



**CITY COUNCIL  
REGULAR SESSION MINUTES  
NOVEMBER 7, 2018**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1 (Absent)  
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  
Lydia Collins, Director of Finance  
Frank Phelan, P.E, City Engineer  
Veronica Rivera, Legislative and General Counsel

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Jonse at 7:00 p.m. on Wednesday, November 7, 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, Frank Phelan P.E, City Engineer, led the Pledge of Allegiance.

**PRESENTATION**

Presentation of the Manor Bronze Award to the City of Manor for becoming a Certified Scenic Texas City.

At the request of City Manager Bolt, Assistant Dev. Services Director Dunlop discussed the requirements and qualifications of the Scenic City Certification Program. He stated the City of Manor had met all requirements to become a Texas Scenic City and was awarded the Bronze Award for 2018-2023.

## **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 October 17, 2018, Regular Meeting.**
- 2. Consideration, discussion, and possible action on a contract renewal with TLC Office Systems and the City of Manor for copier services.**

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

## **PUBLIC HEARINGS**

- 3. Public Hearing: Consideration, discussion and possible action on the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). Applicant: Marcos Chavez. Owner: Marcos Chavez.**

The City staff's recommendation was that the City Council approve the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor locally known as 209 North Lexington Street, from Single Family (R-1) to Neighborhood Business (NB).

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

City Manager Bolt discussed the proposed rezoning ordinance.

Juan Vasquez, 110 W. Eggleston St., Manor, Texas, spoke before City Council in opposition of this item. He stated his concerns regarding privacy, traffic, and parking issues for the property.

Diana Gerline, 110 W. Eggleston St., Manor, Texas, spoke before City Council in opposition of this item. She stated her concerns regarding the business hours of operation and parking issues for the property.

The discussion was held regarding the use of the property.

City Manager Bolt discussed the commercial zoning request and stated there would be limitations and requirements for the parking construction.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Shaner the Council voted five (5) For and none (0) Against to postpone the item until additional information is provided regarding the requirements for onsite parking. The motion carried unanimously.

4. **Public Hearing: Consideration, discussion, and possible action on the first reading of an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas. Applicant: Kimley-Horn Associates. Owner: Sky Village Kimbro Estates LLC.**

The City staff's recommendation was that the City Council approve the first reading of an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Sean Compton with TBG Partners discussed the PUD Plan and Design Guidelines for Manor Heights PUD.

Mr. Compton discussed the key features of the project regarding major roadways connections for the development.

The discussion was held regarding the timeline of the project.

The discussion was held regarding the emergency access points of the development.

Council Member Hill inquired if the development was on a floodplain. Mr. Compton stated a portion of the property was in the floodplain but specified there would be no development on the floodplain.

David Patrick, 14805 Bois D'Arc Lane., Manor, Texas, spoke before City Council regarding the site plan of the development.

Brett Burke, Project Manager with Kimley-Horn discussed the roadway development for Manor Heights.

Mr. Patrick expressed his concerns with the development of the roadways.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Hill the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Shaner the Council voted five (5) For and none (0) Against to approve the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). The motion carried unanimously.

**5. Public Hearing: Consideration, discussion, and possible action on a proposal to increase total water/wastewater revenues from residential and commercial customers of the City of Manor, Texas.**

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Weir the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

**6. Public Hearing: Consideration, discussion, and possible action on the creation of a Public Improvement District- Manor Heights.**

Talley Williams with Metcalfe Wolff Stuart & Williams, LLP, presented the attached Power Point Presentation.

Ms. Williams discussed the following:

- District Boundary Map
- Manor Heights Project Overview
- PID Financing Benefit for Homeowners
- PID Policy Requirements

Patrick Bourne with DPF Development Planning & Financing Group, Inc., discussed the following:

- Average home price in Manor Heights
- Total equivalent tax rate
- Minimum appraised value to lien ratio of 3:1
- Manor Heights Key PID Terms
- Manor Heights Project Costs



The discussion was held regarding the average annual payment installments for residents.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:51 p.m. Wednesday, November 7, 2018, in accordance with the requirements of the Open Meetings Law.

## **EXECUTIVE SESSION**

The Manor City Council convened into executive session pursuant to *Section 551.017 and Section 551.087, Texas Government Code* to deliberate an offer of financial and economic development incentive, at 7:51 p.m., on Wednesday, November 7, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 8:59 p.m. on Wednesday, November 7, 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 and economic development incentive at 8:59 p.m. on Wednesday, November 7, 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.

