



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

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**CALL TO ORDER AND ANNOUNCE QUORUM PRESENT**

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENTS**

*Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed 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**

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

**REGULAR AGENDA**

2. Consideration, discussion, and possible action on acceptance of the December, 2015 Departmental Reports:
  - Development Services – Thomas Bolt
  - Police – Chief Ryan Phipps
  - Municipal Court – Sarah Friberg
  - Public Works – Mike Tuley
3. Consideration, discussion, and possible action on acceptance of the unaudited December, 2015 Monthly Financial Report.
4. Consideration, discussion, and possible action on a budget amendment to designate Court Technology Funds to purchase Brazos Technology Ticket Writers.
5. Appoint a committee to review details for a multi-family development.
6. Consideration, discussion, and possible action to accept the request and petition to the City Council for annexation of property being approximately 1.069 acres of land, located at 13500 N FM 973 and adopt an annexation schedule.
7. Consideration, discussion, and possible action to accept the request and petition to the City Council for annexation of property, known as Kimbro Road Estates and adopt an annexation schedule.
8. Consideration, discussion, and possible action on a waiver from Ordinance 263B Section 22(3)(viii), for replacement of trees, for property known as Koch Pipeline Easement across Abstract 546 Survey 40 Manor J, adjacent to Hwy 290.
9. Consideration, discussion, and possible action to amend ordinance 416, to establish fees and charges for building, electrical, plumbing, mechanical, irrigation and other permits; establish fees and charges for the platting of subdivisions; establishing other administrative fees and charges; amending conflicting

ordinances; providing for penalties; and providing for severability, open meeting and effective date clauses.

10. Consideration, discussion, and possible action to reschedule the March 2, 2016 City Council Regular Meeting.

## 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.

*Section 551.074 Personnel Matters* – City Manager evaluation

## 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:*

11. The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission.
12. Take action as deemed appropriate in the City Council's discretion regarding the City Manager evaluation.

## 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 certify that this notice of the Manor City Council Meeting was posted on this 15<sup>th</sup> day of January, 2016 before 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 forty-eight hour notice when feasible.

**DEVELOPMENT SERVICES DEPARTMENT REPORT**  
**PROJECT VALUATION AND FEE REPORT**  
**FOR**  
**CITY OF MANOR, TX**  
**December 1-31, 2015**

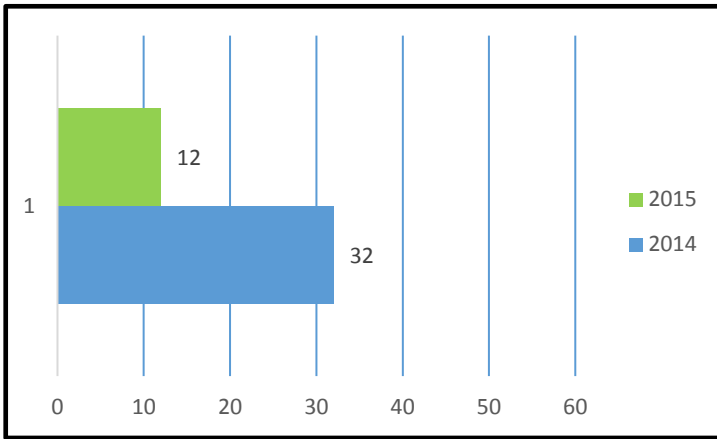
Code	Description	Projects	Segments	Valuation	Fees
109	Subdivision	1	1	\$0.00	\$740.00
327	Stores/Customer Svcs/Restaurants	2	8	\$157,903.00	\$2,360.40
645	Demolition - Single Family Houses	1	1	\$4,000.00	\$45.00
ACC	Accessory Bldg Permit	2	2	\$5,262.00	\$190.00
DEC	Deck & Patio Permits	1	1	\$3,000.00	\$95.00
IRR	Irrigation - Residential	2	2	\$6,600.00	\$190.00
PLB	Plumbing Permit	2	2	\$1,500.00	\$190.00
POOL	Pool Permit	1	1	\$40,000.00	\$570.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
	Totals	12	18	\$218,265.00	\$4,380.40

Total Certificate of Occupancies Issued: 44

Total Inspections(Comm & Res): 412

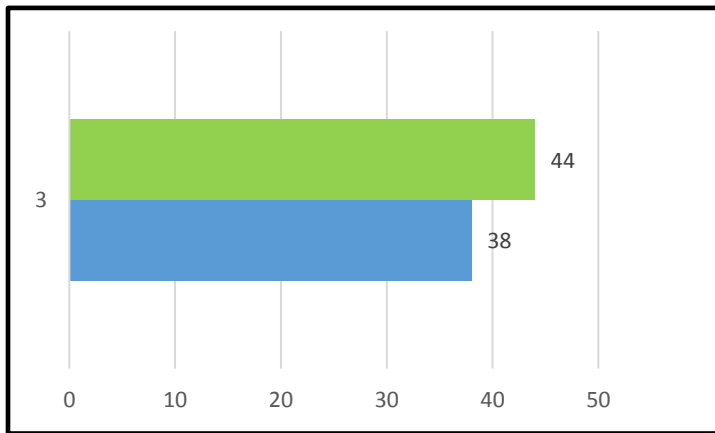
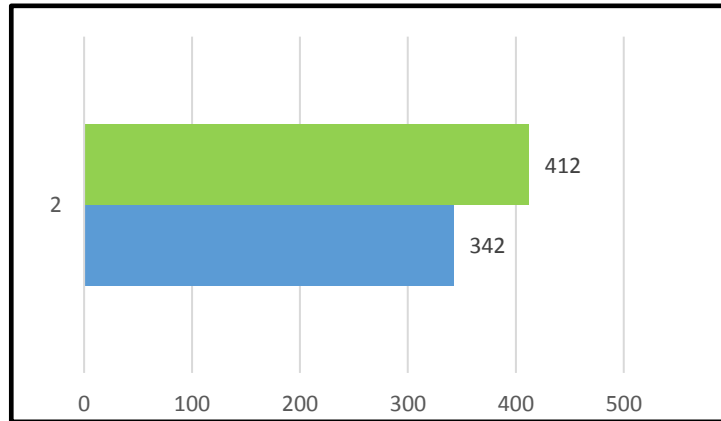
*Tom Bolt, City Manager*





PERMITS ISSUED  
DEC 2015

INSPECTIONS  
DEC 2015



COs ISSUED  
DEC 2015

DEPARTMENT OF DEVELOPMENT SERVICES  
THOMAS BOLT, DIRECTOR



CITY OF  
**MANOR**  
EST. 1872  
TEXAS





## Police Council Reports

December 1-31<sup>st</sup>, 2015

Numbers in **red** represent the same month, **prior year**.

During the month of December 2015 Manor Police Officers responded to **701/ 784** call for service and issued citations or warnings for 424 individual traffic offenses. On average our officers respond to **22.6** calls each day in December 2015

The Types of calls our officers are responded to are:

Unknown Situations: **67/68**

Assist our Community:**126/135**

Residential & Business Property Checks:**31/53**

Assist other agencies:**28/ 27**

Suspicious Circumstances:**17/26**

Property Crimes:**40/36**

Crimes against Persons:**43/34**

Crimes against our Community:**28/28**

Alcohol Related Calls:**7/ 24**

Drug Related Calls:**10/14**

Animal Related Calls:**18/17**

Traffic Issues: **212/288**

Motor Vehicle Accidents: **30/25**

Fraudulent Crimes:**2/1**

City Ordinance Violations:**33/ 21**

Warrant Arrests:**9/7**

Calls in December 2015 are down 11.8% from December 2014

### TRAINING- MANDATED OPEN CARRY TRAINING

Structure Fire- On December 10<sup>th</sup> at approximately 01:22, Officer Meinhold responded to a house fire at 12717 Casting Dr in the Bell Farms subdivision. Upon arrival she observed that the house was fully engulfed. The house was in the new construction area of the subdivision and was not occupied at the time but there was a "sold" sign in the front yard.

Traffic Fatality- On Wednesday December 2<sup>nd</sup>, at approximately 18:51 Officer Franklin came upon the scene of an accident that had occurred moments earlier at the 12100 Blk of US Hwy 290E. Officer Franklin observed that a passenger car had collided with the rear end of a tractor trailer and was wedged underneath the trailer almost back to the rear doors of the car. Officer Franklin checked the driver of the passenger car for signs of life but it was obvious he was deceased on scene. The driver of the tractor trailer was not injured. This case is still under investigation.

**MANOR POLICE DEPARTMENT**  
**Media Report**



Name:  
File Type: OTHERS  
Link To: NONE  
Tatto/Scar:  
Position:  
Date: 12/10/2015  
Notes:

**MANOR POLICE DEPARTMENT**  
**Media Report**



Name:  
File Type: OTHERS  
Link To: NONE  
Tatto/Scar:  
Position:  
Date: 12/10/2015  
Notes:

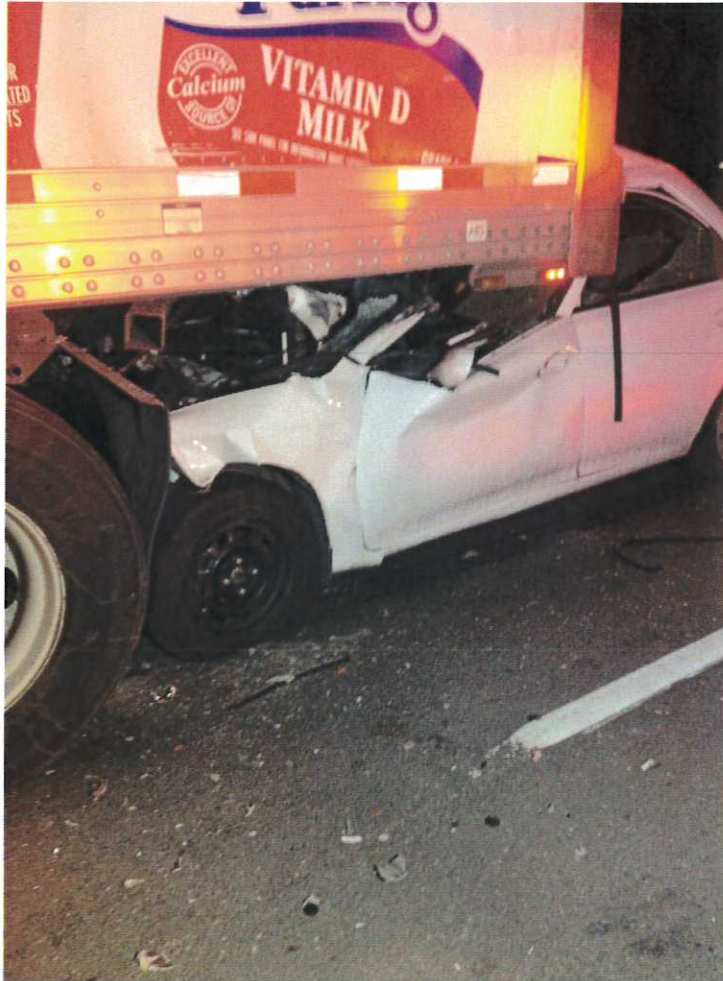


**MANOR POLICE DEPARTMENT**  
**Media Report**



Name:  
File Type: OTHERS  
Link To: NONE  
Tatto/Scar:  
Position:  
Date: 12/4/2015  
Notes:

**MANOR POLICE DEPARTMENT**  
**Media Report**

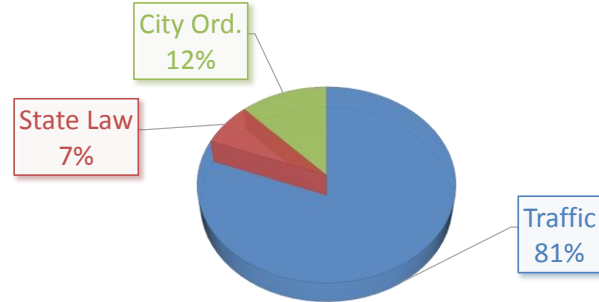


Name:  
File Type: OTHERS  
Link To: NONE  
Tatto/Scar:  
Position:  
Date: 12/4/2015  
Notes:

# City of Manor Municipal Court December 2015

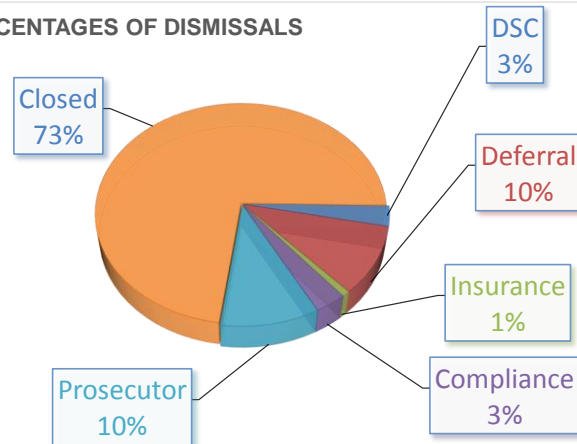
<b>Violations Filed</b>	<b>Dec-15</b>	<b>Dec-14</b>
Traffic	229	382
State Law	20	58
City Ord.	34	16
<b>Total</b>	<b>283</b>	<b>456</b>

PERCENTAGES OF VIOLATIONS



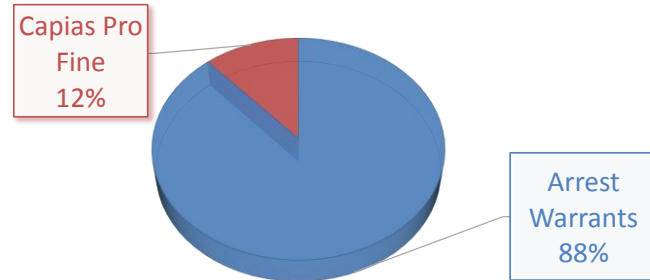
<b>Dismissals</b>	<b>Dec-15</b>	<b>Dec-14</b>
DSC	11	16
Deferral	38	7
Insurance	3	2
Compliance	12	9
Prosecutor	38	25
Closed	277	110
<b>Total</b>	<b>379</b>	<b>169</b>

PERCENTAGES OF DISMISSALS



<b>Warrants</b>	<b>Dec-15</b>	<b>Dec-14</b>
Arrest Warrants	99	100
Capias Pro Fine	13	34
<b>Total</b>	<b>112</b>	<b>319</b>

PERCENTAGE OF WARRANTS



## Money Collected in DECEMBER 2015

Kept By City	\$24,649.78
Kept By State	\$9,619.15
<b>Total</b>	<b>\$34,268.93</b>

## Money Collected in DECEMBER 2014

Kept by City	\$18,578.58
Kept by State	\$8,270.84
<b>Total</b>	<b>\$26,849.42</b>



## **December Report Public Works Department**

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

Last month the Street Department repaired and patched potholes. They also repaired streets and easement roads.

Last month the Public, Parks, and Maintenance Department mowed all city facilities, alleys, and right of way. They cleaned and maintained city's facilities, and parks. They also read water meter.

### **Water and Wastewater Department**

Last month the Water Department performed daily maintenance on the water system an average of two to three hours per day. They repaired one water leak last month. They also help with customer service orders. There were twelve water inspections at Presidential Glen, and Las Entradas subdivision.

Last month the Wastewater Department performed daily maintenance on the wastewater plant an average of six to eight hours per day. They cleaned and unstopped six wastewater mains. There were nineteen wastewater inspections at Stonewater, Presidential Glen, and Las Entradas subdivision.

