



MANOR CITY COUNCIL
REGULAR MEETING
AGENDA
105 E. EGGLESTON STREET
MANOR, TEXAS 78653
FEBRUARY 1, 2017 · 7:00 P.M.

CALL TO ORDER AND ANNOUNCE QUORUM PRESENT

PLEDGE OF ALLEGIANCE

PRESENTATIONS

PUBLIC COMMENTS

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

PUBLIC HEARING

1. Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

REGULAR AGENDA

2. Consideration, discussion, and possible action on the creation of the EntradaGlen Public Improvement District.
3. Consideration, discussion, and possible action on engaging a company to conduct a feasibility and market study for the EntradaGlen Public Improvement District.
4. Consideration, discussion, and possible action to appoint three Council Members to serve on the City and Manor School District Partnership Coalition Committee.
5. Consideration, discussion, and possible action on a resolution commencing the annexation of 10.00 acres of land, more or less; being located in Travis County, Texas and adjacent and contiguous to the City limits; and providing for open meetings and other related matters.
6. Discussion and possible action after a presentation by Public Sector Personnel Consultants on the Salary/Compensation Study scope, process, timelines and related topics.

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, Place 1.

Section 551.074 Personnel Matter – Discuss possible changes to the City of Manor Staff Organizational Chart

Section 551.074 Personal Matter – Discuss City Manager annual review.

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:

7. The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission, Place 1.
8. Discussion and possible action to approve changes to the City of Manor Staff Organizational Chart.
9. Discuss and possible action regarding the City Manager annual evaluation.
10. Consideration, discussion and possible action on the resolution authorizing the Manor Police Department to submit an application for the Justice Assistance Grant (JAG) Program through the Office of the Governor, Criminal Justice Division for funding the purchase of an equipped crime scene van.
11. Consideration, discussion and possible action on the resolution authorizing the Manor Police Department to submit an application for the General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project.

ADJOURNMENT

In addition to any executive session already listed above, the City Council for the City of Manor reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code for the following purposes:

§551.071 Consultation with Attorney

§551.072 Deliberations regarding Real Property

§551.073 Deliberations regarding Gifts and Donations

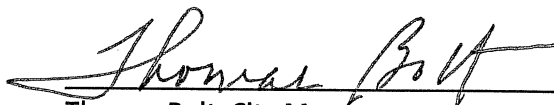
§551.074 Personnel Matters

§551.076 Deliberations regarding Security Devices

§551.087 Deliberations regarding Economic Development Negotiations

POSTING CERTIFICATION

I, hereby, certify that this notice of the Manor City Council Meeting was posted on this 27th day of January, 2017 at 5:00 P.M., as required by law in accordance with Section 551.043 of the Texas Government Code.


Thomas Bolt, City Manager

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS:

The City of Manor is committed to compliance with the Americans with Disabilities Act. Manor City Hall and the council chambers are wheelchair accessible and special marked parking is available. Persons with disabilities who plan to attend this meeting and who may need assistance are requested to contact Frances Aguilar, City Secretary at 512-272-5555. Provide a 48-hour notice when feasible.

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

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



AGENDA ITEM NO. ¹_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

AGENDA ITEM DESCRIPTION:

Conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

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



AGENDA ITEM NO. ²_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Tom Bolt

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the creation of the EntradaGlen Public Improvement District.

BACKGROUND/SUMMARY:

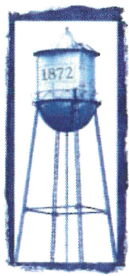
PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct a public hearing regarding the creation of a Public Improvement District – EntradaGlen.

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



CITY OF
MANOR
EST. ★ 1872
TEXAS

AGENDA ITEM NO. 3

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on engaging a company to conduct a feasibility and market study for the EntradaGlen Public Improvement District.

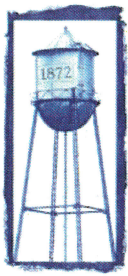
BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

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



CITY OF
MANOR
EST.  1872
TEXAS

AGENDA ITEM NO. ⁴_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Frances Aguilar

DEPARTMENT: City Secretary's Office

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to appoint three Council Members to serve on the City and District Partnership Coalition Committee.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City's staff recommendation that City Council appoint three Council Members to serve on the City and District Partnership Coalition Committee.

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



AGENDA ITEM NO. 5

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a resolution commencing the annexation of 10.00 acres of land, more or less; being located in Travis County, Texas and adjacent and contiguous to the City limits; and providing for open meetings and other related matters.

BACKGROUND/SUMMARY:

The applicant had initially pursued annexing all 10 acres and constructing a service station at the front of the property on Old Hwy 20 and using the remainder of the property for a future use. Under proposed C-1 or NB zoning, the future use of the back portion of the property would be limited to only what is permitted under those categories and the applicant's proposals called for a higher commercial zoning category. They pulled their annexation of all 10 acres and are re-filing for only the portion with the service station, 1.68 acres so it can have city sewer service. This voluntary annexation is being paired with an involuntary annexation by the City of the remainder of the 10 acres (8.32 more or less) so we can put in place appropriate zoning on the remainder of the tract and ensure consistent land uses for a property surrounded by single-family residential.

PRESENTATION: ☐ YES ☒ NO

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

Resolution

Metes and Bounds, Survey - Exhibit A

Draft Municipal Service Plan - Exhibit B

Survey showing Area 1 and Area 2

Map showing 10 acres and proximity

STAFF RECOMMENDATION:

It is City staff's recommendation, that the resolution commencing the annexation of 10.00 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the City limits, and providing for open meetings and other related matters be accepted.

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

RESOLUTION NO. 2017-01

A RESOLUTION OF THE CITY OF MANOR, TEXAS, COMMENCING THE ANNEXATION OF 10.00 ACRES OF LAND, MORE OR LESS, BEING LOCATED IN TRAVIS COUNTY, TEXAS AND ADJACENT AND CONTIGUOUS TO THE CITY LIMITS; AND PROVIDING OPEN MEETINGS AND OTHER RELATED MATTERS

WHEREAS, the City of Manor, Texas (herein the "City") is a Texas home-rule city authorized to annex the properties more particularly described herein (the "subject properties") that are contiguous and adjacent to the corporate limits of the City;

WHEREAS, the Subject Properties are contiguous and adjacent to the corporate limits of the City and are within the extraterritorial jurisdiction of the City;

WHEREAS, the City, pursuant to *Chapter 43.021, Tex. Loc. Gov't. Code* and the request of the property owner, is authorized to annex the Subject Properties; and,

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

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

SECTION TWO: The annexation of all portions of the following described subject properties, and being described in Exhibit "A", are hereby commenced:

Area 1: Being 1.68 acres of land out of the Greenbury Gates Survey No. 63, Abstract No. 315 and the Calvin Barker Survey No. 38, Abstract No. 58, both located in Travis County, Texas, and being a portion of that certain Silvino Suarez and Santiago Suarez 10.001-acre tract recorded in document number 2006212794, Official Public Records, said County.

Area 2: Remainder of 10.00 acres of land out of the Greenbury Gates Survey No. 63, Abstract No. 315 and the Calvin Barker Survey No. 38, Abstract No. 58, both located in Travis County, Texas and recorded in document number 2006212794, Official Public Records, said County.

Two public hearings are set for the dates of March 8, 2017 and March 15, 2017. Notice of such hearings shall be published in accordance with Chapter 43, Texas Local Government Code, and the hearings shall be open to the public to accept public comment on the annexation request. Notice of the proposed annexation shall be mailed to service providers and property owners within 300 feet of the subject properties. The draft service plan proposed to be applicable for the subject properties is attached as Exhibit "B".

