



**MANOR CITY COUNCIL
REGULAR MEETING
AGENDA
105 E. EGGLESTON STREET
MANOR, TEXAS 78653
AUGUST 3, 2016 · 7:00 P.M.**

CALL TO ORDER AND ANNOUNCE QUORUM PRESENT

PLEDGE OF ALLEGIANCE

PRESENTATIONS

PUBLIC COMMENTS

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please register on the speaker sign-in sheet at least five-minutes prior to the scheduled meeting time. **NO ACTION MAY BE TAKEN BY THE CITY COUNCIL DURING PUBLIC COMMENTS.***

CONSENT AGENDA

The following Items will be enacted by one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. Consideration, discussion, and possible action to approve the minutes for the July 20, 2016, City Council Regular Meeting.
2. Consideration, discussion, and possible action on a second reading of an ordinance, amending the Zoning Ordinance, rezoning Cottonwood Commercial South Lot 7B 2 Block A, locally known as 11401 US Hwy 290 East, from light commercial (C-1) district zoning to medium commercial (C-2) district zoning.
3. Consideration, discussion, and possible action on a second reading of an ordinance, amending the Zoning Ordinance, rezoning Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street, from light commercial (C-1) district zoning to downtown business District (DBD) zoning.

PUBLIC HEARING

4. Conduct a public hearing regarding the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.

REGULAR AGENDA

5. Consideration, discussion, and possible action on a first reading of a draft municipal service plan for property to be annexed into the City.
6. Consideration, discussion and possible action to approve a resolution calling the November 8, 2016 General Election.
7. Consideration, discussion, and possible action regarding disbursement of Hotel Occupancy Tax Funds to the Manor Lions Club for the purpose of Manor Fest.

ADJOURNMENT

In addition to any executive session already listed above, the City Council for the City of Manor 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 for the following purposes:

*§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
§551.087 Deliberations regarding Economic Development Negotiations*

POSTING CERTIFICATION

I, hereby, certify that this notice of the Manor City Council Meeting was posted on this 29th day of July, 2016 at 5:00 P.M., as required by law in accordance with Section 551.043 of the Texas Government Code.

Frances M. Aguilar, City Secretary

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 special marked parking is available. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact Frances Aguilar, City Secretary at 512-272-5555. Provide a 48-hour notice when feasible.

This public notice was removed from the bulletin board at the Manor City Hall on:

_____, 2016 at _____ am/pm by _____.
City Secretary's Office
City of Manor, Texas



AGENDA ITEM NO. ¹_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the minutes for the July 20, 2016 City Council Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Minutes from July 20, 2016 City Council Regular Meeting

STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve the minutes for the July 20, 2016 City Council Regular Meeting.

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



**MANOR CITY COUNCIL
REGULAR MEETING
MINUTES
105 E. EGGLESTON STREET
MANOR, TEXAS 78653
July 20, 2016 · 7:00 P.M.**

COUNCIL MEMBERS

PRESENT:

Mayor, Rita Jonse
Place 1, Gene Kruppa
Place 2, Gil Burrell, Mayor Pro-Tem
Place 3, Todd Shaner
Place 4, Zindia Pierson
Place 5, Rebecca Davies
Place 6, Jeff Turner

ABSENT:

CITY STAFF PRESENT:

Thomas Bolt, City Manager
Frances Aguilar, City Secretary
Scott Dunlop, Planning Coordinator
Lydia Collins, Finance Director
Ryan Phipps, Police Chief
Mike Tuley, Public Works Director
Lluvia Tijerina, Administrative Assistant

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

The Manor City Council met in regular session on Wednesday, July 20, 2016, in the City Council Chambers at 105 E. Eggleston Street. Mayor Rita Jonse announced that a quorum was present and the meeting was called to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

At the request of Mayor Rita Jonse, Debbie Tucker gave the Pledge of Allegiance.

PUBLIC COMMENTS

Mr. Aurelio Ponce stated he had 2 concerns. His first concern was the amount of speeding near 310 E. Parsons Street. He also requested for the road to be paved near 200 W. Parsons Street. He stated the traffic is high and the road is dusty and not in good shape. Ms. Sandra Borowicz spoke in regards to property that has not been mowed near Carriage Hills on Highway 20.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the minutes for the July 6, 2016, City Council Regular Meeting.

A motion to approve the minutes was made by Council Member Turner, seconded by Council Member Shaner. The motion carried by the following vote:

Vote: 6 For – 0 Against

2. Consideration, discussion, and possible action on acceptance of the June, 2016 Departmental Reports:

A discussion was held with staff to clarify the reports.

A motion to approve the departmental reports was made by Council Member Turner, seconded by Council Member Davies. The motion carried by the following vote:

Vote: 6 For – 0 Against

EXECUTIVE SESSION

The City Council convened into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in at 7:40 P.M.:

Section 551.074 Personnel Matters – City Council Member, Place 4 vacancy

OPEN SESSION

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and to take action on item(s) discussed during Closed Executive Session at 8:23 P.M.

3. The appointment of a Council Member to serve on the City of Manor City Council.

Motion to appoint Zindia Pierson to serve on the City of Manor City Council, Place No. 4 was made by Council Member Davies. Seconded by Council Member Shaner.

Vote: 4 For – 0 Against, Council Member Burrell and Council Member Turner abstained from the item.

4. Administer oath of office for appointed City Council Member, Place 4.

City Secretary Frances Aguilar administered the oath of office to Zindia Pierson. Council Member Pierson took her seat at the dais.