### **Water Production & Purchase**

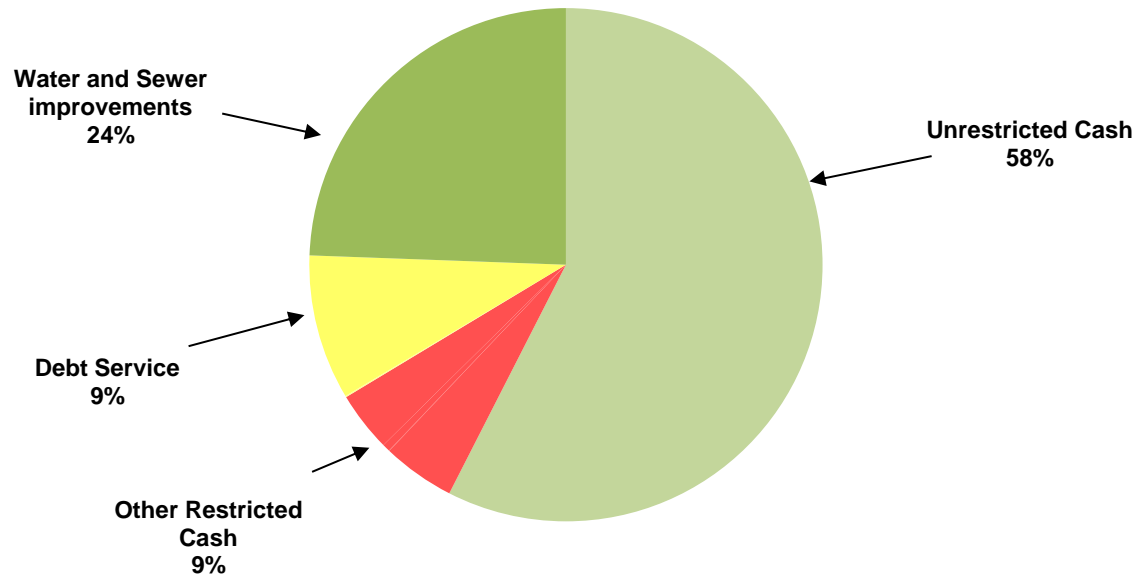
Last month 20 % percent of the water we supplied to our residents was from our well fields, and we purchased 80 % from Bluewater and Manville WSC. Estimated Population for Manor last month was 8271 residents. Estimated Population for Shadowglen last month was 2488





**CITY OF MANOR, TEXAS  
CASH AND INVESTMENTS  
As of December 2015**

	<b>GENERAL FUND</b>	<b>UTILITY FUND</b>	<b>DEBT SERVICE FUND</b>	<b>SPECIAL REVENUE FUNDS</b>	<b>CAPITAL PROJECTS FUND</b>	<b>TOTAL</b>
<b>CASH AND INVESTMENTS</b>						
Unrestricted:						
<b>Cash for operations</b>	\$ 1,808,033	\$ 4,241,630				\$ 6,049,663
Restricted:						
<b>Tourism</b>				480,907		480,907
<b>Court security and technology</b>	3,252					3,252
<b>Rose Hill PID</b>				50,839		50,839
<b>Customer Deposits</b>		397,484				397,484
<b>Park</b>	8,433					8,433
<b>Debt service</b>			960,071			960,071
<b>Capital Projects</b>						
<b>Water and sewer improvements</b>				2,568,662		2,568,662
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ 1,819,718</b>	<b>\$ 4,639,113</b>	<b>\$ 960,071</b>	<b>\$ 3,100,408</b>	<b>\$ -</b>	<b>\$ 10,519,311</b>



Overview of funds:  
 GF is in a favorable status.  
 \$61,497.73 sales tax collected  
 UF is in a favorable status  
 DSF is in a favorable status  
 CIP Fund is in a favorable status





## Providing Mobile Solutions for Public Safety and Law Enforcement



979.690.2811  
[www.brazostech.com](http://www.brazostech.com)

flexible. easy. fast.





**Brazos Technology** is in the business of building, deploying, and managing world-class mobile applications for customers in state/local government and the corporate sector and has since 2000. We offer a turnkey, end-to-end solution that is fully customizable, interfaces with existing systems, and can leverage your investment across many functions. Anything you run today, from electronic citations to CRM, code enforcement, and work orders can be extended to the handheld devices – and the best part is that it's all done via the web.



### The Technology – MaeKIT and BuildIT

Brazos Technology's Mobile Application Environment Tool Kit (MaeKIT) enables our customers to rapidly and easily create, deploy, and manage mobile applications to PDAs, cell phones, and laptops. With MaeKIT, you can deploy forms-based applications to capture any information currently collected via paper or any other medium. The MaeKIT is a 100% .NET web-based platform that allows Windows-based devices to communicate directly with any industry-standard database without the need for a dedicated intermediary server or workstation. The data move via industry-standard XML and are secured by several layers of compression and encryption.

The BuildIT is the web-based design and management portion of MaeKIT. From the BuildIT, you can change the look and feel of the screens, change reports, add users, change ticket layouts, set up jobs, and many more functions, all without any IT support required. The Brazos handheld devices are running a configuration interpreter, they don't have any application-specific code on them. This means that the same device running the same Brazos software can be put to work to do just about anything – all developed using the web-based BuildIT and simply picked up by the device whenever it synchronizes. It offers the power of programming without the programming.

### Create the Application

The MaeKIT uses drag-and-drop creation of forms without the need for additional coding. New applications can be created and deployed within hours. The BuildIT designer shows a life-like view of the target device and allows you to drag and drop fields wherever you want them on the screen. You can resize, hide/show, and move fields from tab to tab. This ease of development allows you to maximize your investment in hardware/infrastructure and gain additional efficiencies throughout your organization at a fraction of the cost and in a fraction of the time.



### Deploy the Application

The mobile applications created with MaeKIT are easily deployed across your organization. Once the application is created and the screens are made to look just like you want them, the configuration is automatically picked up by the hand-held device as soon as it is synced. This auto-update feature significantly reduces the amount of time spent managing the entire system and reduces the risk of multiple versions running on different devices. The same holds true for any upgrades to the software itself or the operating system. The devices are upgraded with each and every sync.

Another key to successful deployment of your mobile applications is training for your users. Because the BuildIT designer allows you to almost exactly recreate what your users are accustomed to seeing today, the mobile applications will be extremely intuitive and easy to use. However training is important. The Brazos Solution includes a three-day TCLEOSE-approved training course covering how to use the hardware, software, website, and first-level trouble shooting techniques.

### Use the Application

Since your officers helped design the mobile application and have been trained on how to use it, they are ready to take the devices to the field and use it.

### Sync the Application

The handheld devices can sync either in real-time or batch mode via cellular, 802.11 a/b/g, or batch connections. In addition to "pulling" any configuration changes down to the device, all information collected on the device is "pushed" up to the database upon each sync. In the event that the battery dies on a device, we have developed our own method for guaranteeing that no data get lost – Automated Battery Recovery™ (ABR). ABR is automatic and kicks in as soon as battery power is restored. When the device syncs, ABR reinstalls all Brazos software and recovers all data as of the last time the software was cleanly exited. There are no phone calls needed, no software to reinstall, and no lost data. Simple as that.

### Managing the System

Using the MaeKIT, your system administrators define and control all users, user access, and device access allowed for each application. This granular control provides detailed control over data access at both the user and device levels. Plus, if you want to change the look and feel of any part of your application, you can make the changes on the BuildIT and then deploy them to the devices without ever having to call the units in from the field.





flexible. easy. fast.



Live Oak Police Department E2090  
County: Bexar Date/Time: 12/24/2008 08:46

**VIOLATOR**  
Name: Smith, Mary Jean (last, first, middle) Phone: (214) 252-2345  
Address: 123 South Park Avenue  
City: Live Oak State: TX Zip: 78111  
Hgt: 505 Wgt: 185 Sex: F Eyes: BRN Hair: BRN Race: H

Employer:  
Address:  
City: State: Zip:  
DL #: 12345678 DL State: TX DL No: Has Mat No:  
DL Expires: 12/31/11 Type: C DOB: 08/19/75

**VEHICLE**  
Year: 2008 Year Tag: State: TX  
Color: BURGUNDY Custom Veh No: Has Mat No:  
Make: FORD Model: FUSION Type: 4 DOOR

**VIOLATIONS**  
CITATION Violation: No Seat Belt driver  
CITATION Violation: Fail to Maintain Financial Resp  
CITATION Violation: Fail to Report Change of Address/Name

**LOCATION AND VIOLATION INFORMATION**  
Location: 191 TIVOLISA PARK WEST Direction: E  
Alleged MPH: Limit MPH: Stop On:  
Color: BURGUNDY School Zone No: Stop NO:  
Arrest: No  
Search: "NO SEARCH" Contraband: "NONE"  
Issued By: Patrol Officer Rogers  
YOU ARE HEREBY NOTIFIED TO APPEAR IN MUNICIPAL COURT TO ANSWER THE CHARGES ABOVE. IF YOU FAIL TO COMPLY HEREWITH WITHIN THE DATETIME SPECIFIED FURTHER CHARGES OF VIOLATION OF PROMISE TO APPEAR WILL BE MADE AND A WARRANT OF ARREST WILL BE ISSUED. WITHOUT ADMITTING GUILT I PROMISE TO APPEAR IN THE LIVE OAK MUNICIPAL COURT 8001 LIVE OAK DR. LIVE OAK TEXAS.  
ON 12/22/2008 AT 1:30 P.M.  
Signature: *Mary Smith*  
This is not a piece of paper.

**COURT INFORMATION**  
YOU ARE HEREBY SUMMONED TO APPEAR BEFORE THE MUNICIPAL COURT JUDGE  
Live Oak Municipal Court  
8801 Shaw Oak Drive  
Live Oak, TX 78113 Mon. - Fri. 8:00 a.m.-5:00 p.m.  
(214) 853-9145  
Extensions 217, 116, or 280

Picture:



Live Oak Police Dept. (NFN=14008,1%) (NFN=13964,1%)  
County: Bexar Date/Time: (NFN=14007,1%) (NFN=14010,1%)  
(%H=E14222=17 && E14222=0, JUVENILE, %) VIOLATOR  
Name (NFN=13978,1%) (NFN=14111,1%) (NFN=13978,1%) (NFN=13978,1%)  
Address (NFN=13972,1%) (NFN=14308,1%) (NFN=13978,1%) (NFN=13978,1%)  
City (NFN=13973,1%) State (NFN=14059,1%) Zip (NFN=13983,1%)  
Hgt (NFN=13972,1%) (NFN=14158,1%) (NFN=13982,1%) (NFN=14158,1%) (NFN=13981,1%)  
Employer (NFN=14033,1%) Phone (NFN=13993,1%)  
Address (NFN=14311,1%) Zip (NFN=14314,1%)  
City (NFN=14312,1%) State (NFN=14313,1%) DL State (NFN=14058,1%)  
DL # (NFN=13974,1%) DL State (NFN=14058,1%) COL (NFN=14051,1%)  
DL Expires (NFN=14031,1%) Class (NFN=14046,1%) DOB (NFN=13975,1%)

**VEHICLE**  
Year (NFN=13999,1%) Year Tag (NFN=13998,1%) State (NFN=14057,1%)  
Color (NFN=13996,1%) Custom Veh (NFN=14041,1%) (NFN=14042,1%) (NFN=14042,1%)  
Make (NFN=13996,1%) Model (NFN=13997,1%) Type (NFN=14038,1%)

**VIOLATIONS**  
(NFN=14015,1,2%) (NFN=14015,1,3%) (NFN=14015,1,4%) (NFN=14015,1,5%) (NFN=14015,1,6%) (NFN=14015,1,7%) (NFN=14015,1,8%) (NFN=14015,1,9%) (NFN=14015,1,10%) (NFN=14015,1,11%) (NFN=14015,1,12%) (NFN=14015,1,13%) (NFN=14015,1,14%) (NFN=14015,1,15%) (NFN=14015,1,16%) (NFN=14015,1,17%) (NFN=14015,1,18%) (NFN=14015,1,19%) (NFN=14015,1,20%) (NFN=14015,1,21%) (NFN=14015,1,22%) (NFN=14015,1,23%) (NFN=14015,1,24%) (NFN=14015,1,25%) (NFN=14015,1,26%) (NFN=14015,1,27%) (NFN=14015,1,28%) (NFN=14015,1,29%) (NFN=14015,1,30%) (NFN=14015,1,31%) (NFN=14015,1,32%) (NFN=14015,1,33%) (NFN=14015,1,34%) (NFN=14015,1,35%) (NFN=14015,1,36%) (NFN=14015,1,37%) (NFN=14015,1,38%) (NFN=14015,1,39%) (NFN=14015,1,40%) (NFN=14015,1,41%) (NFN=14015,1,42%) (NFN=14015,1,43%) (NFN=14015,1,44%) (NFN=14015,1,45%) (NFN=14015,1,46%) (NFN=14015,1,47%) (NFN=14015,1,48%) (NFN=14015,1,49%) (NFN=14015,1,50%) (NFN=14015,1,51%) (NFN=14015,1,52%) (NFN=14015,1,53%) (NFN=14015,1,54%) (NFN=14015,1,55%) (NFN=14015,1,56%) (NFN=14015,1,57%) (NFN=14015,1,58%) (NFN=14015,1,59%) (NFN=14015,1,60%) (NFN=14015,1,61%) (NFN=14015,1,62%) (NFN=14015,1,63%) (NFN=14015,1,64%) (NFN=14015,1,65%) (NFN=14015,1,66%) (NFN=14015,1,67%) (NFN=14015,1,68%) (NFN=14015,1,69%) (NFN=14015,1,70%) (NFN=14015,1,71%) (NFN=14015,1,72%) (NFN=14015,1,73%) (NFN=14015,1,74%) (NFN=14015,1,75%) (NFN=14015,1,76%) (NFN=14015,1,77%) (NFN=14015,1,78%) (NFN=14015,1,79%) (NFN=14015,1,80%) (NFN=14015,1,81%) (NFN=14015,1,82%) (NFN=14015,1,83%) (NFN=14015,1,84%) (NFN=14015,1,85%) (NFN=14015,1,86%) (NFN=14015,1,87%) (NFN=14015,1,88%) (NFN=14015,1,89%) (NFN=14015,1,90%) (NFN=14015,1,91%) (NFN=14015,1,92%) (NFN=14015,1,93%) (NFN=14015,1,94%) (NFN=14015,1,95%) (NFN=14015,1,96%) (NFN=14015,1,97%) (NFN=14015,1,98%) (NFN=14015,1,99%) (NFN=14015,1,100%)

**LOCATION AND VIOLATION INFORMATION**  
Location (NFN=14005,1%) (NFN=14008,1%) Direction: (NFN=14121,1%)  
(NFN=14006,1%) (NFN=14009,1%) Turn Dir: (NFN=14329,1%)

Screen Designer

Print Job Designer

Sample Citation





## The Benefits of the Brazos Solution

MaeKIT enables our customers to significantly reduce the cost to deploy mobile applications throughout the life of the project. Some of the benefits include:

- Extremely cost effective method for improving data accuracy and speed of data entry
- 100% tailored to your agency to ensure user acceptance
- Deploy multiple applications and spread out the cost of hardware
- The ease of making changes allows the system to evolve with your agency
- Our pricing model and our "No Change Order" policy save the average customer thousands of dollars during the system lifecycle as compared to our competitors
- Customers can use any mobile device as well as utilize an existing hardware investment
- No changes to your existing IT infrastructure

## Applications

### Public Safety

- Traffic Citations and Warnings
- Parking Citations and Warnings
- NCIC and State Returns
- Field Investigations
- Accident/Crash Reporting
- Towed Vehicle Reports
- Field Interviews
- K9 Tracking
- Criminal Trespass Warnings
- Daily Activity Reports
- Code Enforcement
- Animal Control
- School Resource Officer Module
- Custom Modules (to capture any data currently being collected via paper)

### Other Local Government Applications

- Work Order Management
- Health Inspections
- Building Inspections
- Activity Reports
- IT Asset Management
- Fixed Asset Management
- Fleet Management

## Outstanding Support

Brazos Technology provides outstanding customer support before, during, and after the purchase of our solutions for all of our customers. We have technicians available 24x7x365 to answer questions or assist you in any way. Our support program will ensure that your solution remains usable and viable for many years.

## ROI Expectations

In today's world where everyone is being asked to do more with fewer resources, enabling mobile data capture provides organizations with a direct ROI based upon data accuracy and labor efficiencies. While the overall cost of the project depends heavily on the hardware investment required, the typical payback period for implementing the Brazos Solution ranges from 2 months to 12 months for most of our customers. Most agencies are able to realize these labor/cost savings by reallocating resources to other mission critical projects.

For example, using our electronic citations module, agencies realize the following efficiencies:

**Reducing time spent by officers at each traffic stop** – Speeding up traffic stops with auto-population tools not only increases officer and violator safety but also allows officers to be utilized for other calls/patrol duties.

**Accessing NCIC and Local Warrants** – Providing this information on the mobile device speeds up the overall traffic stop and frees dispatch/radio resources from providing this information to the officers.

