



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, June 20, 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

PROCLAMATION

A. Declaring the Month of July 2018, as “National Parks and Recreation Month”

PUBLIC COMMENTS

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please 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.

1. Consideration, discussion, and possible action to approve the City Council Minutes of the June 6, 2018, Regular Meeting. Lluvia Tijerina,
City Secretary

- | | |
|---|---|
| 2. Consideration, discussion, and possible action on the acceptance of the May 2018 Departmental Reports: | Thomas Bolt,
City Manager |
| <ul style="list-style-type: none">• Police – Ryan Phipps, Chief of Police• Development Services – Scott Dunlop, Planning Coordinator• Municipal Court – Sarah Friberg, Court Clerk• Public Works – Mike Tuley, Director of Public Works• Finance – Lydia Collins, Director of Finance | |
| 3. Consideration, discussion, and possible action on City owned equipment and fleet to be auction off. | Anthony Valchar,
Streets/Parks
Superintendent |

PUBLIC HEARING

- | | |
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| 4. Conduct a public hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas. | Scott Dunlop,
Planning
Coordinator |
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REGULAR AGENDA

- | | |
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| 5. Consideration, discussion, and possible action on the first reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas. | Scott Dunlop,
Planning
Coordinator |
| 6. Consideration, discussion, and possible action on the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2) Applicant: Ceilia Edwards Owner: Odeen Hibbs | Scott Dunlop,
Planning
Coordinator |
| 7. Consideration, discussion, and possible action on a waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations to waive the requirements for construction plans and paved parking. | Scott Dunlop,
Planning
Coordinator |
| 8. Consideration, discussion, and possible action on a waiver request for Abstract 315, Survey 63 Gates G, locally known as 12307 US Hwy 290 East from Manor Code of Ordinances, Chapter 5, Article 5.04, Section 5.04.003(a) Fireworks Prohibited to allow for the sale of fireworks within the city limits. Applicant: Chester Davis. Owner: Odeen Hibbs | Scott Dunlop,
Planning
Coordinator |
| 9. Consideration, discussion, and possible action on a waiver request for Abstract 315, Survey 63, Gates G, locally known as 14605 N FM 973, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements to waive the requirements for a paved parking surface. Applicant: Shana Whiteley. Owner: Shana Whitely, Good Luck Grill | Scott Dunlop,
Planning
Coordinator |

ADJOURNMENT

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

POSTING CERTIFICATION

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, June 15, 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, parks and recreation programs are an integral part of communities throughout this country, including Manor, Texas; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Manor recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, I, Rita G. Jonse, Mayor of the City of Manor, and on behalf of the Manor City Council, do hereby proclaim that July is recognize as:

“PARKS AND RECREATION MONTH”

in the City of Manor, Texas.

PROCLAIMED this the 20th day of June 2018

Rita G. Jonse, Mayor
City of Manor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Lluvia Tijerina, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the June 6, 2018, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

June 6, 2018, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes for the June 6, 2018, Regular Meeting.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
JUNE 6, 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

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, June 6, 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, Planning Coordinator Dunlop, led the Pledge of Allegiance.

PUBLIC COMMENTS

No one appeared to speak at this time.

CONSENT AGENDA

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the May 16, 2018, Regular Meeting.**

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 and adopt all items on the consent agenda. The motion carried unanimously.

REGULAR AGENDA

- 2. Consideration, discussion, and possible action on the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 9.34 acres more or less, locally known as 12511 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2) Applicant: Ceilia Edwards Owner: Odeen Hibbs**

The City staff's recommendation was that the City Council take no action on an ordinance rezoning Abstract 315, Survey 63 Gates G, 9.34 acres more or less, locally known as 12511 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2).

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

There was no action taken.

- 3. Consideration, discussion, and possible action on a waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations to waive the requirements for construction plans and paved parking.**

The City staff's recommendation was that the City Council postpone the waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations to the June 20, 2018, Council Meeting.

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

Josh Ford, Pacesetter Homes, 14400 The Lakes Blvd., Pflugerville, 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.

City Manager Bolt discussed the waiver request for 11828 Ring Drive and discussed the Site Development Requirement Fees.

The discussion was held regarding the Site Development Regulations for construction plans and paved parking.

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 the waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations to the June 20, 2018, Council Meeting. The motion carried unanimously.

4. Consideration, discussion, and possible action on canceling the July 4, 2018, Regular City Council Meeting.

The City staff's recommendation was that the City Council cancel the July 4, 2018, Regular City Council Meeting.

MOTION: Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted six (6) For and none (0) Against to cancel the July 4, 2018, Regular City Council Meeting. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:13 p.m. Wednesday, June 6, 2018, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The City Council convene into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.072 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*, at 7:13 p.m., on Wednesday, June 6, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:05 p.m. on Wednesday, June 6, 2018.

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 8:05 p.m. on Wednesday, June 6, 2018, in the Council Chambers of the Manor City Hall.

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

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

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 8:05 p.m. on Wednesday, June 6, 2018.

These minutes approved by the Manor City Council on the 20th day of June 2018.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina, TRMC
City Secretary

Draft Minutes



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the May 2018 Departmental Reports.

BACKGROUND/SUMMARY:

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

PRESENTATION: ☐ YES ☒ NO

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

May 2018 Departmental Reports

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and accept the May 2018 Departmental Reports.

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



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

6/20/2018

May 2018

Activity	Reported Month	Same month Prior year	Percentage difference		
Calls for Service	1466	1372	6.8↑	Patrol Car Rental	
Average CFS per day	47.2	44.2	6.8↑	Last Month	\$7,148
Open Cases	20	14	42.8↑	YTD	\$17,519
Charges Filed	55	80	31.2↓		
Alarm Responses	34	40	15↓		
Drug Cases	24	18	33.3↑		
Family Violence	20	16	25↑		
Arrests Fel/Misd	17 Fel/38 Misd	15Fel/65Misd	13.3↑Fel/41.5↓Misd		
Animal Control	31	30	3.3↑		
Traffic Accidents	36	39	7.6↓		
Impounds	32	N/A	NO STATS FOR 2017		
DWI Arrests	13	11	18↑		
Traffic Violations	580	551	5.2↑		
Ordinance Violations	27	22	22.7↑		
Seizures	N/A	N/A	N/A		
Laboratory Submissions	4	10	60↓		

Notes:

*DNA- DATA NOT AVAILABLE

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

May 1 - 31, 2018

Description	Projects	Valuation	Fees	Detail
Commercial Accessory	1	\$4,000.00	\$107.00	
Commercial New	6	\$3,865,167.96	\$21,700.30	AAA Storage & ESD 12 Admin
Commercial Sign	1	\$100.00	\$142.00	
Multifamily New	18	\$29,492,550.80	\$62,890.20	Flatts at Shadowglen
Residential Addition	1	\$20,000.00	\$593.20	
Residential Deck/Patio	4	\$21,700.00	\$740.00	
Residential Electric	6	\$66,098.50	\$642.00	
Residential Irrigation	12	\$28,900.00	\$1,214.00	
Residential Demolition	1	\$0.00	\$107.00	
Residential New	14	\$4,442,545.45	\$30,195.40	
Residential Plumbing	5	\$14,197.00	\$868.00	
Residential Swimming Pool/Spa	1	\$30,000.00	\$342.00	
Totals	70	\$37,985,259.71	\$119,541.10	

