



**MANOR CITY COUNCIL  
REGULAR MEETING  
AGENDA  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
NOVEMBER 16, 2016 · 7:00 P.M.**

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**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 October 19, 2016, City Council Regular Meeting.
2. Consideration, discussion, and possible action on acceptance of the October, 2016 Departmental Reports:
  - Development Services
  - Police
  - Municipal Court
  - Public Works
3. Consideration, discussion, and possible action on acceptance of the unaudited October, 2016 Monthly Financial Report.
4. Consideration and possible action to approve an ordinance canvassing the returns and declaring the results of the November 8, 2016 General Election of the City of Manor.

**PUBLIC HEARING**

5. Conduct the first public hearing regarding the annexation of property being approximately 46.12 acres of land, located at North FM 973 and Suncrest Road.
6. Conduct the first public hearing regarding the annexation of property being approximately 10.00 acres at 12920 Old Hwy 20.
7. Conduct the first public hearing regarding the annexation of property being approximately 0.61 acres of land, located at approximately 13504 N FM 973.

**REGULAR AGENDA**

8. Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 46.12 acres of land, located at N. FM 973 and Suncrest Rd.

9. Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 10.00 acres of land, located at 12920 Old Hwy 20.
10. Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 0.61 acres of land, located at approximately 13504 N FM 973.
11. Consideration, discussion, and possible action to close City Offices at noon on December 16, 2016.
12. Consideration, discussion and possible action to authorize the City Manager to select a real estate broker to advertise, accept offers and to sell city owned property located at 102 E. Parson Street, Manor, Texas.

## EXECUTIVE SESSION

*The City Council will now conduct a Closed Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:*

*Section 551.074 Personnel Matter – Interview candidates for appointment to fill one vacancy on the City of Manor Planning and Zoning Commission.*

## OPEN SESSION

*The City Council will now reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and take action on item(s) discussed during Closed Executive Session:*

13. The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission.
14. Consideration, discussion and possible action on the City Manager October, 2016 Report:
  - Update on the Eppwright – Chamberlain House 101 E. Wheeler St. Manor, TX.
  - December 21, 2016 City Council Regular Meeting Update

## 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 11<sup>th</sup> day of November, 2016 at 5:00 P.M., as required by law in accordance with Section 551.043 of the Texas Government Code.

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Frances M. Aguilar, City Secretary



AGENDA ITEM NO. 1

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: Administration

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council minutes for the October 19, 2016, City Council Regular Meeting.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

October 19, 2016 Council Minutes

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STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council minutes as presented.

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



**MANOR CITY COUNCIL  
REGULAR MEETING  
MINUTES  
105 E. EGGLESTON STREET  
MANOR, TEXAS 78653  
OCTOBER 19, 2016 · 7:00 P.M.**

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**COUNCIL MEMBERS**

**PRESENT:**

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

**ABSENT:**

Place 3, Todd Shaner

**CITY STAFF PRESENT:**

Thomas Bolt, City Manager  
Frances Aguilar, City Secretary  
Lydia Collins, Finance Director  
Ryan Phipps, Police Chief  
Denver Collins, Police Captain  
Mike Tuley, Public Works Director  
Sarah Friberg, Court Clerk  
Lluvia Tijerina, Administrative Assistant  
Frank Phelan, City Engineer

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

The Manor City Council met in regular session on Wednesday, October 19, 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, Chief Ryan Phipps gave the Pledge of Allegiance.

**PRESENTATION**

1. Presentation of Certificate of Appreciation Awards to National Night Out volunteers, presented by Ryan Phipps, Manor Police Chief.

Chief of Police Ryan Phipps read and presented Certificate of Appreciation Awards to National Night Out volunteers.

**PUBLIC COMMENTS**

Mr. Robby Chapman, with Municipal Court Clerks Education Center presented the Court Clerk III certification to Court Clerk Sara Friberg.

## CONSENT AGENDA

2. Consideration, discussion, and possible action to approve the City Council minutes:
  - October 5, 2016 City Council Regular Meeting
  - October 11, 2016 City Council Special Meeting
3. Consideration, discussion, and possible action on acceptance of the September, 2016 Departmental Reports:
  - Development Services
  - Police
  - Municipal Court
  - Public Works
4. Consideration, discussion, and possible action on acceptance of the unaudited September, 2016 Monthly Financial Report.