**Reallocating Human Resources** – By allowing information to be captured electronically at the point of activity, fewer labor resources are needed for data entry into the Court, Police RMS, or other back-end systems.

**Minimizing data entry errors** – Capturing and validating data at the point of data entry reduces errors with both the original data capture as well as re-entry into the court/RMS systems. These reduced errors decrease the dismissal rates.

**Increasing paperless processes** – Reducing the need for paper duplicates saves the agencies from significant printing costs as well as the cost of historical storage of paper copies.

## Minimal IT Support Required

Brazos Technology has focused on mobile data collection since 2000, and we incorporate many features that further ensure long term viability and relevance. One such feature is no change to your current IT infrastructure is required in order to implement our solution. We also provide full administrative functionality to manage all users, devices, business rules, and fields with no intervention from us. Whether you have a strong IT department or operate with a limited IT budget, Brazos Technology can provide you with complete support for any of our solutions.

## Trustworthy - Long Term Partner

Brazos Technology is committed to delivering world-class solutions and becoming a true partner with our customers. Our R&D team is constantly developing new functionality that is relevant and usable for your officers in order to maximize your mobile investment.

Our unparalleled infrastructure allows this solution to change with your agency without being "nickel and dimed" via change orders. Our goal is 100% customer referenceability, and we would be excited to add your agency's name to our list!



ESTIMATE  
 Quote Number: 00002589  
 Date Created: 12/9/2015 5:37 PM  
 Expires On: 3/31/2016

Bill to:	Ship to:	Prepared by:
City of Manor, TX 201 E. Parsons Manor, TX 78653-0387	City of Manor, TX 201 E. Parsons Manor, TX 78653-0387	Kimberly Germer (979) 690-2811 x1549 kimberly.germer@tylertech.com

Quantity	Mfg_PartNumber	Product Description	Sales Price	Total Price
1.00	Setup & Config	Setup & Config	\$ 9,000.00	\$ 9,000.00
1.00	Training: Standard	Standard Training Package: INCLUDES: Two (2) days (onsite) officer/employee training including classroom and OJT training (maximum group size =14); Online Reference Materials; One (1) day (remote) administrator training	\$ 3,500.00	\$ 3,500.00
1.00	INTERFACE: CMS - Tyler Incode	INTERFACE: Tyler Incode Court Case Management System (Annual Maintenance Fees apply)	\$ 0.00	\$ 0.00
1.00	INTERFACE: RMS - TPS	INTERFACE: Tyler Public Safety Records Management System. (Annual Maintenance Fees apply)	\$ 0.00	\$ 0.00
5.00	LIC: REF License - PDA	LICENSE: Brazos Rapid Extension Framework (REF) Software License - PDA (annual maintenance fees apply)	\$ 850.00	\$ 4,250.00
5.00	LIC: Real Time Query - Message Switch - handheld PDA	License for Real Time Query - Message Switch: State/NCIC query for handheld device (PDA) (annual license fees apply)	\$ 250.00	\$ 1,250.00
1.00	Real Time Query - Message Switch - Setup & Configuration	Real Time Query - Message Switch: State/NCIC query setup and configuration	\$ 5,000.00	\$ 5,000.00
5.00	TC75AH-KA11ES-A1	ZEBRA ENTERPRISE, TC75, NORTH AMERICA, ANDROID KITKAT, 802.11ABGN, SE4750 STANDARD RANGE 2D IMAGER, FRONT & REAR CAMERAS, 1GB/8GB MEMORY, BT 4.0, NFC, ENGLISH, STANDARD 4620 MAH BATTERH	\$ 1,465.00	\$ 7,325.00
5.00	SSE-TC70XX-30	ZEBRA ENTERPRISE, ONECARE ESSENTIAL SERVICE, INCLUDES COMPREHENSIVE COVERAGE, TC70XX, 3 YEAR	\$ 325.00	\$ 1,625.00
1.00	CRD-TC7X-SE5EU1-01	ZEBRA ENTERPRISE, TC7X 5-SLOT ETHERNET SHARECRADLE, CHARGES EITHER 5 TC70S OR 4 TC70S + 4 SPARE BATTERIES VIA ADAPTER CUP (SOLD SEPARATELY CUP-SE-BTYADP1-01), REQUIRES PWRS-14000-241R, 50-16002-029R, AND 23844-00-00R	\$ 450.00	\$ 450.00
2.00	PWRS-14000-148R	ZEBRA ENTERPRISE, CRADLE POWER SUPPLY, 100-240 VAC (REQUIRES US AC LINE CORD 23844-00-00R) (REPLACES KT-14000-148R)	\$ 45.00	\$ 90.00
1.00	50-16002-029R	ZEBRA ENTERPRISE, DC LINE CORD FOR 4-SLOT CRADLES, WORKS WITH POWER SUPPLY	\$ 33.00	\$ 33.00



ESTIMATE  
 Quote Number: 00002589  
 Date Created: 12/9/2015 5:37 PM  
 Expires On: 3/31/2016

Quantity	Mfg_PartNumber	Product Description	Sales Price	Total Price
		(50-14000-241R)		
1.00	23844-00-00R	Motorola, US AC Line Cord*	\$ 10.00	\$ 10.00
5.00	BTRY-TC7X-46MA2-01	ZEBRA ENTERPRISE, TC7X 4620 MAH LI-ON BATTERY, SINGLE	\$ 60.00	\$ 300.00
2.00	SAC-TC7X-4BTYC1-01	TC7X Drop in style 4-Slot Battery Charger with LEDs to indicate Charge State. Can be docked and powered in the 5-Slot Cradle via adapter cup (sold separately) or used standalone. When used stand-alone requires Power Supply (PWRS-14000-148R) and country specific AC line cord sold separately.	\$ 115.00	\$ 230.00
1.00	PWRS-14000-241R	MOTOROLA, POWER SUPPLY FOR 4-SLOT CRADLES, 100-240VAC, 12VDC, 9A, REQUIRES DC LINE CORD 50-16002-029R AND AC LINE CORD 23844-00-00R (REPLACES 50-14000-241R)	\$ 75.00	\$ 75.00
2.00	23844-00-00R	Motorola, US AC Line Cord*	\$ 10.00	\$ 20.00
10.00	BT SETUP	Set Up Fees - Third Party Hardware	\$ 50.00	\$ 500.00

Sign and fax approved quotation to 713.583.9323.

Subject to the applicable terms of your existing contract with Tyler, and for the fees quoted herein, we grant to City of Manor, TX : (i) a per-unit license to the software located on the ticket writer hardware provided under this purchase order, and (ii) a per-unit license to access a remote database via the ticket writer hardware, both for your internal business purposes only. We will provide remote database access according to our industry standard hosting terms of service.

Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

Subtotal \$ 33,658.00  
 Tax \_\_\_\_\_  
**Grand Total \$ 33,658.00**



STATE OF TEXAS

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COUNTY OF TRAVIS

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**REQUEST & PETITION TO THE CITY COUNCIL OF THE CITY OF MANOR  
FOR ANNEXATION OF PROPERTY**

WHEREAS, the undersigns are the owners of a certain tract of property located within Travis County, Texas, such property more particularly described hereinafter by true and correct legal description in Section One below (referred to herein as the "Subject Property");

WHEREAS, the undersigns have sought the annexation of the Subject Property by the City of Manor, Texas, (hereinafter sometimes referred to as "City"), in order to obtain the benefits of City services to the Subject Property by the City;

WHEREAS, the Subject Property is contiguous and adjacent to the corporate limits of the City;

WHEREAS, the City, pursuant to *Chapter 43, Tex. Loc. Gov't. Code* and the request of the property owner, is authorized to annex the Subject Property; and,

WHEREAS, the undersigns agree and consent to the annexation of the Subject Property by the City and further agree to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted;

NOW THEREFORE, the undersigned by this Petition and Request:

**SECTION ONE:** Request the City Council of the City to commence annexation proceedings and to annex all portions of the Subject Property not already within the corporate limits of the City of Manor, Texas, including the abutting streets, roadways, and rights-of-way thereto, described as follows:

Property Description

**SECTION TWO:** Request that after annexation, the City provide such services as are legally permissible and provided by the City, including sanitation, wastewater and general governmental services as set forth in the municipal services plan.

**SECTION THREE:** Acknowledge and represent having received, read and understood the attached "draft" Service Plan (proposed to be applicable to and adopted for the Subject Property) and that such "draft" Service Plan is wholly adequate and acceptable to the undersign who hereby request the City Council to proceed with the annexation and preparation of a final Municipal Service Plan and publish notice and hold the requisite public hearings thereon, in accordance with the applicable laws of the State of Texas.

**SECTION FOUR:** Acknowledge that the undersigns understand and agree that all City services to the Subject Property will be provided by the City on the same terms and conditions as provided to other similarly situated areas of the City and as provided in the Municipal Service Plan.

**SECTION FIVE:** Agree that a copy of this Petition and Request may be filed of record in the offices of the City of Manor and in the real property records of Travis County, Texas, and shall be notice to and binding upon all persons or entities now or hereafter having any interest in the Subject Property.

**FILED**, this 21<sup>st</sup> day of September, 2015, with the City Secretary of the City of Manor, Travis County, Texas.

**Petitioners: Property Owner(s)**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company (if applicable) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name: JULIO C MIRALLES  
Title: President  
Company (if applicable) Im Plumbing Inc  
JP 8-27-15

STATE OF TEXAS

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COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ (name), \_\_\_\_\_ (title), \_\_\_\_\_ (company) owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public-State of Texas

STATE OF TEXAS

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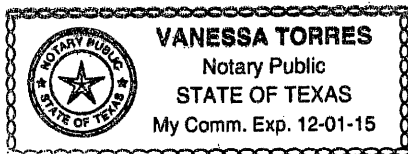
COUNTY OF TRAVIS

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Julio C. Mireles (name), President (title), JM Plumbing Inc. (company) owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 27 day of August, 2015

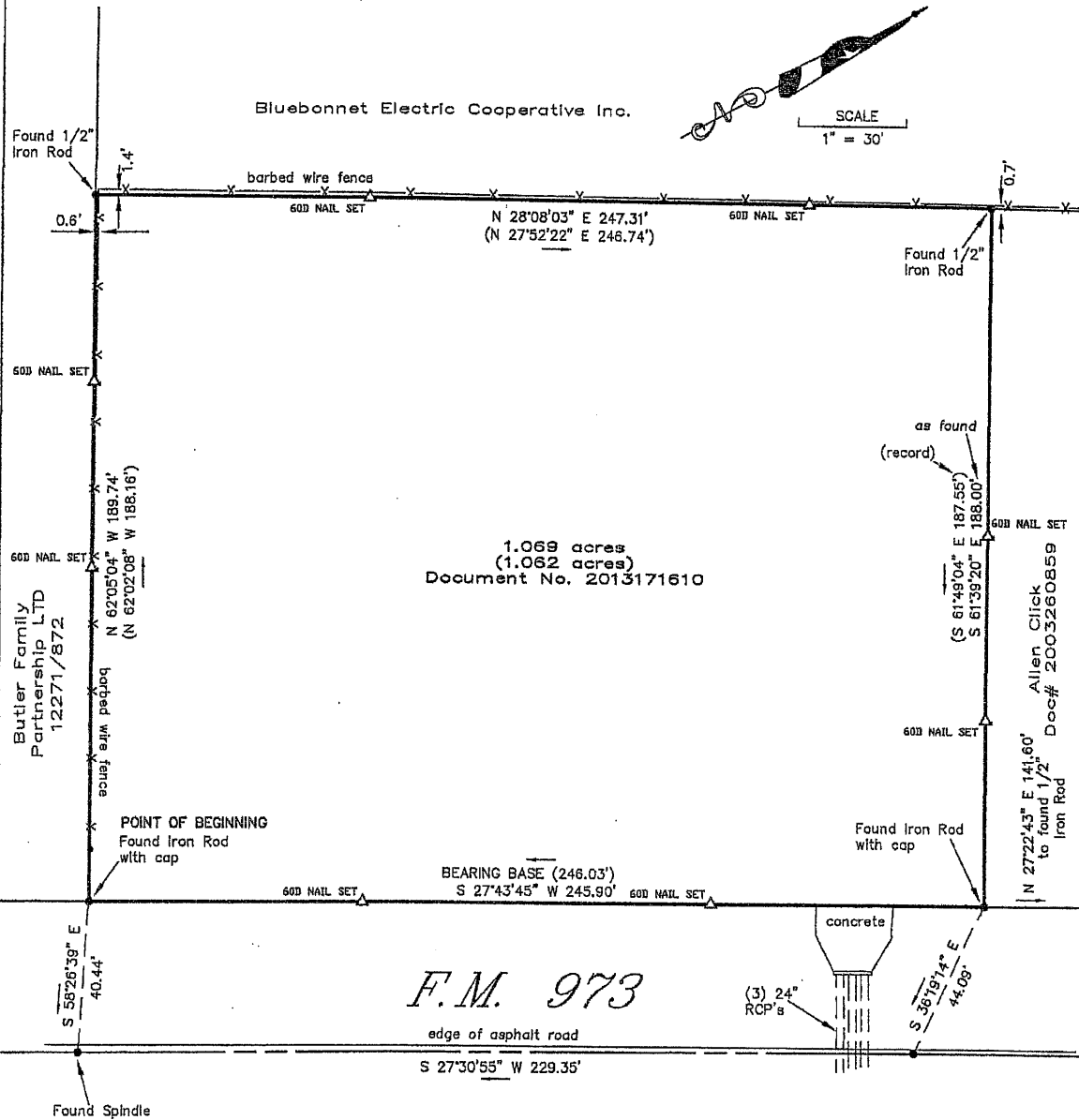
(SEAL)

Vanessa Torres  
Notary Public-State of Texas



Waterloo Surveyors Inc.  
**SURVEY PLAT**  
 STAKING PLAN, POINTS ON-LINE (SET 08/07/15)

J14031POL



LEGAL DESCRIPTION:  
 1.069 ACRES OF LAND, MORE OR LESS, BEING ALL OF THAT CERTAIN  
 1.062 ACRES OF LAND CONVEYED TO MICHAEL JAMES PACLIK, JR. BY  
 WARRANTY DEED RECORDED IN DOCUMENT NUMBER 2013171610, DEED  
 RECORDS, TRAVIS COUNTY, TEXAS

4. The land referred to in this policy is described as follows:

**1.069 ACRES OF LAND, MORE OR LESS, BEING ALL OF THAT CERTAIN 1.062 ACRES OF LAND OUT OF THE GREENBURY GATES SURVEY NO. 63, TRAVIS COUNTY, TEXAS AS CONVEYED TO MICHAEL AND JAMES PACLIK JR. BY WARRANTY DEED RECORDED IN DOCUMENT NUMBER 2013171610, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS; FOR WHICH A MORE PARTICULAR DESCRIPTION BY METES AND BOUNDS IS AS FOLLOWS AND FOR WHICH A SKETCH IS ATTACHED HERETO AND MADE A PART HEREOF:**

**BEGINNING** at an iron rod with cap in the west right-of-way of F.M. 973 at the S.E. corner of that certain 1.062 acres of land recorded in Document Number 2013171610, Official Public Records, Travis County, Texas; for the S.E. corner hereof, from which point a spindle found on the east right-of-way of F.M. 973 bears S58°26'39"E at a distance of 40.44 feet;

**THENCE** N62°05'04"W for a distance of 189.74 feet to a 1/2" iron rod found for the S.W. corner hereof;

**THENCE** N28°08'03"E for a distance of 247.31 feet to a 1/2" iron rod found for the N.W. corner hereof;

**THENCE** S61°39'20"E for a distance of 188.00 feet to an iron rod with cap found on the west right-of-way of F.M. 973 for the N.E. corner hereof;

**THENCE** S27°43'45"W along the west right-of-way of F.M. 973 for a distance of 245.90 feet to the **POINT OF BEGINNING**, containing 1.069 acres of land, more or less.