SECTION THREE: Should any section or part of this Resolution be held unconstitutional, illegal, or invalid, or the application to any person or circumstance thereof ineffective or inapplicable, such unconstitutionality, illegality, invalidity, or ineffectiveness of such section or part shall in no way affect, impair or invalidate the remaining portion or portions thereof; but as to such remaining portion or portions, the same shall be and remain in full force and effect and to this end the provisions of this Resolution are declared severable.

SECTION FOUR: It is hereby official found and determined that the meeting at which this Resolution is passed was open to the public as required and that the public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapter 551, Tex. Gov't. Code.*

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE 1st DAY OF FEBURARY, 2017.

THE CITY OF MANOR, TEXAS

Rita G. Jonse,
Mayor

ATTEST:

Frances Aguilar, TRMC, CMC
City Secretary

EXHIBIT "A"
LEGAL DESCRIPTION

BEING 1.68 ACRES OF LAND, OUT OF THE GREENBURY GATES SURVEY NUMBER 63, ABSTRACT NUMBER 315, AND THE CALVIN BARKER SURVEY NUMBER 38, ABSTRACT NUMBER 58, BOTH OF TRAVIS COUNTY, TEXAS, SAME BEING A PORTION OF THAT CERTAIN SILVINO SUAREZ ABD SANTIAGO SUAREZ 10.001 ACRE TRACT RECORDED IN DOCUMENT NUMBER 2006212794, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, SAID 1.68 ACRES OF LAND TO BE MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at an iron rod found in the northerly right-of-way line of Old Highway 20, at the southwest corner of Bell Farms Phase Three, a subdivision recorded in Document Number 201400093, Official Public Records, said county, same being the southeast corner of said 10.001 acre tract, for the southeast corner hereof;


THENCE North 70 degrees 30 minutes 01 seconds West, along said right-of-way line and the southerly line of said 10.001 acre tract, 255.68 feet to a calculated point in said line, for the southwest corner hereof, from which an iron rod set at the southwest corner of said 10.001 acre tract bears, North 70 degrees 30 minutes 01 seconds West, 162.32 feet;

THENCE North 19 degrees 35 minutes 42 seconds East, through said 10.001 acre tract, 263.50 feet to a calculated point, for the northwest corner hereof;

THENCE South 70 degrees 30 minutes 01 seconds East, continuing through said 10.001 acre tract, 299.62 feet to a calculated point in the westerly line of said subdivision, same being in the easterly line of said 10.001 acre tract, for the northeast corner hereof, from which an iron rod found at the northeast corner of said 10.001 acre tract bears, North 29 degrees 03 minutes 40 seconds East, 754.51 feet;

THENCE South 29 degrees 03 minutes 40 seconds West, along the westerly line of said subdivision and the easterly line of said 10.001 acre tract, 267.21 feet to the POINT OF BEGINNING.

THIS LEGAL DESCRIPTION IS TO BE USED IN CONJUNCTION WITH THE ATTACHED SURVEY PLAT (BY SEPARATE INSTRUMENT), ONLY.



EDWARD RUMSEY
TX R.P.L.S. No. 5729
Job No. A1200116 - A0306316

12/02/2016
Date



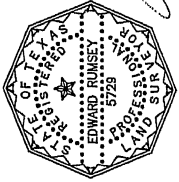


EXHIBIT "B"

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

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

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

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

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

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

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

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

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

A. Police protection as follows:

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

B. Fire protection and Emergency Medical Services as follows:

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

C. Solid waste collection services as follows:

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

D. Animal control as follows:

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

E. Maintenance of parks and playgrounds within the City.

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

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

H. Land use regulation as follows:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

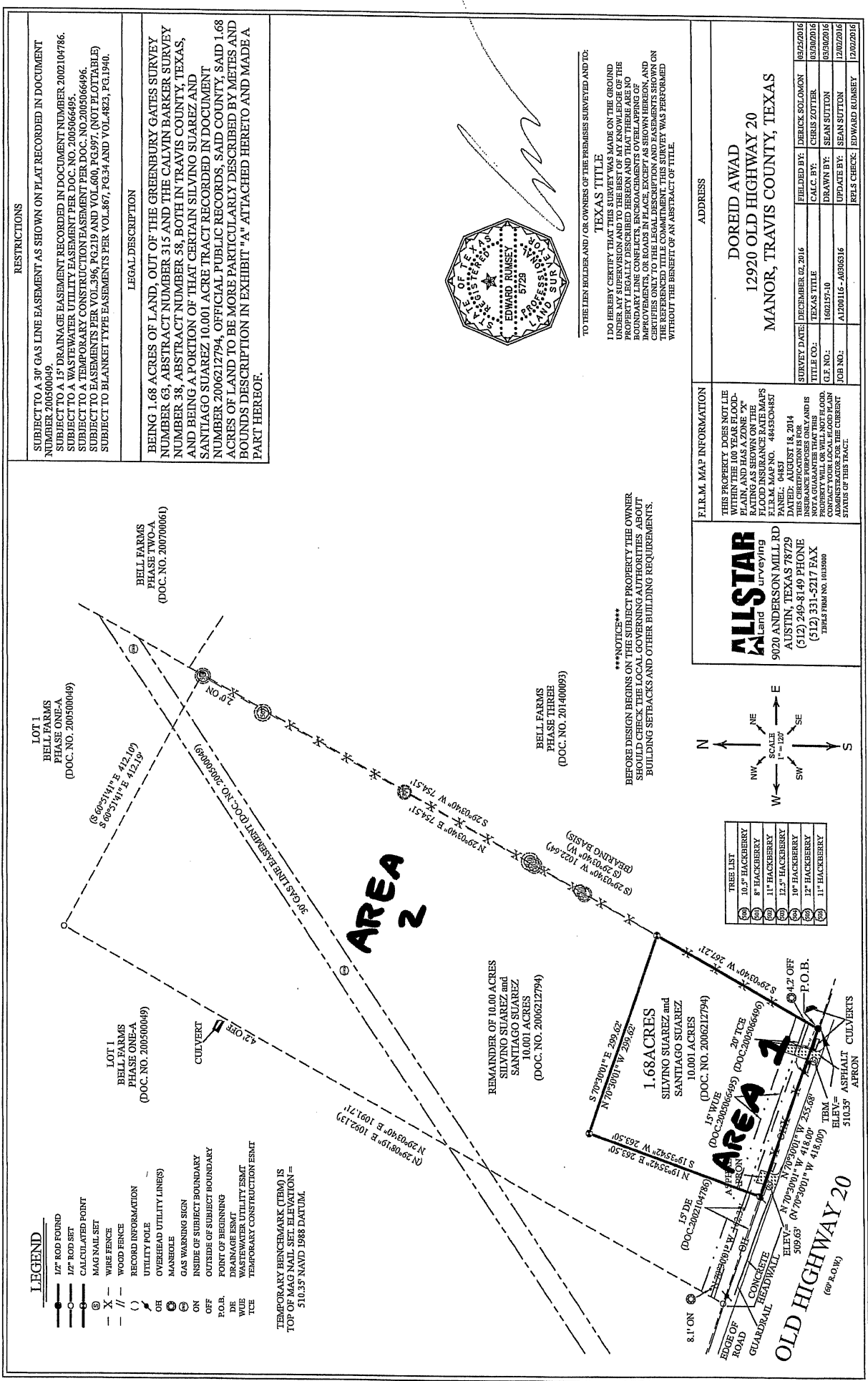
(D) Installation and maintenance of street lighting in accordance with established policies of the City;

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

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

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

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

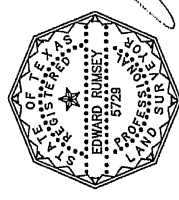


RESTRICTIONS

SUBJECT TO A 30' GAS LINE EASEMENT AS SHOWN ON PLAT RECORDED IN DOCUMENT NUMBER 200500049
SUBJECT TO A 15' DRAINAGE EASEMENT RECORDED IN DOCUMENT NUMBER 2002104786.
SUBJECT TO A WASTEWATER UTILITY EASEMENT PER DOC. NO. 200506408
SUBJECT TO A TEMPORARY CONSTRUCTION EASEMENT PER DOC. NO. 2005066496
SUBJECT TO EASEMENTS PER VOL. 306, PG. 219 AND VOL. 600, PG. 997, (NOT PLATTED FILE)
SUBJECT TO BLANKET TYPE EASEMENTS PER VOL. 367, PG. 34 AND VOL. 423, PG. 1940.