**The minutes and the departmental reports were presented to Council. A motion to approve the Consent Agenda with the corrections to the minutes, as requested by Council Member Pierson, was made by Council Member Turner, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 6 For – 0 Against**

## REGULAR AGENDA

5. Consideration, discussion, and possible action to accept the resignation of Council Member, Place 3 Todd Shaner.

**Council Member Davies read a letter from Council Member Shaner, which is attached.**

**A motion to accept the resignation of Council Member, Place 3 Todd Shaner was made by Council Member Pierson, seconded by Council Member Burrell. The motion carried by the following vote:**

**Vote: 6 For – 0 Against**

6. Consideration, discussion, and possible action on a construction contract for the 2016 Paving Improvements Project.

**A motion to approve a construction contract to Alpha Paving Industries, LLC for the 2016 Paving Improvements Project, in the amount of \$181,358.00 for all Base Bid work, with final amounts dependent on actual installed quantities was made by Council Member Davies, seconded by Council Member Kruppa. The motion carried by the following vote:**

**Vote: 6 For – 0 Against**

7. Consideration, discussion, and possible action on an addendum to the Professional Services Agreement between the City of Manor and Jay Engineering Company, Inc.

**A motion to approve an addendum to the Professional Services Agreement between the City of Manor and Jay Engineering Company, Inc. was made by Council Member Turner, seconded by Council Member Pierson. The motion carried by the following vote:**

**Vote: 6 For – 0 Against**

8. Consideration, discussion, and possible action on a contract between the City of Manor and Iron Mountain Information Management, LLC for storage services.

**A motion to approve the contract between the City of Manor and Iron Mountain Information Management, LLC for storage services was made by Council Member Turner, seconded by Council Member Kruppa. 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 7:35 P.M.:**

*Sections 551.071 and 551.087, Texas Government Code, and Section 1.05, Texas Disciplinary Rules on Professional Conduct to deliberate the offer of financial or other incentives with a business prospect the City seeks to have locate, stay, or expand in the City*

*Section 551.074 Personnel Matters – City Council Member, Place 3 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 8:10 P.M.**

9. Take action as deemed appropriate in the City Council's discretion regarding the offer of financial or other incentives with a business prospect the City seeks to have locate, stay or expand in the City.

**No action was taken on this agenda item.**

10. Take action as deemed appropriate in the City Council's discretion regarding the City Council Member, Place 3 vacancy.

**A Motion to Anne Weir was made by Council Member Burrell. Seconded by Council Member Kruppa.**

**Vote: 4 For – 2 Against, Council Member Pierson and Council Member Davies voted against.**

**ADJOURNMENT**

**Motion to Adjourn made by Council Member Pierson. Seconded by Council Member Burrell.**

**Vote 6 For– 0 Against.**

**Meeting was adjourned at 8:12 P.M.**

**ATTEST:**

**APPROVE:**

\_\_\_\_\_  
Frances M. Aguilar, City Secretary

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Rita G. Jonse, Mayor



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: City Staff

DEPARTMENT: DS, PD, MC, and PW

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#### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on acceptance of the October, 2016 Departmental Reports:

- Development Services
- Police
- Municipal Court
- Public Works

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#### BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

DS Report  
PD Report  
MC Report  
PW Report

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#### STAFF RECOMMENDATION:

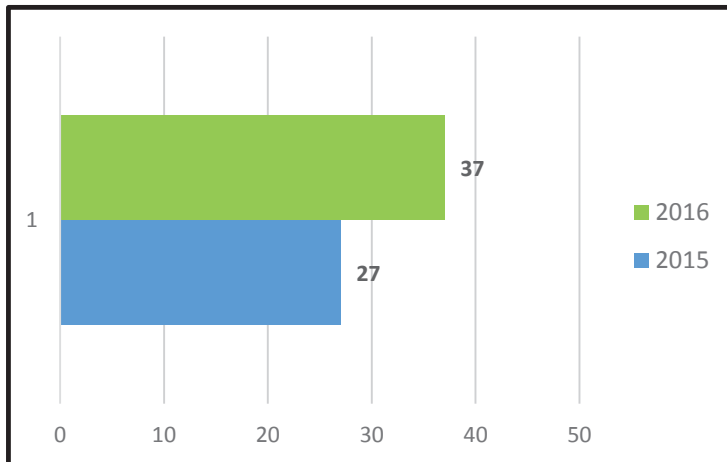
It is City staff's recommendation that the City Council accept the October, 2016 Departmental Reports.

