



Rita G. Jonse, Mayor  
Gene Kruppa, Place 1  
Maria Amezcua, Place 2  
Anne Weir, Mayor Pro Tem, Place 3  
Larry Wallace Jr., Place 4  
Deja Hill, Place 5  
Valerie Dye, Place 6

## **CITY COUNCIL REGULAR MEETING AGENDA**

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**Wednesday, December 5, 2018**

**7:00 p.m.**

**Manor City Hall – Council Chambers  
105 E. Eggleston Street**

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

### **PLEDGE OF ALLEGIANCE**

### **PRESENTATIONS**

Recognitions of outgoing Council Member Zindia Pierson; and Council Member Todd Shaner presented by Mayor Rita G. Jonse.

### **PUBLIC COMMENTS**

Comments will be taken from the audience on non-agenda related topics for a length of time, not to exceed three (3) minutes per person. Comments on specific agenda items must be made when the item comes before the Council. To address the City Council, please complete the white card and present it to the City Secretary prior to the meeting.

**No Action May be Taken by the City Council During Public Comments**

### **WORKSHOP SESSION**

Presentation and discussion on a Preliminary Project and Finance Plan for Tax Increment Reinvestment Zone Number One, City of Manor, Texas.

### **CONSENT AGENDA**

All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the item will be removed from the consent agenda and considered separately.

1. Consideration, discussion, and possible action to approve the City Council Minutes:
  - November 14, 2018, Called Special Session
  - November 20, 2018, Called Special Session
2. Consideration, discussion, and possible action on an ordinance declaring the results of the City Council General Election.
3. Second and Final Reading: Consideration, discussion, and possible action on an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2). **Applicant**: Hans Lorange, Real People Homes, Inc. **Owner**: Hans Lorange.
4. Consideration, discussion, and possible action to accept the resignation of Dr. Larry Wallace Jr. from Place No. 4 on the Planning and Zoning Commission (P&Z); and Declare a vacancy on the P&Z Commission.

Lluvia Tijerina,  
City Secretary

Lluvia Tijerina,  
City Secretary

Scott Dunlop,  
Asst. Dev. Services  
Director

Scott Dunlop,  
Asst. Dev. Services  
Director

## PUBLIC HEARING

5. Conduct a public hearing regarding the creation of a Tax Increment Reinvestment Zone Number One, City of Manor, Texas.

Thomas Bolt,  
City Manager

## REGULAR AGENDA

6. Consideration, discussion, and possible action on an ordinance for the creation of the Tax Increment Reinvestment Zone Number One, City of Manor, Texas; Describing the boundaries of the Zone; Creating a Board of Directors for the Zone and appointing members of the Board.
7. Consideration, discussion, and possible action on authorizing an order recorded in the minutes designating Frontier Bank to serve as depository for the City's restricted fund accounts and designating Independent Bank to serve as depository for the City's general fund accounts; and authorizing the City Manager to execute depository service contracts in the form approved by the City Attorney.
8. Consideration, discussion and possible action on an ordinance authorizing and allowing an Updated Service Credits for qualifying members of the Texas Municipal Retirement Systems (TMRS) of the City of Manor; and Increasing the rate of deposits to Texas Municipal Retirement Systems by the employees.
9. Consideration, discussion and possible action on the first reading of an ordinance rezoning Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1). **Applicant**: Marcos Chavez. **Owner**: Marcos Chavez.

Thomas Bolt,  
City Manager

Thomas Bolt,  
City Manager

Tracey Vasquez,  
HR Coordinator

Scott Dunlop,  
Asst. Dev. Services  
Director

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| 10. Consideration, discussion and possible action on a request for disannexation of 2.0 acres, Abstract 154 Survey 52 Caldwell AC, locally known as 15201 Voelker Lane, Manor, TX 78653. <b>Applicant:</b> Terry L. Schultz. <b>Owner:</b> Terry L. Schultz. | Scott Dunlop,<br>Asst. Dev. Services<br>Director |
| 11. Consideration, discussion and possible action on a request for disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653. <b>Applicant:</b> Lena Ging. <b>Owner:</b> Lena Ging                   | Scott Dunlop,<br>Asst. Dev. Services<br>Director |
| 12. Consideration, discussion, and possible action on the Manor Lions Club H.O.T. Funds application of reimbursement of actual expenses meeting the State of Texas Hotel Tax Law Requirements Section 351.101.   | Thomas Bolt,<br>City Manager                     |
| 13. Consideration, discussion, and possible action on the review of the City Council attendance from November 20, 2017 to November 20, 2018.   | Thomas Bolt,<br>City Manager                     |
| 14. Consideration, discussion, and possible action on the election of Mayor Pro Tem to serve a one -year term.   | Thomas Bolt,<br>City Manager                     |
| 15. Consideration, discussion, and possible action on the appointment of one (1) Council Member to fill a vacancy on the Public Improvement District Committee.  | Thomas Bolt,<br>City Manager                     |
| 16. Consideration, discussion, and possible action on the appointment of three (3) Budget Committee Council Members to serve a one -year term.   | Thomas Bolt,<br>City Manager                     |

## EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

*Section 551.074 Personnel Matters – Commission Interview Candidates for appointment to fill an unexpired vacancy on the City of Manor Planning and Zoning Commission.*

## OPEN SESSION

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

## ADJOURNMENT

In addition to any executive session already listed above, the City Council 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 Section §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) and §551.087 (Deliberations regarding Economic Development Negotiations).

**POSTING CERTIFICATION**

I, the undersigned authority do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Manor, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: Friday, November 30, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/Luvia Tijerina/, TRMC  
City Secretary for the City of Manor, Texas

***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 accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at 512.272.5555 or e-mail [ltijerina@cityofmanor.org](mailto:ltijerina@cityofmanor.org)*





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** December 5, 2018

**PREPARED BY:** Lluvia Tijerina, City Secretary

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes:

- November 14, 2018, Called Special Session
- November 20, 2018, Called Special Session

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

November 14, 2018, Called Special Session Minutes

November 20, 2018, Called Special Session Minutes

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the City Council Minutes for the November 14, 2018, Special Session; and the November 20, 2018, Special Session.

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

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**CITY COUNCIL  
CALLED SPECIAL SESSION MINUTES  
NOVEMBER 14, 2018**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1 (Absent)  
Maria Amezcua, Place 2  
Anne R. Weir, Mayor Pro Tem, Place 3  
Zindia Pierson, Place 4 (Absent)  
Deja Hill, Place 5  
Todd Shaner, Place 6

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia Tijerina, City Secretary  
Scott Dunlop, Assistant Development Services Director  
Ryan Phipps, Chief of Police  
Sarah Friberg, Court Clerk  
Sammie Hatfield, Community Development Manager  
Anthony Valchar, Streets/Parks Superintendent  
Denver Collins, Captain  
Samantha Montemayor, Victim Services Supervisor  
James Allen, Lieutenant

**SPECIAL SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Jonse at 7:00 p.m. on Wednesday, November 14, 2018, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Anthony Valchar, Streets/Parks Superintendent, led the Pledge of Allegiance.

## PROCLAMATION

Declaring the week of November 12-16, 2018, as “National Hunger and Homeless Awareness Week”.

Mayor Jonse read and presented a proclamation declaring the week of November 12-16, 2018, as “National Hunger and Homeless Awareness Week” to Jerretta Jimmerson Davenport with Manor ISD – Project Hope.

## PUBLIC COMMENTS

Anthony Valchar, Streets/Parks Superintendent spoke before City Council regarding Texas Arbor Day. He discussed the several types of trees that were purchased and planted throughout the City.

No one else appeared to speak at this time.

## CONSENT AGENDA

1. **Consideration, discussion, and possible action to approve the City Council Minutes of the November 7, 2018, Regular Meeting.**
2. **Consideration, discussion, and possible action on the acceptance of the October 2018 Departmental Reports:**
  - **Police – Ryan Phipps, Chief of Police**
  - **Development Services – Scott Dunlop, Assistant Dev. Services Director**
  - **Community Development – Sammie Hatfield, Comm. Dev. Manager**
  - **Municipal Court – Sarah Friberg, Court Clerk**
  - **Public Works – Mike Tuley, Director of Public Works**
  - **Finance – Lydia Collins, Director of Finance**
3. **Second and Final Reading: Consideration, discussion, and possible action on an ordinance for a Final Planned Unit Development request for Manor Heights being 477 acres, more or less, of land including Lot 2, J.F. Nagle Estates, portions of the A.C. Caldwell Survey No. 52, Abstract 154, and Lemuel Kimbro Survey No. 64, Abstract No. 456, located near US Hwy 290 E and Old Kimbro Road and locally known as 13201, 13356, and 13400 Old Kimbro Road, Manor, Texas. Applicant: Kimley-Horn Associates. Owner: Sky Village Kimbro Estates LLC.**
4. **Consideration, discussion, and possible action on a resolution authorizing the acceptance of the grant award through the U.S. department of justice office for victims of crime; and authorization the City Manager to act as the grantee’s authorized official in all matters pertaining to the city's participation in the law enforcement-based direct victim services program.**

**5. Consideration, discussion, and possible action on City owned equipment and fleet to be auctioned off.**

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

**PUBLIC HEARINGS**

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

The City staff's recommendation was that the City Council conduct the second and final public hearing.

Mayor Jonse opened the public hearing.

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

**7. Public Hearing and First Reading: Consideration, discussion, and possible action on an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2). Applicant: Hans Lorange, Real People Homes, Inc. Owner: Hans Lorange.**

The City staff's recommendation was that the City Council approve the first reading of an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2).

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

Mayor Jonse opened the public hearing.

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

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Hill the Council voted five (5) For and none (0) Against to approve the first reading of an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2). The motion carried unanimously.

8. **Public Hearing: Consideration, discussion and possible action on a Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres more or less, located near US Hwy 290 E and Old Kimbro Road, Manor, TX. Applicant: Kimley-Horn & Associates. Owner: Sky Village Kimbro Estates LLC.**

The City staff's recommendation was that the City Council approve a Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres more or less, located near US Hwy 290 E. and Old Kimbro Road. Manor, TX.

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

Mayor Jonse opened the public hearing.

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

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to approve a Concept Plan for Manor Heights Phases 2, 3, 4, 5, 6; 1,530 lots on 477 acres more or less, located near US Hwy 290 E. and Old Kimbro Road. Manor, TX. The motion carried unanimously.

## **REGULAR AGENDA**

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

The City staff's recommendation was that the City Council postpone this item to the December 5, 2018, Regular Council Meeting.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to postpone this item to the December 5, 2018, Regular Council Meeting to gather more information from the applicant regarding parking. The motion carried unanimously.

**10. Consideration, discussion and possible action on a resolution setting a public hearing under Section 311.003 of the Texas Tax Code for the creation of a Tax Increment Reinvestment Zone (TIRZ) containing approximately 599.2 acres of land generally located along Highway 290, east of Bois D Arc Road, south of Kimbro West Road and west of FM 1100 and being located within the corporate limits of the City of Manor, authorizing the issuance of notice by the City Secretary regarding the public hearing, and directing the City to prepare a preliminary Reinvestment zone project and financing plan.**

The City staff's recommendation was that the City Council approve Resolution No. 2018-12 setting a public hearing for the creation of a Tax Increment Reinvestment Zone (TIRZ) containing approximately 599.2 acres of land, authorizing the City Secretary to issue notice regarding the public hearing, and directing the City to prepare a preliminary Reinvestment zone project and financing plan.

**MOTION:** Upon a motion made by Council Member Hill and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to approve Resolution No. 2018-12 setting a public hearing on December 5, 2018, for the creation of a Tax Increment Reinvestment Zone (TIRZ) containing approximately 599.2 acres of land, authorizing the City Secretary to issue notice regarding the public hearing, and directing the City to prepare a preliminary Reinvestment zone project and financing plan. The motion carried unanimously.

**11. Consideration, discussion, and possible action on a resolution establishing a Public Improvement District (PID) Underwriting pool for the City of Manor.**

The City staff's recommendation was that the City Council approve Resolution No. 2018-13 establishing a Public Improvement District (PID) Underwriting pool for the City of Manor consisting of FMSbonds, Inc., Piper Jaffray & Co., and Stifel Nicolaus & Company, Inc., for a period of 5 years and authorizing the Mayor to enter and execute any agreements necessary for underwriter services regarding PID bonds.

City Manager Bolt discussed the pool process for the City of Manor.

**MOTION:** Upon a motion made by Council Member Shaner and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to approve Resolution No. 2018-13 establishing a Public Improvement District (PID) Underwriting pool for the City of Manor consisting of FMSbonds, Inc., Piper Jaffray & Co., and Stifel Nicolaus & Company, Inc., for a period of 5 years and authorizing the Mayor to enter and execute any agreements necessary for underwriter services regarding PID bonds. The motion carried unanimously.

