a given topic through the City Manager who will make all members of City Council aware of the special request, as it may be of interest to them as well. Accordingly, the City Manager will provide the results of the request to all members of City Council. In the event the City Manager believes he cannot respond in a timely manner, he and the members of City Council will coordinate a reasonable and responsible timeframe in which to expect the results without unduly interfering with other activities of higher priority.

11.05. Notification of Significant Activities or Events.

The Mayor and Council Members shall expect the City Manager to notify them, and provide periodic updates, regarding significant activities or events in the City related to natural or man-made disasters.

DRAFT

ANNEX A

Fundamental Principles of Parliamentary Law

The Mayor, Council Members, City Manager, City Attorney, City Secretary, and City staff members appearing before the various sessions of the Manor City Council should become familiar with following rules and customs:

1. All members have equal rights, privileges, and obligations; rules must be administered impartially.
2. The minority has rights, which must be protected.
3. Full and free discussions of all motions, reports, and other items of business is a right of all members.
4. In doing business the simplest and most direct procedure should be used.
5. Logical precedence governs introduction and disposition of motions.
6. Only one question can be considered at a time.
7. Members may not make a motion or speak in debate until they have been recognized by the chair and thus have obtained the floor.
8. No member may speak a second time on the same question if anyone who has not spoken on that question wishes to do so.
9. Members must not attack or question the motives of another member. Customarily, all remarks are addressed to the presiding officer.
10. In voting, members have the right to know at all times what motion is before the assembly and what affirmative and negative votes mean.
11. The majority vote decides. This is a fundamental concept of democracy.
12. All meetings will be characterized by fairness and good faith.

ANNEX B

The Chief Purposes of Motions

PURPOSE	MOTION
Present an idea for Consideration and action	Main motion Resolution
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Previous Question
Delay a decision	Refer to committee Postpone/table to a certain time Recess Adjourn
Kill an item	Postpone Indefinitely
Meet an emergency	Question of privilege Suspend rules Lay on the Table
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask a member a question Question of privilege
Question the decision of the presiding officer	Point of order
Enforce rights and privileges	Parliamentary inquiry Point of order Appeal from decision of the chair
Consider a question again	Take from the Table Discharge a committee Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

ANNEX C

Parliamentary Strategy

To Support a Motion	To Oppose a Motion
<ol style="list-style-type: none"> 1. Second it promptly and enthusiastically. 2. Speak in favor of it as soon as possible. 3. Do your homework; know your facts; have handouts, charts, etc., if appropriate. 4. Move to amend motion, if necessary, to make it more acceptable to proponents. 5. Vote against motion to table or to postpone, unless delay will strengthen your position. 6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes. 7. If defeat seems likely, move to refer to committee, if that would improve chances. 8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory. 9. Have available a copy of the rules of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute. 10. If motion is defeated, move to reconsider, if circumstances warrant it. 11. If motion is defeated, consider reintroducing it at a subsequent meeting. 	<ol style="list-style-type: none"> 1. Speak against it as soon as possible. Raise question; try to put proponents on the defensive. 2. Move to amend the motion so as to eliminate objectionable aspects. 3. Move to amend the motion to adversely encumber it. 4. Draft a more acceptable version and offer as amendment by substitution. 5. Move to postpone to a subsequent meeting. 6. Move to refer to committee. 7. Move to recess, if you need time to round up votes or obtain more facts. 8. Question the presence of quorum, if appropriate. 9. Move to adjourn 10. On a voice vote, vote emphatically. 11. If the motion is adopted, move to reconsider, if you might win a subsequent vote. 12. If the motion is adopted, consider trying to rescind it at a subsequent meeting. 13. Have available a copy of the rule of procedure, City Charter, and <i>Robert's Rules of Order Newly Revised</i>, most recent edition, in case of a procedural dispute.

ANNEX D

Conflict of Interest

AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF TRAVIS §

I, _____, as a member of the City of Manor City Council, make this Affidavit and hereby on oath, state the following:

"I, and/or a person or persons related to me, have a substantial interest in a business entity or real property that may receive a special economic effect by a vote or decision of the City of Manor City Council and the economic effect on my business entity or real property is distinguishable from its effect on the general public. What constitutes a "substantial interest," "business entity," "real property" and a "special economic effect" are terms defined in Chapter 171 of the Texas Local Government Code.

"I affirm that the business entity or real property referred to above is: _____

The nature of my substantial interest in this business entity or real property is: (Check all which are applicable.)

- ___ An ownership interest of 10% or more of the voting stock or shares of the business entity; or
- ___ An ownership interest either 10% or more or \$15,000 or more of the fair market value of the business entity; or
- ___ Funds received from the business entity exceed 10% of _____(my, his, her) gross income for the previous year; or
- ___ Real property is involved and _____(I, he, she) has/have an equitable or legal ownership with a fair market value of at least \$2,500 or more;
- ___ A relative of mine related in the first degree by consanguinity (blood) or affinity (marriage), as determined under Chapter 573, Texas Government Code, is considered to have a substantial interest in the business entity or property that would be affected by a decision of the public body of which I am a member.
- ___ Other: _____

"Upon the filing of this Affidavit with the City Secretary, I affirm that I will abstain from any discussion, vote, or decision involving this business entity or real property and from any further participation in this matter whatsoever."

SIGNED this the ____ day of _____, 20 ____.

Signature of public official

SWORN TO AND SUBSCRIBED BEFORE ME, the undersigned authority, by

_____, on this the ____ day of _____, 20 ___, which witness my hand and official seal.

Notary Public
State of Texas



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 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 Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnham Lane from Interim Agricultural (A) to Single Family (R-2).

BACKGROUND/SUMMARY:

This area was recently annexed and zoned interim Agricultural. The applicant is in the process of subdividing the property into 8 lots (4 1-acre lots and 4 4-acre lots). They have requested R-2 zoning to allow for single family homes with 1,000 sf living area minimums. Staff recommended R-1 zoning (1,500 sf homes) as it's a less dense zoning category and aligns with recent Council decisions regarding home sizes in new developments. The Planning Commission approved the R-2 on the condition there be no duplexes 6-1 because the larger acreage will increase the value so these lots with smaller homes could still be equivalent to larger homes on smaller lots in other parts of the city. On April 18, 2018, the City Council approved 5 - 1 to rezone the property to Single Family (R-1).

PRESENTATION: ☐ YES ☒ NO

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

Ordinance 517 / Letter of Intent

Rezoning Map

Notice Letter / Property Owners List

R1 and R2 Regulations

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the second and final reading of Ordinance No. 517 rezoning Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnham Lane from Interim Agricultural (A) to Single Family (R-1).

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

ORDINANCE NO. 517

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM INTERIM AGRICULTURAL (A) TO SINGLE FAMILY (R-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 Interim Agricultural (A) to zoning district Single Family (R-1). The Property is accordingly hereby rezoned to Single Family (R-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 18th day of April 2018.

PASSED AND APPROVED SECOND AND FINAL READING on this the 2nd day of May 2018.

THE CITY OF MANOR, TEXAS

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina
City Secretary

EXHIBIT “A”

Property Legal Description:
Abstract 315, Survey 63 Gates G

Property Address:
11811 Arnham Lane, Manor, Texas 78653



HEADQUARTERS

307 St. Lawrence St.
Gonzales, TX 78629
Phone: 830.672.7546

CENTRAL TEXAS OFFICE

112 Cimarron Park Loop, Ste A
Buda, TX 78610
Phone: 512.312.4336

March 7, 2018

City of Manor – Director of Development Services
Attention: Tomas Bolt
105 E. Eggleston Street
Manor, TX 78653

RE: 11811 Arnhamn Lane Subdivision – Letter of Intent
11811 Arnhamn Lane, Manor, Travis County, TX
SWE Project No. 0641-002-16

Dear Mr. Bolt,

Our company, Southwest Engineers, on behalf of the property owner, L4S LCC, is proposing a project within the City of Manor in Travis County Texas. The subject project is located at 11811 Arnhamn Lane (Land Region 312, Travis County Parcel No. 259151), approximately 780 feet west from Arnhamn Lane and FM 973 intersection. This project includes ± 20.0 acres (871,635 sq. ft.) and was recently incorporated to the City of Manor and zoned Agricultural ("A") in December of 2017.

The proposed single-family residential development consists of subdividing the area into one block (Block A) with 8 lots ($\pm 1-4.57$ acres each) and conventionally rezoning the area from Agricultural to Single-Family Residential zoning (R2). A concept plan for Single-Family Residential Development was initially submitted to the City of Manor in October 2016 when the project was considered to be located within the city's 2-mile Extraterritorial Jurisdiction (ETJ) and it was approved by the city in February 2017.