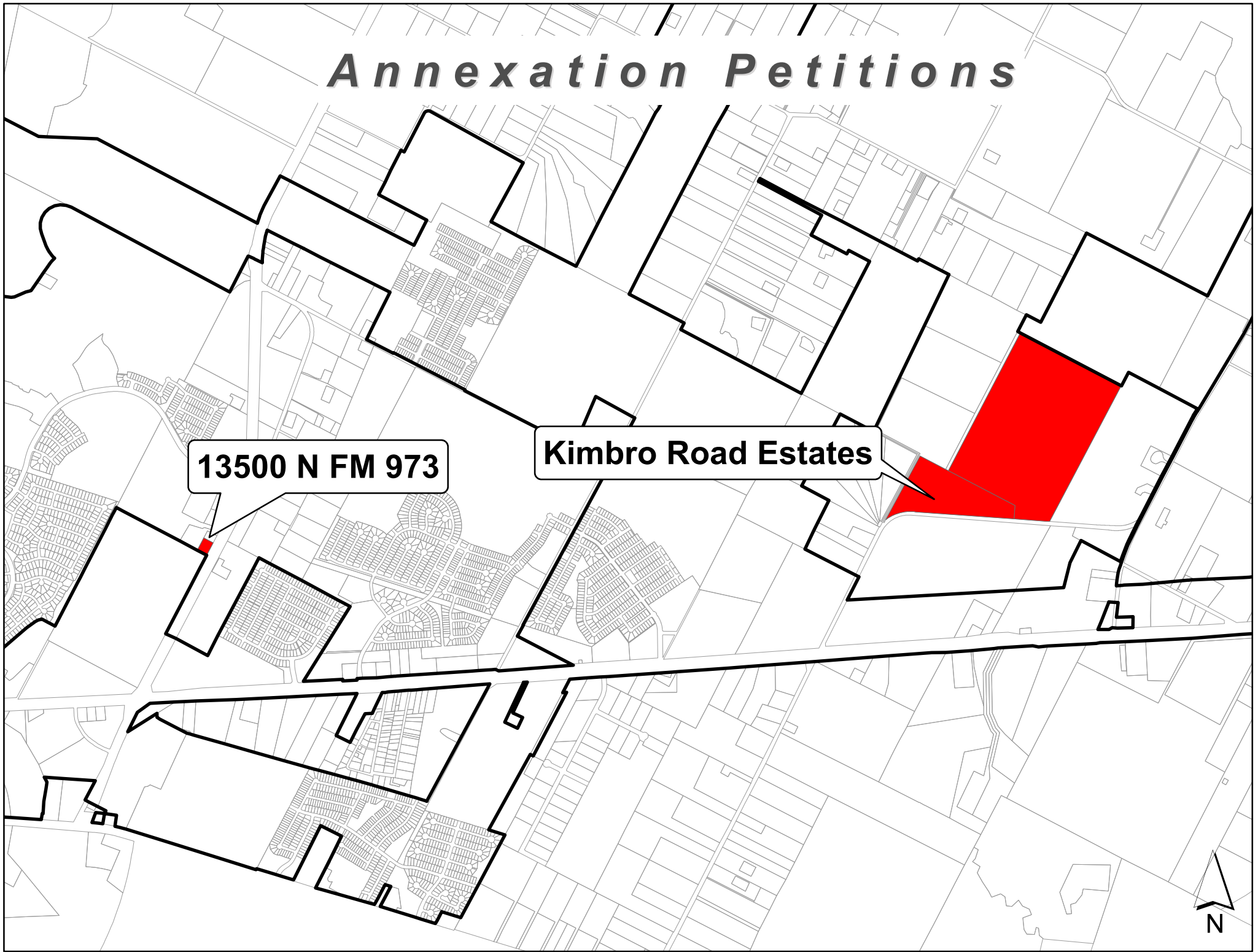
**NOTE:** The Company is prohibited from insuring the area or quantity of the land described herein. Any statement in the legal description contained in Schedule "A" as to area or quantity of land is not a representation that such area or quantity is correct, but is made only for informal identification purposes and does not override Item 2 of Schedule "B" hereof.

# ***Annexation Petitions***

**13500 N FM 973**

**Kimbro Road Estates**

**N**



STATE OF TEXAS

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COUNTY OF TRAVIS

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**REQUEST & PETITION TO THE CITY COUNCIL OF THE CITY OF MANOR  
FOR ANNEXATION OF PROPERTY**

**WHEREAS**, the undersigns are the owners of a certain tract of property located within Travis County, Texas, such property more particularly described hereinafter by true and correct legal description in Section One below (referred to herein as the "Subject Property");

**WHEREAS**, the undersigns have sought the annexation of the Subject Property by the City of Manor, Texas, (hereinafter sometimes referred to as "City"), in order to obtain the benefits of City services to the Subject Property by the City;

**WHEREAS**, the Subject Property is contiguous and adjacent to the corporate limits of the City;

**WHEREAS**, the City, pursuant to *Chapter 43, Tex. Loc. Gov't. Code* and the request of the property owner, is authorized to annex the Subject Property; and,

**WHEREAS**, the undersigns agree and consent to the annexation of the Subject Property by the City and further agree to be bound by all acts, ordinances, and all other legal action now in force and effect within the corporate limits of the City and all those which may be hereafter adopted;

**NOW THEREFORE**, the undersigned by this Petition and Request:

**SECTION ONE:** Request the City Council of the City to commence annexation proceedings and to annex all portions of the Subject Property not already within the corporate limits of the City of Manor, Texas, including the abutting streets, roadways, and rights-of-way thereto, described as follows:

Property Description

**SECTION TWO:** Request that after annexation, the City provide such services as are legally permissible and provided by the City, including sanitation, wastewater and general governmental services as set forth in the municipal services plan.

**SECTION THREE:** Acknowledge and represent having received, read and understood the attached "draft" Service Plan (proposed to be applicable to and adopted for the Subject Property) and that such "draft" Service Plan is wholly adequate and acceptable to the undersign who hereby request the City Council to proceed with the annexation and preparation of a final Municipal Service Plan and publish notice and hold the requisite public hearings thereon, in accordance with the applicable laws of the State of Texas.

**SECTION FOUR:** Acknowledge that the undersigns understand and agree that all City services to the Subject Property will be provided by the City on the same terms and conditions as provided to other similarly situated areas of the City and as provided in the Municipal Service Plan.

**SECTION FIVE:** Agree that a copy of this Petition and Request may be filed of record in the offices of the City of Manor and in the real property records of Travis County, Texas, and shall be notice to and binding upon all persons or entities now or hereafter having any interest in the Subject Property.

**FILED**, this 11 day of January, 2016 with the City Secretary of the City of Manor, Travis County, Texas.

**Petitioners: Property Owner(s)**

Kimbro Road Estates, LP

Name: S. K. M Spadden

Title: Pres.

Company (if applicable)

GM New Adventures, Inc.  
Its General Partner

S. K. M Spadden

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company (if applicable) \_\_\_\_\_



STATE OF TEXAS

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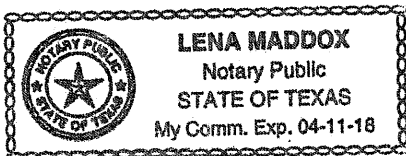
COUNTY OF TRAVIS

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BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared S. McSpadden (name), Pres. GM Now Adventures, Inc. Kimbro Rd. Estates (company) owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the 11 day of January, 2016.

(SEAL)



Lena Maddox  
Notary Public-State of Texas

STATE OF TEXAS

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COUNTY OF TRAVIS

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BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ (name), \_\_\_\_\_ (title), \_\_\_\_\_ (company) owner of Subject Property and Petitioner herein, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged that he had authority to bind the entity and that he executed the same for the purposes therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public-State of Texas

# **EXHIBIT “A”**

Survey or Legal Lot Description



4/ 2512003505/SH/Mopac

**General Warranty Deed**

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER**

**Date:** August 19, 2005

**Grantor:** JOHN SABOL and spouse, PRISCILLA BOHOT

**Grantor's Mailing Address: (include county)**

P.O. Box 81365, Austin, TX 78708

**Grantee:** Kimbro Road Estates, LP

**Grantee's Mailing Address: (include county)**

C/O Sam McSpadden, 2525 W. Anderson Ln. #140  
Austin, TX 78757

**Consideration:**

Ten and No/100 Dollars and other good and valuable consideration the receipt of which is hereby acknowledged

**Property (including any improvements):**

TRACT 1: Approximately 29.992 acres of land, more or less, out of the A.C. CALDWELL SURVEY NO. 52, ABSTRACT NO. 154, in TRAVIS County, Texas, being 31.492 acres of land described in Deed recorded in Volume 12093, Page 142 of the Real Property Records of TRAVIS County, Texas; SAVE AND EXCEPT 1.50 acres of land described in Deed recorded in Volume 13276, Page 353 of the Real Property Records of TRAVIS County, Texas, and also being the same property conveyed to John Sabol and spouse, Priscilla Bohot in Warranty Deed recorded in Document No. 2000123422 of the Official Public Records of TRAVIS County, Texas. Said 29.992 acres being more particularly described in Exhibit "A" attached hereto.

TRACT 2: 126.528 acres of land, more or less, out of the LEMUEL KIMBRO LEAGUE SURVEY NO. 64, ABSTRACT NO. 456, in TRAVIS County, Texas, being the same property conveyed to John Sabol and spouse Priscilla Bohot in Warranty Deed recorded in Volume 13246, Page 2462 of the Real Property Records of TRAVIS County, Texas. Said

126.528 acres being more particularly described in Exhibit "B" attached hereto.

TRACT 3: 1.50 acres of land, more or less, out of the A.C. CALDWELL SURVEY NO. 52, ABSTRACT NO. 154, in TRAVIS County, Texas, being a portion of 31.492 acre tract described in Deed recorded in Volume 12093, Page 142 of the Real Property Records of TRAVIS County, Texas, and also being the same property conveyed to John Sabol and Priscilla Bohot in Warranty Deed recorded in Volume 13276, Page 353 of the Real Property Records of TRAVIS County, Texas. Said 1.50 acre tract being more particularly described in Exhibit "C" attached hereto.

**Reservations from Conveyance:**


None

**Exceptions to Conveyance and Warranty:**

Subject to the easements, assessments, restrictions, mineral interests, covenants and conditions of record against the hereinbefore described property, if any.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

When the context requires, singular nouns and pronouns include the plural.

  
\_\_\_\_\_  
JOHN SABOL

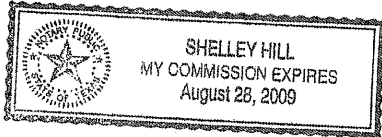
  
\_\_\_\_\_  
PRISCILLA BOHOT


THE STATE OF TEXAS

COUNTY OF TRAVIS

This instrument was acknowledged before me on the 17 day of August, 2005 by JOHN SABOL and PRISCILLA BOHOT.

(seal)



  
\_\_\_\_\_  
Notary Public, State of Texas

**PREPARED IN THE LAW OFFICE OF:**

Wilson, Sterling & Russell, L.L.P.  
9951 Anderson Mill Road, Suite 200  
Austin, Texas 78750  
8600-1239  
2512003505

**AFTER RECORDING RETURN TO:**

EXHIBIT "A"

All of that certain tract or parcel of land out of the A C Caldwell Survey No 52 in Travis County, Texas, being that same tract of land as conveyed to John T Stokes, et ux, by deed recorded in Volume 7378, Page 318 of the deed records of Travis County, Texas, said tract of land being more particularly described by metes and bounds as follows

BEGINNING at an iron pin found in concrete at the most Westerly Southwest corner of the said Stokes Tract, being in the East line of that certain 10 0 acre tract of land as conveyed to Lee Roy Abrahamson by Deed recorded in Volume 1799, Page 148 of the Deed Records of Travis County, Texas, being in the North line of the Old Kimbro Road, for the most Westerly Southwest corner hereof,

THENCE along the West line of the said Stokes Tract, N 28° 01' E for a distance of 1281 20 feet to an iron pin found in concrete at the Northwest corner of the said Stokes Tract, being at the Northeast corner of the certain 96 75 acre tract of land conveyed to Lee Roy Abrahamson by Deed recorded in Volume 1409, Page 294 of the Deed Records of Travis County, Texas, for the Northwest corner hereof,

THENCE along the North line of the said Stokes Tract, S 62° 47' E for a distance of 2099 40 feet to a fence corner post and S 62° 42' 30" E for a distance of 389 24 feet to an iron pin set at the most Easterly corner of the said Stokes Tract, being in the North line of the Old Kimbro Road for the most Easterly corner hereof,

THENCE along the South line of the said Stokes Tract, being the North line of the Old Kimbro Road, for the following courses

N 86° 14' 55" W for a distance of 2285 56 feet to a concrete monument found at a point of curve

Along a curve to the left whose radius is 1407 07 feet and whose chord bears N 89° 48' 30" W for a distance of 175 89 feet to an iron pin found at a point of compound curve

Along a curve to the left whose radius is 613 14 feet and whose chord bears S 68° 17' 30" W for a distance of 385 46 feet to the PLACE OF BEGINNING and containing 31 492 acres of land, more or less

SAVE AND EXCEPT

All that certain tract or parcel of land in the A C Caldwell Survey No 52 in Travis County, Texas and being a part of a 31 492 acre tract of land conveyed to John T Stokes et ux by deed recorded in Volume 12093, Page 142 of the Deed Records of Travis County, Texas and being more particularly described by metes and bounds as follows

BEGINNING at an iron pin found on the Northeast line of Old Kimbro Road, on the Southwest line of a 125 acre tract conveyed to Francis Michael Nagle by deed recorded in Volume 441, Page 155 of the above mentioned Deed Records, in the East corner of the above mentioned 31 492 acre tract for the East corner of this tract

THENCE N 83° 42' 35" W with the Northeast line of Old Kimbro Road 547 66 feet to an iron set for the Southwest corner of this tract

THENCE N 06° 17' 25" E 238 38 feet to an iron pin set on the Northeast line of the said 31 492 acre tract and the Southwest line of the said 125 acre tract for the Northwest corner of this tract

THENCE S 60° 14' 40" E with the Northeast line of the said 31 492 acre tract 208 79 feet to an iron pin set at a fence corners' post fenced for an angle point of the said 31 492 acre tract and an angle point of this tract

THENCE S 60° 09' 23" E 389 00 feet to the POINT OF BEGINNING containing 1 50 acres of land, more or less

## EXHIBIT "B"

### FIELD NOTES FOR 126.528 ACRES

All that certain tract or parcel of land in the Larned Kimbro Survey No. 64 in Travis County, Texas and being all of a 125 acre tract of land conveyed to Francis Michael Nagle by deed recorded in Volume 441, Page 155 of the Deed Records of Travis County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a "T" post found on the Northwest line of a 100 acre tract conveyed to Ivar Swenson by deed recorded in Volume 660, Page 151 of the said Deed Records, in an old corner of a 114.836 acre tract conveyed to Shirley Hooten by deed recorded in Volume 12273, Page 231 of the said Deed Records, for the East corner of the above mentioned 125 acre tract and the East corner of this tract.

THENCE S 30°00'00" W with the Northwest line of the said Swenson tract 2710.43 feet to an iron pin set on the Northeast line of Old Kimbro Road for the South corner of the said 125 acre tract and the South corner of this tract from which iron pin an iron pin found on the South line of Old Kimbro Road bears S 83°42'35" E 674.86 and S 06°17'25" W 79.93 feet.

THENCE N 83°42'35" W with the Northeast line of Old Kimbro Road 84.56 feet to an iron pin found in the East corner of a 31.492 acre tract of land conveyed to J.T. Strake et ux by deed recorded in Volume 12093, Page 142 of the said Deed Records for an angle point of this tract.

THENCE N 60°09'23" W with the Northeast line of the said 31.492 acre tract 389.00 feet to an iron pin set at a fence corner post found in an angle point of the said 31.492 acre tract for an angle point of this tract.

THENCE N 60°14'40" W with the Northeast line of the said 31.492 acre tract 1535.78 feet to an iron pin set for the West corner of the said 125 acre tract and the West corner of this tract from which iron pin a three post found in the South corner of a 100 acre tract described in Volume 2451, Page 415 of the said Deed Records bears N 60°14'40" W 55.0 feet.

THENCE N 29°45'16" E with the Northwest line of the said 125 acre tract 2747.01 feet to an iron pin set for the North corner of the said 125 acre tract and the North corner of this tract from which iron pin a "T" post found on the Southeast line of the last mentioned 100 acre tract and the West corner of the above mentioned 114.836 acre tract bears N 60°08'39" W 55.0 feet.

THENCE S 60°08'39" E 2013.97 feet to the POINT OF BEGINNING containing 126.528 acres of land, more or less.