LEGAL DESCRIPTION

BEING 1.68 ACRES OF LAND, OUT OF THE GREENBURY GATES SURVEY NUMBER 63, ABSTRACT NUMBER 315 AND THE CALVIN BARKER SURVEY NUMBER 38, ABSTRACT NUMBER 58, BOTH IN TRAVIS COUNTY, TEXAS, AND BEING A PORTION OF THAT CERTAIN SILVINO SUAREZ AND SANTIAGO SUAREZ 10.001 ACRE TRACT RECORDED IN DOCUMENT NUMBER 2006212794, OFFICIAL PUBLIC RECORDS, SAID COUNTY, SAID 1.68 ACRES OF LAND TO BE MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS DESCRIPTION IN EXHIBIT "A" ATTACHED HERETO AND MADE A PART HEREOF.



TO THE LEND HOLDER AND / OR OWNERS OF THE PREMISES SURVEYED AND TO:
TEXAS TITLE
I DO HEREBY CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUND UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE OF THE RECORDS AND FIELD SURVEYING, THAT THERE ARE NO ENCUMBRANCES, NO BOUNDARY LINE CONFLICTS, ENCUMBRANCES OR EASEMENTS OF IMPROVEMENTS, OR ROADS IN PLACE, EXCEPT AS SHOWN HEREON, AND CURTIFIES ONLY TO THE LEGAL DESCRIPTION AND EASEMENTS SHOWN ON THE REFERENCED TITLE COMMITMENT. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE.

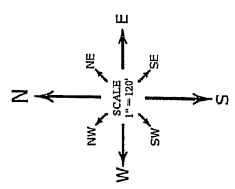
ADDRESS

DOREID AWAD
12920 OLD HIGHWAY 20
MANOR, TRAVIS COUNTY, TEXAS

F.L.R.M. MAP INFORMATION

THIS PROPERTY DOES NOT LIE WITHIN THE 100 YEAR FLOOD PLAIN, AND HAS A ZONE "X" FLOOD INSURANCE RATE MAPS F.L.R.M. MAP NO. 4843104H51 PANEL: 0453
DATED: AUGUST 18, 2014
INSURANCE PURPOSES ONLY AND IS NOT A GUARANTEE THAT THIS PROPERTY WILL OR WILL NOT FLOOD. CONTACT YOUR LOCAL FLOOD INSURANCE ADMINISTRATOR FOR THE CURRENT STATUS OF THIS TRACT.

ALLSTAR
Land Surveying
9020 ANDERSON MILL RD
AUSTIN, TEXAS 78729
(512) 249-8149 PHONE
(512) 331-5217 FAX
TDS#S FIRM NO. 1015800



TREE LIST	
60	10.5" HACKBERRY
60	8" HACKBERRY
60	11" HACKBERRY
60	12.5" HACKBERRY
60	10" HACKBERRY
60	12" HACKBERRY
60	11" HACKBERRY

NOTICE
BEFORE DESIGN BEGINS ON THE SUBJECT PROPERTY THE OWNER SHOULD CLARIFY SETBACKS AND OTHER BUILDING REQUIREMENTS.

LEGEND

- 1/2" ROD FOUND
- 1/2" ROD SET
- CALCULATED POINT
- MAG NAIL SET
- WIRE FENCE
- WOOD FENCE
- RECORD INFORMATION
- UTILITY POLE
- OVERHEAD UTILITY LINES
- MANHOLE
- GAS WARNING SIGN
- INSIDE OF SUBJECT BOUNDARY
- OUTSIDE OF SUBJECT BOUNDARY
- POINT OF BEGINNING
- DRAINAGE EASEMENT
- WIRE UTILITY EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT

TEMPORARY BENCHMARK (TBM) IS TOP OF MAG NAIL SET. ELEVATION = 510.35' NAVD 1988 DATUM.



Proposed Annexation Property

10.00 Acres

- City Limits
- Subject Property

1 inch = 500 feet



AGENDA ITEM NO. 6

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Thomas Bolt

DEPARTMENT: City Managers Office

AGENDA ITEM DESCRIPTION:

Discussion and possible action after a presentation by Public Service Personnel Consultants on the Salary/Compensation plan being prepared for the City of Manor, on the scope, process, time lines and related topics.

BACKGROUND/SUMMARY:

At thier regular meeting on January 18, 2017, the Manor City Council authorized the City Manager to enter into a contract for a Salary/Compensation study. This is an opportunity for the Contractor to introduce the company and scope of the project for the City of Manor.

PRESENTATION: ☒ YES ☐ NO

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

Professional Services Agreement

Sample Staff Memo regarding Position Analysis Questionnaire

Sample Position Analysis Questionnaire

STAFF RECOMMENDATION:

Action may or may not be taken.

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

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into by the **City of Manor** ("the City"), and **Public Sector Personnel Consultants, Inc.** ("PSPC").

This Agreement is for PSPC to conduct a classification and compensation study.

SCOPE OF SERVICES TO BE PROVIDED TO THE CITY

See attached "Exhibit A"

PROJECT DURATION

PSPC and the City will partner to complete the study prior to August 1, 2017.

PROJECT COST AND PAYMENT

The total contract for the study ***shall not exceed \$22,000*** without further City approval and modification of this agreement. *On-site desk audits or interviews can be added \$1,500 per day, and benefits can be added to the survey for \$2,000.* PSPC will provide the City with monthly invoices for services provided and out-of-pocket expenses incurred during the month. The City agrees to pay the invoices within thirty (30) days of their receipt.

SEVERABILITY

That should any word, sentence, paragraph, subdivision, clause, phrase or section of this Agreement, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said agreement, which shall remain in full force and effect.

VENUE

The laws of the State of California shall govern the interpretation, validity, performance and enforcement of this Agreement. The parties agree that this Agreement is performable in Travis County, Texas and that exclusive venue shall lie in Travis County, Texas.

TERMINATION

This Agreement may be terminated by either party with 30 days written notice.

ASSIGNMENT

The assignment of this Agreement by any party is prohibited without the prior written consent of the other Party.

AMENDMENT

Any amendment of this Agreement must be in writing and will be effective if signed by the authorized representatives of the Parties.

PROJECT APPROACH AND METHODOLOGY

Following is our overall work plan and approach to achieving the City's objectives for the conduct of a classification and compensation study.

A. OBJECTIVES OF THE PROJECT

The recommended plans, programs, systems and administrative procedures will meet these ten most important criteria.

- Internally equitable
- Externally competitive
- Readily understood
- Easily updated & maintained
- Legally compliant & defensible
- Financially responsible
- Efficiently administered
- Inclusive of employee input
- Reflective of City's values
- Reflective of prevailing "best practices"

B. SCOPE OF THE PROJECT

The project could include: a management and employee communication plan; partnership with the City's Human Resources staff, City Manager, Council, and project designee(s); occupational, organizational, and operational familiarization; Position Analysis Questionnaire (PAQ) and job analysis for all classifications; optional worksite job information interviews; position classification and job title recommendations for all employees and classifications; FLSA designations; updated job descriptions; **EZ COMP™**; internal equity and external competitiveness evaluation; salary and optional benefits compensation survey and competitiveness analysis; salary range recommendations; fiscal impact estimates and multiple implementation scenarios; updated classification and compensation plan and one year of classification and compensation plan implementation support for all included employees in all job classifications.