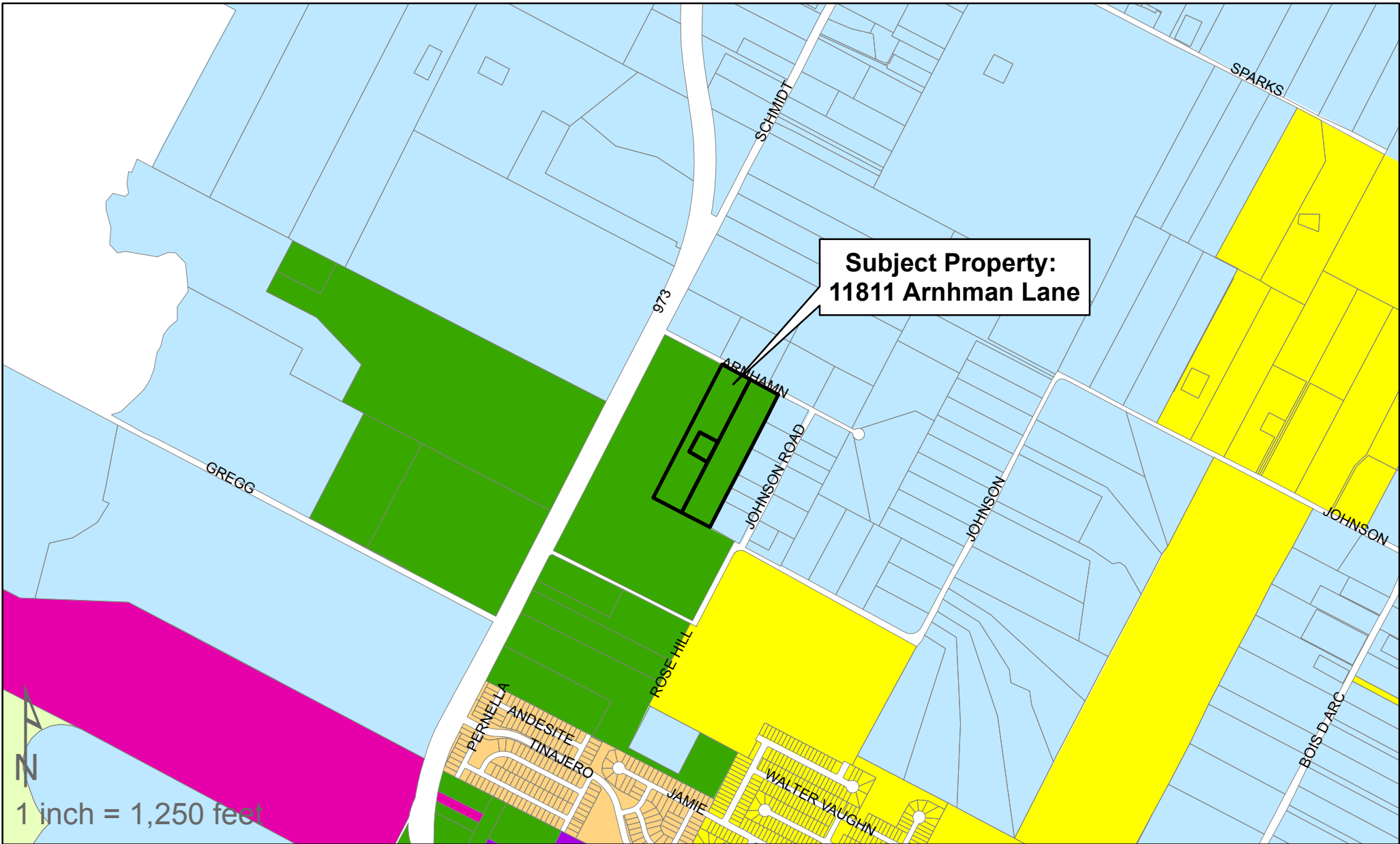
Your consideration in conventionally rezoning the subject site from Agricultural (A) to Single-Family Residential (R-2) will be greatly appreciated. If you have any questions or require additional information, please feel free to contact us at (512) 312-4336. Thank you for your time.

Respectfully submitted,

Gabriel T. Hovdey

Project Manager

ag



Proposed Zoning: **R-2 Single Family**

Current Zoning District:
Interim Agricultural (A)

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



March 21, 2018

RE: 11811 Arnhamn Lane Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting a public hearing to consider a rezoning request for 11811 Arnhamn Lane. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Consideration, discussion and possible action on a rezoning request for Abstract 315, Survey 63 Gates G, 20 acres more or less, locally known as 11811 Arnhamn Lane from Interim Agricultural (A) to Single Family (R-2).

Single Family R-2 allows detached single-family residences and duplexes with a minimum of 1,000 square feet of living area and permitted accessory structures on a minimum lot size of 7,200 square feet. All single-family dwellings in this district shall be constructed so that minimum of two sides shall be 100% of masonry construction, one side of which shall be the front of the structure. This requirement may be satisfied by constructing the front 100% masonry and constructing two additional sides with at least 50% masonry construction. Masonry construction shall mean stone, brick, and stucco. The masonry provision shall be effective immediately following publication for all properties zoned R-2.

The Planning and Zoning Commission will convene at 6:30PM on April 11, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on April 18, 2017 AND May 2, 2018 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org

Sincerely,

Scott Dunlop
Planning Coordinator
512-272-5555 ext. 5

Attn: John & Sandy Kerr
1301 Lost Creek Blvd
Austin TX 78746

Attn: Tom R. Traver
11806 Arnhamn Lane
Manor TX 78653

Attn: Johnny Shelton &
Sydney P. Shelton Jr.
2020 Stuart Rd.
Adkins TX 78101

Attn: Isaias & Cecilia Gamboa
4401 Green Tree Dr
Austin TX 78746

Attn: Geraldine & Edward Wolf
2868 County Road 267
Cameron TX 76520

Attn: Roberto Carlos & Victor
Hugo Santoyo Vega
15000 Johnson Road Trails
Manor TX 78653

Attn: William E. & Shirley T. Girard
14920 Johnson Road Trails
Manor TX 78653

Attn: Jose DeJesus Escobar &
Deyanira Rodriguez
14900 Johnson Road Trails
Manor TX 78653

Attn: Frank Roy Matthews Jr. &
Gwendolyn Sue Matthews
P.O. Box 606
Manor TX 78653

Attn: Margie Lee Handsel
P.O. Box 852
Manor TX 78653

RESIDENTIAL DISTRICTS

R-1 Single Family

Permits detached single-family dwellings with a minimum of 1,500 square feet of living area, and related accessory structures, on a minimum lot size of 7,500 square feet. All single-family dwellings in this district shall be constructed so that minimum of two sides shall be 100% of masonry construction, one side of which shall be the front of the structure. This requirement may be satisfied by constructing the front 100% masonry and constructing two additional sides with at least 50% masonry construction. Masonry construction shall mean stone, brick, and stucco.

Site Development Standards

Lot		Massing	
Minimum Lot Size	7,500 sq ft	Maximum Height	35 ft
Minimum Lot Width	60 ft**	Minimum Setbacks:	
Maximum Building Coverage	40%	Front Yard	25 ft
Maximum Building Coverage		Street Side Yard	15 ft
with Accessory Buildings	50%	Side Yard^^	5 ft
Landscape Requirement	per lot^	Rear Yard	25 ft

** Cul-de-sac lot widths shall be measured at the building setback line and be equal to the minimum required lot width.

^ Two (2) 2-inch trees, six (6) 2-gallon shrubs, grass lawn

^^ 10' side yard to all C, I, and IN

R-1

Single Family

Permitted and Conditional Uses

Residential

Accessory Structures
Real Estate Sales Office (c)

Single-Family Residential
Temporary Construction Buildings

Civic

Community Recreation - Public
Private primary and secondary
educational facilities (c)
Public primary and secondary
educational facilities (c)

Public Buildings
Religious Assembly
Safety Services
Water Supply Facilities

Commercial

Bed and Breakfast (c)
Home Occupations
Small Child Care Center (c)

R-2

Single Family

Permits detached single-family dwellings and duplexes with a minimum of 1,000 square feet of living area, and related accessory structures, on a minimum lot size of 7,200 square feet. All single-family dwellings in this district shall be constructed so that minimum of two sides shall be 100% of masonry construction, one side of which shall be the front of the structure. This requirement may be satisfied by constructing the front 100% masonry and constructing two additional sides with at least 50% masonry construction. Masonry construction shall mean stone, brick, and stucco.

Site Development Standards

Lot		Massing	
Minimum Lot Size	7,200 sq ft	Maximum Height	35 ft
Minimum Lot Width	50 ft*	Minimum Setbacks:	
Maximum Building Coverage	40%	Front Yard	20 ft
Maximum Building Coverage		Street Side Yard	15 ft
with Accessory Buildings	50%	Side Yard	5 ft^
Landscape Requirement	per lot**	Rear Yard	10 ft

* Cul-de-sac lot widths shall be measured at the building setback line and be equal to the minimum required lot width.

** Two (2) 2-inch trees, six (6) 2-gallon shrubs, grass lawn

^ 10 ft side yard to all C, I & IN districts

Permitted and Conditional Uses

Residential

Accessory Structures	Single-Family Residential
Real Estate Sales Office (c)	Temporary Construction Buildings

Civic

Community Recreation - Public	Public Buildings
Private primary and secondary educational facilities (c)	Religious Assembly
Public primary and secondary educational facilities (c)	Safety Services
	Water Supply Facilities

Commercial

Bed and Breakfast (c)
Home Occupations
Small Child Care Center (c)



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on the first reading of a Conditional Use Permit for Lot 31, Block E, Stonewater Phase 1, locally known as 12310 Waterford Run Way to allow for a Small Childcare Center.