## **REGULAR AGENDA**

**7. A) Consideration, discussion, and possible action on a Resolution creating a Public Improvement District – Manor Heights.**

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

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted four (4) For and one (1) Against to approve Resolution 2018-10 creating a Public Improvement District – Manor Heights. Council Member Hill voted against. The motion carried.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted four (4) For and one (1) Against to approve the Agreement Regarding the Dissolution of the Manor Heights Public Improvement District. Council Member Hill voted against. The motion carried.

**8. Consideration, discussion, and possible action on a development agreement regarding Manor Heights.**

City staff's recommendation was that the City Council approve the development agreement regarding Manor Heights.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted four (4) For and one (1) Against to approve the development agreement regarding Manor Heights. Council Member Hill voted against. The motion carried.

**9. Consideration, discussion, and possible action on an award of a contract addendum for professional services for the FY 2018 Capital Metro BCT Paving Improvements Project.**

The City staff's recommendation was that the City Council award a contract addendum to Jay Engineering Company Inc. for design, bidding and construction phase services for the FY 2018 Capital metro BCT Paving Improvements Project.

City Engineer Phelan discussed the BCT Program and the FY 2018 Capital Metro BCT Paving Improvement Project.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to award a contract addendum to Jay Engineering Company Inc. for design, bidding and construction phase services for the FY 2018 Capital metro BCT Paving Improvements Project. The motion carried unanimously.

**10. Consideration, discussion, and possible on action on a waiver request from Manor Code of Ordinances, Chapter 14, Exhibit A, Article III, Section 60 Construction Plans for Lots 3 & 4, Block 28, Town of Manor, locally known as 203-205 West Parsons Street, to waive the site development requirements. Applicant: Imtiaz Uddin. Owner: Imtiaz Uddin.**

The City staff's recommendation was that City Council approve a waiver request from Manor Code of Ordinances, Chapter 14, Exhibit A, Article III, Section 60 Construction Plans for Lots 3 & 4, Block 28, Town of Manor, locally known as 203-205 West Parsons Street, to waive the site development requirements.

Scott Dunlop, Assistant Development Services Director, was available to address any questions posed by the City Council.

Imtiaz Uddin, 203 W. Parson St., Manor, Texas, spoke before City Council regarding the waiver request for the site development requirements.

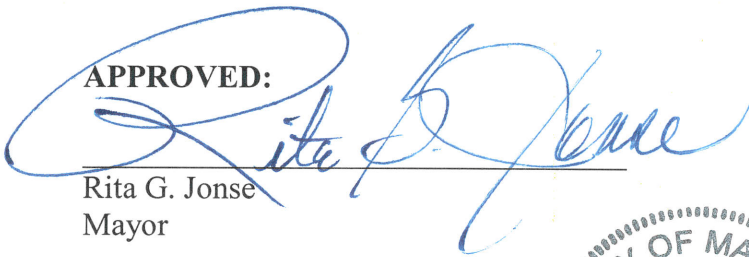
**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Weir, the Council voted five (5) For and none (0) Against to approve a waiver request from Manor Code of Ordinances, Chapter 14, Exhibit A, Article III, Section 60 Construction Plans for Lots 3 & 4, Block 28, Town of Manor, locally known as 203-205 West Parsons Street, to waive the site development requirements. The motion carried unanimously.

**ADJOURNMENT**

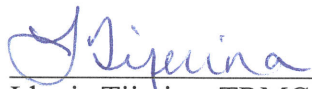
The Regular Session of the Manor City Council Adjourned at 9:13 p.m. on Wednesday, November 7, 2018.

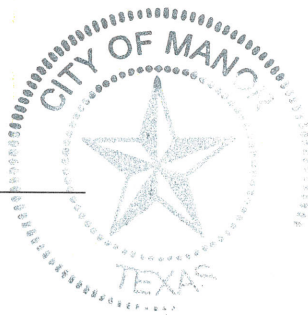
These minutes approved by the Manor City Council on the 14<sup>th</sup> day of November 2018.