C. PROJECT METHODOLOGY

1. Quality Assurance

To ensure a high quality project, we have built in several layers of procedural and statistical controls, in addition to those already in **EZ COMP™**. Internally, we follow a prescribed series of steps in each project phase, which are reviewed by our Project Director. We request that the Human Resources and City's Project Manager(s) review our work to minimize the chance of errors and to ensure that it reflects the City's organizational values.

2. Project Planning Meetings and Communication Plan Development

We will consult with the City Manager and City Officials or representatives on a communication strategy, plan, and materials, beginning prior to the project and extending to the post-project information meetings. We plan to conduct group pre-project meetings for all City officials and employees where we will discuss the project's scope, answer questions, and distribute and explain the Position Analysis Questionnaire.

D. POSITION CLASSIFICATION REVIEW

1. Review of Essential Tasks – Position Analysis Questionnaire

We will review and analyze the current essential tasks, duties and responsibilities, and minimum qualifications of each included position through the Position Analysis Questionnaire (PAQ) to be completed by each employee (or group of employees with identical jobs) in print or electronic format. If the information on the PAQ does not clearly delineate the position's scope of responsibilities, we may return the PAQ to the position's incumbent for additional information, or focus on the data gap during a worksite job information interview.

2. Employee Worksite Job Information Interviews (optional)

We can conduct a worksite job information interview with a representative incumbent of every job classification. The purpose of these interviews is to verify the data on the PAQ, obtain additional insight into the scope and complexity of the job duties, observe technical processes and working conditions, and to provide employees with an additional method of participation in the project. This process also ensures that we make all internal and external comparisons on the basis of **actual job content** and not merely job title.

3. FLSA Status Determination

We will review the essential tasks and minimum qualifications of each of the City's job classifications and subject them to the Fair Labor Standards Act tests to determine their exempt or non-exempt status.

4. Position Classification

Each of the City's positions will be analyzed and evaluated to determine their primary characteristics, including:

- Is there a current City occupational job group comprised of job classes with essential functions similar to the subject position; if so:
- To which of the group's job classes, and at what level, are the subject position's essential functions similar to the subject position, and if so:
- Are they sufficiently comparable (+/- 20% guideline) to be allocated to that job class, utilize the same job title, require the same minimum qualifications, and be assigned to the same salary range.
- If the City does not currently have a sufficiently comparable job class, what should be the subject position's occupational job class and title, and:
- What should the recommended occupational classification action be, No Change (N), Title Change (T), Merge With Other Job Class (M), New Job Class (J).
- We may find that a job class is overly broad and encompasses several job activities which are regarded with significant salary difference in the marketplace. In such an instance, we will recommend "splitting" the job class into the current job class and a new job class which encompasses the different job activities.

5. Updated Job Descriptions

We can prepare an updated job description in the City's standard or other selected format for each occupational job class. Focus will be on the Essential Functions and Minimum Qualifications. The specifications or descriptions may include (not limited to) the following components:

Job Title – Definition	Education, Training and Experience	Physical Requirements
Distinguishing Characteristics	Licenses and Certifications	Non-Essential Functions
Essential Functions	FLSA Exempt/Non-Exempt Status	Mental Requirements
Desired Knowledge and Skills	Supervision Exercise/Received	Working Conditions

6. Draft Classification Plan Review with Human Resources and Department Heads

We will conduct a review of our initial position classification recommendations and draft job descriptions with the City's Project Team and respective department heads to identify possible errors, obtain feedback, and solicit suggestions for clarification.

7. Resolution of Employees' Classification Reviews

We will provide the City with a process for employees to review our initial occupational job classification of their position, and provide a form for them to complete if they feel that an error has been made or to provide significant additional job content information.

Depending on the action recommended by the respective department heads we may conduct a second job analysis and will inform the project designee(s) of our final recommendation.

8. Various Approaches to Ensure Internal Equity

If desired, and for precision in job class analyses, and subsequent salary range determinations, we may utilize one of several job evaluation systems widely in use, including the Hay Method, Decision Band Method (DBM), and the **Factor Evaluation System (FES)**. **FES** is the most extensively validated and commonly utilized quantitative job evaluation system for public sector occupations, consisting of the following flexible compensable factors.

Knowledge Required	Personal Contacts	Complexity
Supervisory Controls	Scope and Effect	Work Environment
Guidelines Provided	Supervision Exercised	Physical Demands

The job class hierarchy based on job points will reflect the City's relative internal job worth values. The City's annual salary competitiveness policy will be translated into a mathematical formula which, when combined with the job points of each City job class, will determine the proper salary range for each job class and position. This balances internal equity (job points relationships) with external competitiveness (market relationship formula).

- a. **Optional Approach A – FES System** – We will train a task force of representative City employees in the adaptation of the **FES** point-factor job content evaluation system to the City's job worth values, guide them in the evaluation of a structured benchmark of job classes, conduct QC reviews, and evaluate the remaining job classes within the relative job worth structure established by the task force. We can provide the City with manual or automated versions of this system.
- b. **Optional Approach B – Custom Designed System for the City** – We will train and guide a task force of representative City employees in the design of a point-factor system of job content evaluation total reflecting the City's relative job worth values, and proceed as in Approach A. We can provide the City with an automated version of the system once it has been developed with the task force.

E. COMPREHENSIVE AND SUSTAINABLE COMPENSATION PLAN

1. City Involvement in Compensation Plan Development

We will obtain policy direction from the City Council, Human Resources staff, and/or City Officials on the following key components of the salary plan development process:

- Comparator Employer Selection
- Benchmark Job Class Selection
- Compensation Competitiveness Policy
- Salary Structure Selection
- Job Evaluation Method-Salary Plan Linkage
- Draft Compensation Plan Review / Critique
- Compensation Points for Analysis
- Project Implementation Plan

2. Comprehensive Compensation Survey

We do not subscribe to or recommend the use of databases or data warehouses used or hosted by other firms! We will collect the complete pay plans from each of the City's comparators and build a custom survey database to ensure accuracy and completeness, unique to the City's job classifications.

- a. **Data Collection Protocol** will be developed in consultation with the City's project leaders to determine which salary data elements to include, such as:

Base Salary Information

- Salary grade/step or open range salary plan structure
- Salary range structure Minimum, Midpoint, and Maximum
- Method of salary administration – longevity, performance, or skill

Additional Compensation Information (optional)

- Supplemental pay items for special qualifications/certifications
- Individual or group incentive plans, add pays, stipends
- Any additional add-pay or benefits items at City's direction

- b. **Benchmark Job Selection** will be made by identifying City job classes common to its employment-competitive public and private employers in the immediate area and throughout the region or State, clearly identifiable, and representative of standard occupational job groups.

- c. **Comparator Employers Identification** will be made in consultation with the City's Project Manager(s) or City Council. Criteria include their degree of competition to the City in obtaining and retaining high quality staff, their location in the City's traditional recruitment areas, and their organizational size and complexity.

- d. **Compensation Data Collection** will be made by one or more of the following methods.

- Pre-survey contact with the selected comparator employers to solicit participation in the City's compensation survey(s)
- Extraction from the pay plans of designated public employers.
- Customized salary and additional compensation and benefits survey requests for local governments and other public and private employers, distributed by mail, fax, and e-mail.
- As desired, additional data extraction from established salary surveys and commercial survey sources such as Watson Wyatt, ERI, AWWA, etc.

- e. **Data Quality Control** includes editing data for accuracy and proper matching to the City's survey benchmark jobs, and phone/fax/E-mail follow-ups for data clarification and to obtain comparators' benchmark job descriptions.

3. Prevailing Rates Calculation

We will consolidate the compensation data from all sources, enter the information into the **EZ COMP™** program, and compute the prevailing rates, inclusive of cost of living differentials, as the statistical mean of the survey data for each benchmark job class. Data will be projected forward from the date of collection to a common date relating to the City's salary plan year by the annual Prevailing Rate Increase Factor (PRI) applicable at that time.