Total Certificate of Occupancies Issued: 54

Total Inspections(Comm & Res): 1,358

Tom Bolt, City Manager

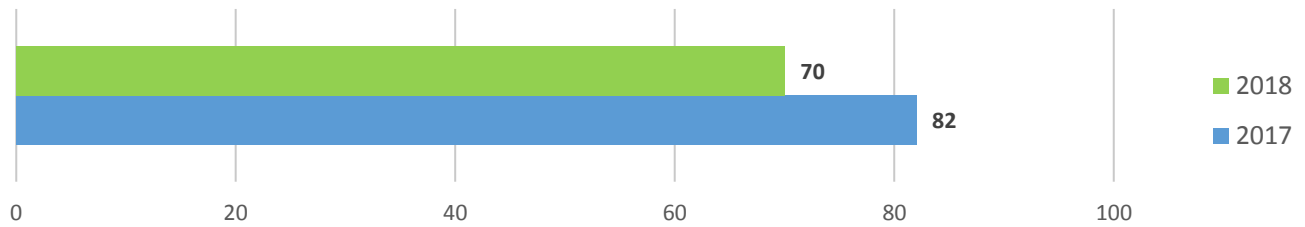




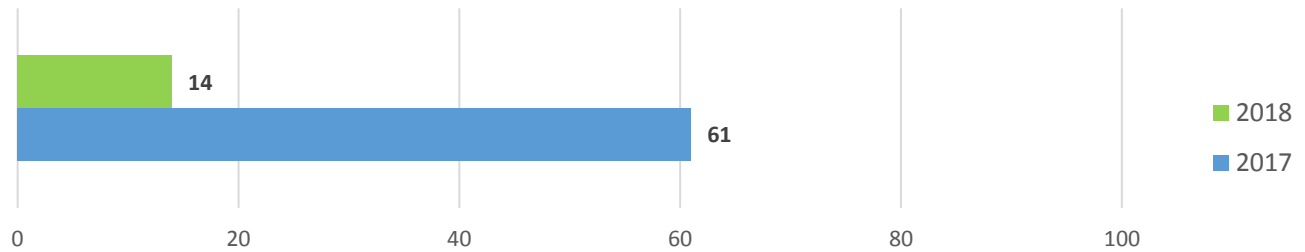
MAY 2018

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR

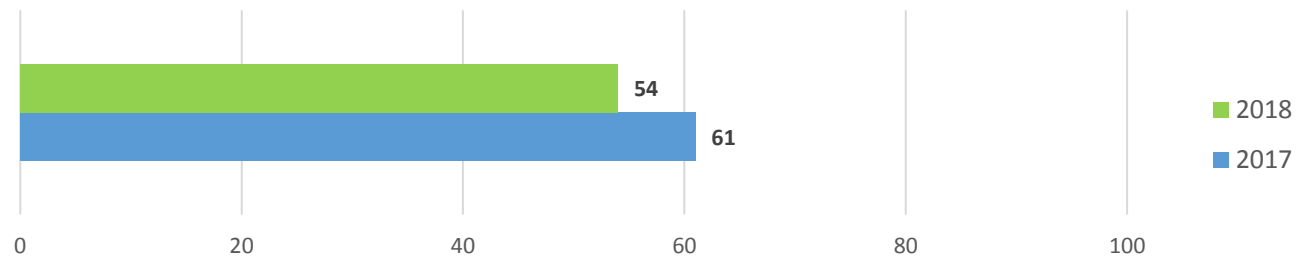
PERMITS ISSUED



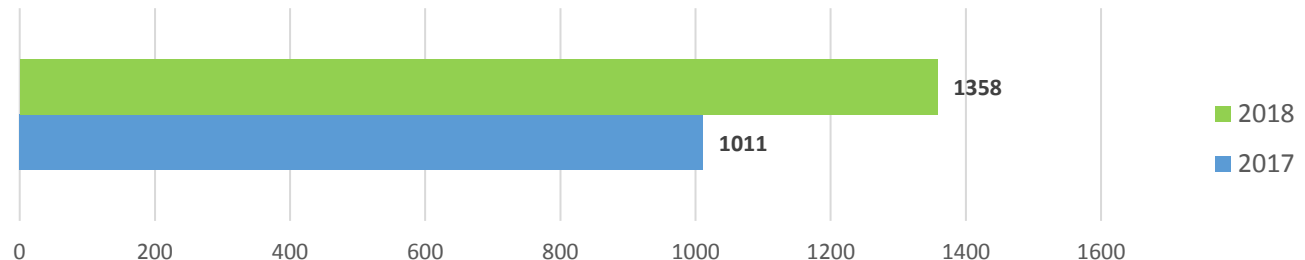
RESIDENTIAL NEW PERMITS



COs ISSUED



INSPECTIONS

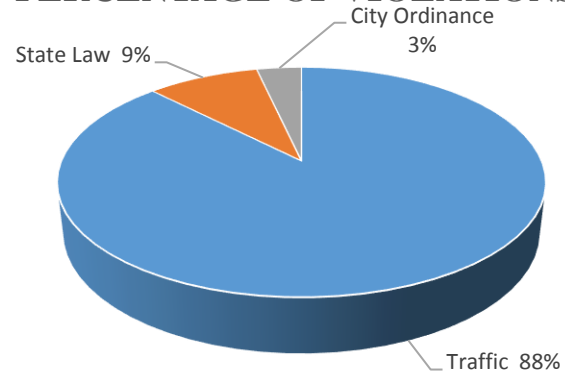


City of Manor Municipal Court

MAY 2018

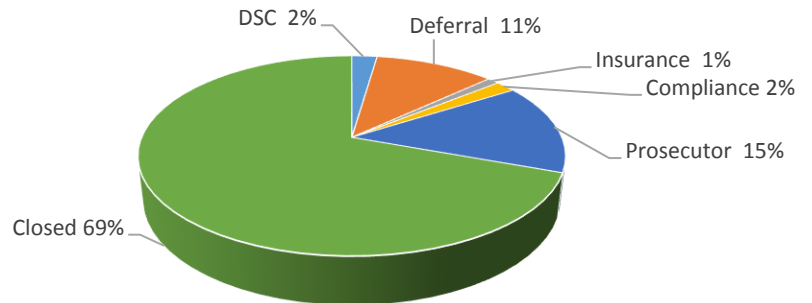
Violations Filed	May-18	May-17
Traffic	396	314
State Law	40	37
City Ord.	16	12
Total	452	363

PERCENTAGE OF VIOLATIONS



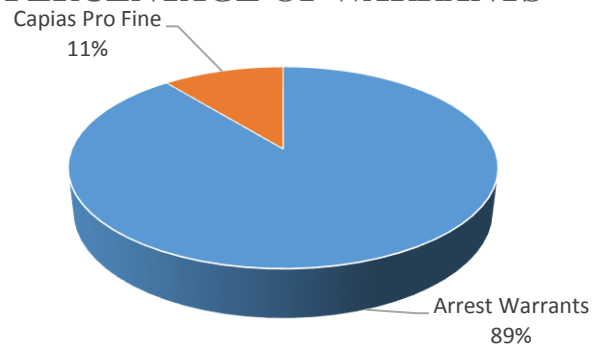
Dismissals	May-18	May-17
DSC	15	9
Deferral	71	70
Insurance	7	4
Compliance	12	13
Prosecutor	96	348
Closed	456	628
Total	657	1072

PERCENTAGE OF DISMISSALS



Warrants	May-18	May-17
Arrest Warrants	213	293
Capias Pro Fine	26	87
Total	239	380

PERCENTAGE OF WARRANTS



Money Collected in May 2018

Kept By City	\$50,190.98
kept By State	\$23,485.60
Total	\$73,676.58

Money Collected in May 2017

Kept By City	\$37,909.81
Kept By State	\$16,743.44
Total	\$54,653.65



PUBLIC WORKS DEPARTMENT MAY REPORT 2018

Street and Public, Parks, and Maintenance Department

In the month of May, the Public Parks and Maintenance Department mowed all City facilities, alleys, and right-of-way's. They cleaned and maintained all City facilities and parks. They performed all maintenance on City vehicle's and heavy equipment. In May, the Street Department repaired streets, curbs, and signs.

Water and Wastewater Department

In May, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily.

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

Water Production & Purchase

In the month of May 15 % of the water we supplied to our residents was from our wells. We purchased 85% from EPCOR and Manville WSC. In May, the estimated population of residents in the City of Manor is 10,319. Estimated Population for ShadowGlen is 2598 residents.