**12. Consideration, discussion, and possible action on the Manor Lions Club H.O.T. Funds application of reimbursement of actual expenses meeting the State of Texas Hotel Tax Law Requirements Section 351.101.**

This item was pulled, no action was taken.

**13. Consideration, discussion, and possible action to close City Offices from 12:00 p.m. to 2:00 p.m. on Friday, December 7, 2018.**

The City staff's recommendation was that the City Council approve the closure of City Offices from 12:00 p.m. to 2:00 p.m. on Friday, December 7, 2018, for the Holiday Luncheon.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted five (5) For and none (0) Against to approve the closure of City Offices from 12:00 p.m. to 2:00 p.m. on Friday, December 7, 2018, for the Holiday Luncheon. The motion carried unanimously.

**ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 7:28 p.m. on Wednesday, November 14, 2018.

These minutes approved by the Manor City Council on the 5<sup>th</sup> day of December 2018.

**APPROVED:**

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

**ATTEST:**

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



**CITY COUNCIL  
CALLED SPECIAL SESSION MINUTES  
NOVEMBER 20, 2018**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1 (Absent)  
Maria Amezcua, Place 2  
Anne R. Weir, Mayor Pro Tem, Place 3  
Zindia Pierson, Place 4 (Absent)  
Deja Hill, Place 5 (Absent)  
Todd Shaner, Place 6 (Absent)

**CITY STAFF:**

Thomas Bolt, City Manager  
Lluvia Tijerina, City Secretary

**SPECIAL SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the special session of the Manor City Council was called to order by Mayor Rita G. Jonse at 7:00 p.m. on Tuesday, November 20, 2018, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Gabriel Nila, led the Pledge of Allegiance.

**REGULAR AGENDA**

**1. Consideration, discussion and possible action of items relating to the November 6, 2018, City of Manor General Election:**

- **Canvass of the Election Returns for the City Council General Election**

The City Council canvassed the following results of the City of Manor General Election held on November 6, 2018:



Mayor Jonse read the following results:

**GENERAL ELECTION NOVEMBER 6, 2018  
(Results for 3 Precincts 105, 106, and 120)**

**TOTAL REGISTERED VOTERS – 4,937**

**TOTAL BALLOTS CAST – 2,642**

**PLACE**

**TOTAL VOTES CAST**

**COUNCIL MEMBER, PLACE 2**

	Early Voting	Election Day	Total Votes
Maria D. Amezcua	737	319	1,056
Jacob Hammersmith	206	87	293
Christopher Harvey	416	159	575

**COUNCIL MEMBER, PLACE 4**

Dr. Larry Wallace, Jr.	855	361	1,216
Gil Burrell	487	192	679

**COUNCIL MEMBER, PLACE 6**

Valerie Dye	1,001	413	1,414
Todd Shaner	302	130	432

**• Consideration of an Ordinance declaring the results of the City Council Election**

Due to no regular quorum, this item was moved to the December 5, 2018, Regular Council Meeting.

**• Presentation of Certificates of Election by Mayor Rita G. Jonse to Re-Elected Council Member, Place 2 – Maria Amezcua; Newly Elected Council Member, Place 4 – Dr. Larry Wallace Jr.; and Newly Elected Council Member, Place 6 – Valerie Dye**

Mayor Jonse presented the Certificate of Election to Re-Elected Council Member, Place 2 – Maria D. Amezcua; Newly Elected Council Member, Place 4 – Dr. Larry Wallace Jr.; and Newly Elected Council Member, Place 6 – Valerie Dye.

- **Oath-of-Office to Council Member, Place 2 – Maria Amezcua; Council Member, Place 4 – Dr. Larry Wallace Jr.; and Council Member, Place 6 – Valerie Dye by Presiding Judge Robby Chapman.**

Following the presentation, Presiding Judge Robby Chapman conducted the Oath-of-Office to Re-Elected Council Member, Place 2 – Maria D. Amezcua; Newly Elected Council Member, Place 4 – Dr. Larry Wallace Jr.; and Newly Elected Council Member, Place 6 – Valerie Dye.

## **ADJOURNMENT**

The Special Session of the Manor City Council Adjourned at 7:17 p.m. on Wednesday, November 20, 2018.

These minutes approved by the Manor City Council on the 5<sup>th</sup> day of December 2018.

## **APPROVED:**

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Rita G. Jonse  
Mayor

## **ATTEST:**

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Lluvia Tijerina, TRMC  
City Secretary



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** December 5, 2018

**PREPARED BY:** Lluvia Tijerina, City Secretary

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an ordinance declaring the results of the City Council General Election.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

Ordinance No. 533

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve Ordinance No. 533 declaring the results of the City Council General Election.

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

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## ORDINANCE NO. 533

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, CANVASSING THE ELECTION RETURNS AND DECLARING THE RESULTS OF THE GENERAL ELECTION OF THE CITY OF MANOR HELD ON TUESDAY, NOVEMBER 6, 2018, FOR THE CITY OF MANOR'S COUNCIL MEMBER PLACE NO. 2; COUNCIL MEMBER PLACE NO. 4; AND COUNCIL MEMBER PLACE NO. 6; AND DECLARING THE EFFECTIVE DATE OF THIS ORDINANCE.**

Whereas, pursuant to the Texas Election Code, the City Council of the City of Manor, Texas, convened on the 20<sup>th</sup> day of November 2018 at 7:00 p.m. for canvassing the vote in the General Election held on November 6, 2018.

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

Section One. Canvass of Vote. There came to be considered the returns of the general election held on the 6<sup>th</sup> day of November 2018, for three council members, and it is appearing from said returns, duly and legally made, that there were cast at said election 2,642 votes (*total votes*); and that each of the candidates in said election received the following votes:

### GENERAL ELECTION

<b>COUNCIL MEMBER, PLACE 2</b>	<b><u>VOTES CAST:</u></b>
Maria D. Amezcua	1,056
Jacob Hammersmith	293
Christopher Harvey	575
<b>COUNCIL MEMBER, PLACE 4</b>	<b><u>VOTES CAST:</u></b>
Dr. Larry Wallace Jr.	1,216
Gil Burrell	679
<b>COUNCIL MEMBER, PLACE 6</b>	<b><u>VOTES CAST:</u></b>
Valerie Dye	1,414
Todd Shaner	432

Section Two. Finding and Declarations. It is found, determined and declared by the City Council that said election was duly called; that notice of said election was given in accordance with law, and that said election was held in accordance with law; and that Maria Amezcua was duly elected to the City Council, Place 2; Dr. Larry Wallace Jr. was duly elected to the City Council, Place 4; and, Valerie Dye was duly elected to the City Council, Place 6. Said above named parties are hereby declared duly elected to said respective offices, subject to taking of their oaths of office as provided by the laws of the State of Texas.

Section Three. Open Meetings. It is further found and determined that in accordance with this Ordinance of this governing body that the City Secretary posted written notice of the date, place and subject of this meeting in the bulletin board of the City Hall, a place convenient to the public, and said notice having been so posted continuously for at least 72 hours preceding the date of this meeting. A copy of the return of aid posting shall be attached to the minutes of the meeting and shall be made a part thereof for all intents and purposes.

**PASSED AND APPROVED** on this 5<sup>th</sup> day of December 2018.

**THE CITY OF MANOR, TEXAS**

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Rita G. Jonse,  
Mayor

**ATTEST:**

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Lluvia Tijerina, TRMC  
City Secretary



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Second and Final Reading: Consideration, discussion, and possible action on an ordinance of a rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2). Applicant: Hans Lorange, Real People Homes, Inc. Owner: Hans Lorange.

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### BACKGROUND/SUMMARY:

This property was annexed on 9/30/18 by Ordinance 483. It is at the intersection of US Hwy 290 and Kimbro Road. There are a couple of occupied and unoccupied building on the property. The Public Hearing and the first reading was held at the November 14, 2018, Special Council Meeting. Today is the second and final reading of the ordinance.

PRESENTATION: ☐ YES ☒ NO

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

Ordinance No. 535

Zoning map

Area image

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 535 rezoning request for 4.382 acres of land out of the A.C. Caldwell Survey, Number 52, locally known as 14101 US Hwy 290 E, from Interim Agricultural (A) to Medium Commercial (C-2).

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

**ORDINANCE NO. 535**

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

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

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

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

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

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

**Section 2. Amendment of Ordinance.** City of Manor Code of Ordinances Chapter 14 Exhibit A Zoning Ordinance ("Zoning Ordinance" or "Code"), is hereby modified and amended by rezoning the Property as set forth in Section 3.

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

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

**PASSED AND APPROVED FIRST READING** on this the 14<sup>th</sup> day of November 2018.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 5<sup>th</sup> day of December 2018.

**THE CITY OF MANOR, TEXAS**

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

**ATTEST:**

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

**EXHIBIT “A”**

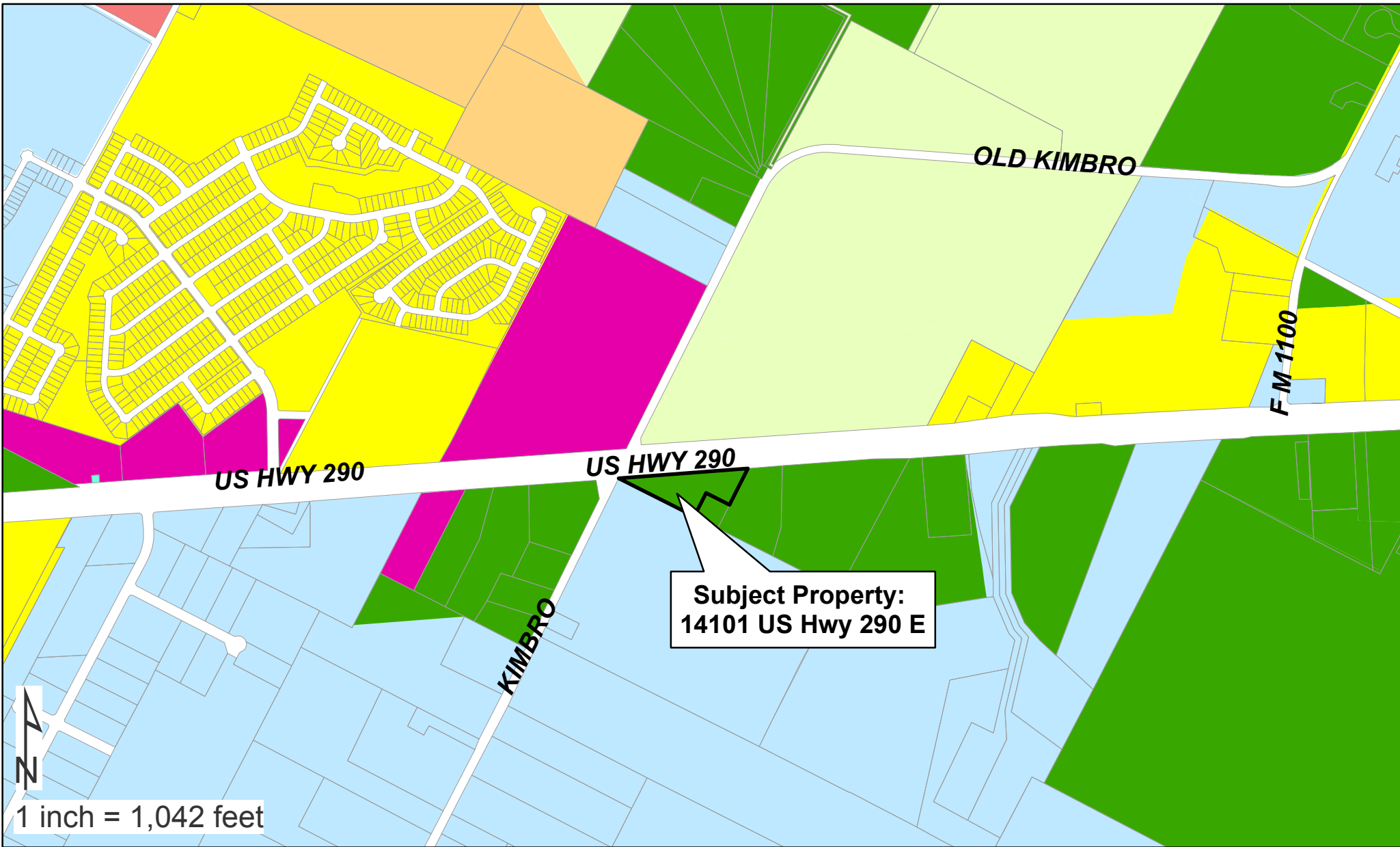
Property Legal Description:

Abstract 315, Survey 63 G Acres 2.935, 0.50 and 3.0 and Lot 2 Block A KST/Voelker Tract  
Resub of Lot 2 Block A

Property Address:

14401 N FM 973 and 14233, 14225 and 14211 Suncrest Road, Manor, Texas





## Proposed Zoning: Medium Commercial C-2

*Current Zoning District:  
Interim Agricultural (A)*

### Manor Zoning

#### Zone

R-1 - Single Family	C-2 - Medium Commercial
R-2 - Single Family	DB - Downtown Business District
R-3 - Multi Family	NB - Neighborhood Business
R-4 - Multi Family Special	IN-1 - Light Industrial
M-1 - Manufactured Housing	IN-2 - Heavy Industrial
M-2 - Manufactured Housing Park	I - Institutional
C-1 - Light Commercial	PUD - Planned Unit Development
	A - Agricultural
	Manor ETJ





AGENDA ITEM NO. <sup>4</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to accept the resignation of Dr. Larry Wallace Jr. from Place No. 4 on the Planning and Zoning Commission (P&Z); and Declare a vacancy on the P&Z Commission.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

Larry Wallace Jr. Resignation Letter

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**STAFF RECOMMENDATION:**

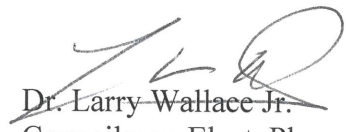
It is City staff's recommendation that the City Council accept the resignation of Dr. Larry Wallace Jr. from Place No. 4 on the Planning and Zoning Commission (P&Z); and Declare a vacancy on the P&Z Commission.