BACKGROUND/SUMMARY:

Small child care centers are allowed in R-1 single family zoned areas on a conditional use basis. Small child care centers allow for up to 6 children with 150 sf of living space required per child. Any children under 14 already in the home deduct from the 6 allowed. This home's 1st floor living space is 973 sq ft, and minus the pantry area (approx. 68 sf) there is 905 sf. The applicant was not at the Commission meeting to determine if any children are already present in the home. No adjacent property owners were present. The Planning Commission denied the request 7-0 due to concerns about parent dropoff and parking, which is already an issue in Stonewater. On first reading the Council postponed to request from the applicant how many children 14 and under already reside in the home. Staff spoke with the applicant and found there to be one 13-year old in the home.

PRESENTATION: ☐ YES ☒ NO

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

Location Map

Notice Letter/Property Owners List

Child Care Center Regulations

STAFF RECOMMENDATION:

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



Proposed Conditional Use: Small Childcare Center

*Zoning District - R-1
Single Family Residential*

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



March 19, 2018

RE: 12310 Waterford Run Way Conditional Use Permit

Dear Property Owner:

The City of Manor Planning Commission and City Council will be conducting public hearings to consider a Conditional Use Permit for 12310 Waterford Run Way to allow for a Small Childcare Center. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

Consideration, discussion and possible action on a Conditional Use Permit for Lot 31, Block E, Stonewater Phase 1, locally known as 12310 Waterford Run Way to allow for a Small Childcare Center.

A Small Childcare Center means a private residence where the occupant provides custodial care and supervision during daylight hours for a maximum six (6) children at any one time. The maximum of six (6) children includes the family's natural or adopted children under the age of fourteen (14). The residence must contain a minimum 150 square feet of floor area for each child. This use shall exclude a family/group home.

The Planning Commission will convene at 6:30PM on April 11, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on April 18, 2018 AND May 2, 2018 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is sdunlop@cityofmanor.org.

Sincerely,

Scott Dunlop
Planning Coordinator
512-272-5555 ext. 5

S W HOMEOWNERS ASSOCIATION
% REAL MANAGE
PO BOX 702348
DALLAS, TX 75370-2348

BRADFORD LARONNA
135 JOSIE LN
BASTROP , TX 78602-3873

WILLIAMS BOBBY R
14302 PEBBLE RUN PATH
MANOR , TX 78653-5096

REBOLLOSO ARMANDO LOREDO
14305 PEBBLE RUN PATH
MANOR , TX 78653-5096

MENENDEZ MARIO JOSE
14303 PEBBLE RUN PATH
MANOR , TX 78653-5096

CANYON CLAY LLC
STE 370-420
6001 W PARMER LN
AUSTIN , TX 78727-3901

SCALES PAUL ANTHONY
14304 CUMMINS WAY
MANOR, TX 78653-4697

DARLING PERRY J & SHERRY L
14302 CUMMINS WAY
MANOR , TX 78653-4697

VELA STEPHANIE SANTOS
14300 CUMMINS WAY
MANOR , TX 78653-4697

MEDINA HECTOR
14303 CUMMINS WAY
MANOR , TX 78653-4697

ESPINOZA ALVARO A
19921 SAN CHISOLM DR
ROUND ROCK , TX 78664-3965

BARRINGER JUSTIN
12301 STONERIDGE GAP LN
MANOR, TX 78653-4692

ANASTASI TABITHA
12303 STONERIDGE GAP LN
MANOR , TX 78653-4692

MOHEET WARIS
12305 STONERIDGE GAP LN
MANOR , TX 78653-4692

KRAUSE SANDRA
12307 STONERIDGE GAP LN
MANOR, TX 78653-4692

SEMENOV PATRICIA & DENIS
12309 STONERIDGE GAP LN
MANOR , TX 78653-4692

PARNELL LEE J
12311 STONERIDGE GAP LN
MANOR , TX 78653-4692

GUILLORY REGINA
12313 STONERIDGE GAP LN
MANOR , TX 78653-4692

SUTTON CHRISTOPHER H
12315 STONERIDGE GAP LN
MANOR , TX 78653-4692

MONROE MALCOLM
12317 STONERIDGE GAP LN
MANOR , TX 78653-4692

MUGOMOKA CHRISTIAN C & CHRISTINE
D NAGALULA
12401 STONERIDGE GAP LN
MANOR, TX 78653-4693

BAILEY STEVEN ALVIS
12403 STONERIDGE GAP LN
MANOR , TX 78653-4693

BROOKS NATHAN
12405 STONERIDGE GAP LN
MANOR , TX 78653-4693

FAGAN THOMAS
11711 SHOSHONE DR
AUSTIN, TX 78759-4225

LOTT ROSALIND ANN
12408 WATERFORD RUN WAY
MANOR , TX 78653-4690

AVILES MARIO
12406 WATERFORD RUN WAY
MANOR , TX 78653-4690

BARNES SHAWN MICHAEL & HEATHER
ANN BARNES
12404 WATERFORD RUN WAY
MANOR , TX 78653-4690

GUAJARDO JOSE BALDEMAR JR
12402 WATERFORD RUN WAY
MANOR , TX 78653-4690

DAVENPORT LAKESKIA
12400 WATERFORD RUN WAY
MANOR , TX 78653-4690

COLE BETTY L & JOHNNY L COLE
2179 AVENAL LN
GRAND JCT, CO 81507-2509

OGUNLABI ABIOLA O & OLUMIDE O
12312 WATERFORD RUN WAY
MANOR , TX 78653-4689

DEAR JOSEPH
12308 WATERFORD RUN WAY
MANOR , TX 78653-4689

KEY SHARMAINE DENISE
12306 WATERFORD RUN WAY
MANOR , TX 78653-4689

MELGAR IVETTE K
12304 WATERFORD RUN WAY
MANOR , TX 78653-4689

RODRIGUEZ MARIA LAUREL
12302 WATERFORD RUN WAY
MANOR , TX 78653-4689

ESTRADA OSIEL
12300 WATERFORD RUN WAY
MANOR , TX 78653-4689

BUSHMAN ANTHONY
12409 WATERFORD RUN WAY
MANOR , TX 78653-4690

TAYLOR TAMARA
12407 WATERFORD RUN WAY
MANOR , TX 78653-4690

LOWREY ANDREW ROBERT & TRACIE
RENEE LOWREY
12405 WATERFORD RUN WAY
MANOR , TX 78653-4690

AVERY JESMIA N & DATHAN D
BIBERSTEIN
12403 WATERFORD RUN WAY
MANOR , TX 78653-4690

LABATA RACHELLE S & JOSE P
12401 WATERFORD RUN WAY
MANOR , TX 78653-4690

DAVIS CORY
12315 WATERFORD RUN WAY
MANOR , TX 78653-4689

QUEPONS KAREN L
12313 WATERFORD RUN WAY
MANOR, TX 78653-4689

JOHNSON LAWRENCE C
12311 WATERFORD RUN WAY
MANOR , TX 78653-4689

STEFFENSEN LISA & JASON WALTER
12309 WATERFORD RUN WAY
MANOR , TX 78653-4689

LOPEZ YOXELINA JAIMES &
JAVIER JAIMES MALDONADO
12307 WATERFORD RUN WAY
MANOR , TX 78653-4689

RODRIGUEZ JORGE IVAN &
ERICA GAONA
12305 WATERFORD RUN WAY
MANOR , TX 78653-4689

BRANCH LAMESHA T
12303 WATERFORD RUN WAY
MANOR , TX 78653-4689

ROHLOFF VINCENT L III &
PAULA MIGOTI ROHLOFF
12301 WATERFORD RUN WAY
MANOR , TX 78653-4689

PRESIDENTIAL MEADOWS L P
% W2 REAL ESTATE PARTNERS
1221 S MOPAC EXPWY STE 355
AUSTIN , TX 78746

RESIDENTIAL DISTRICTS

R-1 Single Family

Permits detached single-family dwellings with a minimum of 1,500 square feet of living area, and related accessory structures, on a minimum lot size of 7,500 square feet. All single-family dwellings in this district shall be constructed so that minimum of two sides shall be 100% of masonry construction, one side of which shall be the front of the structure. This requirement may be satisfied by constructing the front 100% masonry and constructing two additional sides with at least 50% masonry construction. Masonry construction shall mean stone, brick, and stucco.