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

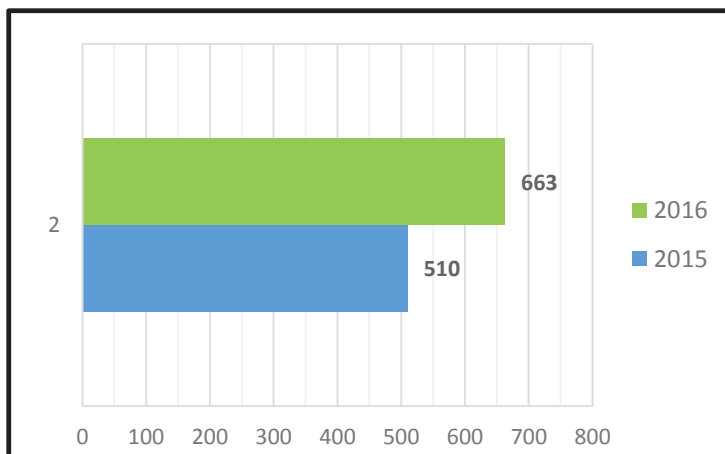


*OCTOBER 2016*

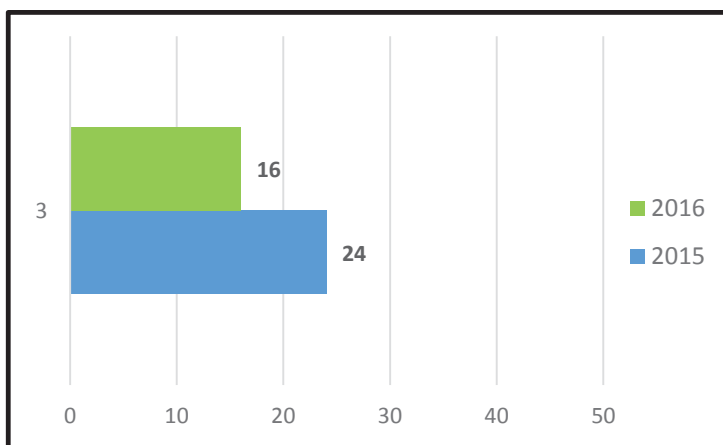
DEPARTMENT OF DEVELOPMENT SERVICES  
THOMAS BOLT, DIRECTOR



PERMITS ISSUED



INSPECTIONS



COs ISSUED



**DEVELOPMENT SERVICES DEPARTMENT REPORT**  
**PROJECT VALUATION AND FEE REPORT**  
**FOR**  
**CITY OF MANOR, TX**  
**October 1-31, 2016**

Code	Description	Projects	Valuation	Fees
Comm Elec	Commercial Electrical	1	\$200.00	\$172.00
Comm Irr	Commercial Irrigation	1	\$4,000.00	\$172.00
Comm New	Commercial New	2	\$120,000.00	\$2,355.65
Comm Sign	Commercial Sign	2	\$13,256.85	\$389.00
Comm TFO	Commercial Tenant Finish Out	1	\$50,000.00	\$1,022.75
Res Deck/patio	Residential Deck/Patio	1	\$4,000.00	\$167.00
Res Irr	Residential Irrigation	1	\$2,500.00	\$107.00
Res Mech	Residential Mechanical/HVAC	2	\$3,633.00	\$214.00
Res New	Residential New Single Family	25	\$5,484,808.05	\$162,201.30
Temp Sign	Temporary Sign	1	\$10.00	\$37.00
	<b>Totals</b>	<b>37</b>	<b>\$5,682,407.90</b>	<b>\$166,837.70</b>