PUBLIC HEARING

5. Conduct a public hearing on the issuance of \$18,000,000 “City of Manor, Texas Combination Tax and Revenue Certificate of Obligation, Series 2016.”

Mayor Jonse opened the public hearing. There being no testimony, the public hearing was closed.

REGULAR AGENDA

6. Consideration, discussion and possible action on an ordinance authorizing the issuance of \$18,000,000 “City of Manor, Texas Combination Tax and Revenue Certificate of Obligation, Series 2016”; authorizing the sale thereof; enacting provisions related to the issuance of the certificate.

Ms. Chris Lane, the City's financial advisor gave an overview of the bond process and presented 2 bids, from Regions Bank and Whitney Bank. Ms. Lane's recommendation was to accept Whitney Bank's bid subject to the filing of Form 1295.

A motion to approve an ordinance authorizing the issuance of \$18,000,000 "City of Manor, Texas Combination Tax and Revenue Certificate of Obligation, Series 2016", subject to filing of Form 1295 was made by Council Member Davies, seconded by Council Member Shaner. The motion carried by the following vote:

Vote: 7 For – 0 Against

7. Consideration, discussion, and possible action on acceptance of the unaudited June, 2016 Monthly Financial Report.

A motion to accept the unaudited June, 2016 Monthly Financial Report as presented was made by Council Member Davies, seconded by Council Member Kruppa. The motion carried by the following vote:

Vote: 7 For – 0 Against

8. Consideration, discussion, and possible action on an interlocal agreement between City of Manor and Travis County for Emergency Law Enforcement Dispatch Services.

A motion to approve the agreement between City of Manor and Travis County as presented was made by Council Member Burrell, seconded by Council Member Shaner. The motion carried by the following vote:

Vote: 7 For – 0 Against

9. Consideration and possible action on a request for a variance from Ordinance 421, which establishes a safety zone for certain sex offenders.

A motion to deny the request of a variance from Ordinance 421, was made by Council Member Burrell seconded by Council Member Turner. The motion carried by the following vote:

Vote: 7 For – 0 Against

10. Consideration, discussion and possible action on a Hands Free Ordinance.

Council Member Shaner presented the item to Council. He provided a brief history of the state's decisions on the issue and provided statistics on collisions, in the county, related to texting. Chief Phipps supported this ordinance request.

A motion to move forward with a Hands Free Ordinance was made by Council Member Davies, seconded by Council Member Shaner. The motion carried by the following vote:

Vote: 7 For – 0 Against

11. Consideration, discussion, and possible action on a first reading of an ordinance, amending the Zoning Ordinance, rezoning Cottonwood Commercial South Lot 7B 2 Block A, locally known as 11401 US Hwy 290 East, from light commercial (C-1) district zoning to medium commercial (C-2) district zoning.

City Manager Tom Bolt stated the owner of this property has requested this rezoning for a development project. The City and the owner came to an agreement on the allowable uses. Mr. Stan McElroy addressed Council and stated his intent to two tenant lease space buildings. The C-2 exclusions would be auto rental, auto repair services, auto sales, auto washing, bail bond services, campground, camp, carriage stable, commercial blood plasma center, convenience storage, funeral services with crematory, marina, recreational equipment sales, aviation services, cemetery, employee recreation, hospital services, local utility services, parks and recreation services, and sexually oriented business.

A motion to approve the first reading of an ordinance, amending the zoning ordinance as presented allowing for the C-1 conditions and limitations to remain in place was made by Council Member Turner, seconded by Council Member Kruppa. The motion carried by the following vote:

Vote: 6 For – 0 Against, Council Member Burrell abstained from this agenda item.

12. Consideration, discussion, and possible action on a first reading of an ordinance, amending the Zoning Ordinance, rezoning Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street, from light commercial (C-1) district zoning to downtown business District (DBD) zoning.

A motion to approve the first reading of an ordinance, amending the zoning ordinance as presented was made by Council Member Burrell, seconded by Council Member Kruppa. The motion carried by the following vote:

Vote: 7 For – 0 Against

13. Consideration, discussion and possible action on an ordinance, amending Ordinance No. 263C; Subdivision Regulations; amending street widths to be in accordance with the adopted thoroughfare plan.

A motion to approve an ordinance, amending Ordinance No. 263C as presented was made by Council Member Turner, seconded by Council Member Shaner. The motion carried by the following vote:

Vote: 7 For – 0 Against

14. Consideration, discussion and possible action to consent to Assignment of the Further Amended and Restated Water Supply Agreement with Blue Water 130 Project to EPCOR.

City Manager Tom Bolt stated Blue Water 130 to selling its utility to EPCOR and needs an agreement to complete the transaction. There will be no change in service or rate.

A motion to approve the agreement with Blue Water 130 Project to EPCOR as presented, subject to the City receiving a signed signature page, from EPCOR, acknowledging they are bound by the original contract was made by Council Member Davies, seconded by Council Member Pierson. The motion carried by the following vote:

Vote: 7 For – 0 Against

ADJOURNMENT

A motion to adjourn was made by Council Member Kruppa, seconded by Council Member Shaner. The motion carried by the following vote:

Vote: 7 For – 0 Against.

Meeting was adjourned at 9:20 P.M.

APPROVED:

ATTEST:

Rita G. Jonse, Mayor

Frances M. Aguilar, City Secretary



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second reading of an ordinance, amending the Zoning Ordinance, rezoning Cottonwood Commercial South Lot 7B 2 Block A, locally known as 11401 US Hwy 290 East, from light commercial (C-1) district zoning to medium commercial (C-2) district zoning.