4. Compensation Competitiveness Comparison

We will provide the City with charts comparing its current salary structures to those of the selected public and private comparator employers. We will calculate the extent that the City's offerings vary from the prevailing rates and practices of other relevant employers.

5. Compensation Competitiveness Policy

We will assist the City to select a compensation competitiveness policy which best fits its compensation strategy and financial resources, by providing fiscal impact estimates at various percentage relationships to the prevailing rates.

6. Salary Plan Structure Development

We will review the City's current employee agreements and wage plans and **1)** utilize the City's current wage plan structures to identify internally equitable and externally competitive salary ranges for each City job class or **2)** prepare alternative salary range structures and schedules for the City to select the best fit for its competitiveness strategy, with these optional criteria:

- Method of administration, i.e.: measured job performance, longevity, or skill
- Width of the salary ranges, grades, or broad bands, from Minimum to Maximum
- Varying salary range widths for FLSA non-exempt or exempt positions
- Open salary ranges for pay-for-performance or variable compensation plan
- If steps within the salary ranges, number of steps, percentage separation
- Number of salary ranges, grades, or broad bands in the salary schedule
- Percentage of separation between salary ranges, grades or broad bands
- Recognition for longevity, unique assignments, and special skill requirements
- Remuneration for required special licenses, certifications and registrations
- Linkage of performance evaluations to performance increase opportunities

7. Salary Range Assignment Development

We will assign each job classification to a salary range in the City's current or selected new salary structure on the basis of a combination of factors, including:

- the prevailing rates for the benchmark job classes
- its current relationship to similar or occupationally related job classes
- the 15% guideline for salary range separation between sequential job classes
- the 25% guideline for salary separation of a department head job class
- its quantitative evaluated internal job worth value (job evaluation points)

8. Implementation Plan Development

We will consult with the Human Resources staff and Project Team on a plan for transition to the recommended plan, including a timetable for the principal activities, employee communication, impact on bargaining processes, and estimates of required financial resources.

F. FINAL REPORTS AND PRESENTATIONS

1. Draft and Final Report Preparation

We will provide the City's project leader(s) with a draft of our report for review and critique, including the classification plan, FLSA designations, compensation market data, salary comparison tables, fiscal estimates, salary range listings, and implementation procedures. We will incorporate their critique into the development of a final report summarizing the project's findings, recommendations, and detailed description of the City's updated position classification and compensation plans.

2. Final Report Presentations

We will conduct a workshop or formal presentation of our final report and recommendations to the Human Resources staff, City Officials, and employees.

3. EZ COMP™ Program Installation

We will install our **EZ COMP™** program and project files on one of the Human Resources Department's computers and provide training to key staff in the maintenance and update of the classification and compensation plan.

4. Implementation Warranty

To ensure effective implementation of the new plan, we will analyze, evaluate, and provide a salary range recommendation for any new or changed job class, **at no cost to the City** for one year.

G. ENSURING THE CITY'S SELF-SUFFICIENCY

The City will be self-sufficient in all aspects of maintenance of the updated position classification and compensation plan through these services.

1. Procedure Manuals

- *PSPC Position Classification Procedure Guide*
- *PSPC Salary Administration Procedure Guide*
- *City of Manor EZ COMP™ Procedure Guide*

2. Training Workshop – for City staff in position classification, job evaluation, compensation surveys, and compensation plan design and administration.

3. Electronic Job Description Library – we can provide the City with updated job descriptions in hard copy and electronic library format for internal maintenance.

4. EZ COMP™ – program and project files on one of the City's computers, a custom user's manual, and system training for key City and Human Resources staff.

5. Initial Year's Implementation Warranty Support – we will analyze, evaluate, classify, and provide a salary range recommendation for any new or changed position or entire job classification, **at no cost to the City** for one year.

H. EXTENSIVE EMPLOYEE INCLUSION AND COMMUNICATION

Very important factors for successful implementation of new or updated classification and compensation plans are **1)** extensive employee inclusion, and **2)** extensive employee communication. City officials and employees will participate in one or more of the following activities:

- Attending pre-project briefings and question and answer sessions
- Completing a Position Analysis Questionnaire (PAQ) describing their position
- Elaborating on their jobs in individual or group job information interviews (option)
- Requesting a second review of their position's occupational job classification
- Receiving information pamphlet/booklet describing the updated salary plan

I. MINIMAL CITY SUPPORT REQUIRED

We are completely self-sufficient in projects of this nature and do not require any substantive staff support from the City other than payroll data, and arrangements for group and individual meetings and interviews. We appreciate, but do not require, any office space, telephone, clerical assistance, computers, or office equipment. We will provide all data entry, data processing, duplicating, and related report preparation functions.

NOTICES

Any notices under this Agreement will be effective if transmitted to a Party by confirmed telecopy or via US Postal Service, postage prepaid, certified, to the address of the Party indicated below:

CITY

City of Manor
105 E. Eggleston Street
Manor, TX 78653

PSPC (national office)

Matthew Weatherly
President
Public Sector Personnel Consultants, Inc.
1215 W. Rio Salado Parkway #109
Tempe, Arizona 85281

NO THIRD PARTY BENEFICIARIES

Nothing in this Agreement, express or implied, is intended to confer any rights, benefits, or remedies under or by reason of this agreement upon person or entity, other than the City and PSPC.

APPROVED FOR THE CITY OF MANOR

By: _____
(Signature)
Name: _____
Title: _____
Date: _____

APPROVED FOR PUBLIC SECTOR PERSONNEL CONSULTANTS, INC.

By: _____
(Signature)
Name: Matthew Weatherly
Title: President
Date: _____

SUMMARY OF SERVICES FOR THE CITY OF MANOR

PUBLIC SECTOR PERSONNEL CONSULTANTS (PSPC) proposes the following program of consulting services and implementation support to conduct a classification and compensation study.

Project Planning and Communication

1. Project planning and scheduling meeting with the City's Human Resources Staff and project designee(s)
2. Policy input and project direction meeting and briefing with Council, Human Resources and designee(s)
3. Project briefing presentation for all employees, Council, City officials, City's project leaders
4. Management and employee communication, progress reports throughout all project phases

Classification Project Tasks

5. Occupational familiarization by review of City's current job descriptions and compensation plans
6. Organizational familiarization by review of City organization charts, budgets, and annual reports
7. Position Analysis Questionnaire (PAQ) customized for gathering City employee occupation data
8. Meetings to distribute and explain the PAQ and the project for all City officials and employees
9. Worksite job desk audits / field observations with representatives of each class (*optional services*)
10. Determination of job classification and FLSA Exempt / Non-Exempt designation for each position
11. Recommended title modifications and reclassifications for consideration by department heads
12. Review of position classification recommendations with City's project staff and respective departments
13. Preparation of updated job descriptions for each City job classification

Custom and Comprehensive Market Compensation Survey(s)

14. Identification of City's competitive employment areas for compensation surveys, for City approval
15. Identification of City occupations to utilize as survey benchmark job classifications – estimated 40+
16. Solicitation of comparator employers and agencies for participation in external compensation surveys
17. Extraction of data from public employer compensation plans, questionnaires, reliable published surveys
18. Consolidation of data from all sources and calculation of prevailing rates for benchmark jobs
19. Collection of add pay, cert pay, etc details from comparator cities, for comparison (*optional*)
20. Computation of extent City's compensation offerings vary from external prevailing rates and practices
21. Review of competitiveness analysis with Human Resources, City Officials and City's project designees

Compensation Plan Development

22. Construction of optional salary range structures for review and selection by City's project leaders
23. Assignment of job classes to salary ranges by internal equity and external competitiveness
24. Assistance with City Council identification of desired, affordable salary competitiveness policy
25. Fiscal impact estimates at various levels of external prevailing rates competitiveness policies
26. Review and critique of draft salary and implementation plans with Human Resources, project leaders

Communication of Results and Implementation Strategies

27. Preparation and presentation of a final project reports for the City Council, staff, and City Officials
28. Development of a plan for the implementation of City's updated classification and compensation plan
29. Uploading of **EZ COMP™** program files on a Human Resources Department computer, staff training
30. Development and provision of process for ongoing plan maintenance and subsequent plan updates
31. Assistance with communicating the City's updated plans for all City officials and employees
32. One year classification and compensation plan maintenance assistance **at no cost to the City**



MEMO

TO: All Employees

FROM: Thomas Bolt, City Manager

DATE: January 27, 2017

SUBJECT: Classification and Compensation Study

I am very pleased to inform you the City has contracted with a qualified outside consultant firm, Public Sector Personnel Consultants, to develop an updated classification and compensation plan that reflects your duties and responsibilities.