## EXHIBIT "C"

All that certain tract or parcel of land in the A C Caldwell Survey No 52 in Travis County, Texas and being a part of a 31 492 acre tract of land conveyed to John T Stokes et ux by deed recorded in Volume 12093, Page 142 of the Deed Records of Travis County, Texas and being more particularly described by metes and bounds as follows

BEGINNING at an iron pin found on the Northeast line of Old Kimbro Road, on the Southwest line of a 125 acre tract conveyed to Francis Michael Nagle by deed recorded in Volume 441, Page 155 of the above mentioned Deed Records, in the East corner of the above mentioned 31 492 acre tract for the East corner of this tract

THENCE N 83° 42' 35" W with the Northeast line of Old Kimbro Road 547.66 feet to an iron set for the Southwest corner of this tract

THENCE N 06° 17' 25" E 238 38 feet to an iron pin set on the Northeast line of the said 31.492 acre tract and the Southwest line of the said 125 acre tract for the Northwest corner of this tract

THENCE S 60° 14' 40" E with the Northeast line of the said 31 492 acre tract 208 79 feet to an iron pin set at a fence corners' post fenced for an angle point of the said 31.492 acre tract and an angle point of this tract

THENCE S 60° 09' 23" E 389 00 feet to the POINT OF BEGINNING containing 1.50 acres of land, more or less

**FILED AND RECORDED**

OFFICIAL PUBLIC RECORDS

*Dana DeBeauvoir*

2005 Aug 23 12:57 PM 2005154974

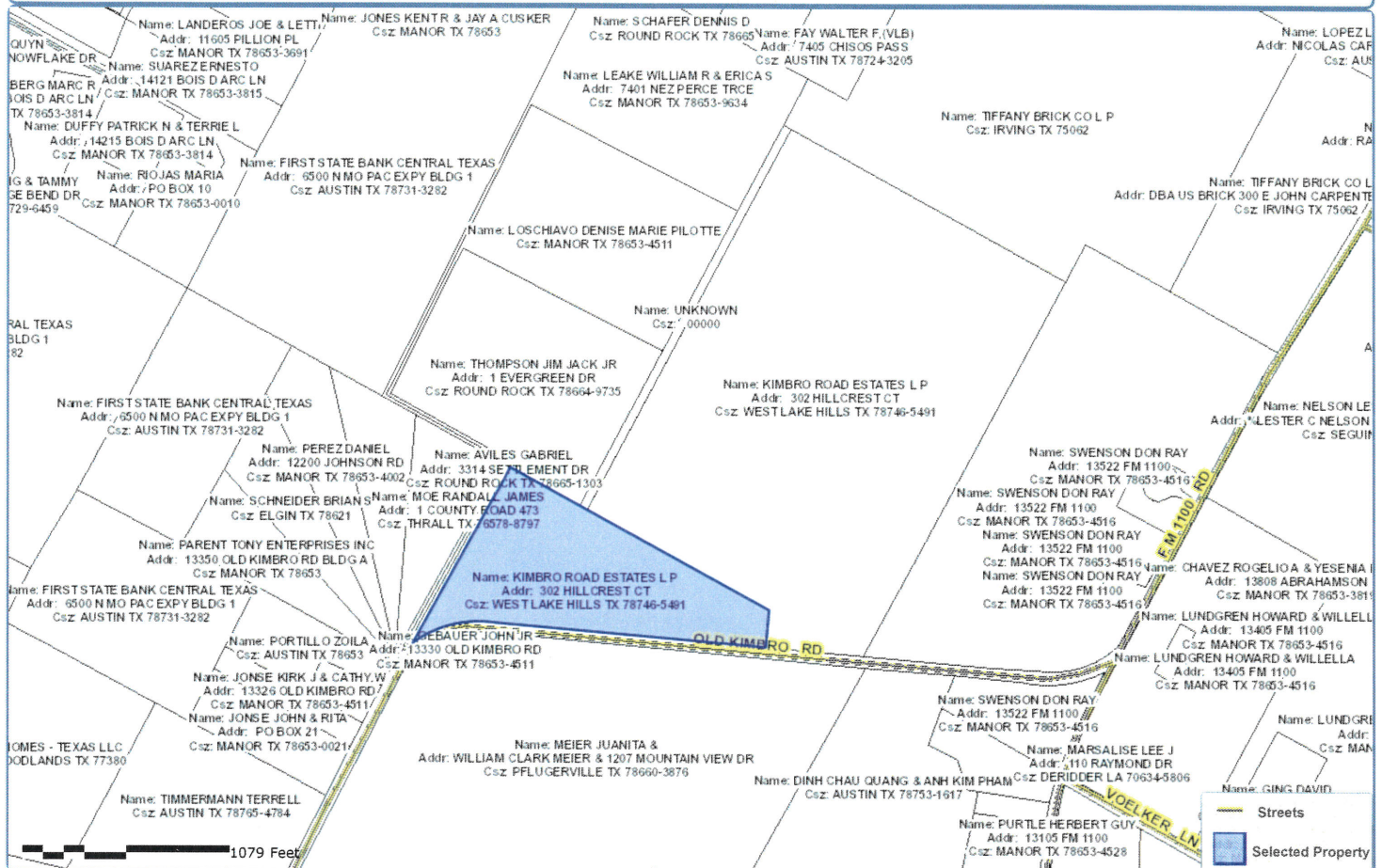
WILLIAMS \$24.00

DANA DEBEAUVOIR COUNTY CLERK

TRAVIS COUNTY TEXAS



## Travis CAD - Map of Property ID 248146 for Year 2016



### Property Details

#### Account

Property ID: 248146

Geo ID: 0242800234

Type: Real

Legal Description: ABS 154 SUR 52 CALDWELL A C ACR 29.992 (1-D-1)

#### Location

Situs Address: 13400 OLD KIMBRO RD TX 78653

Neighborhood: Land Region 312

Mapsc: 531F

Jurisdictions: 03, 0A, 2J, 68, 72, 34

#### Owner

Owner Name: KIMBRO ROAD ESTATES L P

Mailing Address: , 302 HILLCREST CT, , WEST LAKE HILLS, TX 78746-5491

#### Property

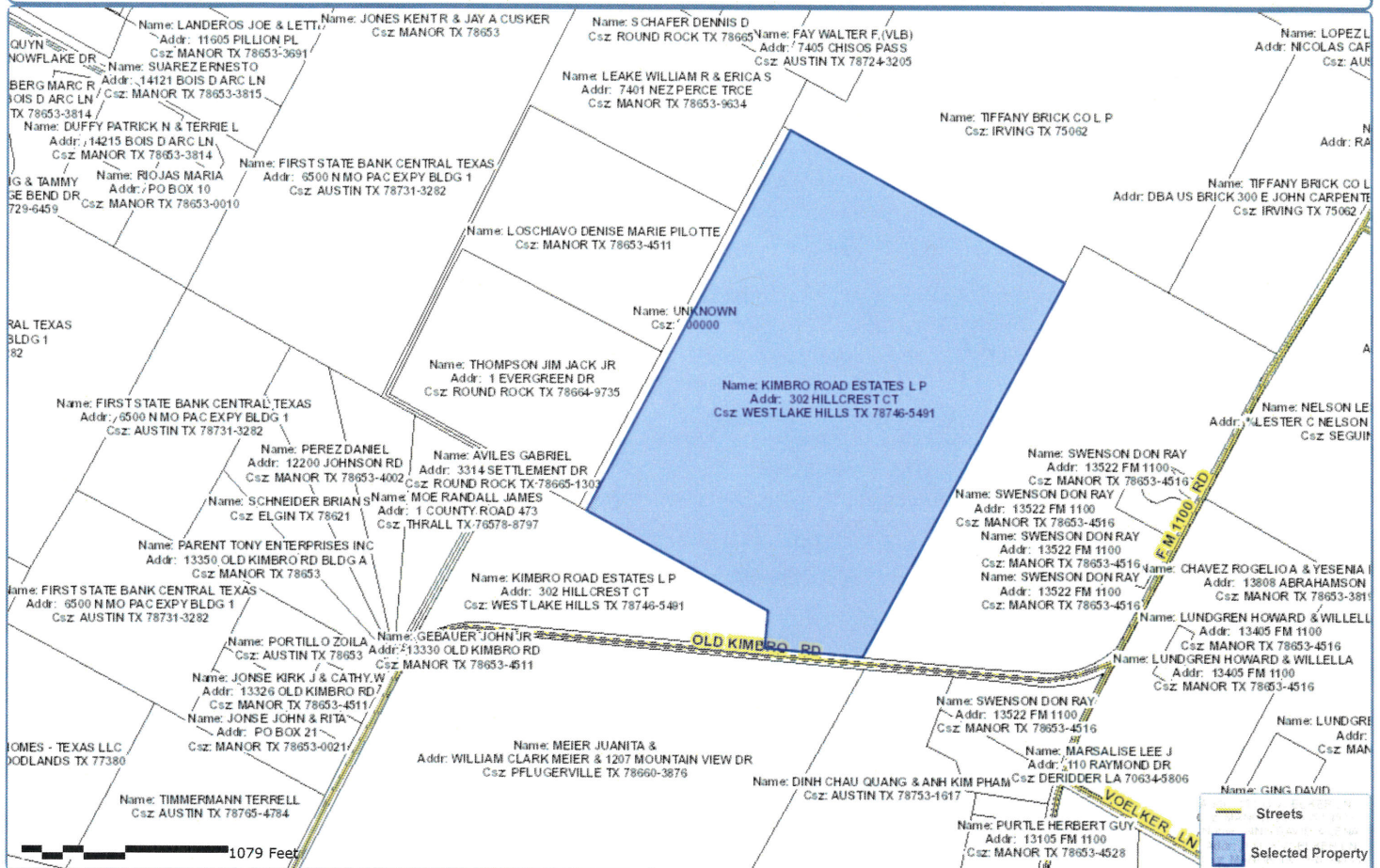
Appraised Value: N/A

<http://propaccess.traviscad.org/Map/View/Map/1/248146/2016>

powered by:  
**PropertyACCESS**  
www.trueautomation.com

Map Disclaimer: This tax map was compiled solely for the use of TCAD. Areas depicted by these digital products are approximate, and are not necessarily accurate to mapping, surveying or engineering standards. Conclusions drawn from this information are the responsibility of the user. The TCAD makes no claims, promises or guarantees about the accuracy, completeness or adequacy of this information and expressly disclaims liability for any errors and omissions. The mapped data does not constitute a legal document.

## Travis CAD - Map of Property ID 248120 for Year 2016



### Property Details

#### Account

Property ID: 248120

Geo ID: 0242800211

Type: Real

Legal Description: ABS 456 SUR 64 KIMBRO L ACR 128.028 (1-D-1)

#### Location

Situs Address: OLD KIMBRO RD TX 78653

Neighborhood: BACRE\_EAST SPECIAL

Mapsc0: 531F

Jurisdictions: 2A, 72, 68, 03, 0A, 2J, 34

#### Owner

Owner Name: KIMBRO ROAD ESTATES L P

Mailing Address: , 302 HILLCREST CT, , WEST LAKE HILLS, TX 78746-5491

#### Property

Appraised Value: N/A

<http://propaccess.traviscad.org/Map/View/Map/1/248120/2016>

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**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** \_\_\_\_\_ **District Zoning**

**TO:** \_\_\_\_\_ **District Zoning**

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

☐ **Conditional Use Permit:** \_\_\_\_\_

Fee: Conditional Use Permit \$250.00  
 Public Hearing Notice \$150.00 News paper notice  
 Property Owner notification \$5.00 per property owner

☐ **Special Use Permit:** \_\_\_\_\_

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

☒ **Variance:** Tree Clearing; Subdivision ordinance 263 B Section 22 (3)(viii)

Ordinance Number and Ordinance Section Number. Please complete variance or waiver justification sections.

Fee: Variance \$250.00 + \$30.00 per acre  
 Public Hearing Notice (paper) \$150.00  
 Property Owner notification \$5.00 per property owner



☐ **Appeal of Administrative Decision:**

Please attach a separate document identifying the decision and any information pertinent to your appeal.

Fee: \$400.00

☐ **Planned Unit Development:**

Fee: Planned Unit Development (Land Use Only) \$600.00 + \$40.00 per acre  
Amendment \$ ½ Original Fee

**Development Agreement Consultation**

Deposit \$6000.00

Actual Costs \$ +/- billed costs for eng. and leg. Consultation

☐ **Comprehensive Plan Amendments:**

Fee: \$350.00

☐ **Other:** \_\_\_\_\_

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

The following items are required to be submitted to the City in order for the Variance/Waiver/Conditional Use/Special Use Request to be accepted for review.

- X   1. Completed and signed application/checklist.
- X   2. a. Two sets of mailing labels to notify owners of property (as determined by the most recent tax roles from the County Appraisal District) any part of which is located within three hundred (300) feet of the perimeter of the land for which the variance is requested. These are to be the addresses of the property owners not the physical address of the property within 300 ft.
- b. A tax map or maps highlighting the subject property and showing the line extending three hundred (300) feet from the perimeter of the subject property.
- X   3. Copy of current deed for subject property.





**Property Information:**

10-ft wide permanent Koch Pipeline Easement across Abs 546 Sur 40 Manor J

0.42

Subdivision Name	Lot(s) #	Block(s) #	Acreage
Current Zoning	R-1		

**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.* Koch Pipeline Company, L.P. (KPL) 361-222-2621

Owner's Name (printed)	Phone	Fax
8606 IH 37	Corpus Christi	TX 78409

Owner's Address	City	State	Zip
<i>[Signature]</i>	1/6/16	John-Michael.Gallogly@Kochpipeline.com	

Owner's Signature	Date	Email Address
<i>[Signature]</i>	1/6/16	John-Michael.Gallogly@Kochpipeline.com

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: \_\_\_\_\_

Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street	City	Phone	Fax	Email Address



## Variance/Waiver Justification

### ***Variance/Waiver Justification:***

NOTE: The reviewing entity must determine the existence of, sufficiency of and weight of evidence supporting the findings described below. Therefore, you must complete each of the applicable Findings Statements as part of your application. Failure to do so may result in your application being rejected as incomplete. Please attach any additional support documents.

### **REASONABLE USE:**

1. The zoning regulations applicable to the property do not allow for a reasonable use because:

Not Applicable

---

### **HARDSHIP:**

2. (a) The hardship for which the zoning change or variance/waiver is requested is unique to the property in that:

Federal Regulation 49 CFR §195.412 Inspection of rights-of-way and crossings under navigable waters requires operators ("KPL") to inspect the surface conditions on or adjacent to each pipeline right-of-way. KPL's primary method to complete the required inspection is via an aerial patrol completed by a pilot. In order for the pilot to have a clear line of sight to inspect the right-of-way, the right-of-way should be clear of any visual obstructions such as trees, brush, or other items restricting the patrollers ability to inspect the surface condition of the right-of-way."

---

- (b) The hardship is not general to the area in which the property is located because:

Not Applicable

---

### **AREA CHARACTER:**

3. The zoning change or variance/waiver will not alter the character of the area adjacent to the property, will not impair the use of adjacent conforming property, and will not impair the purpose of the regulations of the zoning district in which the property is located because:

The trees that KPL is proposing to remove are located in a FEMA Zone AE 100-year floodplain. Removal of the trees and debris on the 10-ft wide easement will not increase impervious cover to the natural landscape.