BACKGROUND/SUMMARY:

The applicant is seeking to rezone from Light Commercial to Medium Commercial but exclude all uses in Medium Commercial except Construction Sales and Services and Building Maintenance Services. The allowable uses will be all those in C-1 plus those 2 uses in C-2. They are looking to build two tenant lease space buildings and would like to have the option to lease to contractors. They maintain the C-1 limitations and conditions like prohibiting outdoor sales and storage.

PRESENTATION: ☐ YES ☒ NO

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

Request
Application
Map
Ordinance

STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve a second reading of an ordinance, amending the Zoning Ordinance, rezoning Cottonwood Commercial South Lot 7B 2 Block A, locally known as 11401 US Hwy 290 East, from light commercial (C-1) district zoning to medium commercial (C-2) district zoning.

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

Manor Village Condominiums, Ltd.
2504a Kinney Rd.
Austin, TX 78704

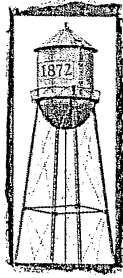
May 16, 2016

To: The Planning and Zoning Commission of the City of Manor
Re: Zoning Change Request for Greater Texas Marketplace, to be located within
Greater Texas Center, 11401 Hwy. 290 E, Manor, Texas.

Greater Texas Center has endeavored to create a high quality, aesthetically pleasing development. The proposed Greater Texas Marketplace will continue this level of quality and aesthetics.

We believe there is a shortage of available space options for office, retail and trade businesses that want to serve the Manor market. Greater Texas Center's current zoning of C-1 does not allow some of the commercial uses that would benefit the community and still be compatible with the uses in the surrounding area. We are requesting a zoning change from C-1 to C-2 – with C-1 Conditions and Limitations (and existing uses) to remain in place - and excluding the following C-2 uses:

- Auto rental
- Auto repair services
- Auto sales
- Auto washing
- Bail bond services
- Campground
- Camp
- Carriage Stable
- Commercial blood plasma center
- Convenience storage
- Funeral services with crematory
- Marina
- Recreational Equipment sales
- Aviation services
- Cemetery
- Employee recreation
- Hospital Services
- Local utility services
- Parks and recreation services
- Sexually-Oriented Business



CITY OF
MANOR
EST. ★ 1872
TEXAS

160516001

REZONING
CONDITIONAL USE
SPECIAL USE PERMIT
VARIANCE/WAIVER
APPEAL OF ADMINISTRATIVE DECISION
PLANNED UNIT DEVELOPMENT
DEVELOPMENT AGREEMENT
COMPREHENSIVE PLAN AMENDMENT

(CHECK APPROPRIATE BOX):

A variance/waiver/conditional use/special use request should be submitted at least four weeks prior to a meeting of the Planning and Zoning Commission or Board of Adjustment to provide for adequate time for staff review and analysis and posting and advertising as required for each application. The form must be completely filled out and all fees paid.

☒ **Zoning:** FROM C-1 Light Commercial District Zoning
TO: C-2 Heavy Commercial District Zoning
Zoning district categories listed on page 6. Please complete justification sections

Fee:	Zoning Request	\$300.00 + \$30.00 per acre
	Technology Fee	\$15.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

☐ **Conditional Use Permit:** _____

Fee:	Conditional Use Permit	\$250.00
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner

☐ **Special Use Permit:** _____

Fee:	Special Use Request	\$250.00 + 30.00 per acre
	Technology Fee	\$10.00
	Public Hearing Notice (paper)	\$150.00
	Property Owner notification	\$5.00 per property owner



Property Information:

Cottonwood Commercial South	7B2	A	4.156
Subdivision Name	Lot(s) #	Block(s) #	Acreage
Current Zoning	C-1		
See Attached Legal Description			

Legal Description
(may be provided separately)

Applicant Information:

Please Note: The signature of owner authorizes City of Manor staff to visit and inspect the property for which this application and checklist is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One):

☐ I, the owner, will represent this application with the City of Manor.

☒ I, the owner, hereby authorize the person named below to act as my agent in representing this application with the City of Manor.

Manor Village Condominiums, LTD 512-751-1700 512-236-5176

Owner's Name (printed)	Phone	Fax
2504-A Kinney Road	Austin, TX 78704	
Owner's Address	City	State Zip
Stan McElroy	05/10/16	stan@stanmcelroy.com
Owner's Signature	Date	Email Address