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

Dr. Larry Wallace Jr.  
14505 Esker Road  
Manor, Texas 78653

To Whom It May Concern,

Due to my election as Councilman - Place 4 for the City of Manor, I submit my resignation as Planning & Zoning Commission, Place 4 - Commissioner, effective November 14, 2018.

  
~~Dr. Larry Wallace Jr.~~  
Councilman-Elect, Place 4  
City of Manor





AGENDA ITEM NO. <sup>5</sup>\_\_\_\_\_

### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

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**AGENDA ITEM DESCRIPTION:**

Conduct a public hearing regarding the creation of a Tax Increment Reinvestment Zone Number One, City of Manor, Texas.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐YES ☒NO

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

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**STAFF RECOMMENDATION:**

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

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



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance for the creation of the Tax Increment Reinvestment Zone Number One, City of Manor, Texas; Describing the boundaries of the Zone; Creating a Board of Directors for the Zone and appointing members of the Board.

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### BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Ordinance No. 536

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### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 536 for the creation of the Tax Increment Reinvestment Zone Number One, City of Manor, Texas; Describing the boundaries of the Zone; Creating a Board of Directors for the Zone and appointing members of the Board.

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

**ORDINANCE NO. 536**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, DESIGNATING A GEOGRAPHIC AREA WITHIN THE CITY AS A TAX INCREMENT REINVESTMENT ZONE, PURSUANT TO CHAPTER 311 OF THE TEXAS TAX CODE, KNOWN AS TAX INCREMENT REINVESTMENT ZONE NUMBER ONE, CITY OF MANOR, TEXAS; DESCRIBING THE BOUNDARIES OF THE ZONE, CREATING A BOARD OF DIRECTORS FOR THE ZONE AND APPOINTING MEMBERS OF THE BOARD; ESTABLISHING A TAX INCREMENT REINVESTMENT ZONE FUND FOR THE ZONE, CONTAINING FINDINGS AND PROVISIONS RELATED TO THE FOREGOING SUBJECT; PROVIDING A DATE FOR THE TERMINATION OF THE ZONE, PROVIDING THAT THE ZONE TAKE EFFECT IMMEDIATELY UPON PASSAGE OF THE ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Manor, Texas (the “City”) is authorized under Chapter 311 of the Texas Tax Code, as amended (the “Act”), to create a tax increment reinvestment zone within its corporate limits if the area satisfies the requirements of the Act; and

**WHEREAS**, pursuant to and as required by the Act, the city council of the City (the “City Council”) prepared a preliminary project and finance plan for *Tax Increment Reinvestment Zone Number One, City of Manor, Texas* (the “Preliminary Project and Finance Plan”) attached as **Exhibit A** for a proposed tax increment reinvestment zone containing approximately 599.2 acres described and depicted on **Exhibit B** attached hereto and incorporated herein for all purposes (the “Property”), and

**WHEREAS**, the City published and provided notice of the public hearing on the creation of the proposed zone in the Manor Community News, a newspaper of general circulation in the City on November 23, 2018, which date is not later than the seventh (7<sup>th</sup>) day before the public hearing held on December 5, 2018; and

**WHEREAS**, at the public hearing on December 5, 2018, interested persons were allowed to speak for or against the creation of the proposed zone, its boundaries, and the concept of tax increment financing; and owners of property in the proposed zone were given an opportunity to protest the inclusion of their property in the proposed zone;

**WHEREAS**, evidence was received and presented at the public hearing in favor of the creation of the zone; and

**WHEREAS**, the City has taken all actions required to create the zone including, but not limited to, all actions required by the Act, the Texas Open Meetings Act, and all other laws applicable to the creation of the zone; and

**WHEREAS**, the City desires to appoint initial members to the board of directors of the zone; and

**WHEREAS**, terms used in this Ordinance that have their initial letters capitalized shall have the meanings given to them in this Ordinance; however, terms that are **CAPITALIZED IN BOLD** shall have the meanings given to them in the Preliminary Project and Finance Plan; and

**WHEREAS**, the City Council closed the public hearing on December 5, 2018.

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

**Section 1. Findings**

- (a) That the facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct and are adopted as part of this Ordinance for all purposes.
- (b) That the proposed zone is located wholly within the corporate limits of the City.
- (c) That the City Council finds and declares that the **Public Improvements** in the zone will significantly enhance the value of all the taxable real property in the proposed zone and will be of general benefit to the City.
- (d) That the City Council finds and declares that the zone meets the criteria and requirements of Section 311.005(a)(2) of the Act because:
  - 1. the proposed zone is predominantly open and undeveloped;
  - 2. there is a need for essential public infrastructure and economic development programs to attract new development activity to the proposed zone for the purposes of increasing the real property tax base for all taxing units within the zone, increasing sales and use taxes for the City and the State of Texas, and increasing job opportunities for residents of the City and the region; and
  - 3. these factors substantially impair and arrest the sound growth of the City.
- (e) The City Council finds that not more than thirty percent (30%) of the property in the proposed zone, excluding property that is publicly owned, is used for residential purposes, and the total appraised value of taxable real property in the proposed zone does not exceed fifty percent (50%) of the total appraised value of taxable real property in the City and in the industrial districts created by the City.
- (f) The City Council finds that the development or redevelopment of the property in the proposed zone will not occur solely through private investment in the reasonably foreseeable future.
- (g) The City Council finds that the Preliminary Project and Finance Plan is feasible.
- (h) The City Council finds that the implementation of the Preliminary Project and Finance Plan (as defined above) will alleviate the conditions described in Section 1(d) above and will serve a public purpose.



## Section 2. Designation and Name of the Zone

Pursuant to the authority of, and in accordance with the requirements of the Act, the City Council hereby designates the Property as a tax increment reinvestment zone. The name assigned to the zone for identification is *Tax Increment Reinvestment Zone Number One, City of Manor, Texas* (the “Zone”). The City Council specifically declares that the Zone is designated pursuant to Section 311.005 (a)(2).

## Section 3. Board of Directors

**3.1** The City Council hereby creates a board of directors for the Zone (the “Board”) consisting of seven (7) members. Seven (7) members shall be appointed by the City Council to Places 1, 2, 3, 4, 5, 6, and 7. The City Council hereby appoints the following seven individuals to serve as the initial members of the Board for the terms indicated:

Place 1	Mayor (term expires November 30, 2019)
Place 2	Council Place 1 (term expires November 30, 2019)
Place 3	Council Place 2 (term expires November 30, 2020)
Place 4	Council Place 3 (term expires November 30, 2019)
Place 5	Council Place 4 (term expires November 30, 2020)
Place 6	Council Place 5 (term expires November 30, 2019)
Place 7	Council Place 6 (term expires November 30, 2020)

Upon expiration of the indicated terms or upon City Council action to reconstitute the initial Board by appointing replacement members, subsequent appointments to fill vacancies shall be for terms of two years. The member appointed to Place 1 shall serve as the Chair of the Board. The Board is authorized to elect a Vice-Chair and other officers as determined by the Board.

**3.2** The Board shall make recommendations to the City Council concerning the administration, management, and operation of the Zone. The Board shall prepare or cause to be prepared and adopted a project plan and reinvestment zone finance plan for the Zone (the “Project and Finance Plan”) as required by the Act, and shall submit the Project and Finance Plan to the City Council for approval. The City Council hereby delegates to the Board all powers necessary to implement any Project and Finance Plan approved by the City Council, including the power to employ consultants and enter into agreements that the Board considers necessary or convenient to implement the Project and Finance Plan and to administer, operate, and manage the Zone, including, but not limited to, the power to enter into reimbursement agreements and other obligations secured by the **TIRZ Fund** established pursuant to Section 6 of this Ordinance.

**3.3** Directors of the Board shall not receive any salary or other compensation for their services as directors.

**3.4** Pursuant to Section 311.010(h) of the Act and Article III, Section 52-a of the Texas Constitution, the City Council hereby authorizes the Board, as necessary or convenient to implement the Project and Finance Plan and achieve its purposes, to establish and provide for the administration of one or more programs for the public purposes of developing and diversifying the economy of the Zone, eliminating unemployment and underemployment in the Zone, and

developing or expanding transportation, business, and commercial activity in the Zone, including programs to make grants of land and buildings and make grants from the **TIRZ Fund** for activities that benefit the Zone and stimulate business and commercial activity in the Zone. In addition, the City Council hereby authorizes the Board to exercise all of the powers of the City under Chapter 380, Texas Local Government Code, as amended.

#### **Section 4. Duration of the Zone**

That the Zone shall take effect immediately upon passage of this Ordinance. The Zone shall terminate on December 31, 2042 (with final year's tax to be collected by September 30, 2043); unless otherwise terminated in accordance with this section. The City shall have the right to terminate the Zone prior to the expiration of its stated term if all **Project Costs** have been paid in full. If upon expiration of the stated term of the Zone, **Project Costs** have not been paid, the City shall have no obligation to pay the shortfall.

#### **Section 5. Tax Increment Base**

That the **Tax Increment Base** for purposes of calculating the **Tax Increment** means the total appraised value of all real property taxable property in the Zone as of January 1, 2018, the year in which the Zone was designated.

#### **Section 6. Captured Appraised Value**

The **Captured Appraised Value** for purposes of calculating the annual Tax Increment, means for any given year, the total real property value taxable (including increase tax values attributable to changes in use) by a taxing unit and located in the zone for that year, less the Tax Increment Base.

#### **Section 7. Tax Increment Fund**

That there is hereby created and established a **TIRZ Fund** for the Zone. Within the **TIRZ Fund**, there may be maintained subaccounts as necessary and convenient to carry out the purposes of the Act. The **Tax Increment** received by the City shall be deposited into the **TIRZ Fund** as of the effective date of the Zone. The TIRZ Fund and all subaccounts shall be maintained at the depository bank of the City and shall be secured in the manner prescribed by law for funds of Texas cities. Prior to the termination of the Zone, money shall be disbursed from the Tax Increment Fund only to pay **Project Costs**.

#### **Section 8. Severability**

If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

#### **Section 9. Open Meetings**

It is hereby found, determined, and declared that sufficient written notice of the date, hour, place and subject of the meeting of the City Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times to the general public at the City Hall of the City for the time required by law preceding its meeting, as required by the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, as amended, and that this meeting has been open to the public as required by law at all times during which this Ordinance and the subject matter hereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

**Section 10. Effective Date**

This Ordinance shall become effective immediately upon its passage.

**PASSED AND ADOPTED** by the City Council of Manor, Texas, at a regular meeting on the \_\_\_\_ day of \_\_\_\_\_, 2018, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

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Rita G. Jonse, Mayor

**ATTEST:**

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Lluvia Tijerina, City Secretary  
City of Manor, Texas  
[CITY SEAL]

**EXHIBIT A**  
**PRELIMINARY PROJECT AND FINANCE PLAN**  
*[see attached]*

**EXHIBIT B**

*[see attached]*



TAX INCREMENT REINVESTMENT ZONE NO. 1  
CITY OF MANOR, TEXAS  
PRELIMINARY PROJECT AND FINANCE PLAN  
DECEMBER 5, 2018

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# 1 Introduction

## **1.1 Authority and Purpose**

The City of Manor, a Texas Home-Rule municipality (the “City”) has the authority under Chapter 311, Texas Tax Code, as amended (the “Act”) to designate a contiguous or noncontiguous geographic area within the corporate limits or extraterritorial jurisdiction (“ETJ”) of the City as a tax increment reinvestment zone to promote development or redevelopment of the area if the governing body of the City (the “City Council”) determines that development or redevelopment would not occur solely through private investment in the reasonably foreseeable future, that the zone is feasible, and that creation of the zone is in the best interest of the City and the property in the zone. The purpose of the zone is to facilitate such development or redevelopment by financing the costs of public works, public improvements, programs, and other projects benefiting the zone, plus other costs incidental to those expenditures, all of which costs are authorized by the Act.