**NOTE: The reviewing entity cannot grant a zoning change or variance/waiver that would provide the applicant with a special privilege not enjoyed by others similarly situated or potentially similarly situated.**



Application Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Fee Amount: \_\_\_\_\_ Check No.: \_\_\_\_\_ Application & Fee Received By: \_\_\_\_\_

Date Mailings Issued (15 days in advance of meeting dates): \_\_\_\_\_

Date ad placed in Austin Chronicle for public hearing on subject requests: \_\_\_\_\_

**Zoning District Categories:**

- A Agricultural (A) district zoning
- R-1 Single Family Residential – 1 (R-1) district zoning.
- R-2 Single Family Residential – 2 (R-2) district zoning.
- R-3 Multi-family Residential (R-3) district zoning
- R-4 Multi-family Special Needs (R-4) district zoning
- OS Open Space (OS) district zoning
- M-1 Manufactured Housing (M-1) district zoning
- M-2 Manufactured Housing Park (M-2) district zoning
- NB Neighborhood Business (NB) district zoning
- DB Downtown Business (DB) district zoning
- I Institutional (I) district zoning
- C-1 Light Commercial (C-1) district zoning
- C-2 Heavy Commercial (C-2) district zoning.
- C-3 Special Commercial (C-3) district zoning
- IN-1 Light Industrial ((I-1) district zoning
- IN-2 Heavy Industrial (I-2) district zoning
- PUD Planned Unit Development (PUD) district zoning

## Koch Pipeline HWY 290 Pipeline Relocation Project

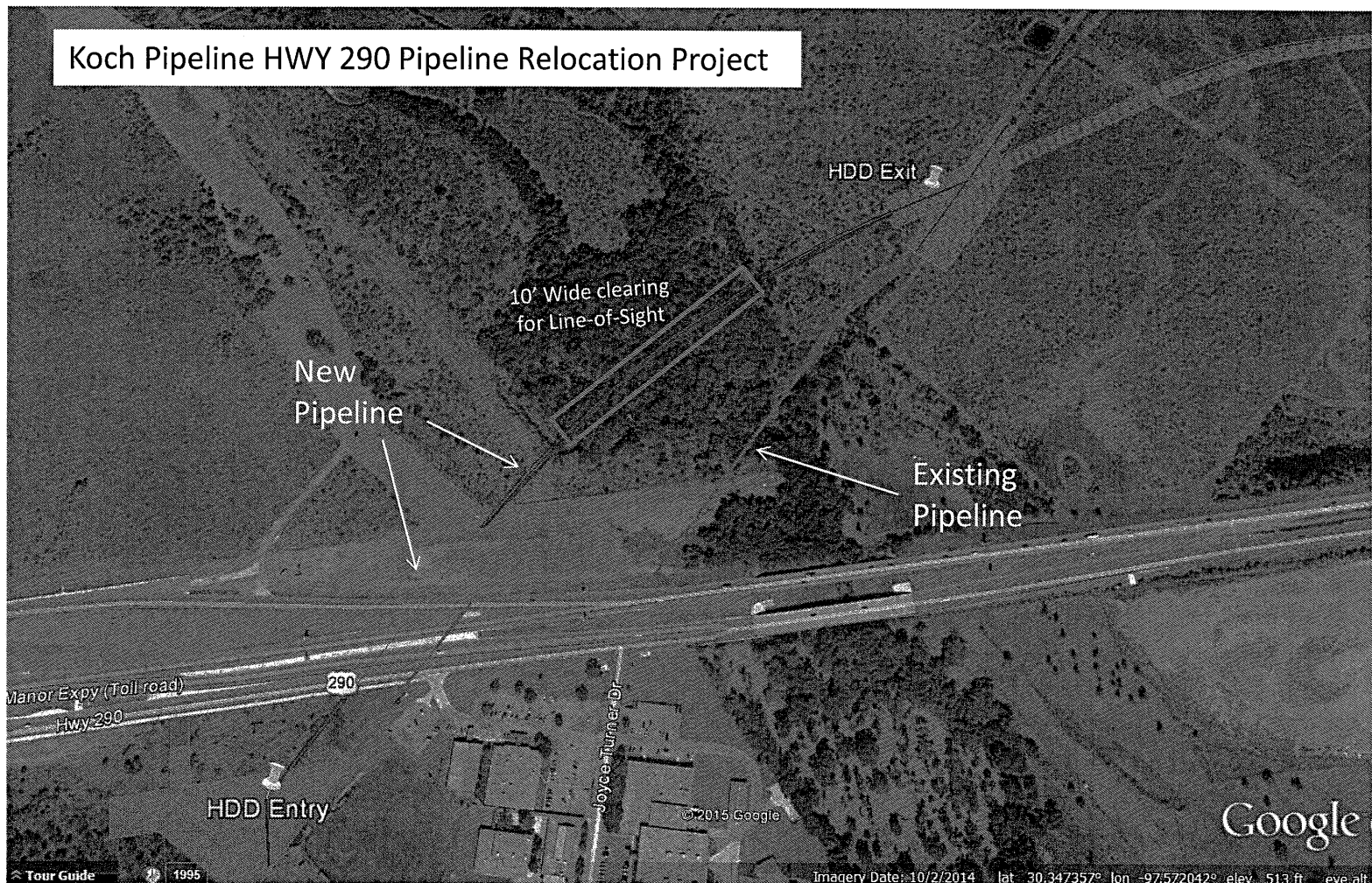




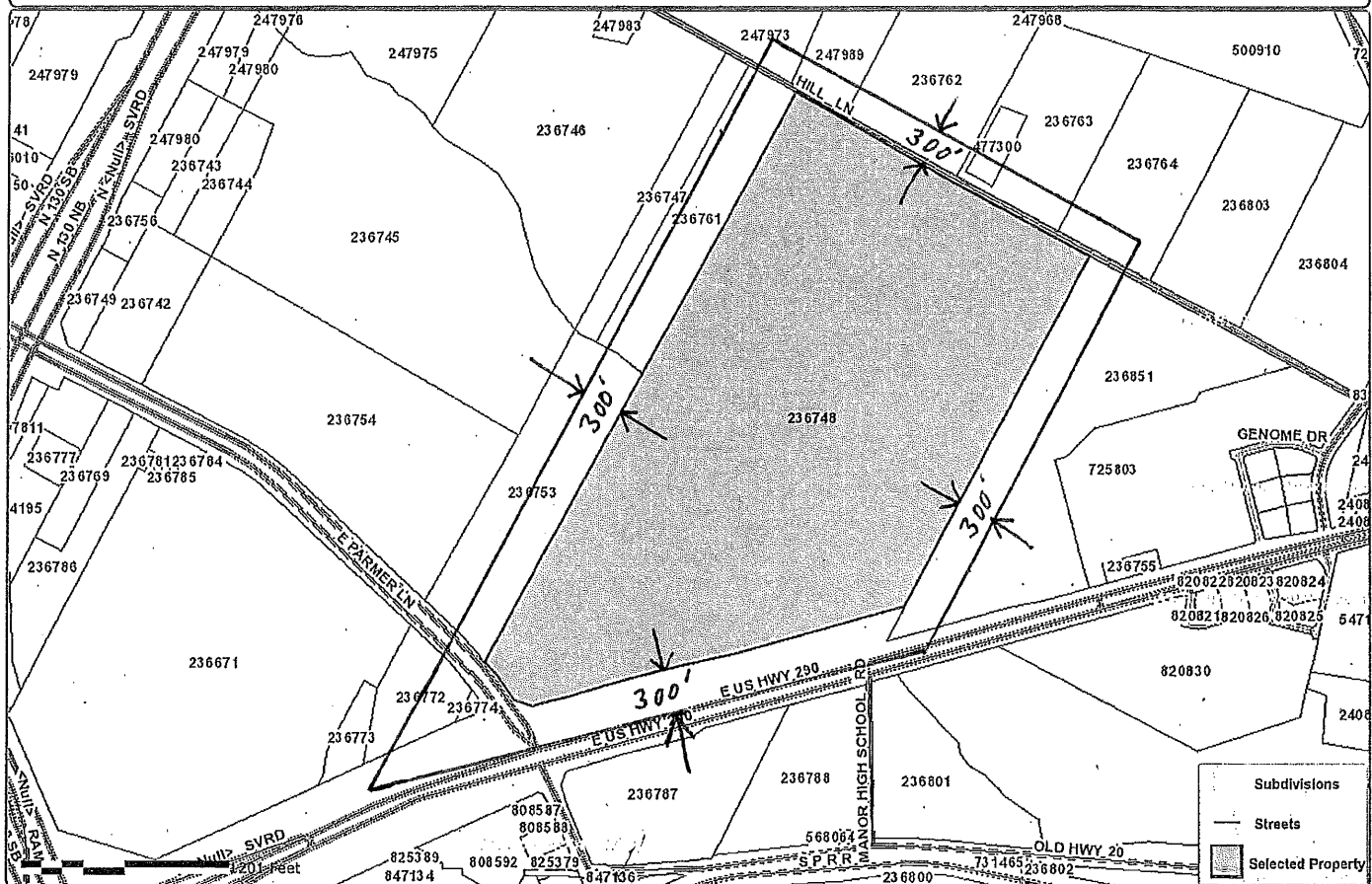
Table 3 - Significant Trees (≥8" DBH) within 10' pipeline line-of-sight clearing within the City of Manor limits as surveyed April 2015

Tree #	Species	Scientific Name	Condition	Lat	Long	DBH (cm)	DBH (in)	Height (ft)	Tag #	Notes	Classification	Jurisdiction
10434	American Elm	<i>Ulmus americana</i>	good	30.347891	-97.573099	20.5	8.1	40			Protected	Manor
10355	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348385	-97.572428	21.0	8.3	50	2468	buttressed	Protected	Manor
10400	American Elm	<i>Ulmus americana</i>	good	30.348265	-97.572745	21.0	8.3	60		pictures	Protected	Manor
10412	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348030	-97.572805	21.0	8.3	60			Protected	Manor
10321	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348794	-97.571853	21.5	8.5	40			Protected	Manor
10433	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.347840	-97.573055	21.5	8.5	50			Protected	Manor
10346	Horseapple	<i>Maclura pomifera</i>	poor	30.348463	-97.572305	22.0	8.7	40	2487		Protected	Manor
10399	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348205	-97.572700	22.0	8.7	60			Protected	Manor
10405	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348183	-97.572752	22.0	8.7	60			Protected	Manor
10409	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348096	-97.572788	22.0	8.7	40	2550	buttressed	Protected	Manor
10430	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.347951	-97.573009	22.0	8.7	50	2544		Protected	Manor
10464	Green Ash	<i>Fraxinus pennsylvanica</i>	good	30.347611	-97.573369	22.0	8.7	40	2564		Protected	Manor
10340	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348558	-97.572353	23.0	9.1	60	2510		Protected	Manor
10357	Horseapple	<i>Maclura pomifera</i>	good	30.348376	-97.572513	23.0	9.1	50	2470		Protected	Manor
10413	Chinaberry	<i>Melia azedarach</i>	fair	30.347977	-97.572852	23.0	9.1	50	2540		Protected	Manor
10463	Horseapple	<i>Maclura pomifera</i>	good	30.347709	-97.573345	23.0	9.1	25			Protected	Manor
10325	Horseapple	<i>Maclura pomifera</i>	good	30.348782	-97.572221	24.0	9.4	30			Protected	Manor
10388	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348412	-97.572626	24.0	9.4	60	2475	buttressed	Protected	Manor
10389	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348209	-97.572640	24.5	9.6	60	2509		Protected	Manor
10390	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348227	-97.572610	24.5	9.6	60			Protected	Manor
10320	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348869	-97.572092	25.0	9.8	50	2407		Protected	Manor
10335	Green Ash	<i>Fraxinus pennsylvanica</i>	good	30.348504	-97.572417	25.0	9.8	40	2477	buttressed	Protected	Manor
10336	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348463	-97.572305	25.0	9.8	60	2495		Protected	Manor
10439	Green Ash	<i>Fraxinus pennsylvanica</i>	fair	30.347934	-97.573135	25.0	9.8	45	2559		Protected	Manor
10398	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348244	-97.572740	25.5	10.0	60	2507		Protected	Manor
10411	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348106	-97.572802	25.5	10.0	40	2549	buttressed	Protected	Manor
10442	Green Ash	<i>Fraxinus pennsylvanica</i>	good	30.347793	-97.573115	25.5	10.0	45	2562		Protected	Manor
10467	Green Ash	<i>Fraxinus pennsylvanica</i>	good	30.347563	-97.573354	25.5	10.0	50			Protected	Manor
10318	Horseapple	<i>Maclura pomifera</i>	fair	30.348820	-97.572034	26.0	10.2	15	2408		Protected	Manor
10418	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348204	-97.572939	26.0	10.2	40	2504		Protected	Manor
10386	Green Ash	<i>Fraxinus pennsylvanica</i>	good	30.348377	-97.572639	26.5	10.4	70	2472		Protected	Manor
10338	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348463	-97.572305	27.0	10.6	60			Protected	Manor
10475	Unknown	unknown	dead	30.347636	-97.573268	27.0	10.6	30			Protected	Manor
10432	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.347905	-97.572945	28.0	11.0	40	2542		Protected	Manor
10428	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348007	-97.573005	28.5	11.2	50	2545		Protected	Manor
10436	Chinaberry	<i>Melia azedarach</i>	fair	30.347969	-97.573141	28.5	11.2	40	2557		Protected	Manor
10408	Mesquite	<i>Prosopis glandulosa</i>	fair	30.348115	-97.572708	29.0	11.4	40	2512		Protected	Manor
10416	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348055	-97.572907	29.0	11.4	60	2547		Protected	Manor
10440	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.347892	-97.573179	29.0	11.4	50	2561		Protected	Manor
10415	Sugar Hackberry	<i>Celtis laevigata</i>	good	30.348077	-97.572940	30.0	11.8	60	2548	buttressed	Protected	Manor
10354	Chinaberry	<i>Melia azedarach</i>	fair	30.348420	-97.572478	33.0	13.0	60	2469		Protected	Manor
10451	Green Ash	<i>Fraxinus pennsylvanica</i>	poor	30.347993	-97.572927	35.0	13.8	50	2456		Protected	Manor
10460	Gum Bumelia	<i>Sideroxylon lanuginosum</i>	good	30.347634	-97.573288	35.5	14.0	70	2563		Protected	Manor
10387	Green Ash	<i>Fraxinus pennsylvanica</i>	good	30.348423	-97.572653	36.5	14.4	50	2474		Protected	Manor
10385	Cedar Elm	<i>Ulmus crassifolia</i>	good	30.348310	-97.572630	45.0	17.7	70	2471	two forks	Protected	Manor
10414	Pecan	<i>Carya illinoensis</i>	poor	30.347973	-97.572888	74.0	29.1	75	2541		Protected	Manor
10461	Pecan	<i>Carya illinoensis</i>	fair	30.347598	-97.573185	81.0	31.9	75			Protected	Manor
10462	Pecan	<i>Carya illinoensis</i>	poor	30.347645	-97.573126	109.0	42.9	75	2359		Protected	Manor

# Properties within 300' of Perimeter

Las Entradas Development Corporation	9900 US Highway 290	Manor	Texas	78653-9720
Roman Catholic Diocese of Austin, Texas	PO Box 13327	Austin	Texas	78711-3327
9 Sunny Partners, LP	2207 Lake Austin Blvd	Austin	Texas	78703-4547
Manor Downs	PO Box 141309	Austin	Texas	78714-1309
Glenda Perryman	2 Blalock Woods St.	Houston	Texas	77024
Butler Family Partnership, Ltd.	PO Box 9190	Austin	Texas	78766-9190
E290/Parmer, Ltd. - Endeavor Real Estate Group	500 W. 5th Street, Ste. 700	Austin	Texas	78701
Spirit of Texas Retail Partners, Ltd - Endeavor	500 W. 5th Street, Ste. 700	Austin	Texas	78701

## Travis CAD - Map of Property ID 236748 for Year 2015



### Property Details

#### Account

Property ID: 236748

Geo ID: 0234500108

Type: Real

Legal Description: ABS 546 SUR 40 MANOR J ACR 216.9114 (1-D-1)

#### Location

Situs Address: E PARMER LN TX 78753

Neighborhood: #290E

Mapsc: 529P

Jurisdictions: 03, 0A, 2J, 34, 05, 68, 72

#### Owner

Owner Name: BUTLER FAMILY PARTNERSHIP LTD

Mailing Address: , PO BOX 9190, , AUSTIN, TX 78766-9190

#### Property

Appraised Value: \$8,591.00

<http://propaccess.traviscad.org/Map/View/236748/2015>

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## ATTACHMENT 2

### 10 FOOT WIDE/0.42 ACRE PERMANENT KOCH PIPELINE EASEMENT

A 0.42 ACRE TRACT OF LAND OUT OF THE JAMES MANOR SURVEY NO.40, TRAVIS COUNTY, TEXAS; BEING OUT OF A 232.03 ACRE TRACT DESCRIBED AS THE "FIRST TRACT" IN A DEED TO ROY A. BUTLER RECORDED IN VOLUME 4282, PAGE 1082 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS, SAID 232.03 ACRES BEING A PART OF THAT TRACT OF LAND DESCRIBED AS 275.66 ACRES (TRACT 3) IN A DEED TO THE BUTLER FAMILY PARTNERSHIP, LTD. RECORDED IN VOLUME 12271, PAGE 872 OF THE DEED RECORDS OF TRAVIS COUNTY, TEXAS AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**COMMENCING** at a found  $\frac{1}{2}$ " iron rod with cap stamped "SAM" on the northwesterly right-of-way line of U.S. Highway 290, and being the southeast corner of the said Roy A. Butler Tract after the land acquisition by the Texas Department of Transportation recorded in Document 2012172701 of the Official Public Records, Travis County, Texas;

**THENCE** South  $74^{\circ}02'39''$  West, with said northwesterly right-of-way line and same being the south line of a City of Austin (COA) wastewater line easement as recorded in Document 2011135718 of the Official Public Records of Travis County, Texas, a distance of 729.37 feet to a calculated point for the **POINT OF BEGINNING** of the herein described tract;

**THENCE** South  $74^{\circ}02'39''$  West, continuing with said right-of-way line of U.S. Highway 290, a distance of 13.79 feet to a calculated point for a corner of the herein described tract and the beginning of a curve to the right having a radius of 3005.00 feet and a chord bearing and distance of North  $42^{\circ}38'04''$  East 1573.32 feet;

**THENCE** with said curve to the right an arc distance of 1591.87 feet to a calculated point;

**THENCE** North  $57^{\circ}48'37''$  East a distance of 233.24 feet to a calculated point on the western line of an existing 10 foot wide Koch Petroleum Pipeline Easement as recorded in Volume 11053, pages 1039 through 1045 of the Deed Records of Travis County, Texas;

**THENCE** South  $27^{\circ}27'17''$  West, with the western line of said 10 foot wide Koch Petroleum Pipeline Easement, said western line being 10 foot perpendicular distance from and parallel with the eastern property line of said Roy A. Butler First Tract, a distance of 19.79 feet to a calculated point for a corner of the herein described tract

**THENCE** South  $57^{\circ}48'37''$  West a distance of 216.16 feet to a calculated point for a corner of the herein described tract and the beginning of a curve to the left having a radius of 2995.00 feet and a chord bearing and distance of South  $42^{\circ}43'31''$  West 1558.94 feet;

**THENCE** along said curve to the left an arc distance of 1577.17' to the **POINT OF BEGINNING** and containing 18,092 square feet or 0.42 acre of land.