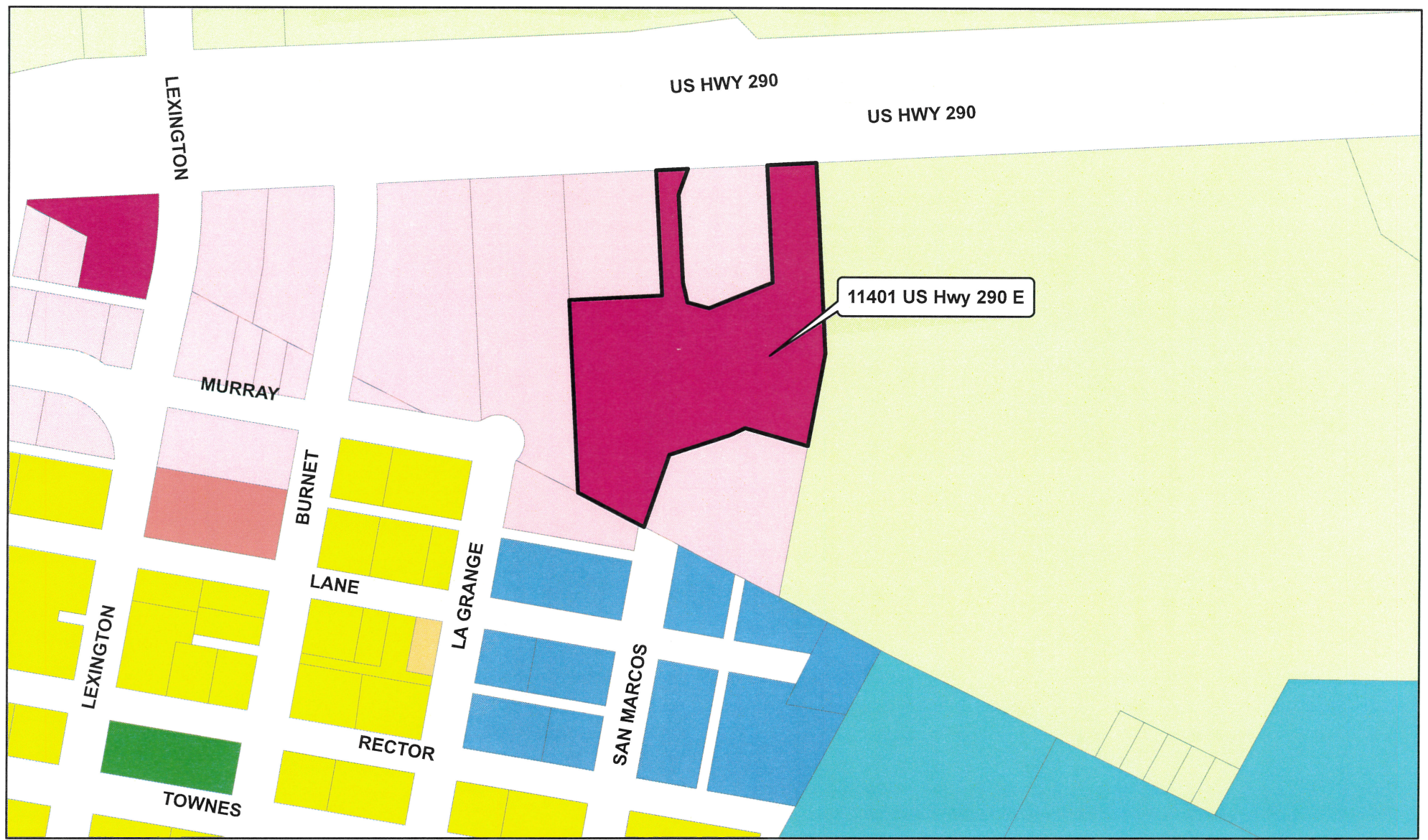
By signing this application Owner affirms that the statements made in the complete application are true and correct to best of his/her knowledge and belief.

Agent's Name: Pam Uhr

Company: PuhrSite LLC

Mailing Address: 2504-A Kinney Road Austin, TX 78704

Street	City	State	Zip
512-657-0055	pamuhr@puhrsite.com		
Phone	Fax	Email Address	
















Proposed Zoning **Medium Commercial (C-2)**

Current Zoning - C-1 Light Commercial



1 inch equals 250 feet

Zone

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



ORDINANCE NO.

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO MEDIUM COMMERCIAL (C-2); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Zoning Ordinance. Ordinance No. 185, as amended, the City of Manor Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Light Commercial (C-1) to zoning district Medium Commercial (C-2). The Property is accordingly hereby rezoned to Medium Commercial (C-2).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 20th day of July 2016.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of August 2016.

ATTEST:

THE CITY OF MANOR, TEXAS

Frances Aguilar, City Secretary

Rita Jonse, Mayor

EXHIBIT “A”

Property Address: 11401 US Hwy 290 East, Manor, Travis County, Texas
Property Legal Description: Cottonwood Commercial South Lot 7B 2 Block A



AGENDA ITEM NO. ³_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a second reading of an ordinance, amending the Zoning Ordinance, rezoning Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street, from light commercial (C-1) district zoning to downtown business District (DBD) zoning.

BACKGROUND/SUMMARY:

The applicant would like to rezone the lots where the Pinata Store is located from C-1 to Downtown Business District.

PRESENTATION: ☐ YES ☒ NO

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

Ordinance

Zoning map

STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve a second reading of an ordinance, amending the Zoning Ordinance, rezoning Lots 8-10, Block 24 Town of Manor, locally known as 109 South Lexington Street, from light commercial (C-1) district zoning to downtown business District (DBD) zoning.

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

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM LIGHT COMMERCIAL (C-1) TO DOWNTOWN BUSINESS DISTRICT (DBD); MAKING FINDINGS OF FACT; AND PROVIDING FOR RELATED MATTERS.

Whereas, the owner of the property described hereinafter (the "Property") has requested that the Property be rezoned;

Whereas, after giving ten days written notice to the owners of land within three hundred feet of the Property, the Planning & Zoning Commission held a public hearing on the proposed rezoning and forwarded its recommendation on the rezoning to the City Council;

Whereas, after publishing notice of the public at least fifteen days prior to the date of such hearing, the City Council at a public hearing has reviewed the request and the circumstances of the Property and finds that a substantial change in circumstances of the Property, sufficient to warrant a change in the zoning of the Property, has transpired;

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

Section 1. Findings. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes as findings of fact.