## **1.2 Eligibility Requirements**

An area is eligible under the Act to be designated as a tax increment reinvestment zone if it is predominantly open or undeveloped and, because of obsolete platting, deterioration of structure or site improvements, or other factors, substantially impairs or arrests the sound growth of the City. The City cannot, however, designate a zone if more than thirty percent (30%) of the property in the proposed zone, excluding property that is publicly owned, is “used for residential purposes” (defined by the Act as follows: “...property is used for residential purposes if it is occupied by a house having fewer than five living units ...”) or if the total appraised value of taxable real property in the proposed zone and in existing reinvestment zones exceeds fifty percent (50%) of the total appraised value of taxable real property in the City and in industrial districts created by the City.

## **1.3 Proposed Zone**

The City Council intends to create a tax increment reinvestment zone to be known as “Tax Increment Reinvestment Zone Number One, City of Manor, Texas” (the “Zone”) that includes approximately 599 acres of land (the “Property”) as described by metes and bounds in **Appendix A** and owned by Sky Village Kimbro Estates, LLC, a Texas limited liability company, its authorized and approved successors and assigns, RHOF, LLC, a Texas limited liability company, its authorized and approved successors and assigns, Alma Juanita Champion Meier, William Clark Meier, and Carolyn Juanita Meier Fauber (collectively, the “Owner”). The Property is currently zoned PUD and R-2. The Property is undeveloped, and due to its size, location, and physical characteristics, development will not occur solely through private investment in the foreseeable future. The Property substantially impairs and arrests the sound growth of the City because it is predominately open and undeveloped due to factors such as the lack of public infrastructure and the need for economic incentive to attract development to the Zone for the purpose of providing long-term economic benefits including, but not limited to, increased real property tax base for all taxing units in the Zone. If the public improvements, and other projects are financed as contemplated by this Preliminary Plan (hereinafter defined), the City envisions that the Property will be developed to take full advantage of the opportunity to bring to the City and Travis County a master planned development.

#### **1.4 Preliminary Plan and Hearing**

Before the City adopted the ordinance designating the Zone, the City Council must prepare a preliminary reinvestment zone finance plan in accordance with the Act and hold a public hearing on the creation of the proposed Zone and its benefits to the City and to the Property, at which public hearing interested persons are given the opportunity to speak for and against the creation of the proposed Zone, the boundaries of the proposed Zone and the concept of tax increment financing, and at which hearing the Owner of the Property will be given a reasonable opportunity to protest the inclusion of the Property in the proposed Zone. The requirement of the Act for a reinvestment zone preliminary finance plan is satisfied by this Preliminary Plan dated December 5, 2018 (the "Preliminary Plan"), the purpose of which is to describe, in general terms, the public improvements that will be undertaken and financed by the Zone. A description of how such public improvements and projects will be undertaken and financed will be determined by the Final Plan and by the TIRZ Agreement (both hereinafter defined), which require approval by the Board (hereinafter defined) and by the City Council.

#### **1.5 Creation of the Zone**

Upon the closing of the above referenced public hearing, the City Council may adopt an ordinance in accordance with the Act creating the Zone if (1) the City Council finds that development or redevelopment of the Property would not occur solely through private investment in the reasonably foreseeable future, (2) that the Zone is feasible, and (3) that improvements in the Zone will significantly enhance the value of all the taxable real property in the Zone and will be of general benefit to the City. Among other provisions required by the Act, the ordinance creating the Zone will appoint a Board of Directors for the Zone (the "Board").

#### **1.6 Board Recommendations**

After the creation of the Zone, the Board will review the Preliminary Plan and approve and recommend to the City Council a Tax Increment Reinvestment Zone Number One, City of Manor, Texas Final Project and Finance Plan (the "Final Plan"), and an agreement between Owner, Board, and the City (the "TIRZ Agreement") pursuant to which the City will contribute a portion of its ad valorem tax increment attributable to new development in the Zone (the "Tax Increment") into a Tax Increment Fund created by the City and segregated from all other funds of the City (the "TIRZ Fund") to pay to Owner or its assigns, in accordance with the TIRZ Agreement, the costs of public improvements and other projects benefitting the Zone.

#### **1.7 Council Action**

The City Council will take into consideration the recommendations of the Board and will consider approval of the Final Plan and the TIRZ Agreement. If the TIRZ Agreement is approved, the City Council will authorize and direct its execution.

### **2 Description and Maps**

#### **2.1 Existing Uses and Conditions**

The Property is currently located in Travis County and within the corporate limits of the City and is zoned PUD and R-2. The Property is undeveloped, and there is no public infrastructure to support development. Development will require extensive public infrastructure that: (1) the City cannot provide,

and (2) will not be provided solely through private investment in the foreseeable future. A map of the Property and the proposed Zone is shown on **Appendix B**.

## **2.2 *Proposed Uses***

The Proposed use of the Property is a residential master planned community pursuant to that certain Development Agreement (the “Development Agreement”), dated November 7, 2018 and attached as **Appendix G**.

## **3 Proposed Changes to Ordinances, Plans, Codes, Rules and Regulations**

The Property is wholly located in the corporate limits of the City and is subject to the City’s zoning regulation. The City has exclusive jurisdiction over the subdivision and platting of the property within the Property and the design, construction, installation, and inspection of water, sewer, drainage, roadway, and other public infrastructure.

## **4 Relocation of Displaced Persons**

### **4.1 *No Relocation Necessary***

No persons will be displaced and in need of relocation due to the creation of the Zone or implementation of the Final Plan.

## **5 Estimated Non-Project Costs**

### **5.1 *List of Non-Project Costs***

Non-project costs are private funds that will be spent to develop in the Zone but will not be financed by the Zone. The list of non-project costs is shown on **Appendix C**. The total non-project costs are estimated to be approximately \$4,938,570.

## **6 Proposed Public Improvements**

### **6.1 *Categories of Public Improvements***

The proposed public improvements to be financed by the Zone include offsite water improvements, MAD 4 roadway/collector roadway, Phase 2 wastewater treatment plant and enhanced landscaping (the “Public Improvements”). All Public Improvements shall be designated and constructed in accordance with all applicable City standards and shall otherwise be inspected, approved, and accepted by the City.

### **6.2 *Locations of Public Improvements***

The estimated locations of the proposed Public Improvements are described in the Development Agreement. These locations may be revised, with the approval of the City Administrator or his/her designee, from time to time without amending the Final Plan.

## 7 Estimated Project Costs

### *7.1 Project Costs*

The total costs of projects in the Zone include the costs of the Public Improvements and the costs of administering the Zone (the “Project Costs”), and are estimated to be \$25,698,813, as shown on **Appendix D**.

### *7.2 Estimated Costs of Public Improvements*

The estimated costs of the Public Improvements (the “Public Improvements Costs”) within the Zone are \$25,546,704 as shown on **Appendix D**.

### *7.3 Estimated Administrative Costs*

The estimated costs for administration of the Zone shall be the actual, direct costs paid or incurred by or on behalf of the city to administer the Zone (the “Administrative Costs”). The Administrative Costs include the costs of professional services, including those for planning, engineering, and legal services paid by or on behalf of the City. The Administrative Costs also include organizational costs, the costs of publicizing the creation of the Zone, and the cost of implementing the project plan for the Zone paid by or on behalf of the City that are directly related to the administration of the Zone. The Administrative Costs shall be paid ear year from the TIRZ Fund before any other Project Costs are paid. The Administrative Costs are estimated to be \$5,000 per year beginning 2019 and escalating at two percent (2%) thereafter.

### *7.4 Estimated Timeline of Incurred Costs*

The Administrative Costs will be incurred annually beginning at the time the Zone creates a new increment of real property tax revenue and through the duration of the Zone. It is estimated the Project Costs will be incurred during calendar years 2019 through 2021, as shown on **Appendix E**.

## 8 Economic Feasibility

### *8.1 Feasibility Study*

For purposes of this Preliminary Plan, economic feasibility has been evaluated over the term of the Zone, as shown on **Appendix F**. This evaluation focuses on only direct financial benefits (i.e. ad valorem tax revenues from the development of Public Improvements in the Zone). Based on the Feasibility Study, during the term of the Zone, new development (which would not have occurred but for the Zone) will generate approximately \$84,279,897 in total new City real property tax revenue. The City, as a participant, will benefit from the new development within the Zone and will retain approximately \$64,958,967 in net additional real property tax revenue. The remaining additional revenue will be deposited in the TIRZ Fund to pay Project Costs.

The Feasibility Study shows a portion of the new real property tax revenue generated by the Zone will be retained by the City. The remainder of the new real property tax revenue generated within the Zone will be available to pay Project Costs, up to the Maximum Contribution which is \$19,168,820 (the “Maximum Contribution”), until the term expires or is otherwise terminated. All taxing revenues generated for other taxing entities by the development of Public Improvements within the Zone will be retained one hundred percent (100%) by the other taxing entities. Upon expiration or termination of the Zone, one hundred percent (100%) of all tax revenue generated within the Zone will be retained by the respective taxing entities. Based on the foregoing, the feasibility of the Zone has been demonstrated.

## 9 Estimated Bonded Indebtedness

### *9.1 No Estimated Bonded Indebtedness*

No bonded indebtedness issued by the City pursuant to the Act is contemplated.

## 10 Appraised Value

### *10.1 Current Appraised Value*

The current total appraised value of taxable real property in the Zone is \$2,815,559, which represents the Tax Increment Base, (the “Tax Increment Base”) of the Property and is determined by the Travis Central Appraisal District in accordance with Section 311.012(c) of the Act.

### *10.2 Estimated Captured Appraised Value*

The amount of the City’s tax increment for a year during the term of the Zone is the amount of property taxes levied and collected by the City for that year on the captured appraised value of the Property less the Tax Increment Base of the Property, (the “Captured Appraised Value”). The Tax Increment Base of the Property is the total taxable value of the Property for the year in which the Zone was designated, as stated in **Section 10.1**. It is estimated that upon expiration of the term of the Zone, the total Captured Appraised Value of taxable real property in the Zone will be \$748,764,701, as shown on **Appendix F**. At the estimated time (year 2021) the Public Improvements are completed, the Captured Appraised Value will be \$128,025,010 as shown on **Appendix F**. The actual Captured Appraised Value, as certified by the Travis Central Appraisal District will, for each year, will be used to calculate annual payment by the City into the TIRZ Fund pursuant to the Final Plan.

## 11 Method of Financing

Pursuant to the Development Agreement shown on **Appendix G**, the Owner has paid, and will in the future pay, those Project Costs attributable to the Public Improvements and will construct or cause to be constructed the Public Improvements. This Preliminary Plan and the TIRZ Agreement shall obligate the City to pay from the TIRZ Fund to the Owner or its assigns all actual Project Costs paid by the Owner or its assigns up to the Maximum Contribution. Funds deposited into the TIRZ Fund shall always first be applied to pay the Administrative Costs. After the Administrative Costs have been paid, funds in the TIRZ Fund shall next be used to reimburse the Owner or its assigns actual Project Costs paid. All payments of Project Costs shall be made solely from the TIRZ Fund and from no other funds of the City unless otherwise approved by the governing body, and the TIRZ Fund shall only be used to pay the Project Costs in accordance with the Final Plan and the TIRZ Agreement. The Final Plan shall obligate the City to deposit into the TIRZ Fund each year for the duration of the Zone an amount equal to thirty and one half percent (30.5%) per \$100 of Captured Appraised Value in the Zone levied and collected that constitutes the contribution of the City’s tax increment for that year. The City may amend the Final Plan in compliance with the TIRZ Agreement, including but not limited to what is considered a Project Cost.

## **12 Duration of the Zone, Termination**

### ***12.1 Duration***

The stated term of the Zone shall commence on the creation of the Zone, and shall continue for twenty-five (25) years, until December 31, 2042, with the last payment being received by September 30, 2043 unless otherwise terminated in accordance with the TIRZ Creation Ordinance.

### ***12.2 Termination***

The Zone will terminate the earlier of (i) twenty-five (25) years, until December 31, 2042, with the last payment being received by September 30, 2043, or (ii) the Maximum Contribution of \$19,168,820 has been paid to the Owner or its assigns, or (iii) the Owner has been paid an amount equal to the cost of the Project Costs, including 7.0% simple interest accrued on unreimbursed amounts for the costs of the Project Costs. If upon expiration of the stated term of the Zone, the Maximum Contribution of TIRZ revenues, has not been paid to the Owner or its assigns, the City shall have no obligation to pay the shortfall and the term shall not be extended. The provisions of this section shall be included in the TIRZ Agreement. Nothing in this section is intended to prevent the City from extending the term of the Zone in accordance with the Act.