Total Certificate of Occupancies Issued: 16

Total Inspections(Comm & Res): 663

*Tom Bolt, City Manager*





# Manor Police Department

## Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

11/16/2016

September 2016

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1715	973	76.2↑	Patrol Car Rental Last Month \$3027.00 YTD \$45,436.00
Average CFS per day	55.3	31.3	76.6↑	
Open Cases	24	1	2300↑	
Charges Filed	56	33	69.6↑	
Alarm Responses	35	38	8.5↓	
Drug Cases	16	6	166.6↑	
Family Violence	9	4	125↑	
Arrests F/M	14F/56M	5F/30M	180F↑/86.6M↑	
Animal Control	19	12	58.3↑	
Traffic Accidents	43	34	26.4↑	
DWI Arrests	11	6	83.3↑	
Traffic Violations	772	261	195.7↑	
Ordinance Violations	44	15	193.3↑	
Seizures	N/A	N/A		
Laboratory Submissions	8	3	166.6↑	

Notes:

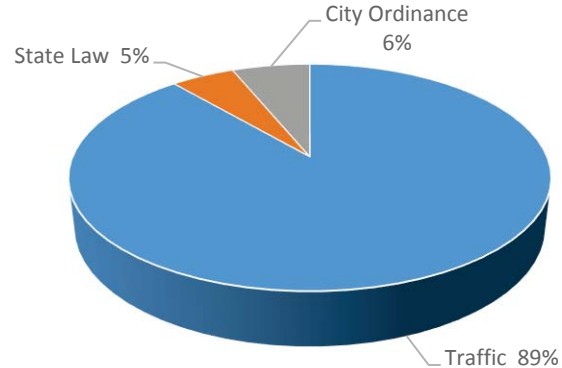
\*DNA- DATA NOT AVAILABLE

# City of Manor Municipal Court

## OCTOBER 2016

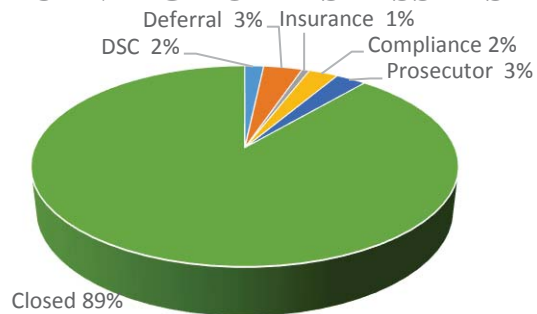
Violations Filed	Oct-16	Oct-15
Traffic	541	165
State Law	31	15
City Ord.	38	15
<b>Total</b>	<b>610</b>	<b>195</b>

PERCENTAGE OF VIOLATIONS



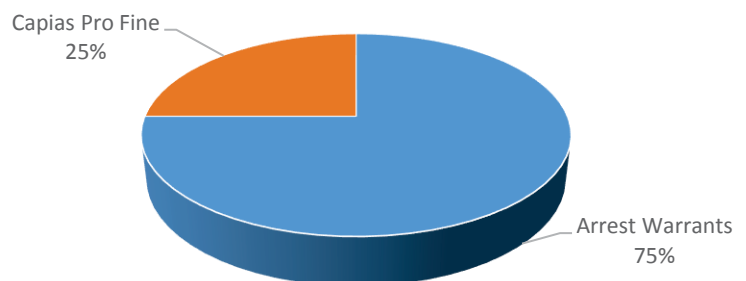
Dismissals	Oct-16	Oct-15
DSC	20	15
Deferral	41	21
Insurance	8	0
Compliance	31	15
Prosecutor	32	24
Closed	1042	233
<b>Total</b>	<b>1174</b>	<b>308</b>

PERCENTAGE OF DISMISSALS



Warrants	Oct-16	Oct-15
Arrest Warrants	24	242
Capias Pro Fine	8	73
<b>Total</b>	<b>32</b>	<b>315</b>

PERCENTAGE OF WARRANTS



### Money Collected in October 2016

Kept By City	\$36,423.41
Kept By State	\$18,860.30
<b>Total</b>	<b>\$55,283.71</b>

### Money Collected in October 2015

Kept By City	\$30,890.25
Kept By State	\$13,866.97
<b>Total</b>	<b>\$44,757.22</b>



## **PUBLIC WORKS DEPARTMENT OCTOBER, 2016 REPORT**

### **Street and Public, Parks, and Maintenance Department**

In the month of October, the Public Parks and Maintenance Department mowed all City facilities, alleys, and right of ways. They cleaned and maintained all City's facilities and parks. They performed all maintenance on vehicle(s) and heavy equipment. They also repaired streets.