**APPROVED:**

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

**ATTEST:**

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





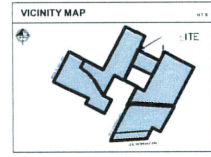
Manor Heights  
Public Improvement District  
Manor City Council  
November 7, 2018



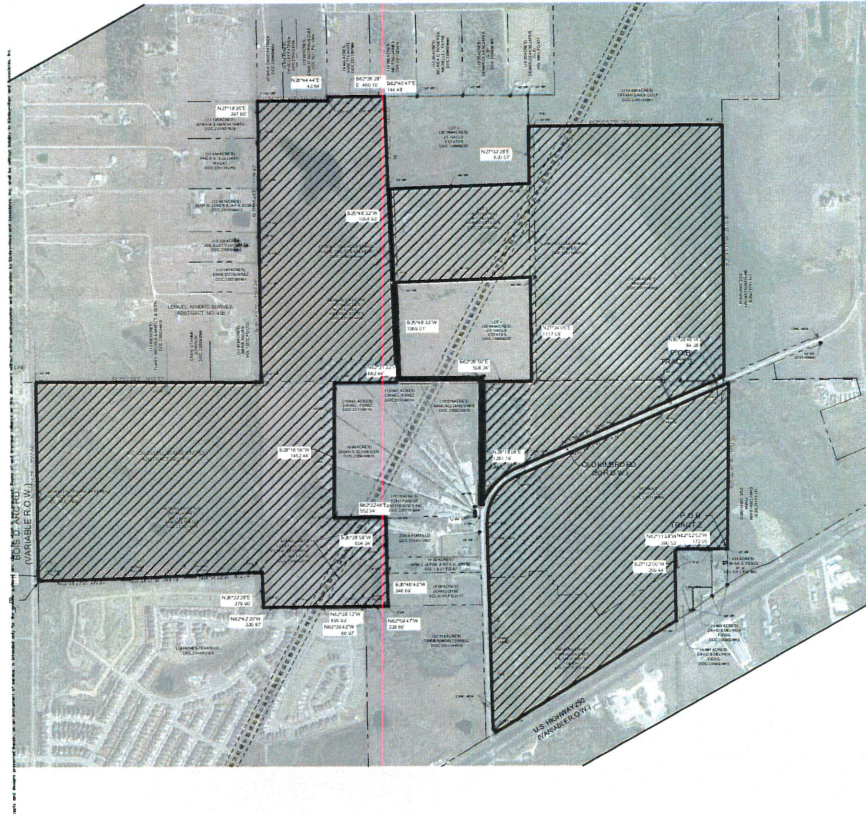


LEGEND

|   |                              |
|---|------------------------------|
|  | PROPERTY INCLUDED IN THE PID |
|  | PID BOUNDARY LINE            |



# District Boundary Map



# Manor Heights

## Project Overview

- **Planned Land Uses:**
  - 1,226 single family detached residential units
  - 370 medium density units
  - 237,124 square feet commercial development
  
- **Projected Economic Impact:**
  - Estimated future assessed value at buildout > \$491 million
  - Annual ad valorem revenues at buildout to City of Manor, net of proposed TIRZ, are estimated to be approximately \$3.0 million
  - Annual ad valorem revenues at buildout to Manor ISD are estimated to be approximately \$8.7M
  - Annual ad valorem revenues at buildout to other taxing jurisdictions are estimated to be \$3.8 million

# Manor Heights

## How Does a PID Financing Benefit Homeowners?

- Provides efficient funding source for public benefits
- Ensures higher quality community standards
- Cost certainty
- Finite life of PID
- Ultimate flexibility because of prepayment options
- Increased property values do not increase assessment costs
- No impact on “my home” or “my property” by actions of others
- Full disclosure of presence and cost of PID

**PID Policy Requirement**

**How Manor Heights meets or exceeds requirement**

The project must include improvements that enhance the City's master plan, including the City's thoroughfare plan and water and wastewater plans (improvements must exceed current subdivision regulations) and advance the City's trail and park plans.

- Construction of a 0.375 mgd wastewater plant that will open the entire Cottonwood Creek watershed (possibility of expansion of WWTP based on recommendation by City engineer)
- Construction of a Mad 4 Roadway that will provide a connection from Hwy. 290 to the project's northern boundary. (Per TIA - only a residential collector is required)
- Construction of Primary Collector Roadway Shown on City Thoroughfare plan
- Extension/Upsizing of Waterline east on Hwy. 290
- Upsizing of water utilities (Project would only require 8"-10" line. Project is providing 12" trunk lines to allow development to the north and west of property to open up)
- The proposed bend in the MAD-4 to the east shifts views away from the noxious land use located off-site, thereby enhancing the perceived land values in Manor.