## Appendix A

### The Property

90.089 ACRES OUT OF THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE TRACTS OF LAND CONVEYED TO RHOF, LLC, A TEXAS LIMITED LIABILITY COMPANY, PER DEED RECORDED AS DOCUMENT NO.2017194263 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

44.0347 ACRES OF LAND LOCATED IN THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN CALLED 180.83 ACRES OF LAND CONVEYED TO ALMA JUANITA MEIER, AS DESCRIBED IN VOLUME 11376, PAGE 676, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

267.972 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456 AND THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE SAME 267.972 ACRE TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS DESCRIBED IN DOCUMENT NUMBER 2016214460, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

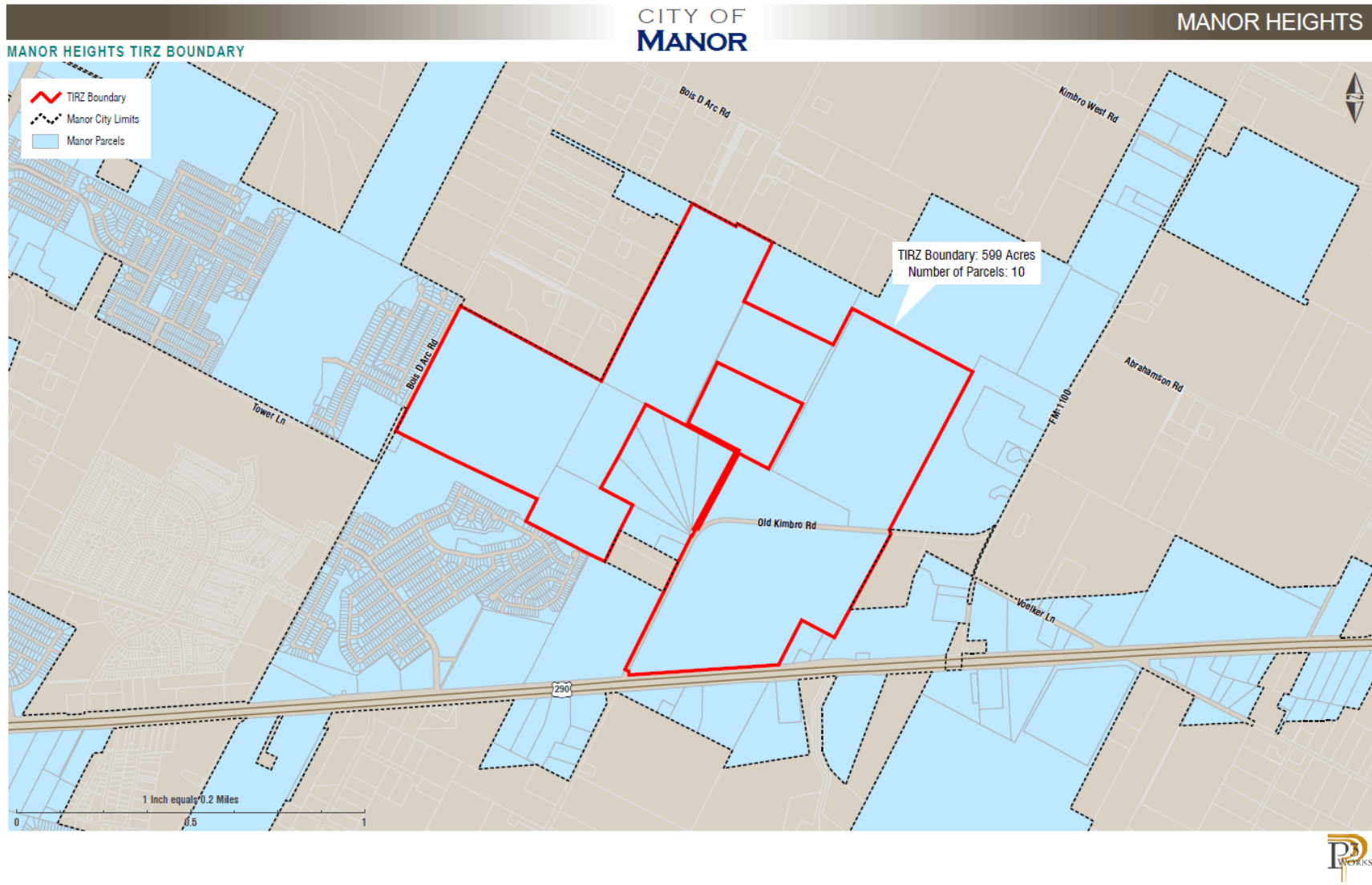
(35.626 AC) LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

3.469 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456, TRAVIS COUNTY, TEXAS AND BEING A PORTION OF THAT CERTAIN TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS RECORDED IN 2017157471 OF THE OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS

157.9603 ACRES OUT OF THE A.C. CALDWELL SURVEY NO.52, ABSTRACT 154 AND THE LEMUEL KIMBRO SURVEY NO.64, ABSTRACT 456, AND BEING THE TRACTS OF LAND CONVEYED TO KIMBRO ROAD ESTATES, LP PER DEED RECORDED AS DOCUMENT NO.201780865 OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

## Appendix B

Map of the Property





Appendix C

Estimated Non-Project Costs

	Non-Project Costs	
Water Line Project	\$	1,173,540
Wastewater Line Project		501,000
Offsite Wastewater Improvements		3,264,030
<b>Total</b>	<b>\$</b>	<b>4,938,570</b>

## Appendix D

### Estimated Project Costs

		Project Costs <sup>(1)</sup>	
Public Improvements			
Offsite Water Improvements		\$	924,000
MAD 4 Roadway/Collector Roadway			8,164,764
Phase 2 Wastewater Treatment Plant			2,469,000
Enhanced Landscaping			13,988,940
<b>Subtotal (Public Improvements Costs)</b>	<b>(1)</b>	<b>\$</b>	<b>25,546,704</b>
Administrative Costs			
		\$	152,109
<b>Subtotal (Administrative Costs)</b>	<b>(2)</b>	<b>\$</b>	<b>152,109</b>
<b>Total (Project Costs)</b>	<b>(3)=(1)+(2)</b>	<b>\$</b>	<b>25,698,813</b>

<sup>(1)</sup> Includes contingency equal to 10.66% of hard costs, soft costs equal to 11.22% of hard costs, and 3.74% in permits and fees.

## Appendix E

### Estimated Timeline of Incurred Costs

Year	Estimated Timeline of Incurred Costs				
	2019	2020	2021	2022	2023
Public Improvements Costs	\$ 8,515,568	\$ 8,515,568	\$ 8,515,568	\$ -	\$ -
Administrative Costs	\$ 5,000	\$ 5,100	\$ 5,202	\$ 5,306	\$ 5,412
<b>Total</b>	<b>\$ 8,520,568</b>	<b>\$ 8,520,668</b>	<b>\$ 8,520,770</b>	<b>\$ 5,306</b>	<b>\$ 5,412</b>

## Appendix F

### Captured Appraised Value and Feasibility Study

Gross Base Value:	2,815,559
Exempt Property Value:	-
Net Base Value:	2,815,559

									Tax Increment Allocation					
									City			TIRZ		
Year	Growth/	Added	Net Taxable	Incremental	City Tax	Annual	Cumulative		%			%		
No.	Year	Value	Value	Value	Rate	City Taxes	City Taxes		Retained	Annual	Cumulative	Retained	Annual	Cumulative
1	2018	2.0%	-	2,815,559	-	-	-	69.5%	-	-	-	30.5%	-	-
2	2019	2.0%	42,600,000	45,471,870	42,656,311	0.752200	-	69.5%	-	-	-	30.5%	-	-
3	2020	2.0%	42,619,680	89,000,988	86,185,429	0.752200	320,861	69.5%	222,998	222,998	222,998	30.5%	97,863	97,863
4	2021	2.0%	40,059,562	130,840,569	128,025,010	0.752200	648,287	69.5%	450,559	673,558	673,558	30.5%	197,727	295,590
5	2022	2.0%	41,909,226	175,366,607	172,551,048	0.752200	963,004	69.5%	669,288	1,342,845	1,342,845	30.5%	293,716	589,306
6	2023	2.0%	48,303,535	227,177,474	224,361,915	0.752200	1,297,929	69.5%	902,061	2,244,906	2,244,906	30.5%	395,868	985,175
7	2024	2.0%	59,663,643	291,384,667	288,569,108	0.752200	1,687,650	69.5%	1,172,917	3,417,823	3,417,823	30.5%	514,733	1,499,908
8	2025	2.0%	54,235,081	351,447,441	348,631,882	0.752200	2,170,617	69.5%	1,508,579	4,926,402	4,926,402	30.5%	662,038	2,161,946
9	2026	2.0%	55,319,783	413,796,173	410,980,614	0.752200	2,622,409	69.5%	1,822,574	6,748,976	6,748,976	30.5%	799,835	2,961,781
10	2027	2.0%	56,426,178	478,498,275	475,682,716	0.752200	3,091,396	69.5%	2,148,520	8,897,496	8,897,496	30.5%	942,876	3,904,657
11	2028	2.0%	48,952,187	537,020,427	534,204,868	0.752200	3,578,085	69.5%	2,486,769	11,384,266	11,384,266	30.5%	1,091,316	4,995,973
12	2029	2.0%	33,234,664	580,995,499	578,179,940	0.752200	4,018,289	69.5%	2,792,711	14,176,977	14,176,977	30.5%	1,225,578	6,221,551
13	2030	2.0%	-	592,615,409	589,799,850	0.752200	4,349,070	69.5%	3,022,603	17,199,580	17,199,580	30.5%	1,326,466	7,548,017
14	2031	2.0%	-	604,467,718	601,652,159	0.752200	4,436,474	69.5%	3,083,350	20,282,930	20,282,930	30.5%	1,353,125	8,901,142
15	2032	2.0%	-	616,557,072	613,741,513	0.752200	4,525,628	69.5%	3,145,311	23,428,241	23,428,241	30.5%	1,380,316	10,281,458
16	2033	2.0%	-	628,888,213	626,072,654	0.752200	4,616,564	69.5%	3,208,512	26,636,753	26,636,753	30.5%	1,408,052	11,689,510
17	2034	2.0%	-	641,465,978	638,650,419	0.752200	4,709,319	69.5%	3,272,976	29,909,729	29,909,729	30.5%	1,436,342	13,125,852
18	2035	2.0%	-	654,295,297	651,479,738	0.752200	4,803,928	69.5%	3,338,730	33,248,459	33,248,459	30.5%	1,465,198	14,591,050
19	2036	2.0%	-	667,381,203	664,565,644	0.752200	4,900,431	69.5%	3,405,799	36,654,258	36,654,258	30.5%	1,494,631	16,085,682
20	2037	2.0%	-	680,728,827	677,913,268	0.752200	4,998,863	69.5%	3,474,210	40,128,468	40,128,468	30.5%	1,524,653	17,610,335
21	2038	2.0%	-	694,343,404	691,527,845	0.752200	5,099,264	69.5%	3,543,988	43,672,456	43,672,456	30.5%	1,555,275	19,165,610
22	2039	2.0%	-	708,230,272	705,414,713	0.752200	5,201,672	99.9%	5,198,463	48,870,919	48,870,919	0.1%	3,210	19,168,820
23	2040	2.0%	-	722,394,877	719,579,318	0.752200	5,306,129	100.0%	5,306,129	54,177,048	54,177,048	0.0%	-	19,168,820
24	2041	2.0%	-	736,842,775	734,027,216	0.752200	5,412,676	100.0%	5,412,676	59,589,724	59,589,724	0.0%	-	19,168,820
25	2042	2.0%	-	751,579,630	748,764,071	0.752200	5,521,353	100.0%	5,521,353	65,111,077	65,111,077	0.0%	-	19,168,820

*Appendix F – Continued*

Year	Annual TIRZ Funds Available	Public Improvements Costs	Administrative Costs	TIRZ Interest	Public Improvements Costs & Interest Reimbursed to Owner	Unreimbursed Public Improvement Costs & Interest
2018	-	-	-	-	-	-
2019	-	8,515,568	5,000	-	-	-
2020	97,863	8,515,568	5,100	588,532	92,763	17,526,906
2021	197,727	8,515,568	5,202	1,170,417	192,525	27,020,365
2022	293,716	-	5,306	1,745,575	288,410	28,477,531
2023	395,868	-	5,412	1,717,486	390,456	29,804,560
2024	514,733	-	5,520	1,681,068	509,213	30,976,415
2025	662,038	-	5,631	1,634,331	656,407	31,954,339
2026	799,835	-	5,743	1,577,941	794,091	32,738,188
2027	942,876	-	5,858	1,511,529	937,018	33,312,700
2028	1,091,316	-	5,975	1,434,719	1,085,341	33,662,078
2029	1,225,578	-	6,095	1,348,502	1,219,483	33,791,096
2030	1,326,466	-	6,217	1,255,214	1,320,249	33,726,061
2031	1,353,125	-	6,341	1,160,051	1,346,784	33,539,329
2032	1,380,316	-	6,468	1,062,976	1,373,848	33,228,456
2033	1,408,052	-	6,597	963,951	1,401,455	32,790,953
2034	1,436,342	-	6,729	862,936	1,429,613	32,224,276
2035	1,465,198	-	6,864	759,892	1,458,334	31,525,833
2036	1,494,631	-	7,001	654,777	1,487,630	30,692,980
2037	1,524,653	-	7,141	547,552	1,517,512	29,723,020
2038	1,555,275	-	7,284	438,172	1,547,991	28,613,201
2039	155,319	-	7,430	426,780	119,697	28,920,285
2040	-	-	7,578	426,250	-	29,346,534
2041	-	-	7,730	425,708	-	29,772,243
2042	-	-	7,884	425,157	-	30,197,399
<b>Total</b>	<b>19,320,929</b>	<b>25,546,704</b>	<b>152,109</b>	<b>23,819,515</b>	<b>19,168,820</b>	