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Minimum Lot Size	7,500 sq ft	Maximum Height	35 ft
Minimum Lot Width	60 ft**	Minimum Setbacks:	
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Maximum Building Coverage		Street Side Yard	15 ft
with Accessory Buildings	50%	Side Yard^^	5 ft
Landscape Requirement	per lot^	Rear Yard	25 ft

** Cul-de-sac lot widths shall be measured at the building setback line and be equal to the minimum required lot width.

^ Two (2) 2-inch trees, six (6) 2-gallon shrubs, grass lawn

^^ 10' side yard to all C, I, and IN

R-1

Single Family

Permitted and Conditional Uses

Residential

Accessory Structures
Real Estate Sales Office (c)

Single-Family Residential
Temporary Construction Buildings

Civic

Community Recreation - Public
Private primary and secondary
educational facilities (c)
Public primary and secondary
educational facilities (c)

Public Buildings
Religious Assembly
Safety Services
Water Supply Facilities

Commercial

Bed and Breakfast (c)
Home Occupations
Small Child Care Center (c)

Bar any commercial establishment required to have a state license for the sale of alcoholic beverages for on-premises consumption and in which fifty percent (50%) or more of the monthly gross revenues are from the sale of alcoholic beverages

Bed and Breakfast an establishment engaged in providing rooms or groups of rooms in a dwelling unit for temporary lodging for overnight guests on a paying basis. Or means a historic or otherwise architecturally unique building where lodging is provided by prearrangement for definite periods, for compensation, for not more than seven rooms to let and where breakfast is included in the rates charged to guests

Boarding House a building other than a hotel, occupied as a single housekeeping unit where lodging or meals are provided for three (3) or more persons for compensation, pursuant to previous arrangements for definite periods, but not to the general public or transients

Business Support Services the use of a site for sale, rental, or repair of equipment or supplies used by office, professional, or service establishments, but excludes automotive, construction, and farm equipment. This use includes office equipment and supply firms, small business machine repair shops, and hotel equipment and supply firms

Café or Cafeteria a commercial establishment where snacks or meals are vended for consumption indoors or on the premises

Cemetery land used or intended to be used for the interment of human remains and dedicated for cemetery purposes, including crematories, mausoleums, columbariums and mortuaries when operated in conjunction with and within the boundary of such cemetery.

Child Care Center (Small) a private residence where the occupant provides custodial care and supervision during daylight hours for a maximum six (6) children at any one time. The maximum six (6) children includes the family's natural or adopted children under the age of fourteen (14). The residence must contain a minimum 150 square feet of floor area for each child. This use shall exclude a family/group home.

Child Care Center (Intermediate) a facility (including nonresidential structures) which provides custodial care and supervision for less than 24 hours a day for between seven (7) and twelve (12) children, excluding foster and group homes. The facility must contain a minimum 150 square feet of floor area for each child.

Child Care Center (Large) a facility where over twelve (12) children receive custodial care and supervision for less than 24 hours a day, excluding foster and group homes.

Child Care or Child Development Facilities a children's home, orphanage, institution, private home, residence or other place, whether public, parochial or private, operated for profit or not, which keeps, cares for, has custody of or is attended by four (4) or more children under sixteen (16) years of age at any one time, who are not members of the immediate family or any natural person operating any such place, during any part or all of the twenty-four hours in a day. Also, any institution, home or other place, whether public or private, parochial or private, conducted for profit or not, which keeps, cares for, has custody of or is attended by any number of children, under the age of sixteen (16), who are not members of the immediate family of any natural person operating such a place, who are mentally or physically handicapped, under medical or social supervision, and not within a hospital, twenty-four hours a day.

Church or Rectory a place of worship and religious training of recognized religions including on-site housing of ministers, rabbis, priests, nuns and similar staff personnel.

Civic Uses means the performance of utility, educational, recreational, cultural, medical, protective, and governmental functions, and other uses that are strongly vested with public or social importance.

Cleaning and Laundry Self-Service Shop an establishment providing customers with self-service laundry and/or dry cleaning facilities, and does not include a commercial laundry or cleaning plant

Clinic a public or private station or establishment for the examination and treatment of outpatients by an individual or group of doctors, dentists, opticians, veterinarians, or other similar medical professionals.

Clothing Manufacture cutting, sewing and forming garments, millinery, and accessories, when no noise, dust, vibration, odor or other undesirable or obnoxious condition is created to affect adjacent property.

Cocktail Lounge use of a site for retail sale of alcoholic beverages for consumption on the premises, including taverns, bars, and similar uses, other than a restaurant use



AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver request for Lot 1, Block 47, Town of Manor, locally known as 209 W. Eggleston Street, from Manor Code of Ordinances Chapter 14, Exhibit A, Article 2, Section 20(j), Chart 1 Height and Placement Requirements to allow for a 5.6 foot street side setback.

BACKGROUND/SUMMARY:

When this home's building permit was issued an uncovered flatwork patio was shown on the plan. Flatwork is permitted to encroach a required setback. After permitting the owner moved forward with constructing a covered patio, unaware that covering the approved concrete patio was not allowed as it would make it a permanent structure. Our ordinance allows accessory structures within 5 feet of street side, side, and rear setbacks but this structure is attached to the main building and therefore not an accessory structure and could not be within 15' of the street side property line. Corner lots platted now accommodate the 15' setback by being 55' - 65+' wide so the buildable area is not adversely impacted. Moreover, the Bastrop St. culvert (city ROW) is 15' wide, meaning from their setback line to the edge of pavement would be 30', of which they want to encroach 9.4'.

PRESENTATION: ☐ YES ☒ NO

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

Waiver
Survey
Images

STAFF RECOMMENDATION:

City staff has no recommendation.

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

April 25, 2018

Glenissa & Torrey Overton
209 W Eggleston St
Lot 1, Block 47
Manor, Texas 78653

Dear members of the council,

Herewith, for your review and consideration, we are requesting a waiver from the City Ordinance (Chapter 14, Exhibit A, Article 2, Section 20 J, Chart 1) requirements.

The patio is encroaching 9 feet into the required 15 feet street side setback.

The reason for this request is that the current subdivision standards and associated lot standards require corner lots to be platted larger to compensate for the 15 feet street side setback, but the older lots in town were not similarly platted but are still required to abide by the 15 feet street side setback which reduces the buildable area of older lots more than newly platted corner lots. Furthermore, the larger rights-of-way in the older part of town (approximately 80 ft.) with culverts sets your property line further back from the road than lots platted on 50 feet right-of-way streets so the encroachment into the 15 feet street side setback wouldn't hinder line of sight, which is the purpose for having 15 feet set backs on corners.

Thank you for considering this request for waiver, and we look forward to receiving a favorable action from you.

Sincerely,

Glenissa & Torrey Overton



Nick Manesh Engineering, LLC
DESIGN • BUILD • INSPECT

Date: April 8, 2018

Job No.: 18-522

To: Mr. & Mrs. Overton
Phone: 512-294-1576
Email: torrey_overton@yahoo.com

Re: Foundation Inspection & Hammer Test of Porch Addition to 209 West Eggleston Street, Manor, TX 78653.

To Whom It May Concern:

This letter is to confirm that a visual inspection of the porch addition was conducted in order to determine the structural integrity of the foundation and framing.

The addition consists of a 14' x 20' slab that is separated from the main foundation, with (4) 5"x5" steel columns supporting a sloped roof. There is also a 13' x 1' x 8' tall stone feature wall.

The results of the hammer test indicate that the compressive strength of the concrete is between 3,500 psi and 4,000 psi. This compressive strength is an adequate load bearing capacity for an exterior porch.

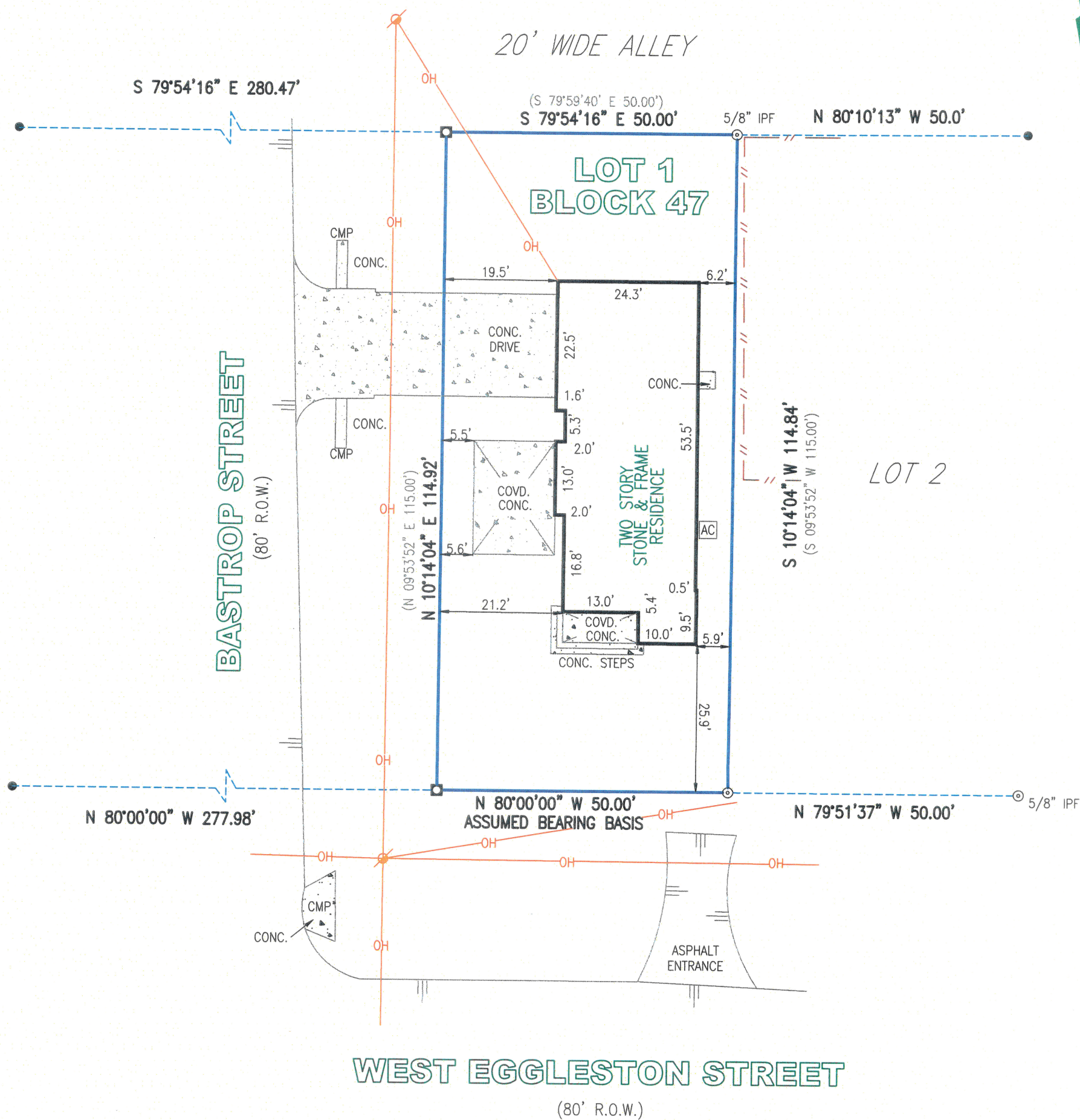
The foundation and framing of the porch were constructed in accordance with the 2015 International Residential Code.