Section 2. Amendment of Zoning Ordinance. Ordinance No. 185, as amended, the City of Manor Zoning Ordinance (the "Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

Section 3. Rezoned Property. The Zoning Ordinance is hereby amended by changing the zoning district for the land and parcel of property described in Exhibit "A" (the "Property"), from the current zoning district Light Commercial (C-1) to zoning district Downtown Business District (DBD). The Property is accordingly hereby rezoned to Downtown Business District (DBD).

Section 4. Open Meetings. That it is hereby officially found and determined that the meeting at which this ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapt. 551, Loc. Gov't. Code.

PASSED AND APPROVED FIRST READING on this the 20th day of July 2016.

PASSED AND APPROVED SECOND AND FINAL READING on this the ____ day of August 2016.

ATTEST:

THE CITY OF MANOR, TEXAS

Frances Aguilar, City Secretary

Rita Jonse, Mayor


EXHIBIT “A”

Property Address: 109 South Lexington Street, Manor, Travis County, Texas

Property Legal Description: Lots 8-10 Blk 24 Town of Manor
















Proposed Zoning **Downtown Business District** *Current Zoning - C-1 Light Commercial*




 1 inch equals 125 feet

Zone

-  A - Agricultural
-  C-1 - Light Commercial
-  C-2 - Medium Commercial
-  DB - Downtown Business District
-  I - Institutional
-  IN-1 - Light Industrial

-  M-1 - Manufactured Housing
-  M-2 - Manufactured Housing Park
-  NB - Neighborhood Business
-  PUD - Planned Unit Development
-  R-1 - Single Family
-  R-2 - Single Family
-  R-4 - Multi Family





AGENDA ITEM NO. ⁴_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Conduct a public hearing regarding the annexation of property being approximately 9.187 acres of land, located at the SE corner of US Hwy 290 and FM 973.

BACKGROUND/SUMMARY:

The applicant had petitioned to annex 3 properties totaling 9.187 acres located at the SE corner of US Hwy 290 and FM 973 into the City.

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

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



//// Subject Properties
City Limits
1 inch = 500 feet

Proposed Annexation Properties
9.187 Acres





AGENDA ITEM NO. ⁵_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of a draft municipal service plan for property to be annexed into the City.

BACKGROUND/SUMMARY:

The applicant had petitioned to annex 3 properties totaling 9.187 acres located at the SE corner of US Hwy 290 and FM 973 into the City. This is the first reading of the draft municipal service plan that outlines what entities will provide utility service to the property upon annexation.

PRESENTATION: ☐ YES ☒ NO

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

Draft municipal service plan

STAFF RECOMMENDATION:

It is City staff's recommendation to approve the first reading of the draft municipal service plan

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

**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 NO. ⁶_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: ADministration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve a resolution calling the November 8, 2016 General Election.

BACKGROUND/SUMMARY:

Staff is requesting Council to approve a resolution, ordering a general election for the purpose of electing three council members; to be held on November 8, 2016.

PRESENTATION: ☐YES ☒NO

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

Resolution

STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council approve the resolution calling the November 8, 2016 General Election.

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

RESOLUTION NO. 2016-11

A RESOLUTION OF THE CITY OF MANOR, TEXAS, ORDERING A GENERAL ELCTION FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS; SUCH ELECTION IS TO BE HELD ON NOVEMBER 8, 2016, IN THE CITY OF MANOR, TEXAS; MAKING PROVISIONS FOR THE CONDUCT OF THE ELECTIONS; AND PROVIDING FOR OTHER MATTERS RELATING TO THE ELECTION.

WHEREAS, the City Council of the City of Manor wishes to order a general election for the purpose of electing three (3) council members, by the qualified voters of the City of Manor; and

WHEREAS, the City Council wishes to proceed with the ordering of an election to be held on November 8, 2016; and

WHEREAS, the Texas Election Code is applicable to said election, and in order to comply with said Code, a resolution should be passed calling the election and establishing the procedures to be followed in said election, and designating the voting place for said election; and

WHEREAS, the City Council wishes to designate certain officials to conduct various aspects of election services for the City;

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

Section 1. General Election Ordered. A general election is hereby ordered to be held on November 8, 2016 for the purpose of electing three council members: Council Member, Place 2; Council Member, Place 4 and Council Member, Place 6; of the City of Manor, Texas.

Section 2. Joint Election Administration Contract. The City Secretary is hereby authorized to contract with Travis County for joint election services. In the event of a conflict between this Resolution and the Agreement, the Agreement shall control.

Section 3. Election Precinct 105 and Election Day Polling Place. The entire city shall be the election precinct for said election. The polling locations for Precinct 105 is hereby designated by Travis County Elections Division.

Section 4. Election Officers. The Travis County Election Officer is appointed to serve as the City's Election Officer and Early Voting Clerk and shall coordinate, supervise, and conduct all aspects of administering voting for the City's joint elections. The Travis County Election Officer assumes the responsibility for recruiting election personnel and training thereof.