NOTE: ALL BEARINGS ARE GRID BEARINGS BASED ON THE TEXAS COORDINATE SYSTEM FOR THE LAMBERT CENTRAL ZONE NAD 1983.

Stacey King Mora  
Stacey King Mora, RPLS  
Registered Professional Land Surveyor  
Texas Registration No. 6166  
NalSmith Engineering, Inc.  
TBPE F#355 TBPLS#100395-00



Date July 21, 2015

S:\8454-114 HWY 290-AUSTIN\PDF EXHIBITS\7-21-15\METES AND BOUNDS\BUTLER FIRST TRACT 10 FOOT PERM ESMT 7-16-15.docx  
1 OF 1

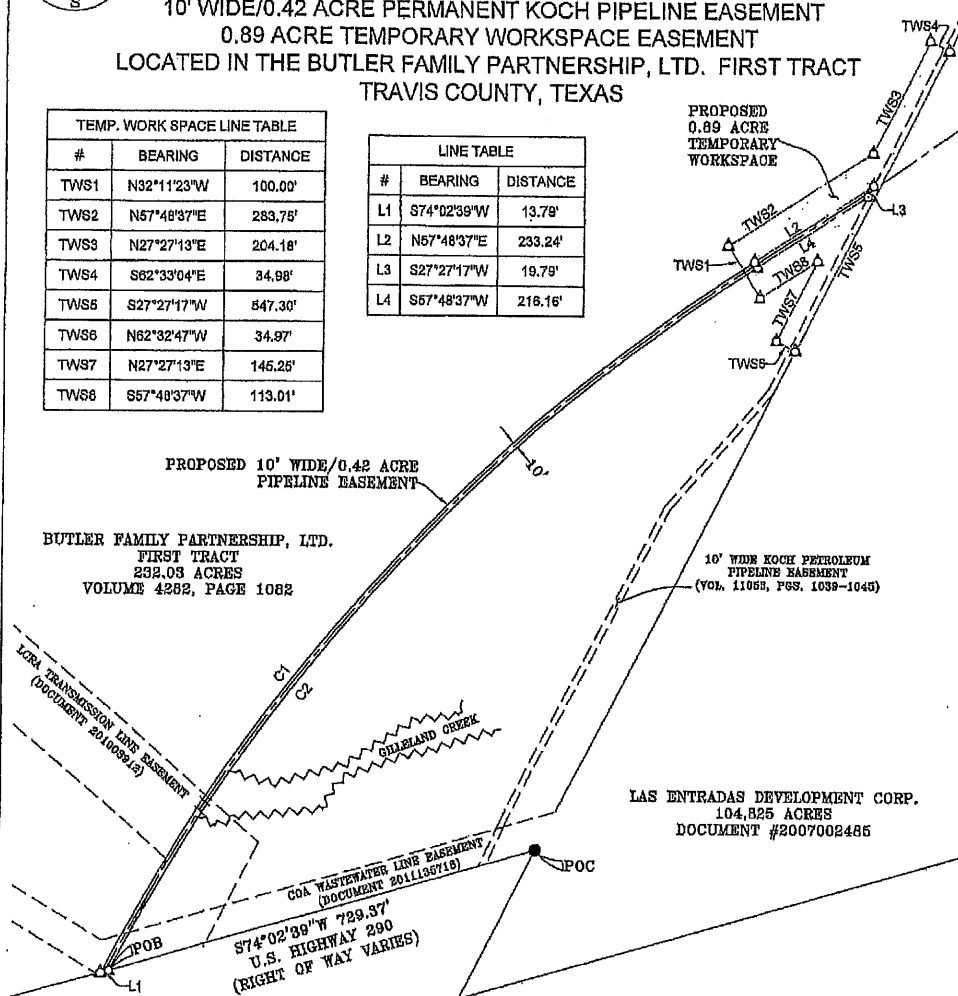


### ATTACHMENT 3

10' WIDE/0.42 ACRE PERMANENT KOCH PIPELINE EASEMENT  
0.89 ACRE TEMPORARY WORKSPACE EASEMENT  
LOCATED IN THE BUTLER FAMILY PARTNERSHIP, LTD. FIRST TRACT  
TRAVIS COUNTY, TEXAS

TEMP. WORK SPACE LINE TABLE		
#	BEARING	DISTANCE
TWS1	N32°11'23"W	100.00'
TWS2	N57°48'37"E	283.75'
TWS3	N27°27'13"E	204.18'
TWS4	S62°33'04"E	34.98'
TWS5	S27°27'17"W	547.30'
TWS6	N62°32'47"W	34.97'
TWS7	N27°27'13"E	145.25'
TWS8	S57°48'37"W	113.01'

LINE TABLE		
#	BEARING	DISTANCE
L1	S74°02'39"W	13.78'
L2	N67°48'37"E	233.24'
L3	S27°27'17"W	19.79'
L4	S57°48'37"W	216.16'



CURVE TABLE				
#	LENGTH	RADIUS	CHORD DIR.	CHORD LENGTH
C1	1591.87'	3005.00'	N42° 38' 04"E	1573.32'
C2	1577.09'	2995.00'	S42° 43' 31"W	1558.94'

NOTE: BEARINGS ARE BASED ON GPS  
OBSERVATIONS - TEXAS STATE PLANE,  
CENTRAL ZONE, NAD83 US FOOT.

METES AND BOUNDS DESCRIPTION TO  
ACCOMPANY THIS EXHIBIT.

OWNERSHIP:  
BUTLER FAMILY PARTNERSHIP, LTD.  
VOLUME 4282, PAGE 1082  
TOTAL ACREAGE = 1.31 OR 209.60 SQUARE RODS  
PERMANENT PIPELINE EASEMENT = 0.42 ACRE  
TEMPORARY WORK SPACE EASEMENT = 0.89 ACRE

LEGEND:	
●	1/2" IRON ROD WITH CAP FOUND "SAM"
POB	POINT OF BEGINNING
POC	POINT OF COMMENCEMENT
△	CALCULATED POINT
COA	CITY OF AUSTIN
LCRA	LOWER COLORADO RIVER AUTHORITY

Stacey King MORA  
Stacey King MORA, RPLS  
Registered Professional Land Surveyor  
Texas Registration No. 6166

Date: July 21, 2015



REVISIONS		DESCRIPTION	Koch		NEI JOB #	5464-114
			Koch Pipeline Company, L.P.		TRACT #	XXX
			AUSTIN TO WACO LINE SEGMENT		DATE DRAWN:	7/16/2015
			PROPOSED REROUTE AT US 290		DATE SURVEYED:	4/8/2015
			BUTLER FAMILY PARTNERSHIP, LTD.		DRAWN BY:	BWB
			TRAVIS COUNTY, TEXAS		SURVEYED BY:	BR/MS
					CHECKED BY:	SKM
					SCALE:	1" = 200'
					SHEET:	1 OF 1
1	7/21/15	UPDATED ALIGNMENT				
NO.	DATE	BY				



**FILED AND RECORDED**  
**OFFICIAL PUBLIC RECORDS**

*Dana Debeauvoir*

DANA DEBEAUVOIR, COUNTY CLERK  
TRAVIS COUNTY, TEXAS

September 08 2015 02:30 PM

FEE: \$ 82.00 2015143855

Las Entradas Development Corporation  
9900 US Highway 290  
Manor, TX 78653-9720

Roman Catholic Diocese of Austin, Texas  
PO Box 13327  
Austin, TX 78711-3327

9 Sunny Partners, LP  
2207 Lake Austin Blvd  
Austin, TX 78703-4547

Las Entradas Development Corporation  
9900 US Highway 290  
Manor, TX 78653-9720

Roman Catholic Diocese of Austin, Texas  
PO Box 13327  
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9 Sunny Partners, LP  
2207 Lake Austin Blvd  
Austin, TX 78703-4547

Manor Downs  
PO Box 141309  
Austin, TX 78714-1309

Glenda Perryman  
2 Blalock Woods St.  
Houston, TX 77024

Butler Family Partnership, Ltd.  
PO Box 9190  
Austin, TX 78766-9190

Manor Downs  
PO Box 141309  
Austin, TX 78714-1309

Glenda Perryman  
2 Blalock Woods St.  
Houston, TX 77024

Butler Family Partnership, Ltd.  
PO Box 9190  
Austin, TX 78766-9190

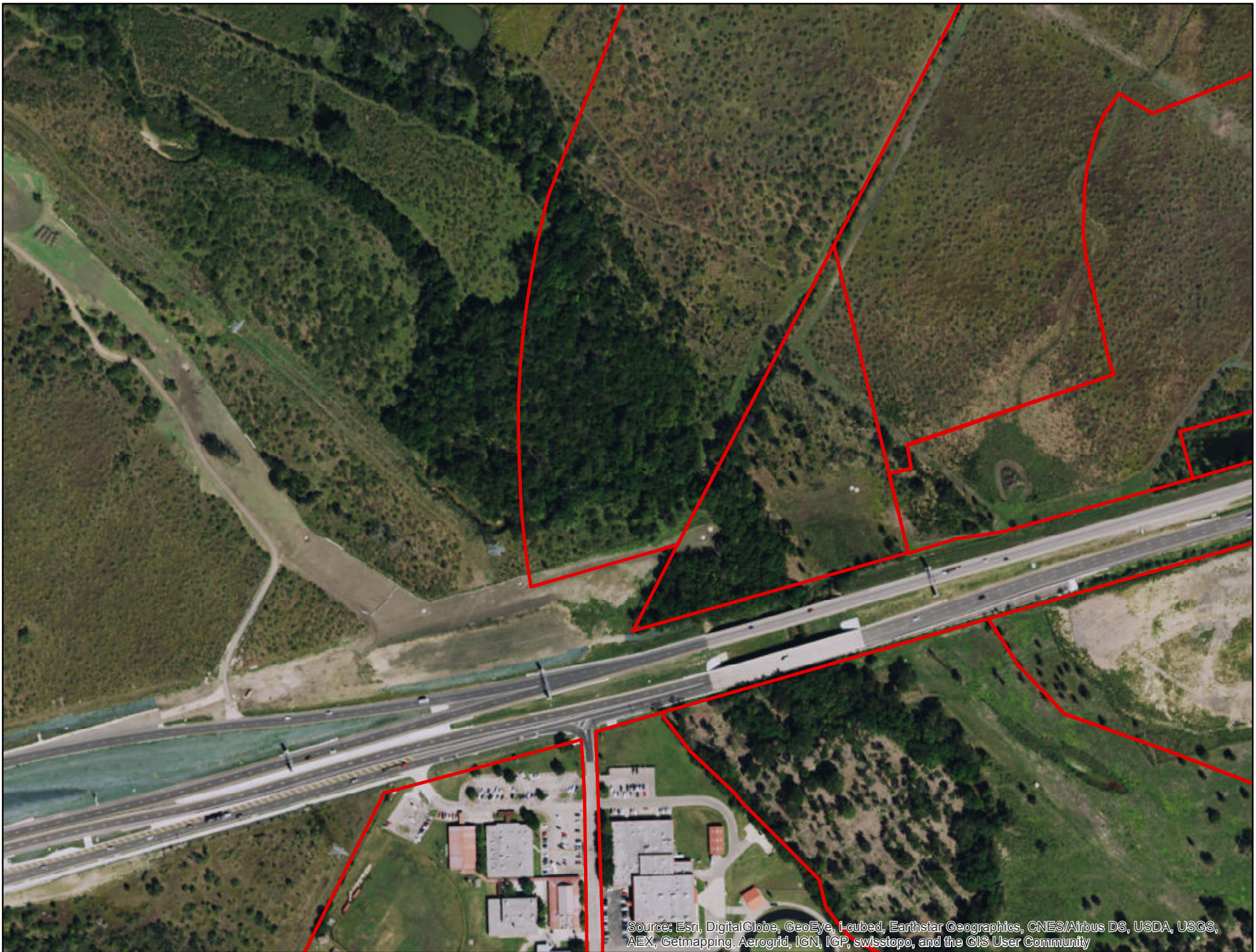
E290/Parmer, Ltd. - Endeavor Real Estate Group  
500 W. 5th Street, Ste. 700  
Austin, TX 78701

Spirit of Texas Retail Partners, Ltd - Endeavor  
500 W. 5th Street, Ste. 700  
Austin, TX 78701

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500 W. 5th Street, Ste. 700  
Austin, TX 78701

Spirit of Texas Retail Partners, Ltd - Endeavor  
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Austin, TX 78701





Source: Esri, DigitalGlobe, GeoEye, I-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



December 22, 2015

Dear City Council,

I write to you to express my interest in being a member of the Planning and Zoning Commission.

As an enthusiastic member of our community, I would like to volunteer my time, skills and talents to assist in planning the future of our changing town. I am a mother of young children and when I think of Manor I think of the future. I think of the milestones children typically encounter and wonder where our community will be along side them. I have enjoyed living in Manor and seeing its landscape change everyday through the many and busy construction sites of buildings and housing developments. With my enthusiasm, I recently recruited my parents to join us in Manor and my father is now a science teacher at Manor High School.

What has piqued my interest in seeking appointment to the Planning and Zoning Commission is my recent involvement in City Works Academy, hosted by the city of Austin. I attended courses that gave a first hand look at what kind of programs and resources Austin has and will be developing to handle the bright and bustling future of our area in accordance the the rich history of our capital city. I was enthralled and excited to see all the departments and how well the City of Austin is handling the opportunities they have and want to be involved in the change and shaping of our community in Manor.

With my unique experience I will enrich the Commissions perspective and enthusiasm for our home. It would be such and incredible gift to be able to learn from the leadership of Manor and watch history being made from the front row as a member of the commission.

I respectfully request your support in being appointed. Thanks for your consideration.

Sincerely,

Lian M. Stutsman

# Lian Stutsman

13316 Clara Martin Rd

Manor, TX 78653

714.388.4292

lianstutsman@me.com

## EXPERIENCE

### **Apple Inc., Newport Beach, CA | January 2010- September 2012 Mac Specialist**

Mentor, Training Facilitator, Visual Merchandising Coordinator, Visual Merchandising Mentor, assisted with new store opening's maintaining and checking for Apple brand compliance.