If you have any questions or comments, please feel free to contact me at 469-615-0430 or nickmanesh.asi@gmail.com.

Sincerely,

Dr. Nick Manesh, Ph.D., PE, JD
CEO and Chief Engineer
T.B.P.E. # F-17151

















AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

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 87.622 acres, more or less, of land area located in the A.C. Caldwell Survey, Abstract No. 154, Travis County, Texas; and providing for open meetings and other related matters.

BACKGROUND/SUMMARY:

This property was acquired by the Manor Heights developer and the majority of the Manor Heights development is already in the city and so to have consistent development standards and assessments on all properties within the subdivision the developer has voluntarily petitioned for this area to be annexed in to the city limits.

PRESENTATION: ☐ YES ☒ NO

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

Resolution 2018-05

Schedule

Survey

Closure check

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2018- 05 commencing the voluntary annexation of land adjacent and contiguous to the city limits; being 87.622 acres, more or less, of land area located in the A.C. Caldwell Survey, Abstract No. 154, Travis County, Texas; and providing for open meetings and other related matters.

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

RESOLUTION NO. 2018-05

A RESOLUTION OF THE CITY OF MANOR, TEXAS, COMMENCING THE ANNEXATION OF 87.62 ACRES, MORE OR LESS, OF LAND AREA, IN THE A.C. CALDWELL SURVEY, ABSTRACT NO. 154, 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 a 87.622 acres or land, more or less, located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas: containing a portion of that certain 180.83 acre tract described in instrument to Alma Juanita Meier in Volume 11376, Page 676 of the Deed Records of Travis County; also containing a portion of that certain 90.0886 acre tract of land described in instrument RHOF, LLC in Document No. 2005154974 of the Official Public Records of Travis County.

Two public hearings are set for the dates of June 20, 2018 and June 27, 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 2nd day of May 2018.

THE CITY OF MANOR, TEXAS

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina
City Secretary

SCHEDULE FOR VOLUNTARY ANNEXATION
Champion Tract (Manor Heights)

DATE	ACTION/EVENT	LEGAL AUTHORITY
May 2, 2018	COUNCIL CONSIDERS INITIATION OF ANNEXATION - Directs notification to land owners; and sets two (2) Public Hearings June 20, 2018 and June 27, 2018 ; 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.
By May 18, 2018	NOTICE TO property owners & utility providers	Loc. Gov't Code § 43.062(a)
June 1 – June 7, 2018** Publish notice of First Public Hearing and send school district notice	NEWSPAPER NOTICES RE: FIRST AND SECOND PUBLIC HEARINGS ; (If applicable, certified Notice to Railroad). POST NOTICE OF HEARINGS ON CITY'S WEBSITE AND MAINTAIN UNTIL HEARINGS COMPLETE	Not less than 10 days nor more than 20 days before 1st and 2nd public hearings. Loc. Gov't Code, §43.063 (c).
June 8 – June 14, 2018** Publish notice of Second Public Hearing	SCHOOL DISTRICT NOTICE (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	LAST DAY FOR SUBMISSION OF WRITTEN PROTEST BY RESIDENTS (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)
June 20, 2018*	1st PUBLIC HEARING AND PRESENT SERVICE PLAN (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.
June 27, 2018*	2nd PUBLIC HEARING AND PRESENT SERVICE PLAN (At least 20 days before 1st reading of ordinance.) <i>SPECIAL 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 July 18, 2018*	FIRST READING OF ORDINANCE <i>REGULAR MEETING</i>	Date of institution of proceedings.
August 8, 2018; Or at a special called meeting after the 1st First Reading	SECOND-FINAL READING OF ORDINANCE <i>REGULAR MEETING</i>	Not more than 90 days after 1 st reading of Ordinance § 43.064.
Within 30 days of Second Reading	CITY SENDS COPY OF MAP 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	CITY PROVIDES CERTIFIED COPY OF ORDINANCE AND MAPS TO: <ol style="list-style-type: none"> 1. County Clerk 2. County Appraisal District 3. County Tax Assessor Collector 4. 911 Addressing 5. Sheriff's Office 6. City Department Heads 7. State Comptroller 8. Franchise Holders 	

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

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

**A METES AND BOUNDS
DESCRIPTION OF A
87.622 ACRE TRACT OF LAND**

BEING a 87.622 acres (3,816,832 square feet) of land located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas: containing a portion of that certain 180.83 acre tract of land described in instrument to Alma Juanita Meier in Volume 11376, Page 676 of the Deed Records of Travis County; also containing a portion of that certain 90.0886 acre tract of land described in instrument to RHOF, LLC in Document No. 2005154974 of the Official Public Records of Travis County; and being more particularly described as follows:

COMMENCING, at a found 1/2-inch iron rod marking the easterly southeast corner of said 90.0886 acre tract, same being the northeast corner of that certain 1.503 acre tract described in instrument to Erskine E. Fiebig in Volume 5017, Page 556 of the Deed Records of Travis County, on the westerly line of that certain 51.533 acre tract of land described in instrument to Chau Dinh and Kim Pham in Document No. 2014439510 of the Official Public Records of Travis County;

THENCE, North 28°30'46" East, 489.05 feet along the northwesterly line of said 51.533 acre tract to a 1/2-inch iron rod with KHA cap set for the **POINT OF BEGINNING** of herein described tract;

THENCE, South 86° 47' 58" West, 2,966.43 feet, to a 1/2-inch iron rod with KHA cap set on the easterly right-of-way line of Old Kimbro Road;

THENCE, along the easterly and southerly right-of-way lines of said Old Kimbro Road, the following three (3) courses and distances;

1. North 26° 31' 49" East, at 1,239.90 feet, passing a concrete monument, for a total distance of 1,326.94 feet, to a 1/2-inch iron rod with "KHA" cap set for corner;
2. Northerly, along the arc of a curve to the right having a radius of 533.10 feet, a central angle of 67°52'18", a chord bearing and distance of North 60°18'54" East, 595.22 feet, and a total arc length of 631.50 feet and to a 1/2-inch iron rod with KHA cap set for corner;
3. South 85° 48' 57" East, at 87.08 feet, passing a concrete monument, for a total distance of 2,475.57 feet to set ½ inch iron rod with "KHA" cap marking the northwesterly corner of aforesaid 51.533 acre tract;