Subdivision Inspections

- Street Inspections- 6
- Water Inspections- 11
- Wastewater Inspections- 8



Streets and Parks Monthly Report May 2018

Daily Duties and Projects 5/1/2018-5/31/2018

- **5/1/2018-** City staff completed it's final stages on the workout out equipment area in Jennie Lane Park. There is a total of 4 machines that the public can utilize. Granite was laid on top of the concrete to allow a more forgiving surface and native plants were also installed. New signs were made and installed inside the workout area. Enjoy!
- **5/2/2018-** This is the time of the year for summer annuals to be installed. City staff installed annual potato vines at City Hall and added more perennials plants to give it that curb appeal.
- **5/3/2018-** City staff has created 2 wildflower areas. To prevent areas from being mowed and to educate the public the city has installed creative wildflower signs in both areas. These signs will be open and visible when wildflowers are present and closed when flowers are dormant.
- **5/7/2018-** City staff responded to a fallen tree in the middle of Old HWY 20. City staff took immediate action and had the tree removed, cut up, and hauled off all under 45 minutes. The appropriate traffic control was set-up for the safety of the workers.
The City owns a machine called an Asphalt Recycler. It is used to keep asphalt hot for as long as the machine is on. This allows the Streets crew to not rush on any patch jobs and make sure all asphalt is rolled in properly and even. This machine has done wonders for the Streets Department and can hold up to 2 tons of asphalt at a time.
- **5/8/2018-** City staff also keeps all streets free of trees or vegetation that will obstruct the view of vehicles. All trees must be 13' above roadways and 8' above sidewalks. The City is trimming trees on a monthly basis to ensure 100% visibility.
- **5/8-2018-** The city mechanic will take on different jobs from time to time. This month the mechanic removed all old wood from an 18' gooseneck trailer and replaced with new. After the wood was installed, the mechanic sealed all wood to ensure the wood will last a very long time. This trailer is used to tow all heavy equipment. (backhoe, roller, tractor shredder, etc.)
- **5/9/2018-** City staff from time to time will replace or re-dye all mulch in city flower beds. All flower beds at Jennie Lane Park were re-mulched for the second time this year. The City schedules all flower beds to be mulched or re-dyed at-least 3x per year.
- **5/10/2018-** City staff was sent out again to trim trees in Hamilton Point subdivision. A total of 4/ 16' trailers were hauled off and chipped by the city employees.
- **5/14/2018-** City staff was called out to an alley on W. Eggleston where trees and unwanted vegetation has taken over. It took 2 employees a total and 6 hours and 2 trailer loads to complete the project. The homeowner was satisfied with the unwanted vegetation removed and the professionalism of the employees.
- **5/14/2018-** The city mechanic is known for bringing machines back from the dead. The city has owned a small roller for many years and has not been used for 4 years since the city has purchased a large roller. The streets crew had brought it to my attention it would be valuable and a lot more efficient to transport the small roller and use it on the smaller projects. Their wish was granted, and the machine is back up and running. It has worked out great for the streets crew.



- **5/14/2018-** City staff addressed 2 main road failures on East Lane. 2 tons of asphalt were used to level up the road.
- **5/14/2018-** Over time concrete drainage ditches build up with silt and debris. City staff spent 2 hours removing silt and debris to allow proper drainage. This ditch is located on East Eggleston.
- **5/16/2018-** The City was asked to install a free library book house at Jennie Lane Park. City staff put the house together, picked out a spot, and installed the house. Native plants were installed around the house and a stepping stone for kids to utilize.
- **5/16/2018-** The City was having an issue with drainage along Greg Manor road. 2 trailer loads of debris and trees were removed to allow proper drainage.
- **5/17/2018-** A Manor citizen had called and mentioned that there were no post office signs off of Lexington St., to help guide citizens to the post office. 2 post office signs were installed shortly after.
- **5/17/2018-** There are 2 roads in Manor that have golf course pedestrian crossings. To ensure safety, the streets crew installed rumble strips to warn vehicles what is ahead.
- **5/18/2018-** The City had old fire station signs up for many years. Seeing the Police Station and the Fire Station are both present in the same location, city crew installed “WATCH FOR EMERGENCY VEHICLES” signs to accommodate both.
- **5/22/2018-** City staff has been extremely pro-active on finding solutions to correcting trip hazards on sidewalks. Anything about a ¼” elevation change on a city sidewalk is a trip hazard. The City has been using a material called perma-patch that is extremely similar to asphalt. Perma-patch is a softer material than asphalt but will not give to a walker or a biker. We believe in correcting all of the trip hazards will create a safer means of access.
- **5/29/2018-** The City staff were invited to hold a ribbon cutting for the first library book house at Jennie Lane Park. School district employees showed their support and thanked city staff for making this happen.
- **5/29/2018-** City staff has been working on streets where vegetation has taken over. The edges of the streets are first sprayed with a non-selective chemical than a flat blade is taken over it to remove any existing vegetation. This was done on Gregg St. and Smith Lane.
- **5/31/2018-** The Streets Department installed 2 “no parking” signs on E. Murray St. This will not allow people to continue to park on the side street on Murray St. next to Bluebonnet Electric. It has become an issue for other traffic to pass by while both sides of the street are taken over with parked cars. We will continue to monitor Murray St. to ensure safety.

I also wanted to note that City staff is going out to all subdivisions where new construction is present and insuring all roads are swept and clear of debris. It is an ongoing process seeing so many homes are going up all in different areas of the town. Inspection forms are done when staff is present to keep records of site cleanliness.



Inspections /New subdivision Walkthroughs and Pre-con meetings

Wednesday May 9, 2018

Concrete scheduled @ 10:00am with 34cy's for the 2) 7x5 Box Culvert Parallel Wing Walls Up & Down Stream.

Monday May 14, 2018

Concrete scheduled @ 12:30pm with 38cy's for the 8x5 Box Culvert Footing.

Friday May 18, 2018

Concrete scheduled @ 12:30pm with 38cy's for the 8x5 Box Culvert Walls.

Friday May 25, 2018

Concrete scheduled @ 12:30pm with 38cy's for the 8x5 Box Culvert Deck.

Friday May 25, 2018

Concrete scheduled @ 12:30pm with 38cy's for the 8x5 Box Culvert Deck.

Wednesday May 30, 2018

Concrete scheduled @ 12:30pm with 28.5cy's for the 8x5 Box Culvert Footing.

1 and 2-year Warranty Inspections

The 2-year warranty for the Stonewater Phase 4 expires on May 24, 2018. This area was checked and sent off to the City Engineers, so all items can be corrected and ready for another inspection.

5/14/2018- The City performed the initial walk through on Presidential Glen Phase 7 to determine what will need to be corrected before the city accepts responsibility.

The City has recently installed new drainage on the west side of downtown. All drainage has worked excellent besides a few small areas that has been assessed and corrected to code.

Stonewater Phase 4/2-Year Warranty Inspection will expire on 5/18/2018. This area was checked and sent off to the City Engineers, so all items can be corrected and ready for another inspection.

Certifications and Classes

3 employees from the Parks & Streets division were sent for their chemical applicator exam. One of the employees was sent for another portion of his existing license to allow city staff to spray right of ways. The right of way portion was passed and will now allow city staff to spray legally under the employee's license. While the other 2 employees were close to passing they will be re-taking the exam this week and hoping to obtain their license



Please note that the Project Crew and the Mowing crew have a weekly mowing schedule and that is all they will be doing during the mowing season. I have attached a breakdown of what these 2 crews are responsible of maintaining weekly.

City of Manor Parks and Right of Way Mowing Schedule

Week 1 and 2

Project Crew – Frank Salinas, Bobby Woods

Project Crew Equipment- 1/72” zero turn mower, 1/60” zero turn mower.

Mowing crew- Rob Easley, Buddy Huggins, B.J Bigley

Mowing Crew Equipment- 1/72” zero turn mower, 1/60” zero turn mower, 1/ 16’ batwing shredder.

There are some areas on both crews that vary but the right of way mowing crew will mow each location every 2 weeks and the parks crew will mow each location every week.

1ST WEEK

Monday

Mowing Crew- Community Center, Along RXR on Parsons, Old Water Tower.

Parks Crew- Bell Farms Park front and mailboxes, cemetery trees and flag pole landscape.

Tuesday

Mowing Crew- All alley’s in Old Downtown.

Parks Crew- Bell Farms pond.

Wednesday

Mowing Crew- Creekside Lift Station, all Wells, Old Hwy 20 bridge and lift station Lions Club.

Parks Crew- Greenbury Park.

Thursday

Parks Crew- Jennie Lane Park, Police Department.

Mowing Crew- Miller Building Yard, Sewer Plant, Wilbarger Creek Alley.

Friday

Mowing Crew- McDonald’s Road, Hill Lane.



Parks Crew- City Hall, City Maintenance Yard.

2nd WEEK

Monday

Mowing Crew- All Blake Manor, Exxon Ditch Line, Island on Brenham, all Hamilton Point.

Parks Crew- Bell Farms Park Trail, Bell Farms Park front.

Tuesday

Mowing Crew- Sonic Water Tower, New Tech Water Tower, New Tech Backflow, Stonewater Lift Station, Stonewater Water Tower.

Parks Crew- Bell Farms Pond.

Wednesday

Mowing Crew- Johnson road, Greg Manor road, Hill Lane by Manor Downs, Old Kembro, Voelker lane North and South.

Parks Crew- Greenbury Park

Thursday

Mowing Crew- Bell Farms, Carriage Hills, Presidential Glen 290 Lift Stations.

Parks Crew- Jennie Lane Park, Police Department.

Friday

Mowing Crew- This will be the day to catch up on anything that is unfinished and clean equipment and trucks. We can also refuel all equipment and trucks.

Mowing Crew- This will be a once a month shredder schedule and will always be hit on the 2nd week Thursday schedule.

Mowing Crew- Greenbury retention ponds and drainage easements.

Mowing Crew- Carriage Hills retention ponds and drainage easements.

Mowing Crew- Bell Farms drainage easement and retention ponds.

Parks Crew- City Hall, this will also be the day the guys can clean the mowers and grease them.