### **Water and Wastewater Department**

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

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

### **Water Production & Purchase**

In the month of October, 43 percent of the water we supplied to our residents was from our Well Fields, and we purchased 57 percent from Bluewater and Manville WSC. In October, the estimated population of residents in the City of Manor is 8,849. Estimated Population for Shadowglen is 2,526 residents.

### **Subdivision Inspection**

- Street Inspection- 23
- Water Inspection- 19
- Wastewater Inspection- 33



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Lydia Collins

DEPARTMENT: Finance Director

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AGENDA ITEM DESCRIPTION:

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

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Report

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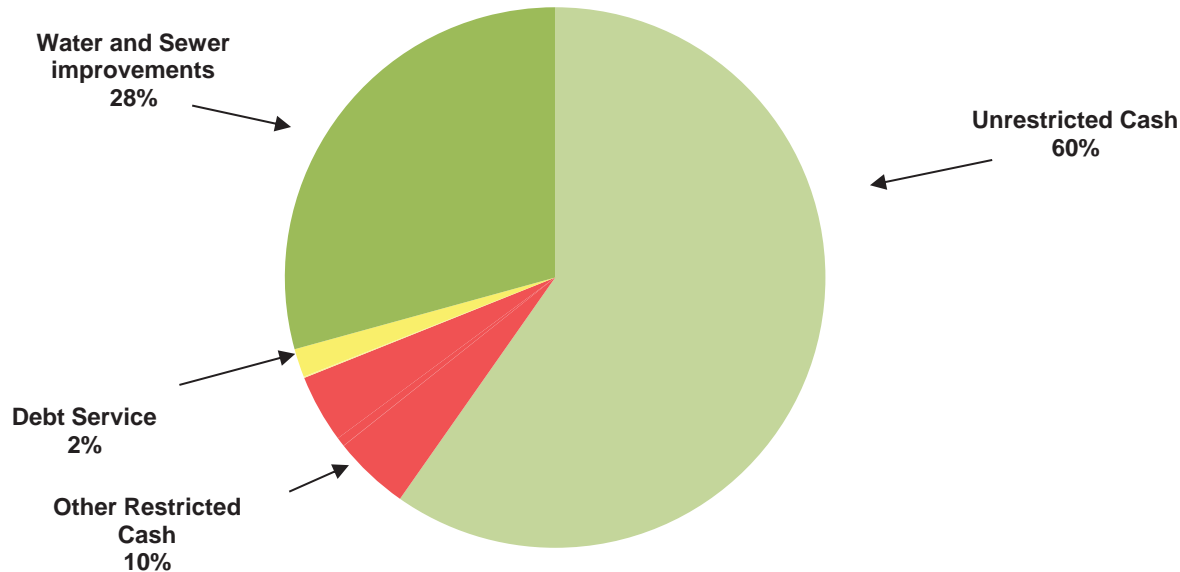
STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council accept the unaudited October, 2016 Monthly Financial Report.

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

**CITY OF MANOR, TEXAS  
CASH AND INVESTMENTS  
As of October 2016**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
<b>CASH AND INVESTMENTS</b>						
Unrestricted:						
<b>Cash for operations</b>	\$ 1,444,330	\$ 4,924,823				\$ 6,369,153
Restricted:						
<b>Tourism</b>				486,604		486,604
<b>Court security and technology</b>	1,854					1,854
<b>Rose Hill PID</b>				58,286		58,286
<b>Customer Deposits</b>		435,130				435,130
<b>Park</b>	8,456					8,456
<b>Debt service</b>			181,528			181,528
<b>Capital Projects</b>						
<b>Water and sewer improvements</b>				3,121,326		3,121,326
<b>TOTAL CASH AND INVESTMENTS</b>	<u><u>\$ 1,454,640</u></u>	<u><u>\$ 5,359,954</u></u>	<u><u>\$ 181,528</u></u>	<u><u>\$ 3,666,216</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 10,662,338</u></u>



Overview of funds:  
GF is in a favorable status.  
\$76,610.62 sales tax collected  
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: November 16, 2016

PREPARED BY: Frances Aguilar

DEPARTMENT: Administration

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AGENDA ITEM DESCRIPTION:

Consideration and possible action to approve an ordinance canvassing the returns and declaring the results of the November 8, 2016 General Election of the City of Manor.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

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STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve an ordinance canvassing the returns and declaring the results of the November 8, 2016 General Election of the City of Manor.