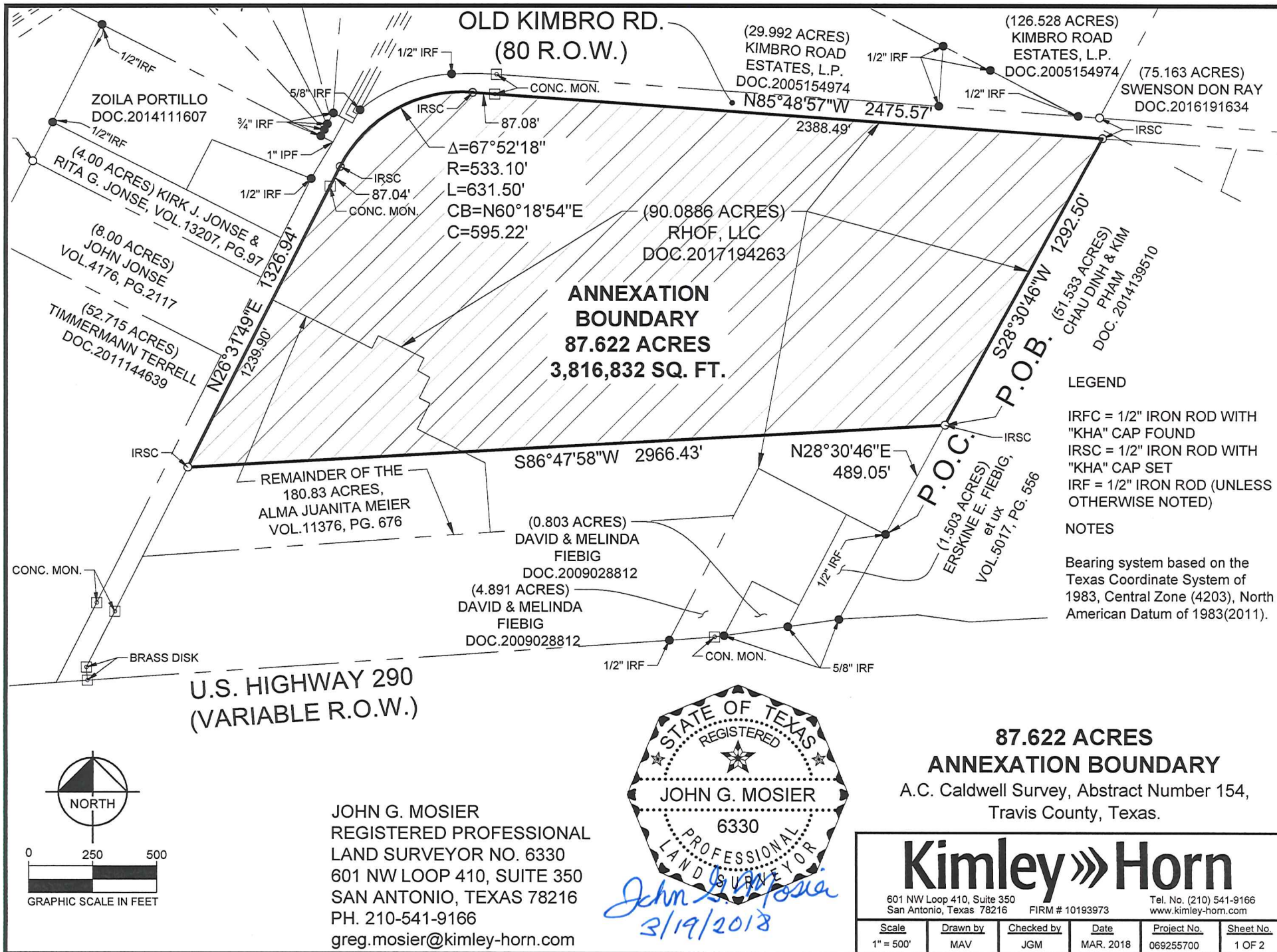
THENCE, South 28° 30' 46" West, 1,292.50 feet leaving the right of way line of Old Kimbro Road and along the northwesterly line of said 51.533 acre tract to the **POINT OF BEGINNING**, containing 87.622 acres of land in Travis County, Texas, as shown in the document save in the office of Kimley-Horn and Associates, Inc. in San Antonio, Texas.

JGM
3/19/2018

JOHN G. MOSIER
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 6330
601 NW LOOP 410, SUITE 350
SAN ANTONIO, TEXAS 78216
PH. 210-541-9166
greg.mosier@kimley-horn.com

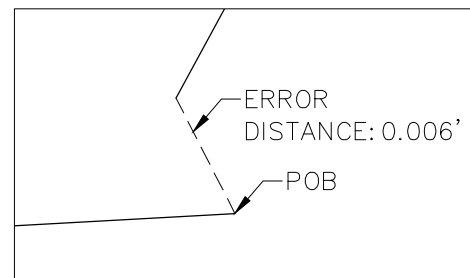
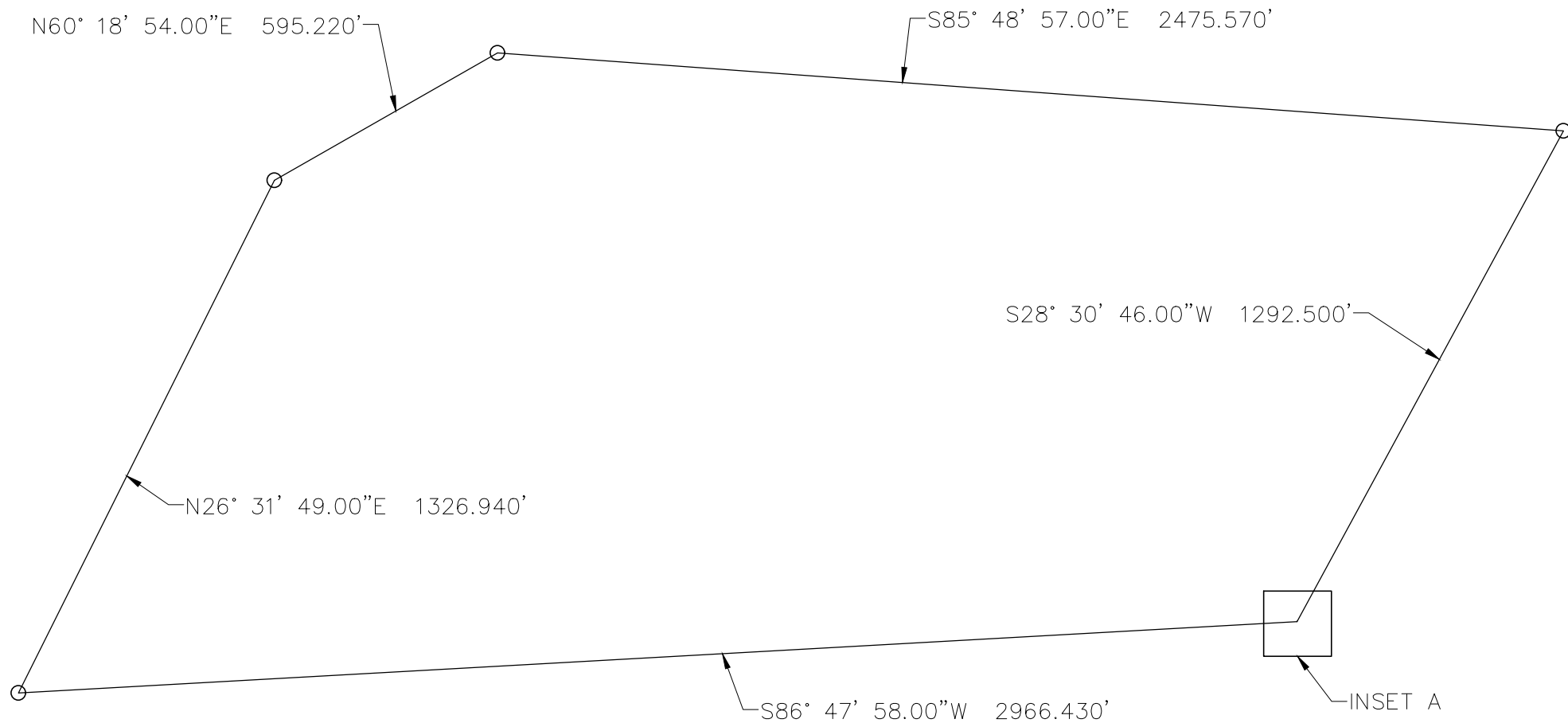
**87.622 ACRES
ANNEXATION BOUNDARY**
A.C. Caldwell Survey, Abstract Number 154,
Travis County, Texas.

Kimley»Horn					
601 NW Loop 410, Suite 350 San Antonio, Texas 78216			FIRM # 10193973		Tel. No. (210) 541-9166 www.kimley-horn.com
Scale 1" = 500'	Drawn by MAV	Checked by JGM	Date MAR. 2018	Project No. 069255700	Sheet No. 1 OF 2





N.T.S.



INSET A

MANOR HEIGHTS
CLOSURE CHECK



Jay Engineering Company, Inc.
P.O. Box 1220
Leander, Texas 78646-1220
Tel. (512) 259-3882 Fax. (512) 259-8016

TEXAS REGISTERED ENGINEERING FIRM F-4780



AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Frank T. Phelan, P.E.

DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Deposit Letter Agreement to fund engineering investigations and design of Offsite Wastewater Improvements to serve the Manor Heights project and selected areas within the Cottonwood Creek basin.

BACKGROUND/SUMMARY:

The developer of the Manor Heights project has proposed to provide funding for engineering investigations and designs for the furtherance of the design and construction of a wastewater treatment plant and associated wastewater infrastructure that will serve the project. The Deposit Letter Agreement will provide advanced funding to initiate the design of the facilities so that project completion will most closely coincide with the need for wastewater service by the project.

PRESENTATION: ☒ YES ☐ NO

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

Deposit Letter Agreement

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the Deposit Letter Agreement to fund engineering investigations and design of Offsite Wastewater Improvements to serve the Manor Heights project and selected areas within the Cottonwood Creek basin and Authorize the City Manager to sign the agreement.