Water Monthly Report May 2018

For the month of May, the Water Department had 17 service calls, 3 repair jobs, 2 maintenance jobs, 11 inspections, replaced 447 old meters with digital read meters in the Stonewater subdivision and flushed all dead-end mains.

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

Repairs Calls:

Smith and John Nagle NE corner - Repaired a 2" main break by FZ,CD,TM 5-2-18.
La Grange and Wheeler SE corner- Repaired a 3/4 service line break by FZ,RM,TM 5-10-11.
104 W. Carrie Manor - Repaired a 1 1/4 service line leak by FZ,CD,TM 5-29-18.

Maintenance:

Gilbert Lane and FM 973- Locates utilities for AT&T by JT,FZ 5-10-18.
East Elevated Tower- James Torres received an offline alarm. Tyron McFarlin reset Scada box back online 5-30-18.

Inspections:

ShadowGlen Phase 19 B - Water main and services by JL Gray by JT 5-1-18.
ShadowGlen Phase 19 B - Water main and services by JL Gray by JT 5-2-18.
Presidential Glen Phase 7 - Checked all valves, hydrants and curb stops by JT,FZ,RM,TM 5-4-18.
Presidential Heights Phase 3 and 4 - Wastewater main and services by CRU RM 5-7-18 thru 5-11-18.
ShadowGlen Phase 19 B - JL Gray density testing water main trench by RM 5-8-18.
Manor Commons SE Phase 1 - Bore for water main by Lowden Construction by JT,RM 5-7-18 thru 5-11-18.
Presidential Glen Phase 7 - Walk thru inspection by JT,AV 5-9-18.
Shadow Glen Phase 19 B - Re-test densities for water main by JL Gray testing by JT 5-14-18.
Suites of ShadowGlen Trace (water main extension by Kenny's Commercial Inc.) Pressure test by JT 5-14-18.
Presidential Heights Phase 3 and 4 - Wastewater main and services by CRU RM 5-14-18 thru 5-29-18.
Bella Farms at Ring drive at park - Flow test hydrant with Capitol Hydrant by JT,RM 5-31-18.



May Monthly Wastewater Log 2018

For the month of May, the Wastewater Department had 6 service calls, 2 repair job, 8 maintenance jobs and 8 inspections.

Service calls include: Sewer clog/backups, replacing broken clean out caps, and replacing lids.

Repair Calls:

307 West Townes St. - Installed a new sewer tap and service line by FZ,CD,TM 5-23-18.
WWTP- Repaired a leak on valve on digester number 2 by FZ,JR,CD 5-30-18.

Maintenance:

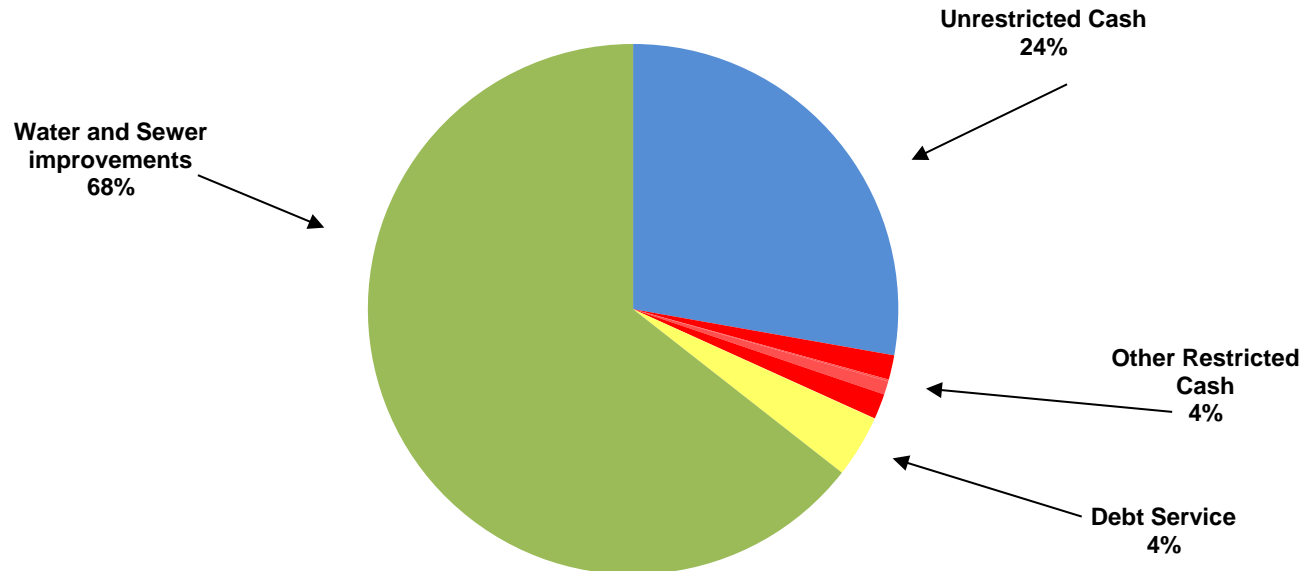
WWTP- Ordered low range ammonia reagent set pack of 50 (2) boxes by JT 5-3-18.
WWTP- Unstopped alum tank valve to day tank by FZ,CD 5-7-18.
Bell Farms Lift Station- Replaced contacts for starter by Pump Solutions and JT 5-10-18.
WWTP- High sand filter alarm - Reset sand filter bridge pump by TM 5-13-18.
WWTP- Replaced CL2 bottle 150 lbs. by JR,FZ 5-14-18.
Brenntag- Ordered (5) CL2 150 lbs. for WWTP by JT 5-17-18.
WWTP- Pump 1 stopped up -pulled pump 1 to clean rags out by JR,FZ 5-21-18.
Stonewater Lift Station - Reset tripped breaker on pump number 1 by TM 5-30-18.

Inspections:

ShadowGlen Phase 19 B - Wastewater mains and services by JL Gray Construction by JT 5-1-18.
Presidential Heights Phase 3 and 4 - Wastewater main by CRU today by JT 5-1-18.
Presidential Heights Phase 3 and 4 - Wastewater main by CRU today by JT 5-2-18.
ShadowGlen Phase 19 B - Density testing by JT,RM 5-8-18.
Presidential Glen Phase 7 - Walk thru inspection by JT,AV 5-9-18.
Presidential Heights Phase 3 and 4 - CRU-density test wastewater service trenches by RM 5-16-18.
Old HWY 20 Village at Manor Commons - Pre-construction meeting by JT,AV 5-21-18
ShadowGlen 1.9 - Pulled mandrels all passed by DNT Construction and RM 5-31-18

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of May, 2018**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
CASH AND INVESTMENTS						
Unrestricted:						
Cash for operations	\$ 3,467,495	\$ 6,602,744			\$ -	\$ 10,070,239
Restricted:						
Tourism				540,377		540,377
Court security and technology	38,248					38,248
Rose Hill PID				300,035		300,035
Customer Deposits		561,285				561,285
Park	8,592					8,592
Debt service			1,372,688			1,372,688
Capital Projects						
Water and sewer improvements		16,822,292		6,527,337		23,349,629
TOTAL CASH AND INVESTMENTS	\$ 3,514,336	\$ 23,986,321	\$ 1,372,688	\$ 7,367,749	\$ -	\$ 36,241,094



Overview of funds:

\$ 119886.72 sales tax collected
 GF is in a favorable status.
 UF is in a favorable status
 DSF is in a favorable status
 CIP Fund is in a favorable status



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Anthony Valchar

DEPARTMENT: Streets/Parks Superintendent

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on City owned equipment and fleet to be auctioned off.

BACKGROUND/SUMMARY:

On August 16, 2017, City Council approved and authorized City staff to utilize Gov Deals to auction off city owned equipment and fleet.

Attached is the first list of equipment and fleet that will be added to the Gov Deals site for auction.

PRESENTATION: ☐ YES ☒ NO

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

Inventory

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the inventory to be auction off on Gov Deals.

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



Public Works Inventory for GovDeals

- Walk Behind Gravely Mower - red (2007- Gravely Pro 1548)
- Dixie Chopper Mower (2004 - Serial #3039003)
- John Deere Tractor (Serial #093760L)
- Crack Sealer (Serial #08-14556)
- Bobcat (Serial #515814223)
- 2003 Ford F-250 SD - white (Serial #3FTNX20L63MB41101)
- 2004 Ford F-150 Heritage – white (Serial #2FTRF17W34CA72234)
- 2005 Ford F-150 - white (Serial #1FTRF12265NA58957)



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

BACKGROUND/SUMMARY:

This property is associated with the Manor Heights project. They are requesting annexation to allow for consistent development standards, public services, PID assessments, and taxes within the subdivision.