Your first opportunity for involvement with this important project will be through your attendance at a project briefing meeting to be held (DATE(s)) at (LOCATIONS) for all employees. At this important meeting, the consultants will provide an overview of the project and answer any questions that you may have, as well as distribute a Position Analysis Questionnaire that will enable each employee to describe the duties and responsibilities of their position.

We will keep you informed of the progress of the study through newsletters and special employee meetings. We look forward to seeing you on DATE(S) for the orientation. Your supervisor will provide you with additional details and specific times for the orientation session.

DATE, TIME, LOCATION
DATE, TIME, LOCATION
DATE, TIME, LOCATION

POSITION ANALYSIS QUESTIONNAIRE

This form is designed to assist you in describing your position. You are asked to fill out this form because you know the duties and responsibilities of your position better than anyone else. If a question does not apply to your position, please write "Not Applicable" or "N/A" for that item. Please print or write your answers very legibly. Thank you for your cooperation.

NOTE: It is the *position* that is being studied, not the employee.

EMPLOYEE'S NAME: _____

EMPLOYEE'S JOB TITLE: _____

DEPARTMENT / OFFICE: _____

WORK PHONE OR EMAIL: _____

IMMEDIATE SUPERVISOR'S NAME & TITLE: _____

DEPARTMENT DIRECTOR'S NAME & TITLE: _____

- A. **POSITION'S PURPOSE:** State briefly, in 3 to 5 sentences, the main purpose or function of your position. What do you believe is the major purpose of your job? This may be easier to complete after you have filled out Section B of this form.

- B. WORK ACTIVITIES LIST: THIS SECTION IS VERY IMPORTANT TO UNDERSTANDING YOUR JOB DUTIES.** Please describe, in detail, the major elements of what you do on your job. List only the major functions, separately, in order of importance. Provide a detailed description of each duty so someone not familiar with your job can understand what you do. **We do not need to know HOW your department operates, but rather, WHAT it is YOU “do”.** Please use action words such as *prepares, calculates, operates*, etc. to start off each statement. Indicate the approximate percentage of total working time you spend on each major work activity. Please label the time period you use, such as daily, weekly, monthly, or yearly. Make every effort to have the % of time add up to 100%.

	% of Time	Function/Duty/Task
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

- C. **KNOWLEDGE, SKILLS AND INFORMATION SOURCES:** This section helps us to understand the minimum levels and type of knowledge and skills needed to effectively perform the functions of this job.

What knowledge and skills are required to perform your job? *Examples: typing, supervisory skills, project management skills, etc.*

What information sources are required for you to do your job? *Examples: internet, manufacturer equipment manuals, building codes, repair manuals, etc.*

D. **EDUCATION, TRAINING, AND EXPERIENCE**

Please indicate ***your educational level*** and the ***MINIMUM educational level*** required for your job:

YOU HAVE:		YOU NEED:	
<input type="checkbox"/>	High School Diploma/GED	<input type="checkbox"/>	High School Diploma/GED
<input type="checkbox"/>	Associate's Degree (AA/AS); or 2 year technical certificate	<input type="checkbox"/>	Associate's Degree (AA/AS); or 2 year technical certificate
<input type="checkbox"/>	Bachelor's Degree (BA/BS)	<input type="checkbox"/>	Bachelor's Degree (BA/BS)
<input type="checkbox"/>	Graduate Degree (MS/MA)	<input type="checkbox"/>	Graduate Degree (MS/MA)
<input type="checkbox"/>	Post Graduate Degree (PhD)	<input type="checkbox"/>	Post Graduate Degree (PhD)
<input type="checkbox"/>	Other (please indicate):	<input type="checkbox"/>	Other (please indicate):

Please identify the field of study or coursework for the educational degree you indicated in the "You Need" section above. Include any vocational training or special training programs that would substitute for the above education/training. *Examples: AA/AS in Accounting, BA/BS in Journalism, automotive repair training program, HVAC training program, etc.*

Please indicate the number of years and type of prior job ***experience*** you believe to be essential before an average person could perform your job successfully?

Example: 2 years of strategic planning work and 6 months supervisory experience.

E. REQUIRED LICENSES AND CERTIFICATIONS

Does your job **require** a license(s), certification, registration, or other regulatory requirements? (Examples: engineering certification or license; CDL; etc.) If yes, provide name/type/class/level of license/ certification/registration and the issuing agency.

License or Certification Name	Type/Class/Level

Were they required at the time for employment? ☐ Yes ☐ No If no, when were they required?

Within: _____ Weeks _____ Months _____ Years of employment?

F. EQUIPMENT, TOOLS AND MACHINERY:

What machinery, vehicles, or motorized equipment do you use in your work, and how often do you use each (rarely, frequently, or constantly)?

G. PHYSICAL REQUIREMENTS: Are there any special or unusual physical skills or efforts required on your job (e.g., climb ladders, dig/work in trenches, handle extremely hot or cold materials, etc.)?

What approximate percentage of your total time on this job do you spend doing the following? (These may add up to more than 100%).

Standing _____ % Walking _____ % Sitting _____ % Driving _____ %
Listening _____ % Talking _____ % Other (give examples) _____ / _____ %

How much weight are you required to manually **lift** and/or **carry** at any one time: _____ Pounds
Is the lifting/carrying done regularly? ☐ Yes ☐ No How many hours per day? _____ Hours

H. EXTRAORDINARY WORKING CONDITIONS: What unusual and/or special working conditions affect or are part of your job? Answer all that apply and indicate whether regular or occasional.

- | | | | |
|-------|--|----------------------------------|-------------------------------------|
| 1. | Exposure to dangerous machinery (examples): | <input type="checkbox"/> Regular | <input type="checkbox"/> Occasional |
| <hr/> | | | |
| 2. | Exposure to extreme weather conditions (examples): | <input type="checkbox"/> Regular | <input type="checkbox"/> Occasional |
| <hr/> | | | |
| 3. | Potential physical harm (examples): | <input type="checkbox"/> Regular | <input type="checkbox"/> Occasional |
| <hr/> | | | |
| 4. | Hazardous chemicals (examples): | <input type="checkbox"/> Regular | <input type="checkbox"/> Occasional |
| <hr/> | | | |
| 5. | Infectious disease (examples): | <input type="checkbox"/> Regular | <input type="checkbox"/> Occasional |
| <hr/> | | | |
| 6. | Other (examples): | <input type="checkbox"/> Regular | <input type="checkbox"/> Occasional |
| <hr/> | | | |

I. PROBLEM-SOLVING INSTRUCTIONS:

How do you receive your instructions? (Check/circle all that apply): ☐ Orally ☐ In Writing

How specific or general are these instructions? Please explain.

How are priorities and/or deadlines decided for your position?

What occasions are there (if any) when instructions are not provided?

At what stage, and by whom (job title) are your assignments normally reviewed?