### **Apple Inc., Newport Beach, CA | September 2009 - December 2011 Concierge**

Efficiently represented the Apple brand by providing assistance with limited time and interaction, mastered world class costumer service, organized appointments, quickly identified/assessed technical issues to access appropriate solutions.

### **Forest Home Ojai Valley, Oak View, CA | Jun 2009 - Sep 2009 Activities Coordinator**

Program Developer, lead daily staff development, facilitated large group discussion, Recreation Coordinator and Camp Emcee.

### **Hume Lake Christian Camps, Hume, CA | May 2008 - Aug 2008 Jr. High Camp Coordinator**

Camp Emcee, activities Program Leader , Director's Assistant, managed staff schedules, "2nd in command"

### **Biola University, La Mirada, CA | Aug 2007 - Aug 2008 Student Retention Desk Clerk**

Scheduled Appointments, Assistant to Academic Advisor, prepared and preformed copying/printing and faxing

### **Biola University, La Mirada, CA | Aug 2007 - May 2008 Resident Assistant**

Enforced Community Agreements, Identified community problems, issues and opportunities in particular dorms that could be mitigated through better community planning. Developed resident involvement events. Maintained administrative duties for Resident Director.

### **Hume Lake Christian Camps, Hume, CA | May 2006 - Aug 2006 Lifeguard**

Camp Emcee, conducted pool maintenance and management, High Ropes Adventure Course Lead and Mentor

## EDUCATION

BIOLA University, La Mirada, CA — Communication Studies, 2009

City Works Academy, Austin, TX- 2015

## SKILLS

Technically Savvy, Excellent Communicator, Empathetic, Learns on the Fly, Independent, Team Player, Ethical

Raul C. Hernandez  
16613 Hamilton Point Circle  
Manor, Texas 78653  
512-983-3478  
raulhernandez001@gmail.com

January 13, 2016

Manor City Council  
105 E. Eggleston Street  
Manor, Texas 78653

Dear Manor City Council:

I am writing to let you know that I am interested in being considered for the vacant Commissioner position on the Planning & Zoning Commission. After having lived here in Manor for the past thirteen years, I feel I am ready for new challenges, and being involved in the process of growing and expanding our city intrigues me greatly. I have been a building engineer for over twelve years, and have had many opportunities to see how planning and zoning makes a difference in what and where businesses and developments arise, and how they will eventually affect a local.

I am interested in putting my Bachelor's degree in Business Administration, and my Master's degree in Strategic Leadership to work for the City I call home.

I am enclosing my resume as requested and hope to share some of my experiences with you in person. I appreciate your time in considering my interest in joining the Planning & Zoning Commission.

Sincerely,

Raul C. Hernandez

# Raul C. Hernandez

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16613 Hamilton Point Circle, Manor, Texas 78653 | 1-512-983-3478 | raulhernandez001@gmail.com

## Objective

- I seek an organization where my knowledge, skills and abilities can be best utilized in exceeding their goals and expectations, while fully supporting their mission.

## Education

### MASTER OF STRATEGIC LEADERSHIP | 2014 | LETOURNEAU UNIVERSITY

- Major: Strategic Leadership
- Related coursework: The Strategy-Focused Organization, The Art of Leadership, Leadership in a Global Society, Organizational Effectiveness, Analyzing Data and Trends, Strategic Thinking and Planning

### BACHELOR OF BUSINESS ADMINISTRATION | 2011 | LETOURNEAU UNIVERSITY

- Major: Business Administration
- Minor: Management
- Related coursework: Principles of Management, Principles of Marketing, Elementary Statistics, Principles of Financial Accounting, Business Law, Business Ethics, Financial Management

## Skills & Abilities

### MANAGEMENT

- Managed all aspects of construction and space utilization in designated 1.5 million square feet of Community Lifestyle Centers, effectively managed Housekeeping, Engineering, and Security departments for same; including budgeting, staffing, and training.

### COMMUNICATION

- Developed and delivered HazCom training for Engineering, Housekeeping, and Security department employees while at Hines Interests, developed and performed OSHA compliant training while at Simon Property Group, delivered over 30 presentations to a diverse network of students and instructors while at LeTourneau University in the Master "Teach the Teacher" program, presented CMMS option presentation for AAFAME (Austin Association of Facility and Maintenance Engineers) attendees, developed and presented AAFAME College Bowl member game its initial 3 years, developed and delivered "How To Run an Effective Meeting" presentation to AAFAME members.

### LEADERSHIP

- Vice President of the Hamilton Point Homeowners Association, past Director of Engineering for the Austin Association of Facility and Maintenance Engineers.

## Experience

### BUILDING ENGINEER | CBRE | 12-2012 TO CURRENT

Tasked with performing routine preventative maintenance on Air Handling Units with pre-heat and zone heat packages, routine PM's on Roof Top Unit's, unit heaters, duct heaters, exhaust fans, and vent hoods. Additionally tasked with performing in depth preventative maintenance on variable frequency drives, as well as megging of motor windings on AHU's. Tasked with Metasys control of related equipment for PM execution and documentation. Create and complete PM work orders via Corrigo and Tririga CMMS. CPR certified, and completed various RedVector online safety courses including Confined Space, ARC Flash/LOTO, Fire Safety, 2012 NFPA 70E & Electrical Hazard Analysis.

**FACILITIES ENGINEER | MV TRANSPORTATION | 8-2012 TO 12-2012**

PM Rotary vehicle lifts, SmartWash bus wash bays, pressure washers, and associated equipment. Diagnose and repair or replace faucets, water closets, and urinals. Operate fork-lifts and boom lifts in confined spaces. Troubleshoot and repair diesel and unleaded Gasboy systems with proximity sensors. Maintain and repair multiple diesel and unleaded fuel neck equipment. Repair and replace locksets, cut keys, remove and replace interchangeable cores. Perform warehouse inventory and rotate stock materials.

**SECURITY SYSTEMS SPECIALIST | US SECURITY ASSOCIATES, INC. | 5-2012 TO 8-2012**

Monitor C-Cure 9000 Security and Administrative systems for access control to nationwide facilities. Monitor and respond to Manitou alarm system for Fire, Intrusion, Trouble alarms for nationwide facilities. Monitor and provide technical support for Dame Ware and proprietary controlled network systems for clients and client vendors. Additionally provide phone technical support to nationwide network of client vendors for ingress and egress to facilities for product shipping and receiving. Emergency response procedures provide for local authorities in jurisdiction to be contacted from remote location.

**OPERATIONS SUPERVISOR | SIMON PROPERTY GROUP | 2-2011 TO 3-2012**

Tasked with overseeing operations of over 1.5 million square feet of Community Lifestyle Centers which included; managing the housekeeping, landscaping, parking lot, retention/detention pond, grease trap maintenance contracts, responsible for preparing scope of work and RFP issuance in accordance to guidelines, coordinated and managed tenant construction, assisted in reviewing tenant MEP drawings to keep in accordance with local fire/safety and building codes as well as property management requirements, developed rapport with tenants, contractors and employees to increase effectiveness and efficiency of work performed and possible client concern resolution, performed OSHA and corporate training, assisted in training scenarios with Security department, as well as provided support for Security when appropriate, assisted leasing and marketing as requested to achieve corporate goals. Performed extensive data entry, customer service (via phone, e-mail, and walk-in visits), composing and typing memos and business correspondence, vendor and client negotiations, problem solving and conflict resolution. Additionally responsible for delegation and motivation of employees and team members while prioritizing tasks in a high pressure environment.

**BUILDING ENGINEER | HINES INTERESTS | 6-2007 TO 12-2010**

Utilizing Excel spreadsheets to calculate and forecast Utility budget for 2011, modified existing RM&S budget to forecast 2011 budget, assisted in preparing variance reports for Utility and RM&S budgets, responsible for assisting the Engineering Manager with securing quotes for engineering projects, prepared ROI for capital budget items, and assisted in verifying qualifying data for Energy Star rating. Trained newly hired building engineer in all facets of building maintenance and preventative maintenance for building systems. Developed and implemented HazCom training program for Engineering, Security, and Housekeeping departments; including the compiling, organization and cross-referencing of our MSDS book to OSHA standards. Developed site specific excel spreadsheets with active formulas to streamline data collection and computation for tenant bill-backs, and for in-house locksmith shop. Assisted Engineering Manager in the utilization of a proprietary utility management system, as well as developing Cost Analysis spreadsheets for Energy to Cost ratios for variance reporting. Spearheaded LED replacements of existing lighting to realize energy savings. Investigated, proposed and implemented energy saving lighting retrofits in several critical building areas. Developed emergency training for Security department concerning water valves and shut-offs. Assisted Engineering Manager in reviewing and identifying potential conflicts with existing building systems of blueprints and proposed tenant improvements, as well as offer alternatives and remedies. Conducted spot inspections of demolition and construction projects to ensure compliance to code/building standards.

**OPERATING ENGINEER I | CRESCENT REAL ESTATE EQUITIES, LTD. | 1-2002 TO 5-2007**

Perform scheduled PM work on building lighting, plumbing and garage exhaust fans, repair or replace components as needed. Perform master-key recombination. Extensive customer interaction. Assist fellow engineers as needed. Performed minor electrical troubleshooting, replacing light switches, outlets, ballasts and fixtures of varying size. Assisted office group with network troubleshooting, electronic directory troubleshooting and repairs, minor office equipment troubleshooting and repairs. Assisted Security department with camera modifications, placement, design and installations, as well as troubleshooting and repairing software and hardware problems. Assisted Housekeeping with minor cleaning procedures. Assisted and trained garage maintenance technician in exhaust fan maintenance and repairs, as well as ballast and fixture repairs and replacement.

**References**

Available Upon Request





## CITY OF MANOR PERFORMANCE EVALUATION

EMPLOYEE NAME	DEPARTMENT	POSITION
Thomas Bolt	Administration	City Manager
DATE APPOINTED	APPRAISAL PERIOD	APPRAISAL DATE

This evaluation form has six sections, "Council Relationship", "Fiscal Management", "General and Personnel Management", "Community and Intergovernmental Relations", "Job Effectiveness" and "Job Performance." All six, including this cover sheet, should be utilized for evaluation purposes.

**A rating of "Unsatisfactory", "Fair", or "Satisfactory" should include comments by the rating council member. A council member may seek input from the following directors:**

<b>Frances Aguilar, Human Resources Director</b>	<b>512-272-5555</b>
<b>Lydia Collins, Finance Director</b>	<b>512-272-5555</b>
<b>Ryan Phipps, Interim Chief of Police</b>	<b>512-272-8177</b>
<b>Mike Tuley, Public Works Director</b>	<b>512-272-5555</b>

After each council member completes their individual rating, the entire body will discuss to complete one group evaluation that will stand as the official evaluation for the personnel file.

**Distribution Instructions:** Return the original group form to Human Resources and provide a copy to the City Manager.

## CITY OF MANOR PERFORMANCE APPRAISAL

EMPLOYEE NAME	DEPARTMENT	POSITION
		City Manager
DATE APPOINTED	APPRAISAL PERIOD	APPRAISAL DATE

**Marking Instructions:** The rating council member should indicate the City Manager's performance by selecting the rating of each job responsibility.

The following rating scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the employees' performance factors, behavioral traits and supervisory factors.

**PERFORMANCE MEASURES:**

- 5 EXCELLENT - In most instances exceeds established performance standards in a manner far beyond that normally expected; performance of the factor being rated is always conspicuous by its excellence. Appointee deserves special recognition.
- 4 GOOD - Consistently meets and occasionally exceeds established performance standards; performance generally exceeds expected normal requirements; indicates more than satisfactory performance in the factor being rated.
- 3 SATISFACTORY - Normally meets established performance standards; typical or satisfactory performance; performance is of such quality that it would be expected only of a proven, competent professional.
- 2 FAIR - Often falls short of established performance standards; performance meets only the minimum requirements of the factor; marginal performance; appointee just getting by; need for improvement.
- 1 UNSATISFACTORY - Does not meet established performance standards; fails to demonstrate the necessary qualities for minimum performance of the factor; deficiency in aptitude, attitude or ability; performance of the factor seldom satisfactory, indicating that serious efforts must be made for improvement.

Note: Please comment, especially for a rating of '1' or '2'. Specific instances should be noted.

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
A. City Council Relationships		5 - 1	COMMENTS
1. Does the City Manager effectively execute council policies and instructions?			
2. Does the City Manager keep you informed, in a timely manner, of the things you want to know about?			
3. Does the City Manager report key plans and activities to the City Council?			
4. Do reports provide adequate information and analysis to help you make sound decisions?			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
B. Fiscal Management		5 - 1	COMMENTS
1. Is the City Manager effective in developing and presenting the budget to meet organizational needs, within limits of available funds and guidelines established by the City Council?			
2. Is the City Manager effective in controlling costs through economical utilization of human resources, materials and equipment?			
3. Does the City Manager provide you with sufficient information on the financial status of the City?			
4. Does the City Manager consider the City's bond ratings when implementing fiscal policies?			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
C. General and Personnel Management		5 - 1	COMMENTS
1. Does the City Manager develop and motivate personnel so that they are increasingly effective in performing their duties?			
2. Is the City Manager effective at assuring that staff makes a positive impression on citizens?			
3. Is the City Manager successful in guiding people to work together as a team toward common objectives?			
4. Does the City Manager encourage staff to make decisions within their own jurisdiction without city manager approval, yet maintains general control of administrative operations?			
5. Does the City Manager seek to enrich the organizational culture through diversity?			
6. Does the City Manager assure that current programs are meeting objectives and does the City Manager seek new programs or services to meet changing needs?			
7. Does the City Manager plan and organize effective maintenance of city-owned facilities, systems, buildings and equipment?			
8. Does the City Manager maintain knowledge of new technologies, systems or methods relative to city services?			
9. Does the City Manager actively participate in municipal and professional organizations?			

JOB RESPONSIBILITIES		PERFORMANCE LEVEL
D. Community and Intergovernmental Relations	5 - 1	COMMENTS
1. Does the City Manager have appropriate visibility or identity in the community through active involvement in order to understand the needs and priorities of the citizens?		
2. Does the City Manager provide a variety of communications to effectively inform and educate the community and represent City Council goals and objectives accurately and effectively?		
3. Is the City Manager effective in responding quickly to handle disputes, complaints and customer requests?		
4. Is the City Manager skillful with the news media and in avoiding political positions and partnerships?		
5. Is the City Manager effective at representing the City's interests in dealing with other agencies?		

JOB RESPONSIBILITIES		PERFORMANCE LEVEL	
E. JOB EFFECTIVENESS	5 - 1	COMMENTS	
1. Does the City Manager follow up promptly on City Council requests for information or action?			
2. Does the City Manager have adequate knowledge of municipal affairs?			
3. Does the City Manager exercise good judgment?			
4. Does the City Manager plan ahead, anticipate needs and recognize potential problems, offering workable alternatives when policy/ordinance proves impractical in actual administration?			
5. Does the City Manager have a good sense of timing in bringing issues to the council for action?			
6. Does the City Manager follow through and complete projects in a timely manner?			
7. Does the City Manager display good time management and organizational skills, and does the City Manager use good judgment in establishing priorities and procedures?			
8. Does the City Manager take initiative in finding new ways of accomplishing tasks and does the City Manager solve problems effectively and creatively?			
9. Does the City Manager develop and carry out short and long-term goals and action plans?			



JOB RESPONSIBILITIES		PERFORMANCE LEVEL
F. JOB PERFORMANCE	5 - 1	COMMENTS
1. Is the City Manager able to analyze problems or issues and identify causes, reasons and implications?		
2. Does the City Manager create an atmosphere in which employees can enjoy working for the City?		
3. Is the City Manager honest and ethical?		
4. Is the City Manager easy to talk to?		
5. Is the City Manager a good listener?		
6. Does the City Manager show sensitivity to the concerns of others?		
7. Does the City Manager anticipate problems and develop effective approaches for solving them?		

# CITY OF MANOR PERFORMANCE APPRAISAL

EMPLOYEE NAME	DEPARTMENT	POSITION
		City Manager
DATE APPOINTED	APPRAISAL PERIOD	APPRAISAL DATE

## OVERALL RATING

**5      4      3      2      1**

**GENERAL COMMENTS BY RATER:**

[illegible]

**CITY MANAGER COMMENTS:**

[illegible]

Rater's Signature \_\_\_\_\_

Date

City Manager's Signature

Date \_\_\_\_\_