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



AGENDA ITEM NO. 5

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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#### AGENDA ITEM DESCRIPTION:

Conduct the first public hearing regarding the annexation of property being approximately 46.12 acres of land, located at North FM 973 and Suncrest Road.

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#### BACKGROUND/SUMMARY:

1st public hearing for 46 acres of land (~55 including FM 973 ROW) that is proposed in part to be a charter school location.

PRESENTATION: ☐ YES ☒ NO

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

Location map

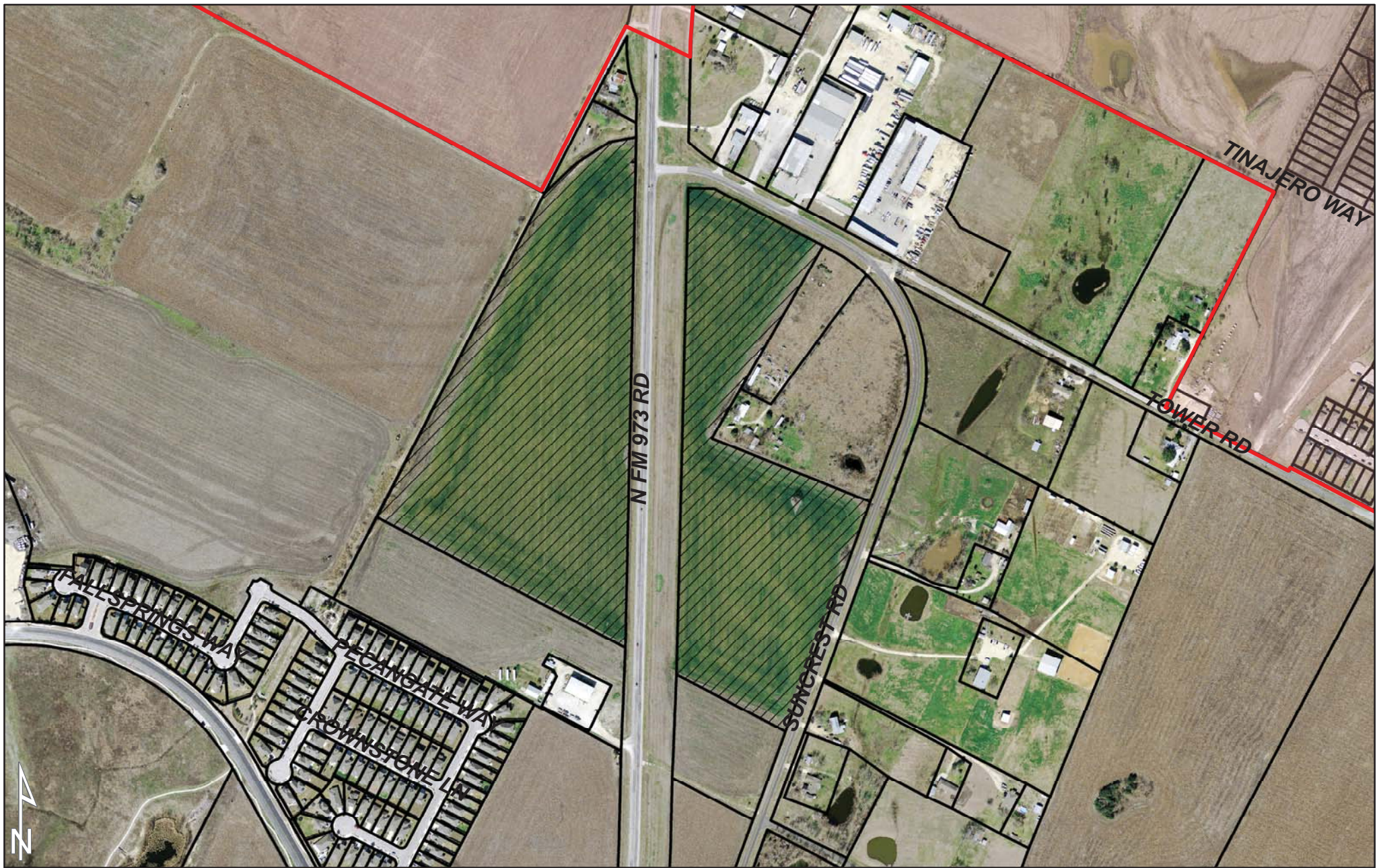
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#### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the first public hearing.