PRESENTATION: ☐ YES ☒ NO

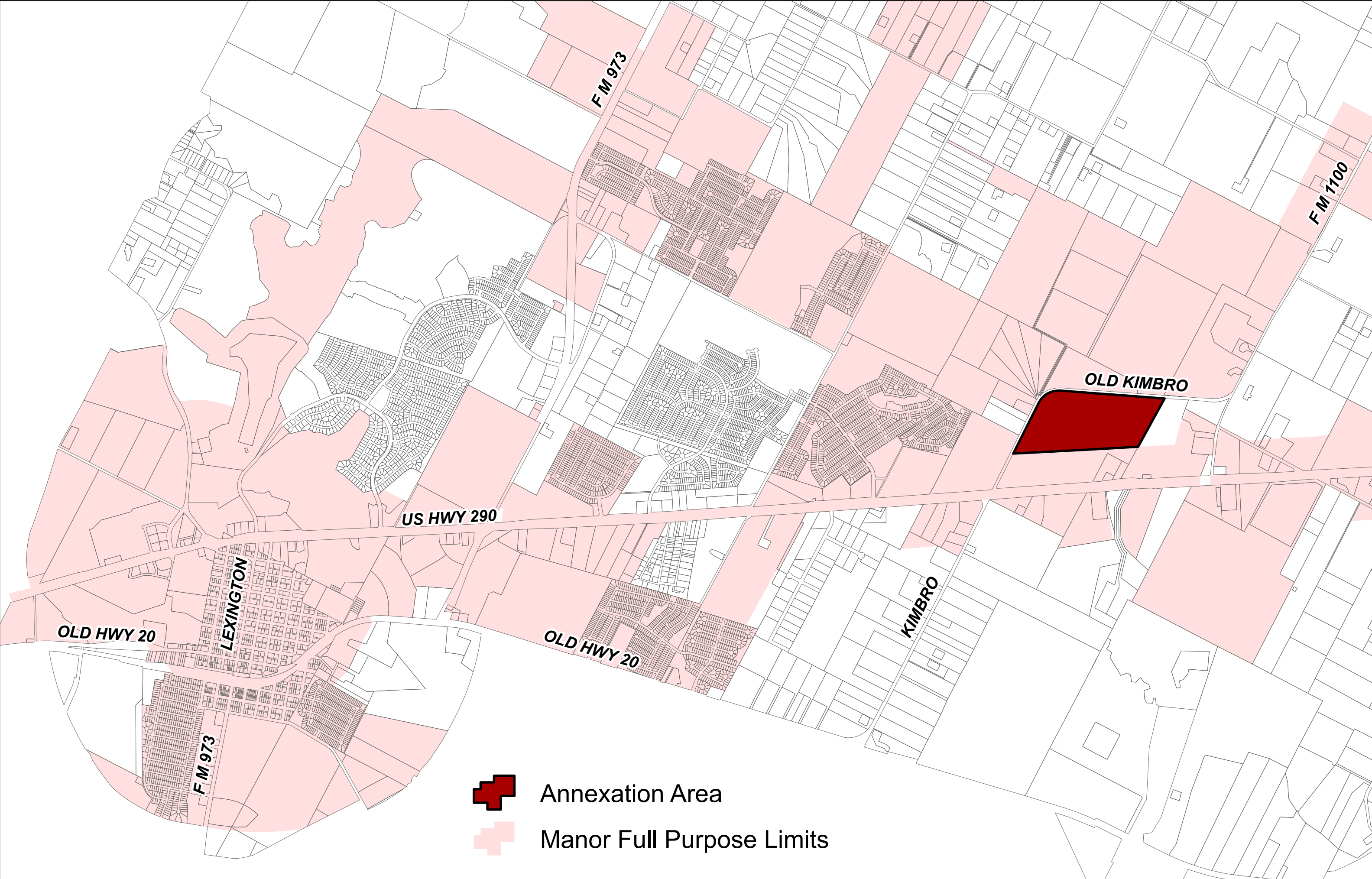
ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Map of area to be annexed

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct and approve the Public Hearing regarding the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

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





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the first reading of a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

BACKGROUND/SUMMARY:

This is our standard municipal services plan that accompanies annexations. It states who ever is the CCN holder will provide services.

PRESENTATION: ☐ YES ☒ NO

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

Municipal Services Plan

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve a first reading a draft municipal service plan for the annexation of 87.62 acres of land, more or less, adjacent and contiguous to the city limits and being located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas.

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

EXHIBIT “B”

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

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

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

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

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

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

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

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

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

A. Police protection as follows:

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

B. Fire protection and Emergency Medical Services as follows:

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

C. Solid waste collection services as follows:

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

D. Animal control as follows:

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

E. Maintenance of parks and playgrounds within the City.

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

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

H. Land use regulation as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2) Applicant: Ceilia Edwards Owner: Odeen Hibbs

BACKGROUND/SUMMARY:

This was the application that was previously noticed as 12511 US Hwy 290 and was withdrawn.

The planning commission approved the application on 6/13 voting 6-0.

PRESENTATION: ☐ YES ☒ NO

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

Map

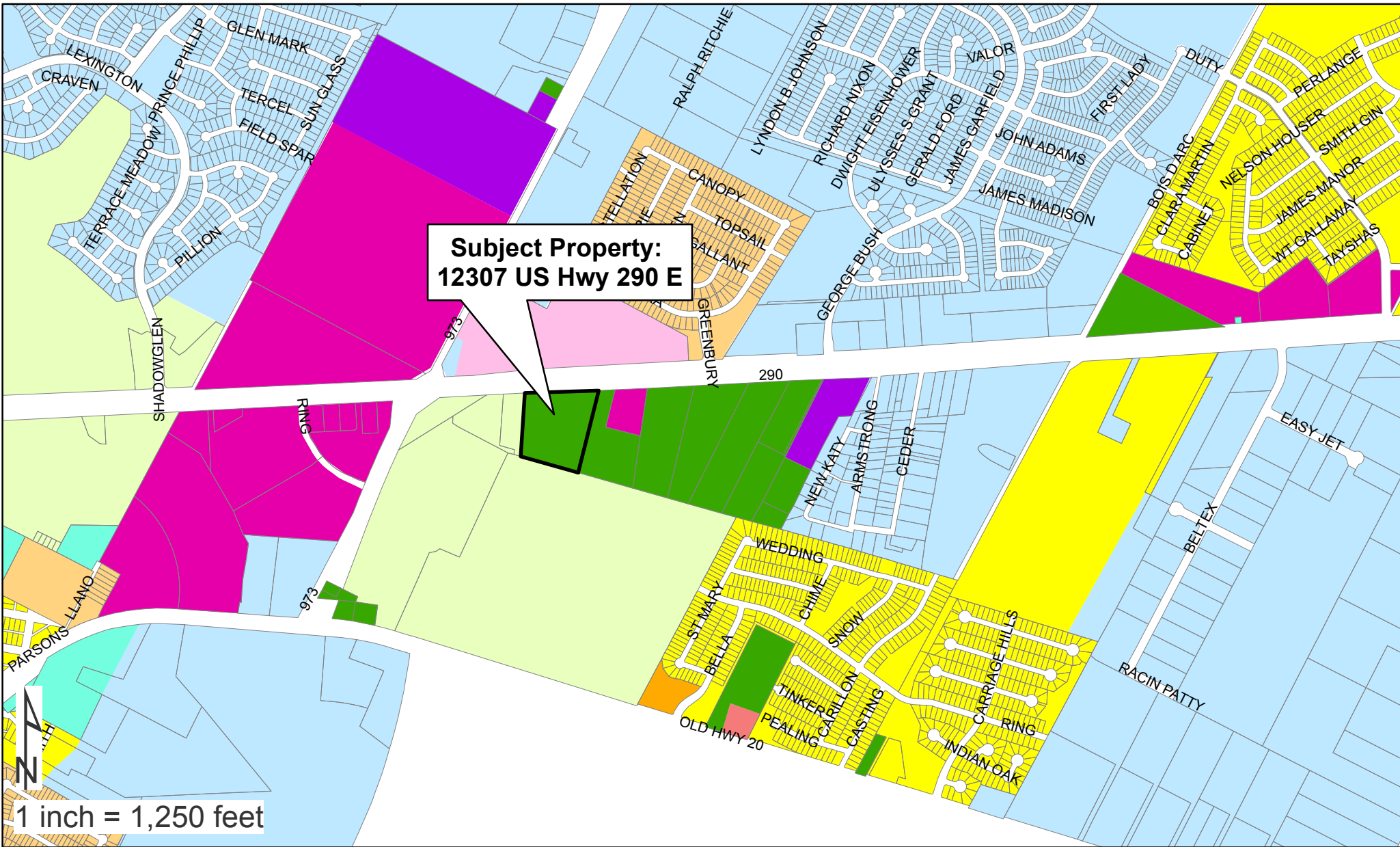
Notice letter

Notified property owners

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the first reading of an ordinance rezoning Abstract 315, Survey 63 Gates G, 10.00 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agriculture (A) to Medium Commercial (C-2).