The City Secretary of the City of Manor will perform those election duties listed (1) through (9) below and any other election duties that may not be delegated to another governmental entity:

- (1). Preparing, adopting, and publishing all required elections orders, ordinances, notices and other documents, including bilingual materials, evidencing action by the City of Manor necessary for the conduct of the election;
- (2). Administer the City's duties under state and local campaign finance laws including but not limited to compliance with hours of operation, preparing and providing candidate information and filing forms for perspective interested citizens; receive filings for office and conduct the City's drawing for places on the ballot;
- (3). Preparing the text for the City's official ballot in English and Spanish, as required by law;
- (4). Providing the Election Officer with a list of candidate showing the order and the exact manner in which the candidates' names are to appear on the official ballot;
- (5). Assist the County whenever possible when required;
- (6). Conduct the official canvass of the City of Manor election;
- (7). Serve as the custodian of the City's election records; and
- (8). Filing the Participating Entity's annual voting system report to the Secretary of State as required under Chapter 123 et seq. of the Texas Election Code.

Section 5. Early Voting. That early voting, in said election, shall be designated by Travis County Elections Division. Requests for applications for early voting ballots, by mail, should be mailed to Travis County Clerk Elections Division, P.O. Box 149325, Austin, Texas 78714-9325.

Section 6. Candidate Filing Period. In accordance with Section 143.007(c)(2) of the Texas Election Code, the filing period for an application for a place on the ballot, for this election, is declared to begin at 8:00 a.m. on Saturday, July 23, 2016 and will conclude at 5:00 p.m. on Monday, August 22, 2016. All candidates for the offices to be filled, in the election, to be held on November 8, 2016, shall file their application to become candidates, with the City Secretary at City Hall, 105 E. Eggleston Street, Manor, Texas, on any weekday that is not a City holiday between 8:00 a.m. and 5:00 p.m., and all of said applications shall be on a form as prescribed by the Election Code of the State of Texas.

Section 7. Drawing. The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing conducted by the City Secretary, as provided by the Election Code. Such drawing will be held at 9:00 a.m. on Friday, August 19, 2016 at City Hall in the Council Chamber.

Section 8. Notice and Publication. This Resolution shall serve as the Order of Election (as required by Section 3.001 of the Code) and as the Notice of Election (as required by Section 4.001 of the Code) for the General Election. A copy of the resolution shall be posted on the bulletin board used for posting notices of the meetings of the City Council at least twenty-one (21) days before the election. Notice shall be published in the newspaper in accordance with state law.

Section 9. Governing Law. The election shall be held in accordance with the Constitution of the State of Texas and the Texas Election Code, and all resident, qualified voters of the City shall be eligible to vote at the election

Section 10. Necessary Actions. The Mayor and the City Secretary, in consultation with the City Attorney, are authorized and directed to take all actions necessary to comply with the provisions of the Texas Election Code, the City Charter, and the City Code in carrying out and conducting the election, whether or not expressly authorized by this Order.

Section 11. Submission to the United State Justice Department. The City Secretary is authorized to make such submissions as are necessary to the United States Justice Department to seek pre-clearance as required by law.

Section 12. Election Results. The Travis County Elections Administrator shall conduct an unofficial tabulation of results after the closing of the polls on November 8, 2016. The official canvass, tabulations and declaration of the results of the election shall be conducted by the City Council at a regular meeting held in accordance with provisions of the Texas Election Code.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE ____ DAY OF ____, 2016

CITY OF MANOR, TEXAS

Rita G. Jonse, Mayor

ATTEST:

Frances M. Aguilar, City Secretary



AGENDA ITEM NO. 7

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: August 3, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action regarding disbursement of Hotel Occupancy Tax Funds to the Manor Lions Club for the purpose of Manor Fest.

BACKGROUND/SUMMARY:

Manor Lions Club has submitted an application for Hotel Occupancy Tax Funding for their "Manor Fest" event. The event will be held in September, 2016.

PRESENTATION: ☐ YES ☒ NO

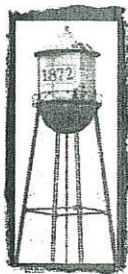
ATTACHMENTS: ☒ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☐ NO

Manor Lions Club Application

STAFF RECOMMENDATION:

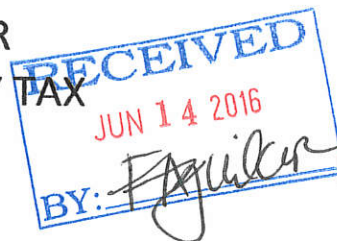
It is City staff's recommendation, that the City Council approve the disbursement of Hotel Occupancy Tax Funds to the Manor Lions Club for the purpose of Manor Fest.

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



CITY OF
MANOR
EST. ★ 1872
TEXAS

CITY OF MANOR
HOTEL OCCUPANCY TAX



Hotel Occupancy Tax Application

(Page 1 of 2)

Organization Information

Date: 5 July 16 Name of Organization: Manor Lions Club

Address: Box 68

City, State, Zip: Manor, Texas 78653

Contact Name: Hub Sherman Contact Phone Number: 512 970 6599

Contact Email Address: _____ Amount Requested: \$4000⁰⁰

Web site address for event or sponsoring entity: Manor Lions Club

Organization's tax status: non-profit Soc private/for profit NOR Tax ID # 74-2900801

Organization's creation date: 1954 Purpose of Organization: The Manor Lions Club is dedicated to empower volunteers to serve their communities, meet humanitarian needs, promote scholarships, services to the blind and international services.

Event or program

Name of event or program: Manor Lions Fest

Date of event or program: 29 Sep + 1 October 2016

Primary location of event or program: Manor Lions Club and property 429 Burns, Manor

Primary purpose of funded event/program: Scholarships for Manor Schools and service for community programs, Sight First, Meals on Wheels.

Projected number of attendees: 1200

Projected number of overnight visitors: 93

Projected number of overnight stays: 6

Relevant historical data: Event has been held for the public for twenty four years

Relevant Manor hotel activity (as it pertains to this event or program or previous ones; include information about room blocks): Hotel address and phone number included on flyers.