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





-  City Limits
-  Subject Property

1 inch = 500 feet

# Proposed Annexation Property

46.12 Acres







## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Conduct the first public hearing regarding the annexation of property being approximately 10.00 acres at 12920 Old Hwy 20.

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### BACKGROUND/SUMMARY:

1st public hearing for 10 acres of land that is proposed to be a commercial property with a service station.

PRESENTATION: ☐ YES ☐ NO

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

Location Map

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the first public hearing.

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



- City Limits
- Subject Property

1 inch = 500 feet

# Proposed Annexation Property

10.00 Acres







AGENDA ITEM NO. 7

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Conduct the first public hearing regarding the annexation of property being approximately 0.61 acres of land, located at approximately 13504 N FM 973.

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**BACKGROUND/SUMMARY:**

1st public hearing for 0.61 acres of land.

PRESENTATION: ☐ YES ☐ NO

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

Location Map

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council conduct the first public hearing.

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





-  City Limits
-  Subject Property

1 inch = 500 feet

# Proposed Annexation Property

0.61 Acres







## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 46.12 acres of land, located at N. FM 973 and Suncrest Rd.

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### BACKGROUND/SUMMARY:

The applicant had petitioned to annex 46 acres (~55 with 973 ROW) located at FM 973 and Suncrest Rd 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 MSP

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### STAFF RECOMMENDATION:

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

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: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 10.00 acres of land, located at 12920 Old Hwy 20.

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### BACKGROUND/SUMMARY:

The applicant had petitioned to annex 10 acres located at 12920 Old Hwy 20 (surrounded by Bell Farms) 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 MSP

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### STAFF RECOMMENDATION:

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

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: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a first reading of a draft municipal service plan for the annexation of property being approximately 0.61 acres of land, located at approximately 13504 N FM 973.

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### BACKGROUND/SUMMARY:

The applicant has petitioned to annex 0.61 acres located at 13504 N. 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 MSP

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### STAFF RECOMMENDATION:

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

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: November 16, 2016

PREPARED BY: City Manager

DEPARTMENT: Tom Bolt

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to close City Offices at noon on December 16, 2016.

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BACKGROUND/SUMMARY:

Employee Holiday Luncheon

PRESENTATION: ☐ YES ☒ NO

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

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STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve to close City Offices at noon on December 16, 2016.

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



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: City Manager

DEPARTMENT: Tom Bolt

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action to authorize the City Manager to select a real estate broker to advertise, accept offers and to sell city owned property located at 102 E. Parson Street, Manor, Texas.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council authorize the City Manager to select a real estate broker to advertise, accept offers and to sell city owned property located at 102 E. Parson Street, Manor, Texas.

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



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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AGENDA ITEM DESCRIPTION:

The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission.

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BACKGROUND/SUMMARY:

There are 2 applicants for this vacancy. Both live within the city limits and have applied for previous vacancies and been interviewed.

PRESENTATION: ☐ YES ☐ NO

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

Deja Hill Resume

Josh Smith Resume

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STAFF RECOMMENDATION:

It is City staff's recommendation that an appointment be made to fill one vacancy on the City of Manor Planning and Zoning Commission

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



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: November 16, 2016

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

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AGENDA ITEM DESCRIPTION:

The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☐ NO

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

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STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council appoint a Commissioner to serve on the City of Manor Planning and Zoning Commission.

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