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



Proposed Zoning: C-2 Medium Commercial

*Current Zoning District:
Interim Agricultural (A)*

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
C-2 - Medium Commercial		



May 22, 2018

RE: 12307 US Hwy 290 East 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 12307 US Hwy 290 East. 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, 10 acres more or less, locally known as 12307 US Hwy 290 East from Interim Agricultural (A) to Medium Commercial (C-2).

The Planning and Zoning Commission will convene at 6:30PM on June 13, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on June 20, 2018 AND June 27, 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

CUBE HHF LP
5 OLD LANCASTER RD
MALVERN, PA 19355-2132

MANOR PLAZA LLC
1150 CR 126
GEORGETOWN, TX 78626-2454

GREENVIEW DEVELOPMENT GREENBURY
L P
501 VALE ST
AUSTIN, TX 78746-5732

RIVERA MAGARITO JR & JANIE R
12601 US HIGHWAY 290 E
MANOR, TX 78653-4520

BLUEBONNET ELECTRIC COPERATIVE INC
PO BOX 260888
PLANO, TX 75026-0888

TIMMERMANN TERRELL
PO BOX 4784
AUSTIN, TX 78765-4784



AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations to waive the requirements for construction plans and paved parking.

BACKGROUND/SUMMARY:

Pacesetter will be building in the Village at Manor Commons subdivision currently under construction. The developer of that subdivision also constructed Manor Commons and still retains land there. He is allowing Pacesetter to place a temporary sales trailer on his property in Manor Commons until the subdivision is accepted by the City and they can move to permanent sales office in the subdivision. Because it will be temporary they are requesting a waiver from site development regulations which would normally require improvements like grading, drainage, landscaping, and paved parking.

This was postponed so the applicant could look into providing paved parking.

PRESENTATION: ☐ YES ☒ NO

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

Waiver request

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council deny the waiver request for Lot 7, Block A, Manor Commons SW Replat Lot 7, locally known as 11828 Ring Drive, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 Construction Plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations.

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

Greenview Development

501 Vale Street
Austin, Texas 78746
Phone (512) 773-0498

City of Manor
Scott Dunlop
P.O. Box 387
Manor, TX 78653

May 22, 2018

Re: Request for Waiver to City of Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 construction plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations for a portion of Lot 7 Block A Manor Commons SW Replat Lot 7

Dear Mr. Dunlop:

We respectfully request a waiver to City of Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 60 construction plans and Chapter 14, Exhibit A, Article II, Section 44(c)(ii) Site Development Regulations. We request such waiver on a temporary basis so that Pacesetter Homes can erect a temporary sales trailer to start marketing the Village at Manor Commons Subdivision. The sales trailer would be taken down on the earlier to occur of a permanent user going under contract on such commercial lot or the acceptance of the first phase of the Village of Manor Commons Subdivision. The area where the sales trailer would be located is shown on the attached exhibit.

Thank you for your consideration.

If you have any questions or need any additional information, please call me at (512) 773-0498.

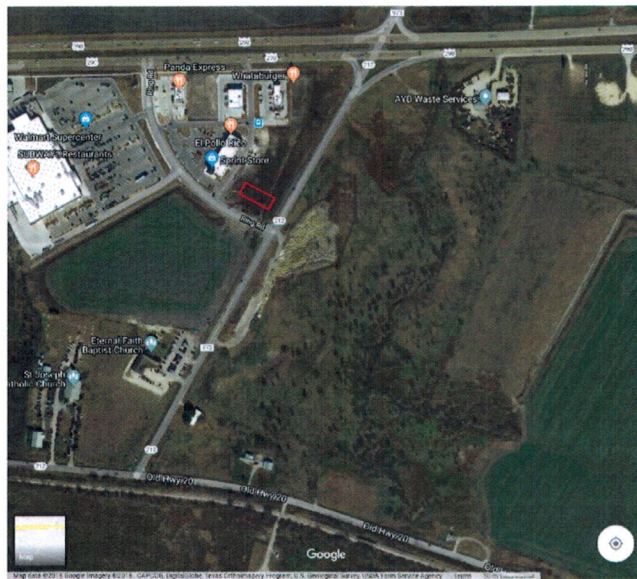
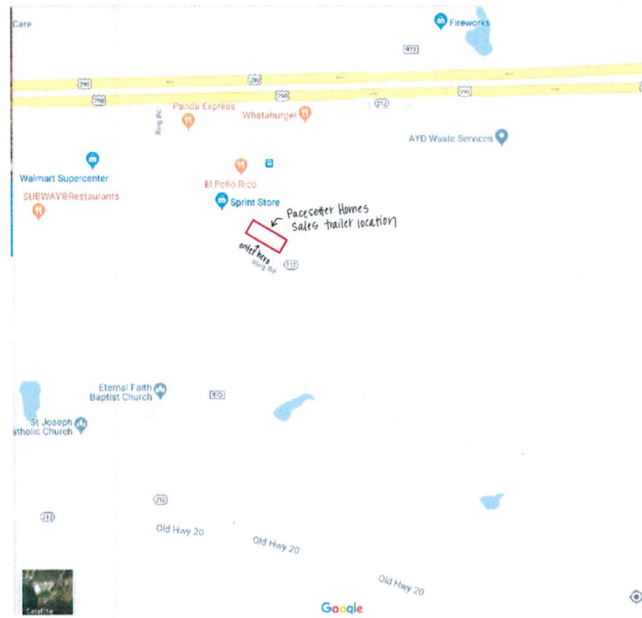
Very truly yours,



Barth Timmermann.

Manor Commons - Trailer Location

Thursday, April 5, 2018 12:00 PM





AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver request for Abstract 315, Survey 63 Gates G, locally known as 12307 US Hwy 290 East from Manor Code of Ordinances, Chapter 5, Article 5.04, Section 5.04.003(a) Fireworks Prohibited to allow for the sale of fireworks within the city limits. Applicant: Chester Davis. Owner: Odeen Hibbs

BACKGROUND/SUMMARY:

This property was annexed on September 20th 2017. Notice of the annexation was sent and received by the property owner. It is the owner's obligation to contact the city in regards to how the annexation may impact their property. They never contacted the city. The city is not obligated to notify businesses leasing space on property proposed to be annexed. Our ordinance allows at the request of the property owner to add fireworks sales to the municipal services plan. The sales are only allowed for the duration of the services plan. The services plan with fireworks sales would also have to be approved by the Council. No requests to add fireworks sales to the municipal services plan were made.

PRESENTATION: ☐ YES ☒ NO

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

Waiver request

Map

Certified mail receipts

Ordinance code

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council deny the waiver request for Abstract 315, Survey 63 Gates G, locally known as 12307 US Hwy 290 East from Manor Code of Ordinances, Chapter 5, Article 5.04, Section 5.04.003 (a) Fireworks Prohibited to allow for the sale of fireworks within the city limits

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

May 31, 2018

The Honorable Rita G. Jonse
Mayor, City of Manor
P.O. Box 387
Manor, TX 78653

The Honorable Gene Kruppa
Manor City Council Member, Place 1
P.O. Box 387
Manor, TX 78653

The Honorable Maria Amezcua
Manor City Council Member Place 2
P.O. Box 387
Manor, TX 78653

The Honorable Anne R. Weir
City of Manor Mayor Pro Tem
P.O. Box 387
Manor, TX 78653

The Honorable Zindia Pierson
Manor City Council Member, Place 4
P.O. Box 387
Manor, TX 78653

The Honorable Deja Hill
Manor City Council Member Place 4
P.O. Box 387
Manor, TX 78653

The Honorable Todd Shaner
Manor City Council Member Place 5
P.O. Box 387
Manor, TX 78653

Re: Recent Annexation of American Fireworks' stand located at 12307 E US HWY 290 in Manor
Mayor and Council:

I am writing this letter to request a City Council Agenda Item to discuss allowing American Fireworks to continue to sell fireworks for a period of 15 years at our location on Odeen Hibbs' property located at 12307 E US HWY 290 in Manor. This property was annexed as part of the larger annexations that were completed on September 20, 2017. The City of Manor has a history of allowing fireworks stands to continue to operate after annexations. For example, the City of Manor excluded the annexation of the Northeast corner of the intersection of FM 973 and US HWY 290 on August 22, 2001. This small tract of land has continued to legally operate for almost 17 years after its parent tract was annexed. Since August 15, 2007, when the City became Home Rule, the City of Manor has annex territory 28 times while respecting the stand located at the Northwest corner of FM 973 and US HWY 290. On August 6, 2008, the City Council amended its fireworks ordinance to allow stands to continue to operate in after annexation in anticipation of these situations.