## Appendix G

Development Agreement To Be Attached

**EXHIBIT B**

90.089 acres out of the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas and being the tracts of land conveyed to RHOF, LLC, a Texas Limited Liability Company, per deed recorded as document No.2017194263 of the official public records of Travis County, Texas

44.0347 acres of land located in the A.C. Caldwell Survey, Abstract Number 154, Travis County, Texas and being a portion of that certain called 180.83 acres of land conveyed to Alma Juanita Meier, as described in Volume 11376, Page 676, Official Public Records of Travis County, Texas

267.972 ACRES OF LAND LOCATED IN THE LEMUEL KIMBRO SURVEY, ABSTRACT NUMBER 456 AND THE A.C. CALDWELL SURVEY, ABSTRACT NUMBER 154, TRAVIS COUNTY, TEXAS AND BEING THE SAME 267.972 ACRE TRACT OF LAND CONVEYED TO SKY VILLAGE KIMBRO ESTATES, LLC, AS DESCRIBED IN DOCUMENT NUMBER 2016214460, OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS.

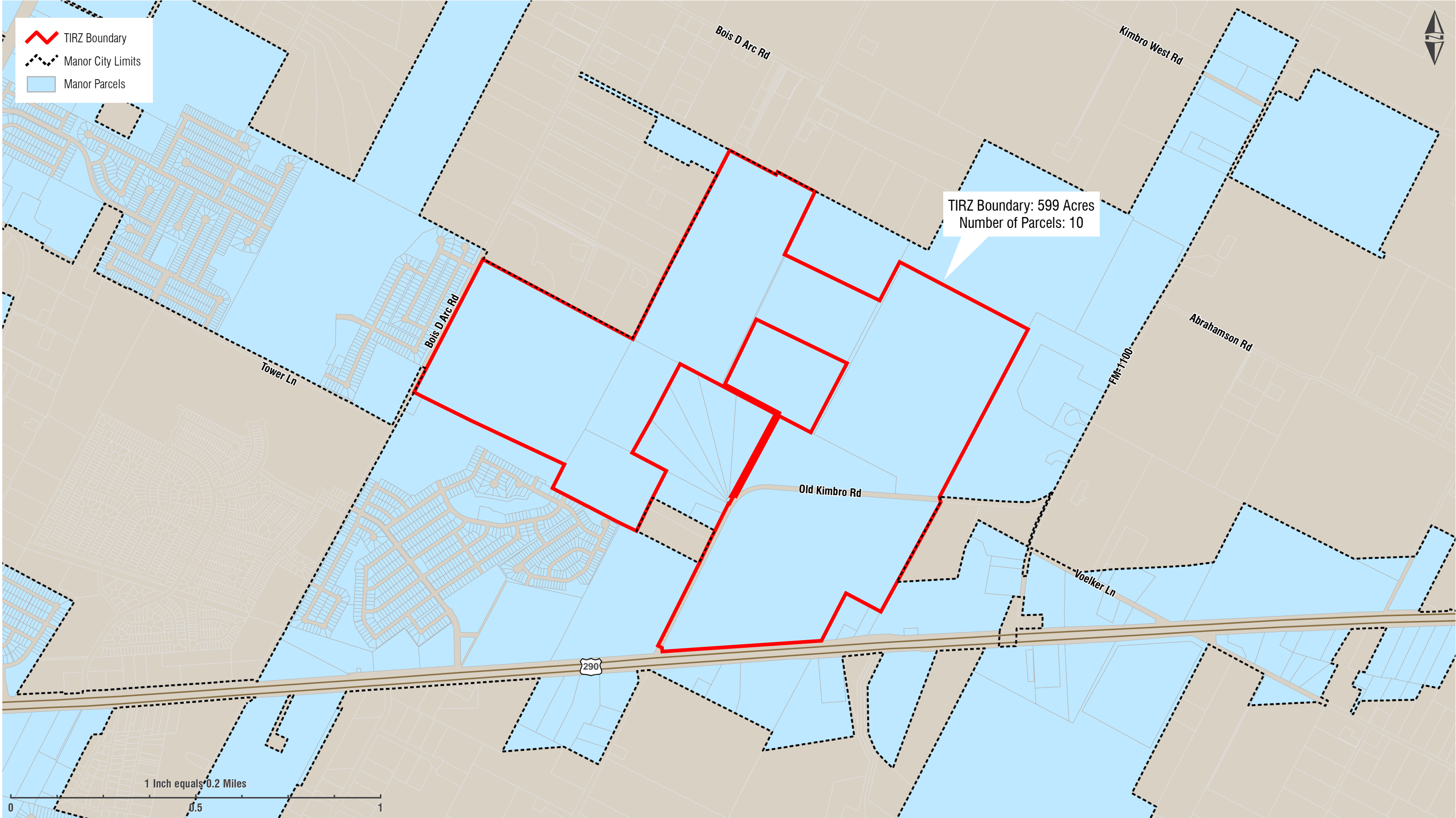
(35.626 AC) LOT 2, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, TOGETHER WITH A NON-EXCLUSIVE 60 FOOT WIDE ACCESS AND PUBLIC UTILITY EASEMENT AS CREATED AND MORE PARTICULARLY DESCRIBED IN THAT DECLARATION OF ACCESS AND PUBLIC UTILITY EASEMENT RECORDED IN DOCUMENT NO. 1999058184, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS, BEING THE SAME 35.626 ACRES CONVED TO SKY VILLAGE KIMBRO ESTATES, LLC, OF THE OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY, TEXAS

Westernmost 20 feet of LOT 3, J.F. NAGLE ESTATES, A SUBDIVISION IN TRAVIS COUNTY, TEXAS, ACCORDING TO THE MAP OR PLAT THEREOF RECORDED IN DOCUMENT NO. 199900207, OFFICIAL PUBLIC RECORDS, TRAVIS COUNTY, TEXAS

3.469 acres of land located in the Lemuel Kimbro Survey, Abstract Number 456, Travis County, Texas and being a portion of that certain tract of land conveyed to Sky Village Kimbro Estates, LLC, as recorded in 2017157471 of the official Records of Travis County, Texas

157.9603 acres out of the A.C. Caldwell survey No.52, Abstract 154 and the Lemuel Kimbro Survey No.64, Abstract 456, and being the tracts of land conveyed to Kimbro Road Estates, LP per deed recorded as document No.201780865 of the official public records of Travis County, Texas

MANOR HEIGHTS TIRZ BOUNDARY







## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** December 5, 2018

**PREPARED BY:** Thomas Bolt, City Manager

**DEPARTMENT:** Administration

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on authorizing an order recorded in the minutes designating Frontier Bank to serve as depository for the City's restricted fund accounts and designating Independent Bank to serve as depository for the City's general fund accounts; and authorizing the City Manager to execute depository service contracts in the form approved by the City Attorney.

### 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 approve and authorize an order recorded in the minutes designating Frontier Bank to serve as depository for the City's restricted fund accounts and designating Independent Bank to serve as depository for the City's general fund accounts; and authorizing the City Manager to execute depository service contracts in the form approved by the City Attorney.

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

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**AGENDA ITEM SUMMARY FORM**

**PROPOSED MEETING DATE:** December 5, 2018

**PREPARED BY:** Tracey Vasquez, HR Coordinator

**DEPARTMENT:** Human Resources

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion and possible action of an ordinance authorizing and allowing an Updated Service Credits for qualifying members of the Texas Municipal Retirement Systems (TMRS) of the City of Manor; and Increasing the rate of deposits to Texas Municipal Retirement Systems by the employees.

**BACKGROUND/SUMMARY:**

The City and its employees participate in the Texas Municipal Retirement System as part of a retirement benefit. Currently, the employee contribution rate is at 5%, with the City's contribution being a two to one match after the employee is vested and at the time of retirement.

A survey was conducted regarding the employee contribution rate to increase from 5% to 7%.

The majority was for the new increase:

98%- For 2%- Against

In addition, the City is offering a one time benefit of Updated Service Credit.

**PRESENTATION:** ☐ YES ☒ NO

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

Ordinance No. 537

**STAFF RECOMMENDATION:**

It is the City staff's recommendation that the City Council approve Ordinance No. 537 authorizing and allowing an Updated Service Credits for qualifying members of the Texas Municipal Retirement Systems (TMRS) of the City of Manor; and Increasing the rate of deposits to Texas Municipal Retirement Systems by the employees.

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

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**ORDINANCE NO. 537**

**TEXAS MUNICIPAL RETIREMENT SYSTEM**

**AN ORDINANCE AUTHORIZING AND ALLOWING, UNDER THE ACT GOVERNING THE TEXAS MUNICIPAL RETIREMENT SYSTEM, "UPDATED SERVICE CREDITS" IN SAID SYSTEM FOR SERVICE PERFORMED BY QUALIFYING MEMBERS OF SUCH SYSTEM WHO PRESENTLY ARE MEMBERS OF THE CITY OF MANOR; INCREASING THE RATE OF DEPOSITS TO THE TEXAS MUNICIPAL RETIREMENT SYSTEM BY THE EMPLOYEES; AND ESTABLISHING AN EFFECTIVE DATE FOR SUCH ACTIONS.**

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

**Authorization of Updated Service Credits.**

**Section 1. Terms and Conditions:** (a) On the terms and conditions set out in Sections 853.401 through 853.403 of Subtitle G of Title 8, Government Code, as amended (hereinafter referred to as the "TMRS Act"), each member of the Texas Municipal Retirement System (hereinafter referred to as the "System") who has current service credit or prior service credit in the System in force and effect on the 1st day of January of the calendar year preceding such allowance, by reason of service in the employment of the City, and on such date had at least 36 months of credited service with the System, shall be and is hereby allowed "Updated Service Credit" (as that term is defined in subsection (d) of Section 853.402 of said title) in an amount that is **100%** of the "base Updated Service Credit" of the member (calculated as provided in subsection (c) of Section 853.402 of said title). The Updated Service Credit hereby allowed shall replace any Updated Service Credit, prior service credit, special prior service credit, or antecedent service credit previously authorized for part of the same service.

(b) In accordance with the provisions of subsection (d) of Section 853.401 of said title, the deposits required to be made to the System by employees of the several participating departments on account of current service shall be calculated from and after the date aforesaid on the full amount of such person's earnings as an employee of the City.

**BE IT FURTHER ORDAINED:**

**Section 2. Increased Deposits:** That all employees of the City of Manor, who are members of the Texas Municipal Retirement System, shall make deposits to the System at the rate of **7%** of their individual earnings.

**Section 3. Effective Date:** Subject to approval by the Board of Trustees of the System, this ordinance shall be and become effective on the **1st day of January 2019**.

**Section 4. Amendment of Conflicting Ordinances:** All ordinances or parts of ordinances in conflict with this Ordinance are hereby amended to the extent of a conflict herewith. In the event of a conflict between another ordinance of the City and this Ordinance, this Ordinance shall control.

**PASSED AND APPROVED** this 5<sup>th</sup> day of December 2018.

**THE CITY OF MANOR, TEXAS:**

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Rita G. Jonse,  
Mayor

**ATTEST:**

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Lluvia Tijerina, TRMC  
City Secretary



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Scott Dunlop, Asst. Dev. Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

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

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### BACKGROUND/SUMMARY:

The applicant has proposed rezoning a small house at Lexington and Eggleston to Light Commercial. Staff's recommendation to Planning Commission will be for Neighborhood Business. Across the street is Neighborhood Business (Bright Beginnings Daycare). Any commercial use of the property will require the a site plan which will show off-street parking, landscaping, outdoor lighting, and drainage.

P&Z voted to deny the rezoning.

At the November 7th and 14th Council meetings, City Council postponed the first reading to obtain more information of allowable uses and parking.

Neighborhood Business allowable uses have been included and the applicant provided a parking exhibit.