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

DEPOSIT LETTER AGREEMENT

April __, 2018

To Whom It May Concern:

Sky Village Kimbro Estates, LLC, a Texas limited liability company (d/b/a Manor Heights) (the "Developer") is the owner of real property located in Manor, Texas and is in the process of designing and constructing the real estate development project known as "Manor Heights". The City of Manor, Texas (the "City") has received a permit to treat and discharge wastes from the proposed Cottonwood Creek Wastewater Treatment Plant (the "Cottonwood Creek WWTP") and is currently in the process of designing the offsite water and wastewater improvements to serve Manor Heights. The Offsite Wastewater Improvements (herein so called) include the Cottonwood Creek WWTP, WWTP lift station and force main, Cottonwood Creek wastewater collection main, Cottonwood Creek west tributary wastewater collection main and the Cottonwood Creek west tributary lift station and forced main.

In order to expedite the design and construction of the Offsite Wastewater Improvements, the Developer has agreed to advance \$50,000.00 (the "Deposit") to the City, to be used by the City Manager to pay costs and expenses associated with the Project Engineer (herein defined) to assist the City in beginning the field investigations (surveying and geotechnical) and preliminary design of the Offsite Wastewater Improvements (the "Plant Designs").

By executing this agreement (the "Letter Agreement"), the City and Owner agree that:

1. The Developer shall deliver the Deposit to the City Manager as provided in Section 3 hereof, which Deposit shall be used by the City exclusively to pay the Project Costs (defined below). City and Developer agree that this Letter Agreement may be modified from time to time to increase the amount of the Deposit should additional funds be required for further work to progress on the Plant Designs.

2. The City has retained Jay Engineering Company, Inc. as the project engineer (the "Project Engineer"). The Project Engineer will assist the City with the design and construction of the Offsite Wastewater Improvements. The Project Engineer will be responsible to, and will act as the engineering consultant to, the City in connection with the Offsite Wastewater Improvements design, bidding and construction. The City Manager will use the Deposit to pay costs and expenses of the Project Engineer that are associated with or incidental to the Plant Designs (collectively, "Project Costs"). The scope of work and terms and conditions of the agreements for the Project Engineer are, or will be, set forth in agreements on file in the City Manager's office. The City Manager shall maintain records of the payment of all Project Costs and keep such records on file and available for inspection and review by the Developer at City Hall. Upon request, but not more than monthly, the City agrees to provide the Developer with copies of all invoices for Plant Designs that have been paid since the last request. If the Developer objects to any portion of an invoice, the City and the Developer agree in good faith to attempt to resolve the dispute within a reasonable period of time.

3. The Owner shall deliver the Deposit to the City Manager within five (5) business days after this Letter Agreement is executed by the City and the Developer. The City will draw from the Deposit to pay for the Project Engineer fees for the Project Costs. The City Manager shall cause all funds received from the Developer to be deposited into a separate account maintained by or at the direction of the City Manager and the Office of the City Director of Finance. All interest or other amounts earned on funds (if any) in such account shall be held in such account for the payment of Project Costs or otherwise applied as set forth in Section 4 hereof.

4. If design of the Offsite Wastewater Improvemets are terminated or abandoned, the City Manager shall transfer to the Developer all funds remaining from the Deposit, including any interest earnings thereon, then on deposit in the account established and maintained pursuant to Section 3, exclusive of funds necessary to pay Project Costs or portions thereof that (i) have been actually incurred and (ii) are due and owing as of the date of such termination or abandonment.

5. By execution of this Letter Agreement, the City does not waive or relinquish any sovereign immunity rights available to it by law except as otherwise stipulated by applicable laws.

6. This Letter Agreement shall be binding on the successors and assigns of the parties hereto.

Each person signing this Letter Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Letter Agreement on behalf of his or her respective party to this Letter Agreement. Each party represents and warrants to the other that the execution and delivery of the Letter Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Letter Agreement is a valid and legal agreement enforceable in accordance with its terms.

Sincerely,

Tom Bolt, City Manager
Signature Date: _____

AGREED TO BY:

SKY VILLAGE KIMBRO ESTATES, LLC (d/b/a Manor Heights)

By: _____
Name: _____
Title: _____
Date: _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Frank T. Phelan, P.E.

DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a contract addendum with Jay Engineering Company, Inc. for design, construction and bidding phase services for the Offsite Wastewater Improvements for the Manor Heights project.

BACKGROUND/SUMMARY:

The developer of the Manor Heights project has proposed to provide funding for engineering investigations and designs for the construction of a wastewater treatment plant and associated wastewater infrastructure in the Cottonwood Creek basin that will serve the project. A Deposit Letter Agreement will provide advanced funding to initiate the design of the facilities so that plant completion will most closely coincide with the need for wastewater service by the project. A development agreement is being negotiated to provide for developer funding for all engineering and construction costs for the wastewater improvements. Estimated total cost for the initial phase of the plant and associated infrastructure is \$6,000,000.

PRESENTATION: ☒ YES ☐ NO

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

Contract Addendum No. 49

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the contract addendum with Jay Engineering Company, Inc. for design, construction and bidding phase services for the Offsite Wastewater Improvements for the Manor Heights project.

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

EXHIBIT B

ADDENDUM NO. 49

ADDENDUM TO PROFESSIONAL SERVICES AGREEMENT

An addendum to the Professional Services Agreement between the City of Manor, Texas, as CLIENT, and Jay Engineering Company, Inc., as ENGINEER, dated October 15, 2001.

Through this addendum, CLIENT hereby authorizes ENGINEER to undertake the work assignment described in the following, said assignment to be performed within the terms and conditions defined in said Professional Services Agreement, except as modified herein.

ASSIGNMENT: **COTTONWOOD CREEK WASTEWATER COLLECTION AND TREATMENT SYSTEM IMPROVEMENTS.**

SCOPE OF SERVICES:

☐ See attached.

☒ Scope as defined in the following: Prepare drawings, specifications, and contract documents for Cottonwood Creek Wastewater Collection System Improvements project, to include approximately 5,000 LF of gravity ww line, two lift stations with forced mains, and a 125,000 GPD WWTP including all yard piping and site development elements. Design surveys, bidding and construction phase services, inspection and testing are included herein. Boundary or easement survey work for land acquisition are not included herein but can be provided as additional services under Standard Rates.

COMPENSATION:

- ☒ Lump Sum Fee Per Attached Task List Fee Schedule, plus Additional Services
- ☐ Preset Percent of Construction Cost
- ☐ TSPE/ACEC Fees of Median Compensation (fee determined by actual construction cost)

CITY OF MANOR, TEXAS

JAY ENGINEERING COMPANY, INC.

By: _____

By:  _____

Date: _____

Date: May 22, 2017

JAECO Project No.: 100-070-20

TASK LIST FEE SCHEDULE

COTTONWOOD CREEK WASTEWATER COLLECTION AND TREATMENT SYSTEM IMPROVEMENTS

Task 1 - WWTP and Site Improvements	Fee
Preliminary Engineering Phase	\$ 97,800
Field Surveying	\$ 12,090
Geotechnical Evaluation and Report	\$ 8,060
Design Development Phase	\$ 93,500
Final Design and Contract Documents	\$ 118,040
Bidding and Contracting Phase	\$ 8,060
Construction Phase	\$ 48,360
Testing and Inspection	\$ 12,090
Total	\$ 398,000

Task 2 - WWTP Lift Station and Forced Main	Fee
Preliminary Engineering Phase	\$ 12,100
Field Surveying	\$ 1,530
Geotechnical Evaluation and Report	\$ 1,020
Design Development Phase	\$ 11,400
Final Design and Contract Documents	\$ 14,280
Bidding and Contracting Phase	\$ 1,020
Construction Phase	\$ 6,120
Testing and Inspection	\$ 1,530
Total	\$ 49,000

Task 3 - Cottonwood Creek West Tributary Wastewater Collection Line	Fee
Preliminary Engineering Phase	\$ 16,000
Field Surveying	\$ 1,920
Geotechnical Evaluation and Report	\$ 1,280
Design Development Phase	\$ 16,000
Final Design and Contract Documents	\$ 17,920
Bidding and Contracting Phase	\$ 1,280
Construction Phase	\$ 7,680
Testing and Inspection	\$ 1,920
Total	\$ 64,000

Task 4 - Cottonwood Creek West Tributary Lift Station and Forced Main	Fee
Preliminary Engineering Phase	\$ 19,750
Field Surveying	\$ 2,370
Geotechnical Evaluation and Report	\$ 1,580
Design Development Phase	\$ 19,750
Final Design and Contract Documents	\$ 22,120
Bidding and Contracting Phase	\$ 1,580
Construction Phase	\$ 9,480
Testing and Inspection	\$ 2,370
Total	\$ 79,000

**Task 5 - Cottonwood Creek Wastewater Collection Main
Fee**

Preliminary Engineering Phase	\$ 12,750
Field Surveying	\$ 1,530
Geotechnical Evaluation and Report	\$ 1,020
Design Development Phase	\$ 12,750
Final Design and Contract Documents	\$ 14,280
Bidding and Contracting Phase	\$ 1,020
Construction Phase	\$ 6,120
Testing and Inspection	\$ 1,530
<hr/>	
Total	\$ 51,000



AGENDA ITEM NO. ⁹_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance designating Manor Community News as the Official Newspaper of the City of Manor, Texas.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Ordinance No. 518

Rate Information

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 518 designating Manor Community News as the Official Newspaper of the City of Manor, Texas.