How can you and your supervisor determine the quality of your work?

How often do you meet with your supervisor and for what purposes?

J. AUTHORITY / ACCOUNTABILITY

What is the highest level of decision you are authorized to make **without** clearing it through your supervisor?

What work decisions **require** clearance from your supervisor? Please give examples.

What are the most difficult/important decisions you make? Describe the impact of these decisions on your immediate organizational unit, department, other employees, contractors, customers, vendors and other members of the public and/or the community.

Do you have any input, responsibility, or work duties related to annual budgeting? If yes, describe below:

K. INTERACTION WITH OTHERS: To do your job effectively, what people **within** your organization are you required to interact with, other than your immediate supervisor and department co-workers?

If you have direct contact with people **outside** the organization such as citizens, the public, other governmental agencies, vendors, suppliers, contractors, etc., please indicate the nature and purpose of these contacts.

EMPLOYEE SIGNATURE: _____ **DATE:** _____
Please Note: All signatures indicate the information provided on this PAQ is **accurate and complete**.

*Please print and sign this document. If you have supervisory responsibilities, complete and sign the next section. Return this entire PAQ to your supervisor by **{DATE}**. Be sure to make a copy for your records.*

SUPERVISORY POSITION SUPPLEMENTAL QUESTIONNAIRE

(To be completed only by individuals who supervise other employees)

- L. **SUPERVISION/SPAN OF CONTROL:** Please indicate the job titles and names of the employees who report **directly** to you, and not through a subordinate supervisor. Include temporary, part-time, and community service workers. Attach your department's organizational chart or sketch an organizational chart which depicts the reporting relationships in your department.

Please indicate the job titles, number of positions for each, that report to your direct subordinates.

- M. **SUPERVISORY RESPONSIBILITIES:** Does your position have the authority to take any of the following actions? If not, does your supervisor rely **mainly** on your recommendation to make the decision?

RESPONSIBILITY	YES	NO	RECOMMEND ONLY	N/A
Hire employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare work schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign/review work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign/approve overtime/comp-time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oversee contracts and/or contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve sick leave/vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recall employees to work in emergencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Award merit increases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct performance evaluation with employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspend employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminate employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE SIGNATURE: _____

Date: _____

Please Note: All signatures indicate the information is **accurate and complete**. Return to your supervisor by {DATE}.

DEPARTMENT MANAGER'S REVIEW FOR ACCURACY AND COMPLETENESS

DEPARTMENT MANAGER'S REVIEW FOR ACCURACY: I have reviewed and discussed the contents of this position description with the employee. Except for the items noted below, I find the PAQ accurate and complete. (Attach additional pages if necessary.)

DEPARTMENT MANAGER'S SIGNATURE: _____ Date: _____

Please Note: All signatures indicate the information is **accurate and complete**. Please forward this PAQ to Human Resources by **{DATE}**. Be sure to keep a copy for your records.



CITY OF
MANOR
EST. ★ 1872
TEXAS

AGENDA ITEM NO. ⁷_____

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Scott Dunlop

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

The appointment of a Commissioner to serve on the City of Manor Planning and Zoning Commission, Place 1.

BACKGROUND/SUMMARY:

Place 1 is a city position. The applicant lives in Bell Farms.

PRESENTATION: ☐ YES ☒ NO

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

Application

Resume

STAFF RECOMMENDATION:

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



BOARD AND COMMISSION APPLICATION

NEW APPOINTMENT ☐

REQUEST FOR RE-APPOINTMENT: ☐

SECTION A: APPLICANT INFORMATION

Name: Julie Leonard

Address: 12821 Ring Dr Manor, TX 78653

Email Address: jleonard@hidglobal.com

Home Phone: _____ Cell Phone: 512-956-1904 Work Phone: 512-776-9242

Occupation: Operations Employer: HID Global

Do you reside within the City limits of Manor? Yes ☒ No ☐ Length of residency: _____

Are you a registered voter? Yes ☒ No ☐ Voter registration number: 1153082200

Emergency Contact: Name Matthew Leonard Phone: 469-767-0427

SECTION B: PLEASE INDICATE THE BOARD OR COMMISSION YOU ARE INTERESTED IN SERVING

☒ Planning & Zoning Commission

_____ Board of Adjustment

SECTION C: ADDITIONAL INFORMATION

Do you currently serve on any other boards, commissions, or committees? Please list any below:

Are you involved in any community activities? Please list any below:

We are newly moved to Manor from Austin. In
Austin, I was very active in our local municipality
and voter registration efforts.

Have you attended one or more meetings of the Board/Commission for which you have applied?

Yes ☒ No ☐

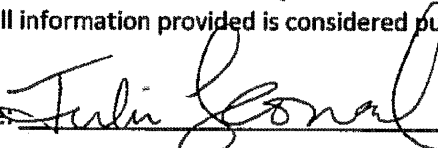
What do you hope to accomplish by serving on a board or commission? My goal for applying for this position is to become more involved in my community. I have experience with tariff & regulatory standards.

What else would you like to tell us about yourself? So this made sense to get involved with zoning/planning. I am very passionate about public service, as I am a military spouse. I look forward to the team environment and enacting the laws for my community.
Please attach a résumé and a brief narrative outlining your interests and qualifications for seeking appointment.

SECTION D: DISCLAIMER AND SIGNATURE

Please return the completed form to City of Manor, City Secretary's Office, 105 E. Eggleston St., Manor, Texas 78653, fax to (512) 272-8636, or e-mail to sdunlop@cityofmanor.org to be considered for appointment. Applications are kept on file for a period of one (1) year. After that time it will be necessary to reapply and update the information herein if you wish to be considered for appointment.

By signing below, you certify that all information on this form is represented accurately. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein. All information provided is considered public pursuant to the Texas Public Information Act.

Signature:  Date: 1/11/17

SECTION E: OFFICE USE ONLY

Date Application Received: _____

Application Received by: _____

Position Appointed: _____

Date Appointed: _____

Term Starts: _____

Term Expires: _____

Julie Leonard
12821 Ring Dr.
Manor, TX 78653
(469) 247-2091
julie_leonard@dellteam.com
Twitter - @julielatdell

An accomplished, creative project manager with expertise in Acquisition and Strategic Partner Programs. Demonstrated success developing programs that align business and customer needs and assist in scalability during periods of rapid growth. Understanding of complexities within various channel partner levels and business models, including national solution provider (NSP), large value added resellers (LVAR), regional premier, and distributors. Diverse Project Management experience in Fortune 50 computer technology, security, oil/gas industry, and start-up companies, which contributes to highly effective problem resolution in various settings. Strong leadership skills with ability to strategically market, effectively communicate to stakeholders, and maximize productivity.

QUALIFICATION HIGHLIGHTS

Financial Analysis	Partner Management	Product Marketing
Process Improvement	Strategic Acquisition Programs	Business Development
Stakeholder Communication	Training/Mentoring	Team Leadership
Business Writing	Legal/Contracts Due Diligence	Operations

EDUCATION

6/2014 IT University Online
Project Manager Certification Course

Seeking to further my understanding of PMBOK method for managing projects, I am currently enrolled in this to prepare for my PMP exam this fall 2015.

8/2004 University of North Texas Denton, TX
Bachelor's Degree

Obtained my BA for Media Communications with focus on strategic communications and mass media. Leaving college, my biggest accomplishments included having made Dean's list three semesters, completed study abroad program in London, and achieving final GPA of 3.4.