CITY OF
MANOR
EST.  1872
TEXAS

CITY OF MANOR
HOTEL OCCUPANCY TAX

(Page 2 of 2)

Percentage of attendees staying in Manor hotels: Unknown

Please provide information about past events or programs; identify hotel occupancy tax funding assistance; and number of hotel rooms utilized: It is hard to distinguish a tourist from a local resident and hotels did not try to distinguish the difference.

Identify methods to measure the impact of event or program on Manor hotel activity: I am of the six that were reserved. Two by the Bar B Que judges and two by vendors.

List other organizations, grants, or funding sources for event or program (include other municipalities):

Does not apply

Please list all events that your organization hosts:

Manor Fest - Weddings and celebrations, Golf tournaments, City support

Are any of the above events held at a Manor hotel? (Please list)

No

Supplemental information required with application:

- 6,000.00 _____ P&L from previous year's program
14,000.00 _____ Projected budget for entire program
_____ List of board of directors with contact phone numbers
_____ Schedule of activities relating to your event/expenditure
_____ Copy of tax exempt certificate
See City _____ Copy of previous year finances upon request

Hotel occupancy tax funds, if awarded, are to be used solely for this event or program, in accordance with the Texas tax code, chapter 351.

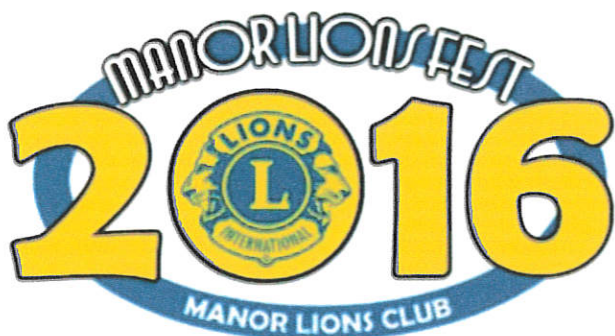
Return application/post event form to:

City of Manor
City Secretary
105 E. Eggleston / P.O. Box 387
Manor, TX 78653

Club Officers

President	James Sulser
1st VP	Rory Calhoun
Sec	Karen Ratcliffe
Treas	Lil Burrell
Hall Director	Hub Sherman

SPONSORSHIP



Promote your business or group by supporting Manor Fest and the Manor community by sponsoring festival events. In addition to the listed benefits, all sponsors receive two Manor Fest T-shirts and a sponsorship notice posted at their chosen event. These donations help to underwrite our expenses and keep Manor Fest free to the public. We are 501(c)4 non-profit organizations, so all contributions are tax deductible and all profits go directly to support Manor Lions Club scholarships and charities.

September 30th - October 1st

Basic Sponsor - \$50

Your business or group listed on the Manor Fest T-shirt

Event Sponsor - \$100

In addition to T-shirt listing, your business or group featured at the event of your choosing.

Major Sponsor - \$300

Enhanced billing on T-shirt listing, your business or group featured at the event of your choosing* as well as on Manor Fest advertising and promotional mailings.

Premier Sponsor - \$500, \$1000 or more

Top Sponsor billing on T-shirt listing, your business or group featured at a premier event of your choosing* as well as on Manor Fest advertising and promotional mailings.

Name of sponsor: _____

Contact name: _____

Phone: _____ Preferred T-shirt size(s) _____

Sponsorship Level (check one): ☐ Basic ☐ Event ☐ Major ☐ Premier

Preferred Event: _____ Amount Enclosed: \$ _____

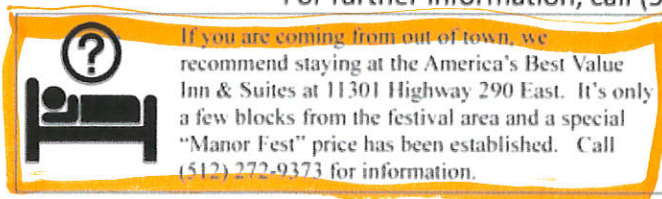
In-Kind donation description & value: _____

***Event Sponsorships are limited and available on a first-come, first-served basis.**

Events include but are not limited to: BBQ People's Choice Award, Live Music, Dessert Bake-off, Frozen T-shirt contest, Chicken Chip Bingo, & Auction

Please make checks payable to "Manor Fest" and return payment with this form to:
Manor Lions, P.O. Box 68, Manor, TX 78653

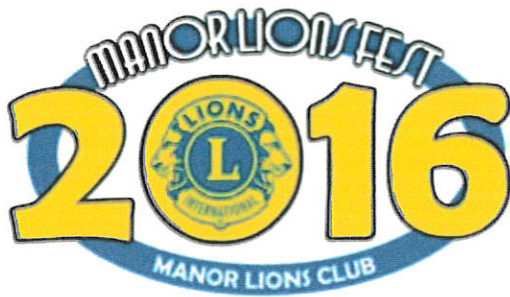
For further information, call (512) 970-6599 or (512) 272-5100



Funds raised support the Manor Lions Scholarship Fund & Lions Charities
For more information visit:
www.manorlions.com
Or find us on Facebook: manorlions



VENDOR APPLICATION



Sept 30th - OCT 1st

The Arts and Crafts Fair is a central part of the Manor Fest's growing community festival. We welcome locally produced arts, crafts, farm products and other unique items for sale. We also have room set aside for specialty food vendors, businesses, local school groups and charities. We have room for 65 vendors this year.