May 31, 2018
City of Manor Mayor and City Council
RE: Annexation of American Fireworks
Page 2

American Fireworks appreciates the support, consideration and respect that the City of Manor has had for the small business owners and operators including our fireworks stand. In the spirit of the City of Manor's strong support for small businesses, American Fireworks would like to continue to operate at our location on the Odeen Hibbs' tract. In discussions with the City Planner, Scott Dunlop, he made it clear that the City does not typically entertain these requests after the annexation, but we would like for the City to make an exception.

Mr. Hibbs did receive the notice that was sent by the City on June 9th, 2018, but he did not notify us of the annexation. I do not know if Mr. Hibbs knew if the annexation would close our business, but I doubt he knew that the City had a specific process to accommodate this situation. Mr. Hibbs was very sick at that time and has since passed. He was not in a position to handle this matter. In talking with Mrs. Hibbs, I learned that she was not aware of either the impact of the annexation of our business or the process the City of Manor had to address the situation.

The City Staff knew this annexation would effectively close our business, however they did not make any attempt to notify American Fireworks. They did not notify the landowner that this would shut down our business. I understand the City had no legal obligation to convey this information, but I think they should have provided this information to either the affected landowners or businesses. This is especially true given the fact that the City of Manor's fireworks ordinance has a specific provision that allows these small businesses to operate within the City Limits.

This is particularly unfair to American Fireworks since we have recently made a significant investment in the property. We have improved the parking lot area and stand itself. We have also made significant improvements to the safety and security of the location by completely replacing the lighting and electrical infrastructure. These improvements cost us thousands of dollars.

There is a confluence of reasons including Mr. Hibbs' illness, American Fireworks' investment, American being unaware of the annexation and the City's strong support of local businesses that justify American's request. Fortunately, this situation can be easily remedied by allowing the City Council the opportunity to entertain our request to be able to continue to operate at our current location.

Thank you for your continued support of small businesses and consideration of our requests. I know these things typically go through city staff before being brought to your attention. I want you to know that we attempted to follow this process by emailing Mr. Bolt on May 16th, May 18th and May 24th to request a meeting to discuss our concerns. Unfortunately, Mr. Bolt has not responded in any manner to these emails. If you have any questions about our request, please do not hesitate to call or email me. My cell phone number is (512) 569-7689 and my email address is chesterjdavis@yahoo.com. I am happy to discuss this with the Mayor, Council Members or City Staff at any time.

Sincerely,

Chester J. Davis
American Fireworks



12307 US Hwy 290 E

7015 0640 0007 7585 5129

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 Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

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Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
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☐ Certified Mail Restricted Delivery \$
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☐ Adult Signature Restricted Delivery \$

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HIBBS ODEEN
 PO BOX 14332
 AUSTIN, TX 78761-4332

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

HIBBS ODEEN
 PO BOX 14332
 AUSTIN, TX 78761-4332



9590 9403 0856 5215 6386 57

2. Article Number (Transfer from service label)

7015 0640 0007 7585 5129

PS Form 3811, April 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Sandra Hibbs*

☐ Agent

☒ Addressee

B. Received by (Printed Name)

SANDRA HIBBS

C. Date of Delivery

JUN 14 2017

D. Is delivery address different from item 1? ☒ Yes

If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail
☐ Insured Mail Restricted Delivery (over \$500)

☐ Priority Mail Express®

☐ Registered Mail™

☐ Registered Mail Restricted Delivery

☐ Return Receipt for Merchandise

☐ Signature Confirmation™

☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

7015 0640 0007 7585 5150

U.S. Postal Service™
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OFFICIAL USE

Certified Mail Fee

\$

Extra Services & Fees (check box, add fee as appropriate)

- ☐ Return Receipt (hardcopy) \$
☐ Return Receipt (electronic) \$
☐ Certified Mail Restricted Delivery \$
☐ Adult Signature Required \$
☐ Adult Signature Restricted Delivery \$

Postage

RODRIGUEZ RICHARD & MARY L
 12511 US HIGHWAY 290 E
 MANOR, TX 78653-4520

PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions



SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

RODRIGUEZ RICHARD & MARY L
 12511 US HIGHWAY 290 E
 MANOR, TX 78653-4520



9590 9403 0856 5215 6389 23

2. Article Number (Transfer from service label)

7015 0640 0007 7585 5150

PS Form 3811, April 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Mary Rodriguez*

☐ Agent

☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes

If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
☐ Adult Signature Restricted Delivery
☐ Certified Mail®
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery
☐ Collect on Delivery Restricted Delivery
☐ Insured Mail
☐ Insured Mail Restricted Delivery (over \$500)

☐ Priority Mail Express®

☐ Registered Mail™

☐ Registered Mail Restricted Delivery

☐ Return Receipt for Merchandise

☐ Signature Confirmation™

☐ Signature Confirmation Restricted Delivery

Domestic Return Receipt

Sec. 5.04.003 Declaration of nuisance; enforcement

The presence of any fireworks within the city limits or within 5,000 feet of the city limits in violation of this article is declared to be a common and public nuisance.

(1) The fire marshal is directed and required to seize and cause to be safely destroyed any fireworks, except for packaged, unopened fireworks, found within the city limits in violation of this article, and the fire marshal or any peace officer of the city or any other peace officer is empowered to close any building where any fireworks are found stored illegally until the fire marshal can be notified in order that said fireworks may be seized and destroyed in accordance with the terms of this article.

(2) Notwithstanding any penal provision of this article, the city attorney is authorized to file suit on behalf of the city or the fire marshal or both for injunctive relief as may be necessary to prevent unlawful storage or keeping of fireworks within the city limits, and to prevent any unlawful use of fireworks within the city jurisdiction. The city attorney is authorized to aid the fire marshal in the discharge of his or her duties and to particularly prevent any person from interfering with the seizure and destruction of such fireworks, but it shall not be necessary to obtain any such injunctive relief as a prerequisite to such seizure and destruction.

(3) The fire marshal is authorized to enter any commercial, retail, or manufacturing building or establishment where the unlawful presence of fireworks is suspected in order to inspect the same for the presence of such fireworks.

(4) Provided, properties annexed into the city jurisdiction for which an exception was granted within the service plan or annexation article for existing fireworks stands to continue to operate as nonconforming uses may continue to sell and operate a firework stand during the period of time specifically recognized in the service plan and/or annexation article, but not longer.

(Ordinance 504 adopted 2/21/18)



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: June 20, 2018

PREPARED BY: Scott Dunlop, Planning Coordinator

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver request for Abstract 315, Survey 63, Gates G, locally known as 14605 N FM 973, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements to waive the requirements for a paved parking surface. Applicant: Shana Whiteley. Owner: Shana Whitely, Good Luck Grill

BACKGROUND/SUMMARY:

This property was annexed into the city on November 30, 2017. Our zoning ordinance requires that when permits are pulled on a non-conforming property that the property be brought up to current standards. As this property was developed outside the city the parking does not meet current standards for pavement surface. The amount of parking currently is sufficient for the expanded business, it's just the material that does not meet standards of asphalt or concrete.

PRESENTATION: ☐ YES ☒ NO

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

waiver

parking lot plan

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council to approve the waiver request for Abstract 315, Survey 63, Gates G, locally known as 14605 N FM 973, from Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements to waive the requirements for a paved parking surface until such time that any increase in parking spaces is required.

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

14605 N. FM 973
Manor, TX 78757
512-272-8777

June 7, 2018

Manor City Council
City Hall
105 Eggleston Street
PO Box 387
Manor, TX 78653

Request for Waiver

Concerning the parking surface/material

Legal Description:	Abstract 315 Survey 63 Gates G Acres 10.01
City Code Reference:	Manor Code of Ordinances, Chapter 14, Exhibit A, Article II, Section 20(f) Conformity to Parking and Loading Space Requirements

Dear City Council Members:

Foxtrot Holdings (FTH), the land owner for the property commonly known as, Good Luck Grill (GLG), is currently in the design phase to expand the existing structure. Good Luck Grill, FTH's sole tenant, is located at 14605 N FM 973, Manor, TX 78653 and was annexed by the City of Manor in late 2017.