EXPERIENCE

10/2015 - Present HID Global Security Austin, TX
Global Marketing Operation Manager

- Reporting to Global Director of Digital Marketing
- Managed multi BU budget (Personnel/NonPers) of \$17M, monthly review with Finance/CFO/CEO/BU leaders
- Ground floor execution of management processes, tools, and automation, including Budget Management, Purchase Orders, Sharepoint, Cubeware
- Developed metrics dashboards within Salesforce/Marketo/Tableau to support lead/pipeline reporting and executive performance MD&A reporting for VP
- Collaborated with Demand Generation on defining lead waterfall within Salesforce to streamline lead management workflow. Developed lead nurture
- Promoted to people manager overseeing team of 2 people

3/2013 – 10/2015 Dell Technology Austin, TX
Marketing Project Manager, Global Commercial Channels Marketing

- Reporting to Director of Channel Strategic Partner Programs
- Worked with team to manage strategic marketing programs for top 50 LVAR/Regional Channel partners to drive double digit YoY growth in FY14 and FY15
- Implemented launch of Global Commercial Channel Greenfield Acquisition program, with \$166M won revenue in whitespace (32% net new, 60+% R&D) accounts in FY14/FY15
- Supported integration of distribution model into DoMore program in FY15
- Close affiliation with C-level contacts at partner and internal sales, BI, sales operations, communications, legal, finance, field marketing, AR
- Core team member of cross-functional Win with Channel project team, whose mission is to strengthen relationships between channel and direct segment sales reps
- Implemented enablement programs for Onsite Vendor Resources, including product launch kits, performance dashboards, and incentive programs
- Organized multiple partner-sponsored events in TX, OKC, and NV for Preferred Accounts inside audience
- Developed/maintained program workflow processes and communications messaging roadmaps on Sharepoint site
- Evangelized partner wins via company-wide newsletter reaching 88K audience

3/2009 – 3/2013 Santanna Energy Services Natural Gas/Electric Austin, TX
Operations Sr. Purchasing Advisor

- Reporting to Head of Operations
- Built 100+ training modules and standard operating procedures
- Promoted to Sr. Purchasing Analyst overseeing team of 3 people
- Regulatory/Compliance management. In depth tariff reviews.
- Drove expansion into new markets in Ohio and Indiana resulting in 300% growth in 2012/2013
- Piloted Communication Plan delivering results to internal/customer stakeholders
- Active Decision Making in time sensitive situations which resulted in avoidance of \$50K in penalties

7/2008 – 2/2009

Telecom Careers/Net-Recon

Online Job Board Austin, TX

Chief Project Manager

- Reported to CEO/President
- Engaged with small team in startup environment
- Executed campaigns via My Emma email management tool
- Ran webinar series educating 5K job seekers

SKILLS

Skill Name

Typing – 65 wpm	Salesforce/NetSuite/other CRM
Microsoft Office Suite (Excel/Project/One Note, Word, PPT, Access, Sharepoint)	Adobe Photoshop, Acrobat, Illustrator, Flash, Dreamweaver
Sharepoint	Oracle/Cubeware
SalesEdge	Spike
Smartsheet	Meeting Mgmt (S4B, Lync)
Google Analytics/Oktopost	Hoovers/Duns & Bradstreet
Quickbase/Quickbooks	MASCOT/Budget Tracker
Eloqua	Final Cut Pro/Adobe Premier Elements
Twitter/Hootsuite	Great Plains

ACHIEVEMENTS

Description

Awarded People's Choice Award by Global Commercial Channel Contracts team

Awarded National Telly Award for producing partner profile video series

Outstanding Student Employee Award

Dean's List

Foreign Exchange Student with University of London

Volunteer with Turning Point Rape Crisis Center

Volunteer with Austin Xtreme Sparring as promotional director

Core member of fundraising "Pit Crew" team at Humane Society of Wilco

Organized nationwide movie screening charity benefit with Alamo Drafthouse/Studio Movie Grill

Social Media (SMAC) and Brand Certified



AGENDA ITEM NO. 8

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: Thomas Bolt

DEPARTMENT: City Managers Office

AGENDA ITEM DESCRIPTION:

Discussion and possible action to approve changes the the City of Manor Organizational Chart.

BACKGROUND/SUMMARY:

An integral part of the Salary/Compensation Study is to have an Organizational Chart. We have had an Organization Chart presented for budget purposes but it was never included in the Personnel Manual or formally adopted by the City of Manor City Council. The proposed changes allow the City Manager the flexibility to make staffing changes based on the increased responsibilities of each Department within the organization.

PRESENTATION: ☐ YES ☒ NO

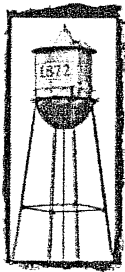
ATTACHMENTS: ☐ YES (IF YES, LIST IN ORDER TO BE PRESENTED) ☒ NO

Proposed City of Manor Staff Organization Chart

STAFF RECOMMENDATION:

To approve the changes to the City of Manor Staff Organization Chart and to formally adopt this Chart.

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



CITY OF
MANOR
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AGENDA ITEM NO. 10

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: James Allen

DEPARTMENT: Police Department

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the resolution authorizing the Manor Police Department to submit an application for the Justice Assistance Grant (JAG) Program through the Office of the Governor, Criminal Justice Division for funding the purchase of an equipped crime scene van.

BACKGROUND/SUMMARY:

The JAG program will allow MPD to purchase a fully equipped crime scene vehicle. Sirchie, the company supplying the vehicle, will also be providing training on the vehicle and all the equipment in the vehicle to two individuals.

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council

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

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF A JUSTICE ASSISTANCE GRANT PROGRAM APPLICATION TO THE OFFICE OF THE GOVERNOR OF TEXAS CRIMINAL JUSTICE DIVISION; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICIAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE JUSTICE ASSISTANCE GRANT PROGRAM.

WHEREAS, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the Manor Police Department Crime Scene Vehicle Project to be operated in 2018; and

WHEREAS, the City of Manor agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of Manor assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the City of Manor designates the City Manager as the grantee's authorized official;

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

City of Manor, Texas approves submission of the grant application for the Manor Police Department Project Crime Scene Vehicle Project to the Office of the Governor, Criminal Justice Division. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

PASSED AND APPROVED .

CITY OF MANOR, TEXAS

Rita Jonse, Mayor

ATTEST:

Frances M. Aguilar, City Secretary

Grant Number: 3295301



AGENDA ITEM NO. 11

AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: February 1, 2017

PREPARED BY: James Allen

DEPARTMENT: Police Department

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the resolution authorizing the Manor Police Department to submit an application for the General Victim Assistance Direct Services Program (VOCA) through the Office of the Governor, Criminal Justice Division for funding the Manor Victim Services Network Project.

BACKGROUND/SUMMARY:

VOCA grant funds will allow the MPD to hire and train two victim assistance (VA) service providers. The VA will work with the Criminal Investigation Division responding to scenes to provide direct victim services. The VA will be placed on the call rotation with Travis County, and they will also respond to and provide services for Lago Vista and Jonestown Police Departments.

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

It is City staff's recommendation, that the City Council

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

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, AUTHORIZING THE FILING OF A GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM APPLICATION TO THE OFFICE OF THE GOVERNOR OF TEXAS CRIMINAL JUSTICE DIVISION; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE GRANTEE'S AUTHORIZED OFFICIAL IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE GENERAL VICTIM ASSISTANCE DIRECT SERVICES PROGRAM.

WHEREAS, the City of Manor finds it in the best interest of the citizens of the City of Manor, Texas that the Manor Victim Services Network Project to be operated in 2018; and

WHEREAS, the City of Manor agrees that in the event of loss or misuse of the Criminal Justice Division funds, City of Manor assures that the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, the City of Manor designates the City Manager as the grantee's authorized official;

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

City of Manor, Texas approves submission of the grant application for the Manor Victim Services Network Project to the Office of the Governor, Criminal Justice Division. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

PASSED AND APPROVED .

CITY OF MANOR, TEXAS

Rita Jonse, Mayor

ATTEST:

Frances M. Aguilar, City Secretary

Grant Number: 3295901