PRESENTATION: ☐ YES ☒ NO

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

Rezoning Map

Notice Letter

Mailing Labels

NB Uses

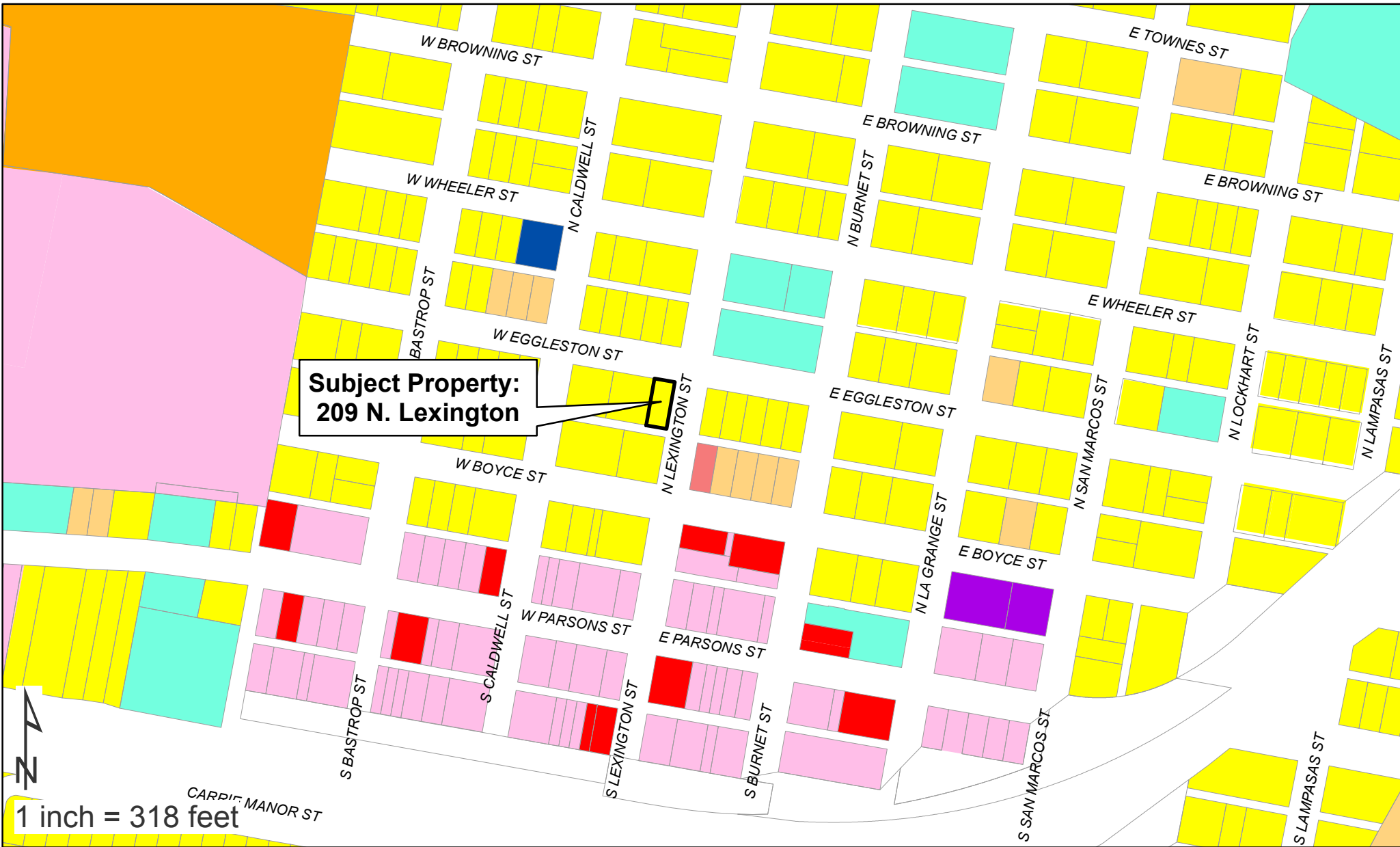
Parking Exhibit

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### STAFF RECOMMENDATION:

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

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



# **Proposed Zoning:** **Light Commercial C-1**

*Current Zoning District:*  
*Single Family R-1*

Zone		
<span style="background-color: yellow;"> </span>	R-1 - Single Family	<span style="background-color: red;"> </span> DB - Downtown Business District
<span style="background-color: orange;"> </span>	R-2 - Single Family	<span style="background-color: lightcoral;"> </span> NB - Neighborhood Business
<span style="background-color: brown;"> </span>	R-3 - Multi Family	<span style="background-color: purple;"> </span> IN-1 - Light Industrial
<span style="background-color: blue;"> </span>	R-4 - Multi Family Special	<span style="background-color: darkblue;"> </span> IN-2 - Heavy Industrial
<span style="background-color: lightblue;"> </span>	M-1 - Manufactured Housing	<span style="background-color: cyan;"> </span> I - Institutional
<span style="background-color: darkblue;"> </span>	M-2 - Manufactured Housing Park	<span style="background-color: lightgreen;"> </span> PUD - Planned Unit Development
<span style="background-color: pink;"> </span>	C-1 - Light Commercial	<span style="background-color: green;"> </span> A - Agricultural
<span style="background-color: magenta;"> </span>	C-2 - Medium Commercial	<span style="background-color: lightblue;"> </span> Manor ETJ



September 14, 2018

RE: 209 N. Lexington Street Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting a public hearing to consider a rezoning request for 209 North Lexington Street. You are being notified because you own property within 300 feet of the property for which this request is being made. The request will be posted on the agenda as follows:

**Consideration, discussion and possible action on a rezoning request for Lot 6, Block 43 Town of Manor, locally known as 209 North Lexington Street, from Single Family (R-1) to Light Commercial (C-1).**

The Planning and Zoning Commission will convene a Special Meeting at 6:30PM on October 3, 2018 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on October 3, 2018 AND October 17, 2018 at 105 E. Eggleston St. in the City Council Chambers.

If you have no interest in the case there is no need for you to attend. You may address any comments to me at the address or phone number listed below. Any communications I receive will be made available to Commission and Council members during the discussion of this item. For your convenience, my email address is [sdunlop@cityofmanor.org](mailto:sdunlop@cityofmanor.org)

Sincerely,

Scott Dunlop  
Planning Coordinator  
512-272-5555 ext. 5

CHITWOOD TRACYE CURRY  
106 W WHEELER ST  
MANOR , TX 78653-3395

HABIT RAY E  
PO BOX 118  
MANOR , TX 78653-0118

TURNER DALE W  
PO BOX 474  
MANOR , TX 78653-0474

LIONS EYE BANK OF DIST 2-S3&S5  
DBA LIONS EYE BANK OF CEN TX  
PO BOX 347  
MANOR , TX 78653-0347

GILDON EMMA  
PO BOX 872  
MANOR , TX 78653-0872

NUNN ROSS ETUX  
% MRS HENRIETTA PERKINS  
PO BOX 207  
MANOR , TX 78653-0207

NUNN LILLIE M  
PO BOX 207  
MANOR , TX 78653-0207

RODRIGUEZ RICHARD  
12511 US HIGHWAY 290 E  
MANOR , TX 78653-4520

LEHNHOFF JENNELL  
103 W EGGLESTON ST  
MANOR , TX 78653-3371

LUTZ JAMES T & ALEXANDRA CARRILLO  
14812 FM 973 N  
MANOR , TX 78653-3540

CASTILLO MONICA ANN  
PO BOX 1097  
MANOR , TX 78653-1097

VASQUEZ JUAN JR & DIANA E GERL  
DIANA E GERLING  
PO BOX 499  
MANOR , TX 78653-0499

YOUNG CLAUDIE G & SAMMIE M  
PO BOX 145  
MANOR , TX 78653-0145

PAIZ RAMON E JR  
PO BOX 280  
MANOR , TX 78653-0280

MENDEZ JUAN OJEDA  
104 E EGGLESTON ST  
MANOR , TX 78653-3407

ACOSTA MOSES  
106 EGGLESTON ST  
MANOR, TX 78653

ALVARADO MIGUEL ANGEL & GLORIA  
PO BOX 294  
MANOR , TX 78653-0294

CASTILLO JOSE SABAS &  
ELICIE CASTILLO  
PO BOX 1097  
MANOR , TX 78653-1097

SANCHEZ NORA L & JOSE A JR  
JOSE A SANCHEZ JR  
PO BOX 232  
MANOR , TX 78653-0232

CASTILLO FIDENSIO & REBECCA RAMOS  
16508 FM 973 N  
MANOR , TX 78653-3592

BRISENO CONSUELO & SANDRA  
SUAREZ  
PO BOX 205  
MANOR , TX 78653-0205

CASIANO JARAMILLO SALVADOR  
PO BOX 143201  
AUSTIN , TX 78714-3201

TANCOR LLC  
9009 FAIRWAY HILL DR  
AUSTIN , TX 78750-3023

HERNANDEZ GLORIA B & ANDREW RAY  
ANDREW RAY REESE  
PO BOX 287  
MANOR , TX 78653-0287

MORENO JORGE  
11303 CARRIE MANOR ST  
MANOR, TX 78653-5369

TRAVIS COUNTY  
PO BOX 1748  
AUSTIN , TX 78767-1748

GAULT WILLIAM C  
PO BOX 32  
MANOR , TX 78653-0032

120 EAST BOYCE STREET LLC  
1004 MERIDEN LN  
AUSTIN, TX 78703-3823



# MIXED USE DISTRICTS

## NB Neighborhood Business

Neighborhood Business allows a mix of commercial uses excluding single-family residential and manufactured home residential. The district allows the sale of goods and products to which value has been added on-site in addition to other neighborhood support services located at or near single-family and multifamily residential development. Multifamily is only allowed in a mixed-use building where retail and/or services are located on the ground floor.

### Site Development Standards

Lot		Massing	
Minimum Lot Size	5,750 sq ft	Maximum Height	35 ft
Minimum Lot Width	50 ft	Maximum FAR	0.5
Maximum Building Coverage	45%	Minimum Setbacks:	
Maximum Building Coverage		Front Yard	20 ft
with Accessory Buildings	55%	Street Side Yard	10 ft
Landscape Requirement	15%	Side Yard	20 ft*
		Rear Yard	10 ft

\* 0 or 10 ft side yard to all C, I, IN

### Permitted and Conditional Uses

#### Residential

Condominium Residential	Transitional Housing (c)
Multifamily Residential	

#### Civic

Community Events (c)	Public Primary and Secondary Education
Community Recreation (c)	Facilities (c)
Private Primary and Secondary	Postal Facilities
Education Facilities (c)	Religious Assembly
	All Other Civic Uses

#### Commercial

Administrative Offices	Food Sales
Administrative Services (c)	General Retail Sales
Art Gallery	Laundry Services
Art Workshop	Liquor Sales