During its ten plus year history, GLG has strived to put its better foot forward by providing quality food in a clean comfortable environment. It was the vision of GLG owner, Shana Whiteley, to create a restaurant where people felt like they were having a meal at a friend's house with country eclectic charm and atmosphere. Part of the spirit of GLG is its sense of community. It is in that spirit, that GLG continually "pays it forward" by supporting local organizations and hosting events such as benefits, mixers, and fundraisers. The expansion of the facility will allow for more heated/cooled space including a small party room. Additional square footage provides GLG an opportunity to serve its customers better and to broaden its overall ability to serve the community.

The currently parking lot consists of a layer of road based and crushed granite topped with graded and rolled recycled asphalt and has been serving the facility well for the past ten plus years! It fits the country, eclectic charm of the venue in this more rural part of Manor. The parking area is solid and has supported the weight of fire and EMS vehicles, as well as, provides ease of movement/transition for guests with disabilities/wheelchairs from the parking area to the concrete sidewalk/handicap ramp.

Based on the City of Manors parking space requirement of 9x18.5 per space, the current parking area can accommodate approximately 67 vehicles. This math includes space for 25' fire lanes. Additionally, using the 1 parking space for 3 seats formula, the current parking lot is meeting the required number of space that would be made by the expansion.

The below table illustrates the seating breakdown.

SEATING TYPE	Usability	Number of Seats
Inside Dining – A (current)	Year Round	44
Inside Dining – B (new)	Year Round	32
Party Room (new)	Year Round/Special Events	20
Total Inside Seating		98
Porch Level	Seasonal	40
Patio Level	Seasonal	50
Total Outside Seating		90
SEATING TOTAL		188
188 Seats/3 seats = 63 required spaces		

Please accept this letter as an official request for a waiver for the parking surface on the property commonly known as Good Luck Grill.

Thank you for your consideration. I looking forward to a positive outcome on this issue.

Sincerely,

Shana Whiteley
Partner, Foxtrot Holdings, LLC
Owner, Good Luck Grill, Inc.



Exhibit A

Location Map ■ 14605 N FM 973, Manor, TX 78653

Two miles north of US Hwy 290

Near the intersection of Gregg Lane

Quarter mile south of the Manor ISD Athletic Complex

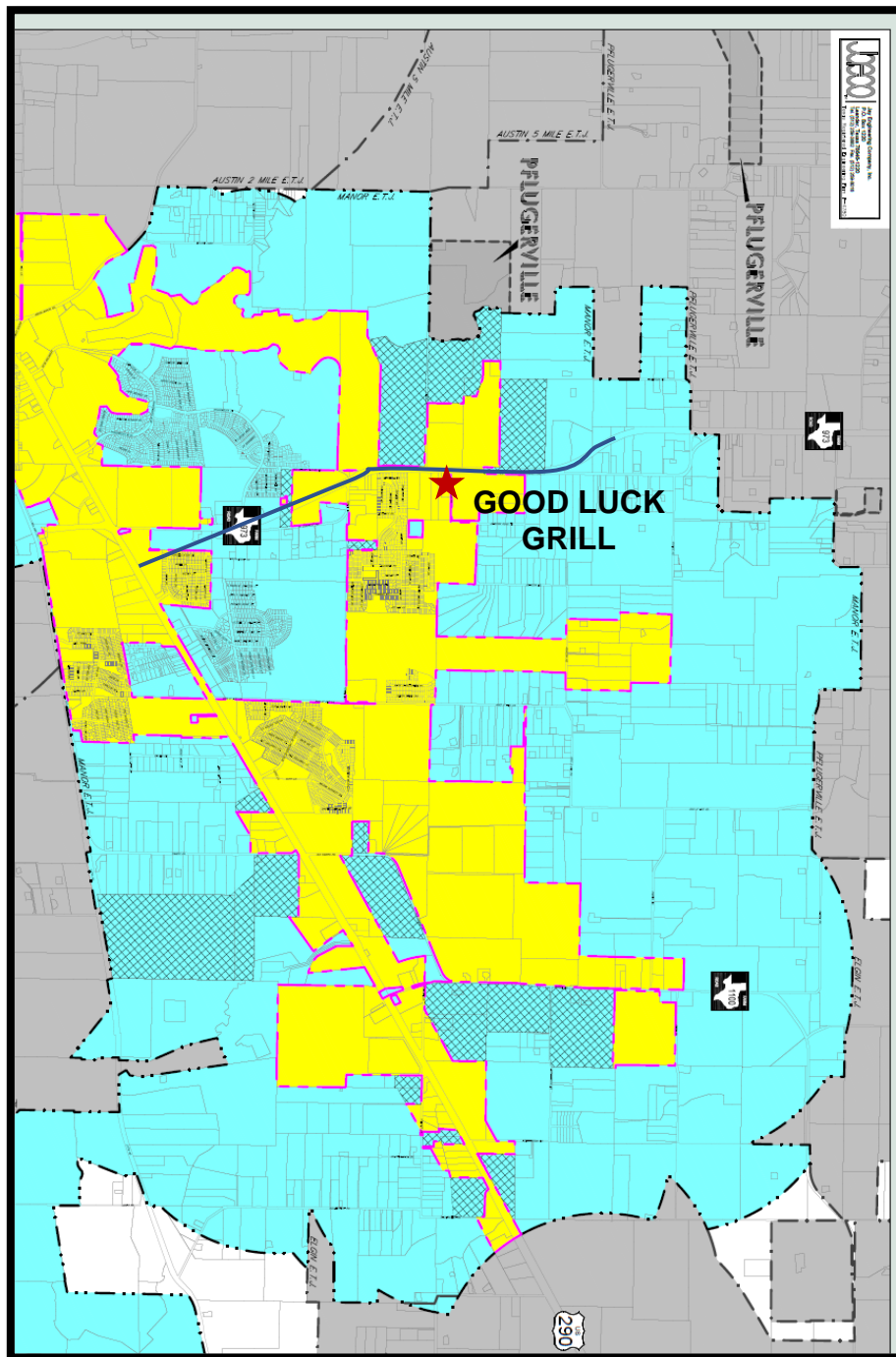


Exhibit B

Parking Lot Layout



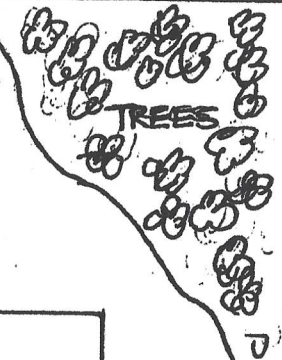
LEGEND

- WATER METER
• MANVILLE WSC
- POWER POLE
• BLUEBONNET ELECTRIC
- E- OVERHEAD ELECTRICAL LINE
- FENCING/DIVIDER
- ⊕ FIRE HYDRANT
- == FIRE LANE

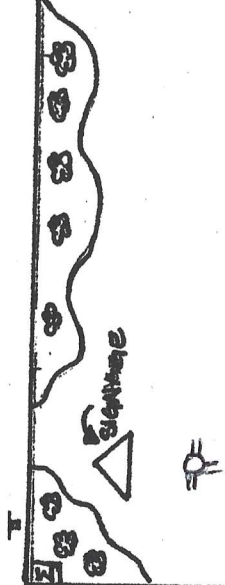
SCALE
1/4" INCH = 10 FEET

GOOD LUCK GRILL
SITE PLAN

14605 N. FM 973
MANOR, TX



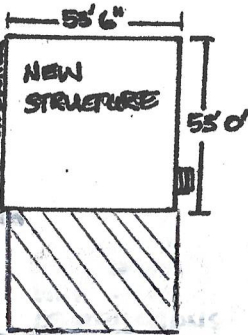
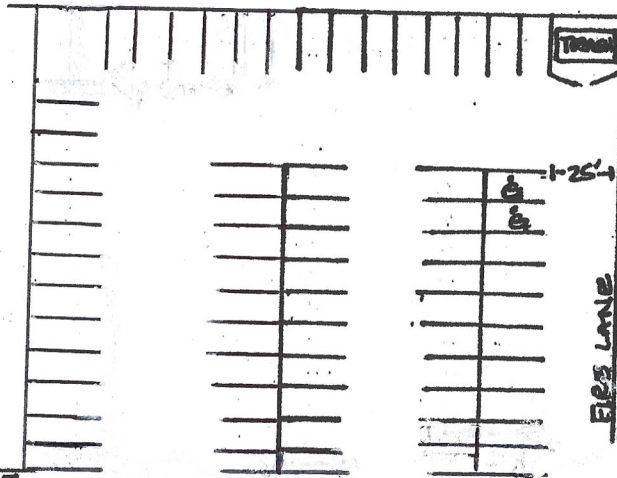
171,740' ENCLOSURE



DRIVEWAY



SEPTIC FIELD



CONNECTING
POWER POLE
AT 675 FT.

TREE LINE