By signing in the space provided below, you are agreeing to the rules and restrictions listed.

Vendor hours of operation: 9 a.m. - 5 p.m.

- Booth must be set up for operation by 9:00 a.m. on **Saturday, October 1st 2016** and cars must be moved from booth areas to designated parking no later than 8:30 a.m.
- The booth will not close nor will the operators move their vehicle into the booth area until 5:00 p.m. This is a safety issue which will be strictly enforced with no exceptions.
- Booth space is not guaranteed until this contract has been accepted and your booth fee paid in full.
- Booth operators **MAY NOT SELL OR OFFER BEVERAGES OF ANY KIND, INCLUDING WATER, BOTTLED WATER, LEMONADE, PUNCH, COFFEE, TEA, SODAS, ETC.**
- Booth space is 15 ft. by 15 ft. and does not include tables, chairs or awnings.
- All booths must be paid in advance.

Please describe the items you plan to sell in your booth. This is a family oriented festival. All items for sale or display should be suitable for a general audience. We reserve the right to prohibit the sale of any items we consider inappropriate.


What Will You Be Selling:	Booth Type (please check one)
	<input type="radio"/> Arts & Craft \$50
	<input type="radio"/> School Group/Activity \$50
	<input type="radio"/> Business Information \$50
	<input type="radio"/> Local Farm Products \$50
	<input type="radio"/> Church \$0
	Electricity \$10 additional \$ _____
	Additional booth \$20 \$ _____
	(\$20, regardless of cost of 1 st booth)
	Late Fee \$10
	(if mailed after 9/28) \$ _____
	Total Enclosed: \$ _____
Contact Name: (please print)	
Signature:	
Address:	
City, State, ZIP:	
Phone:	
Email Address: (please print)	

Please make checks payable to **Manor Fest**. Mail completed application & fee to:

Manor Lions Club, PO Box 68, Manor, TX 78653

For further information, call (512) 970-6599 or (512) 272-5100

Your booth assignment and a map of the festival grounds will be emailed to you several days prior to the festival. Send this application back in its entirety. You will receive an emailing confirming your application has been received.



If you are coming from out of town, we recommend staying at the America's Best Value Inn & Suites at 11301 Highway 290 East. It's only a few blocks from the festival area and a special "Manor Fest" price has been established. Call (512) 272-9373 for information.

Funds raised support the Manor Lions Scholarship Fund & Lions Charities
For more information, visit:
www.manorlions.com
Or find us on Facebook: manorlions





COOK-OFF

September 30th - October 1st

Move-in starting @ 10 a.m. Friday, meat inspection as Teams check in, Cooks' Meeting @ 8 p.m.

80% PAYBACK PRIZE MONEY

for CHICKEN, PORK SPARE RIBS, BRISKET, BEANS SEPARATE \$10 PER ENTRY

COOKS CHOICE TROPHY: \$15 per entry (enter as many times as you like)

Entry Fee: \$100 (Electricity \$10 Additional)

"People's Choice" Award for Selling Samples (throw-down meat preferred)

Return payment with this form. Make checks payable to MANOR LIONS CLUB

and send form with payment to: Manor Lions, Box 68, Manor, TX 78653

Name of Team _____	Entry Fee \$100
Head Cook _____	Electric (\$10 additional) _____
Address _____	Cook's Choice (\$10 each) _____
Phone _____	Total Enclosed \$ _____

LIABILITY RELEASE: I hereby release Manor Lions and the City of Manor from all responsibility in case of accident incurred during any Manor Fest activity.

Signature: _____ Date: _____

Cookers are required to provide throw down meat or meat for charity auction: one rack of ribs, one chicken or one brisket. For more information call John Burrell @ 512-803-7462

All funds raised by Cook-Off go to the MANOR LIONS SCHOLARSHIP FUND & LIONS CHARITIES!
For more information, visit www.manorlions.com or www.lonestarbarbecue.com



Department of the Treasury

Internal Revenue Service
Washington, DC 20224

Date:

AUG 24 1972

In reply refer to:
Form M-3444
T:MS:EO:R



RECEIVED
ROY SCHAEZEL

AUG 21 1972

General Counsel
LIONS INTERNATIONAL

Gentlemen:

Date of original group exemption letter: December 4, 1940
I.R. Code: Section 501(c)(4)

► The International Association of
Lions Clubs
c/o Roy Schaezel
York and Cermak Roads
Oak Brook, Illinois 60521
EIN 36-1263962 DO 36

Based on the information supplied, we rule that the new subordinates you recently submitted for addition to your group exemption roster are exempt from Federal income tax under the section of the Internal Revenue Code shown above. This ruling supplements your original group exemption letter.

Each subordinate is required to file Form 990, Return of Organization Exempt From Income Tax, if its annual gross receipts are normally more than \$5,000. If filing is required, and if you do not include the subordinates in a group return, each must file the Form 990 by the 15th day of the fifth month after the end of its annual accounting period.

The new subordinates are not required to file a Form 1120 income tax return. However, if they are subject to tax on unrelated business income under section 511 of the Code, they must file Form 990-T.

The new subordinates are liable for social security taxes under the Federal Insurance Contributions Act and, if they employ four or more individuals, for the tax under the Federal Unemployment Tax Act.

Next year, within 45 days after your annual accounting period closes, please send us two copies of the following information about your subordinates:

1. A statement describing all changes during the year in the purposes, character, or method of operation of your subordinates.