**PID Policy Requirement**

**How Manor Heights meets or exceeds requirement**

Preference will be given to high quality projects that exceed the City's subdivision requirements for overall design, building standards and amenities with enhanced landscaping and appealing architecture throughout.

- Enhanced architectural design standards set by the PUD.
- Enhanced park and open space improvements, including pocket parks, trailheads, shaded picnic areas and continuous trail network organized with well distributed pedestrian and vehicular accessibility.
- Superior street design.

**PID Policy Requirement**

**How Manor Heights meets or exceeds requirement**

Preference will be given to mixed use projects that include a mix of residential and commercial uses.

Project contains a mix of housing types and includes commercial along Hwy 290. (248 acres of single family, 47 acres of Medium Density, 20 acres of C-2, 4 acres of neighborhood business)

**PID Policy Requirement**

**How Manor Heights meets or exceeds requirement**

Signage at major entryways and exits regarding PID

Signage notifying residents/potential residents of the PID will be provided at all major entryways and exits.

**PID Policy Requirement**

**How Manor Heights meets or exceeds requirement**

|   |   |                              |
|---|---|------------------------------|
| <p>Preference will be given to projects where an average home price is expected to exceed other surrounding new home community pricing by \$30,000.</p> |   |                              |
|   | <b>Community</b>                            | <b>Avg. Base Sales Price</b> |
|   | Presidential Heights                        | \$ 223,490                   |
|   | Presidential Glen                           | 223,400                      |
|   | Presidential Meadows                        | 204,495                      |
|   | Average                                     | \$ 217,128                   |
|   | Manor Heights                               | \$ 278,000                   |
|   | <b>Manor Heights Additional Sales Price</b> | <b>\$ 60,872</b>             |



| PID Policy Requirement | How Manor Heights meets or exceeds requirement |
|------------------------|--|
|------------------------|--|

|   |                              |
|---|------------------------------|
| The annual PID installment shall not exceed an amount that increases the expected total equivalent tax rate upon buildout above \$3.26. per \$100 of assessed value | Targeting a \$3.20 tax rate. |
|---|------------------------------|

| PID Policy Requirement | How Manor Heights meets or exceeds requirement |
|------------------------|--|
|------------------------|--|

|  |   |
|--|---|
| Minimum appraised value to lien ratio of 3:1 | Value to lien ration will be 3:1 or better. |
|--|---|

## Manor Heights Key PID Terms

|   |                 |
|---|-----------------|
| • Proposed total equivalent tax rate including PID annual installment | \$3.20/\$100 AV |
| • Maximum PID Bond Authorization                                      | \$30 million    |
| • Minimum appraised value to lien ratio at bond issue                 | 3:1             |
| • Term of bonds   | 30 years        |
| • Maximum years of capitalized interest                               | 2 years         |
| • Estimated Project costs   | \$36 million    |
| • Average annual PID installment per unit                             | \$565 - \$897   |

## Manor Heights Project Costs

| Project Facilities   | Funding Mechanism                     | Amount<br>(\$ millions) |
|--|---------------------------------------|-------------------------|
| Water Line Project   | Water Impact Fees                     | \$ 1.2                  |
| Offsite Water Improvements                                   | TIRZ                                  | \$ 0.5                  |
|  | PID                                   | \$ 0.3                  |
|  | Water Impact Fees                     | \$ 0.1                  |
| Wastewater Line Project                                      | Wastewater Impact Fees                | \$ 0.5                  |
| MAD 4 Roadway/Collector Roadway                              | TIRZ                                  | \$ 3.3                  |
|  | PID                                   | \$ 4.8                  |
| Offsite Wastewater Improvement<br>(save and except the Plan) | Wastewater Impact Fees                | \$ 3.3                  |
| Plant  | PID - first phase                     | \$ 5.5                  |
|  | TIRZ - second phase                   | \$ 1.1                  |
|  | Wastewater Impact Fees - second phase | \$ 1.3                  |
| Enhanced Landscaping   | TIRZ                                  | \$ 14.0                 |
| <b>Total</b>   |                                       | <b>\$ 36.0</b>          |



## **QUESTIONS FOR DISCUSSION**