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

ORDINANCE NO. 518

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, DESIGNATING THE MANOR COMMUNITY NEWS AS THE OFFICIAL NEWSPAPER OF THE CITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN OPEN MEETINGS CLAUSE AND PROVIDING FOR RELATED MATTERS.

WHEREAS, the City Council desires to designate the Manor Community News as the official newspaper of the City for publications of all ordinances, or captions thereof, notices, and other matters required to be published by law or by ordinance, or which the City may deem necessary or desirable to publish; and

WHEREAS, the City Council finds the Manor Community News complies with the requirements of Section 2015.044 of the Texas Government Code;

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. Designation of Official Newspaper. The City hereby designates the Manor Community News as the official newspaper of the City for publications of all ordinances, or captions thereof, notices, and other matters required to be published by law or by ordinance, or which the City may deem necessary or desirable to publish. Such designation shall continue on an annual basis unless action is taken by the City Council to the contrary. The City Manager or his designee is hereby authorized to take the necessary action to implement this official newspaper designation.

Section 3. Severability. It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such invalid phrase, clause, sentence, paragraph or section. If any provision of this Ordinance shall be adjudged by a court of competent jurisdiction to be invalid, the invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision, and to this end the provisions of this Ordinance are declared to be severable.

Section 4. Amendment of Conflicting Ordinances. All ordinances or parts of ordinances in conflict with this Ordinance are hereby amended to the extent of a conflict herewith. In the event of a conflict between another ordinance of the City and this Ordinance, this Ordinance shall control.

Section 5. 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, Tex. Gov't. Code.

PASSED AND APPROVED on this 2nd day of May 2018.

THE CITY OF MANOR, TEXAS

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina
City Secretary

MANOR COMMUNITY NEWS

*Where Manor goes
to get Informed*

RATE SHEET

Rates Effective December 2017

PO Box 601, Manor, TX 78653
(512) 523-4161

www.manorcommunitynews.com

STANDARD SIZE AD RATES

Black & White	Single Run	Multiple Runs (4+)
Full Page	\$1593.75	\$ 882.00
1/2 Page	\$ 519.75	\$ 441.00
1/4 Page	\$ 259.88	\$ 220.50
1/8 Page	\$ 150.00	\$ 105.00

1/12 Page

B&W FOOTER RATES

Inside Page \$95

B&W HEADER RATES

Inside Page \$115

COLOR	Single Run	Multiple Runs (4+)
Full Page	\$1843.75	\$1132.00
1/2 Page	\$ 669.75	\$ 591.00
1/4 Page	\$ 335.00	\$ 270.50
1/8 Page	\$ 195.00	\$ 155.00

1/12 Page

COLOR HEADER RATES

Front Page \$175

Back Page \$150

COLOR FOOTER RATES

Front Page \$145

Back Page \$125

LOCAL DISPLAY RATES

OPEN RATE	\$10.00 per column inch
30-125 inches	\$ 8.25 per column inches
126-251 inches	\$ 7.50 per column inch
252+ inches	\$ 6.25 per column inches

Discounts for multiple runs

ADVERTISING DEADLINES:

By 5:00 p.m. on Tuesday prior to publication day.

CLASSIFIED DISPLAY RATE

\$10.00 pci for 1 run

\$ 9.00 pci for 2 runs

\$ 8.00 pci for 3 runs

\$ 7.00 pci for 4 runs

CLASSIFIED WORD ADS

\$12.00 per issue for Up to 15 words

\$.50 per extra word

BUSINESS SERVICE DIRECTORY

(Best Value for continuous community exposure)

2 column inches x 2 inches for copy-ready business card ad, including text and graphics

\$35 per single run, or \$119 per month pre-paid

We will design your business card or 1/8 page ad for you for a one-time layout/setup fee of just \$25!

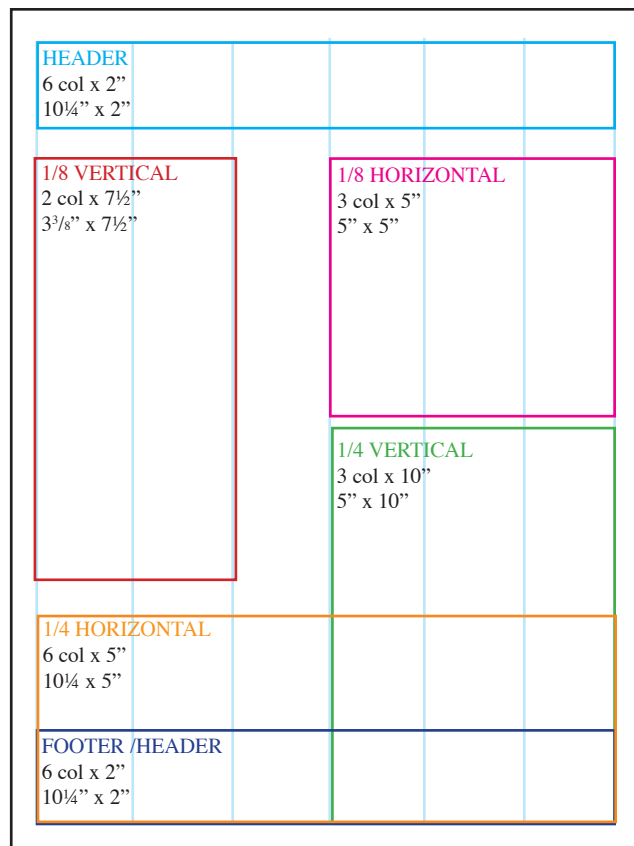
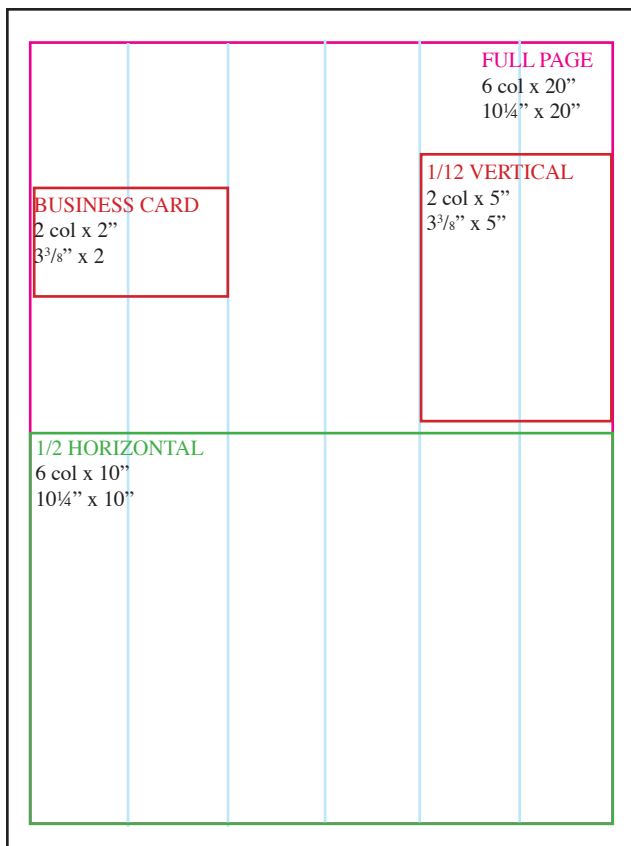
MCN offers full service graphic design and layout for more than just ads. We can create brochures, banners, signs, and more for you

OTHER RATES:

Church Ads: 2 column inches (3.256 " x 2") (Business card size) ad. \$25 per issue or \$20 per issue with a 52 week contract (\$40/issue value)

Celebrate Life with an Announcement! Wedding, Birthday, Anniversary, Graduation, Obituary, Quinceneara, Promotion, etc. 2 columns x 3.5 inches for \$25.00 (\$70 VALUE)

Best Deal Buy: 2 column x 5 inch B&W ad anywhere in retail section of the paper running every issue for a full year: \$170 per month (\$400/month VALUE)



PRE-PRINTED FLYER INSERTION RATES

Tab Pages

SINGLE SHEET	\$44.00
4	\$59.00
8	\$61.00
12	\$65.00
14	\$70.00
16	\$73.00
20	\$80.00
24	\$85.00
28	\$92.00
32	\$98.00
36	\$103.00
40	\$109.00
44	\$115.00
48	\$118.00
Over 48	Call for pricing.



PRE PRINT GUIDELINES

- Inserts should be reserved 15 days prior to Thursday distribution and be in-house 10 days prior.
- Pack and band inserts on skids convenient for handling. 2,000 pounds or less per skid
- Cancellations must be received 12 days prior to insertion date
- Deliver to San Marcos Daily Record

COLOR EXPRESS INSERTS

Rates are based on cost per thousand and include design, production, printing and distribution. Please reserve 21 days prior to publication. Single sheet 8.5x11 starting as low as \$125

FRONT PAGE NOTES

Rates are based on cost per thousand and include design, production, printing, and distribution. Please reserve 21 days prior to publication. Starting as low as \$103.

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AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 2, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on establishing a Public Improvement District Committee.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council establishes a Public Improvement District Committee.

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