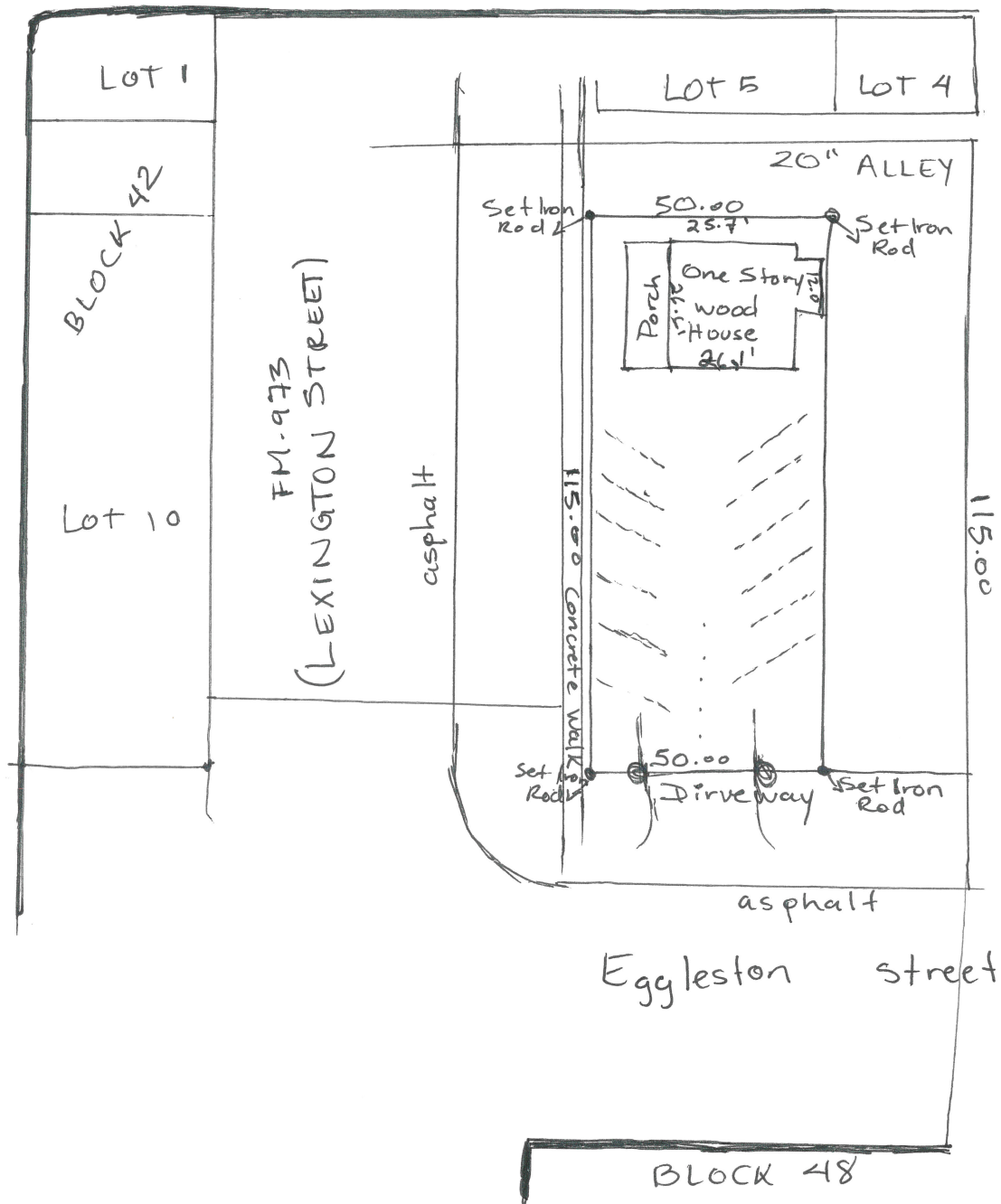
# NB

## Neighborhood Business

### Commercial

---

Bed and Breakfast (c)	Medical Offices less than 5000 SF
Cocktail Lounge (c)	Personal Improvement Services
Consumer Convenience Stores	Personal Services
Consumer Repair Services	Pet Services
Counseling Services	Professional Office
Day Care Services (c)	Restaurant - No Drive Through
Financial Services	Service Station (c)
Florist - No Greenhouse	Veterinary Services (c)
Food Preparation Less than 5000 SF	



Marcos 512 470-8078  
209?



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Scott Dunlop, Asst. Dev. Services Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a request for disannexation of 2.0 acres, Abstract 154 Survey 52 Caldwell AC, locally known as 15201 Voelker Lane, Manor, TX 78653. Applicant: Terry L. Schultz. Owner: Terry L. Schultz.

---

### BACKGROUND/SUMMARY:

This property was annexed on April 17, 2008 by Ordinance 345.

PRESENTATION: ☐ YES ☒ NO

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

Request

Map

Tax record

---

### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council deny a request for disannexation of 2.0 acres, Abstract 154 Survey 52 Caldwell AC, locally known as 15201 Voelker Lane, Manor, TX 78653.

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

Terry L. Schultz  
15201 Voelker Lane  
Manor, Texas 78653

November 25, 2018

To: City of Manor  
105 E. Eggleston Street  
PO Box 387  
Manor, Texas 78653

Subject: Disannexation of property

1. Reference SEC. 43.141 Disannexation for failure to provide services.
2. Request disannexation of my homestead property identified as ABS 154 SUR 52 Caldwell A C ACR 2.0.
3. My residence address is 15201 Voelker Lane Manor, Texas 78653. My precinct number is 106. Voter registration number is 1139728617.
4. The likeness of the area is attached.

  
Terry L. Schultz

TERRY L SCHULTZ

Google Maps

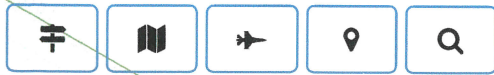
15201 Voelker Ln

MANOR TX 78653



Imagery ©2018 Google, Map data ©2018 Google 200 ft





TERRY L SCHULTZ  
15201 VOELKER LN  
MANOR TX 78653

Old Kimbro Rd

Ransom Rd

US Highway 290 E

290

Voelker Ln

2369

236966

VOELKER LN

236965

236962

236963

MANOR CITY LIMITS

US HIGHWAY 290 E

US HIGH

US-290 E

290

US-2

60m  
200ft



# TRAVIS COUNTY TAX BILL

10/18/2018

Taxes for the current year (2018) are due upon receipt. Payments by mail are credited according to U.S. Postmark (not meters). Taxes not paid in full by January 31 are charged penalty and interest by state law and may be subject to legal fees. Penalty and interest is added on the 1st day of each month as follows, with an additional 12% interest charged per year thereafter:

February	7%	May	13%	August	19%	November	22%
March	9%	June	15%	September	20%	December	23%
April	11%	July	18%	October	21%	January	24%

IF YOU ARE 65 YEARS OF AGE OR OLDER OR ARE DISABLED, AND YOU OCCUPY THE PROPERTY DESCRIBED IN THIS DOCUMENT AS YOUR RESIDENCE HOMESTEAD, YOU SHOULD CONTACT THE APPRAISAL DISTRICT REGARDING ANY ENTITLEMENT YOU MAY HAVE TO A POSTPONEMENT IN THE PAYMENT OF THESE TAXES.

## Electronic Payment Options



- Pay taxes and print bills at [www.traviscountytax.org](http://www.traviscountytax.org).
- Payments made via credit card or electronic check are subject to an additional fee.
- Visit [www.traviscountytax.org](http://www.traviscountytax.org) for details.



2018 PROPERTY TAX NOTICE. THE ASSESSED VALUE IS:

220,925

EXEMPTIONS: HOMESTEAD/SENIOR EXEMPTION



1 TAXES DUE TAXING UNIT	2 EXEMPTION AMOUNTS	3 NET TAXABLE VALUE	4 TAX RATE PER \$100	5 TAX AMOUNT	6 BILLING NO
TRAVIS COUNTY	129,685	91,240	.354200	323.17	112679
CITY OF MANOR	10,000	210,925	.752200	1,586.58	
TRAVIS CENTRAL HEALTH MANOR ISD	129,685	91,240	.105221	96.00	7 PROPERTY REAL PERS
ACC (TRAVIS)	60,000	160,925	1.515000	2,067.64	
TRAVIS COUNTY ESD #12	165,000	55,925	.104800	58.61	X
		220,925	.100000	220.93	

## 8 PROPERTY DESCRIPTION

15201 VOELKER LN  
ABS 154 SUR 52 CALDWELL A C ACR 2.0

ACRES: 2.0000



SCHULTZ TERRY L & AUDREY K  
15201 VOELKER LN  
MANOR TX 78653-4521

9 REF ID 2	
02-3480-0304-0000	
10 DUE DATE	11 TOTAL DUE
1/31/2019	4,372.93

DETACH AND RETURN BOTTOM COUPON WITH YOUR PAYMENT





## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Scott Dunlop, Asst Dev. Services Director

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion and possible action on a request for disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653.

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### BACKGROUND/SUMMARY:

This property was annexed on April 17, 2008 by Ordinance 345.

PRESENTATION: ☐ YES ☒ NO

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

Request

Map

---

### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council deny a request for disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653.

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

Lena Ging

15108 Voelker Ln

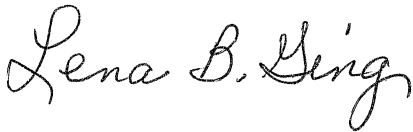
Manor, TX 78653

November 25, 2018

To whom it may concern,

I Lena B. Ging petition to disannex my 1 acre and house from the city of Manor, TX 78653. My voter precinct number is 106, voter registration number is 1139815437. I have been a Manor City taxpayer for 9 years. I was promised Manor sewer service within 5 years of being taken by the ETJ. Manor failed to fulfill this agreement. I followed through with my promise to pay City of Manor taxes for 9 years. Please disannex my home and 1 acre from Manor; 15108 Voelker Ln, Manor, TX 78653. Property Discription: ABS 456 SUR 64 KIMBRO L ACR 1.0

Thank you,

A handwritten signature in cursive script that reads "Lena B. Ging". The signature is written in dark ink and is positioned below the "Thank you," text.

Lena Ging





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** December 5, 2018

**PREPARED BY:** Thomas Bolt, City Manager

**DEPARTMENT:** Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the Manor Lions Club H.O.T. Funds application of reimbursement of actual expenses meeting the State of Texas Hotel Tax Law requirements Section 351.101.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

H.O.T Funds application

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the application of up to \$3,500 once all qualified invoices and or receipts have been turned in for reimbursement.

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

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CITY OF MANOR HOTEL OCCUPANCY TAX FUNDING APPLICATION

Name of Organization Manor Lions Club

Address: Box 68

City, State, Zip: Manor, Texas 78653

Contact Name: Gil Burrell Phone Number: 512-769-1297

Email Address: \_\_\_\_\_ Organization's creation date: 1954

Website address for event or sponsoring entity: \_\_\_\_\_

Organization's tax status: non-profit ☒ private/for profit \_\_\_\_\_ Tax ID # 74-29008018

Purpose of Organization:

To Take an active interest in the civic, cultural, social and moral welfare of the community. To provide a forum for the open discussion of all public interest. To encourage service minded persons to serve their community without personal financial reward & promote ethical standards

Name of event or program: Manor Lions Fest

Date of event or program: 8+6 Oct 2018 Amount Requested: 3500.00

Primary location of event or program: Manor Lions Club 329 W. Parsons, Manor

Tell us about your event or project:

The event fest is to raise money for High School Scholarships. We contribute to local charities such as the Meals on Wheels, East Rural Center, Manor Night Out, Salvation Army and the MISO Key glass program and Manors Lion Eye Bank.

Projected number of attendees: 1500

Percentage of attendees that will be staying overnight in hotels: unk

How many years have you held this Event or Program: 26

Estimated number of hotel room nights that will be generated by the Event: unk

Do your promotional materials/website note area lodging facilities that can host participants: yes

How will you measure the impact of your event on area hotel activity?

check with hotel

How will the event promote tourism and the convention and hotel industry?

Advertisement  
News paper ads  
Signs in around city

Supplemental information required with application:

on record Last year's financial statement (Profit & Loss) for your organization

16,000<sup>00</sup> Projected budget for entire event

☒ List of board of directors with contact phone numbers

☒ Copy of 501(c) letter from Internal Revenue Service

☐ Identify other sources of funding

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Manor must be used as I have represented, in this application and according to any requirements set by the City of Manor City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Manor, said funds will be returned to the City of Manor within ten (10) days from the date the City of Manor demands such.

Gil Burrell

Authorized Signature for the Applicant

27 Sep 18

Date

GIL BURRELL

Name Printed or Typed

Director

Title

## **TAX CODE – USE OF HOTEL OCCUPANCY TAX REVENUE**

### **§ 351.101. USE OF TAX REVENUE.**

- (a) Revenue from the municipal hotel occupancy tax may be used only to promote tourism and the convention and hotel industry, and that use is limited to the following:
- (1) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
  - (2) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants; advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
  - (3) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
  - (4) historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums;
  - (5) for a municipality located in a county with a population of one million or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity.
  - (6) the promotion of tourism by the enhancement and upgrading of existing sports facilities or fields, including facilities or fields for baseball, softball, soccer, and flag football
  - (7) for funding transportation systems for tourists

### **§ 351.108. RECORDS.**

- (a) A municipality shall maintain a record that accurately identifies the receipt and expenditure of all revenue derived from the tax imposed under this chapter.
- (b) A municipality or entity that spends revenue derived from the tax imposed under this chapter shall, before making an expenditure, specify in a list each scheduled activity, program, or event that:
- (1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and
  - (2) is directly enhancing and promoting tourism and the convention and hotel industry.
- (c) If a municipality delegates to another entity the management or supervision of an activity or event funded by the tax imposed under this chapter, each entity that is ultimately funded by the tax shall, before making an expenditure, specify in a list each scheduled activity, program, or event that:
- (1) is directly funded by the tax or has its administrative costs funded in whole or in part by the tax; and
  - (2) is directly enhancing and promoting tourism and the convention and hotel industry.



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

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### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the review of the City Council attendance from November 20, 2017 to November 20, 2018.

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### BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

Attendance Report

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### STAFF RECOMMENDATION:

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



# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS		MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.		TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
RITA G. JONSE MAYOR		11/20/17 CSS											P		26	3
		11/29/17 CSS											P			
		11/30/17 CSS											P			
		12/6/17												P		
		12/20/17												P		
		1/3/18	P													
		1/17/18	P													
		2/7/18		P												
		2/21/18		P												
		3/7/18			P											
		3/21/18			A											
		4/4/18				P										
		4/14/18 Workshop														
		Retreat				P										
		4/18/18				P										
		5/2/18					P									
		5/16/18					P									
		6/6/18						P								
		6/20/18						P								
		6/27/18 CSS						P								
		7/4/18 Canceled							n/a							
		7/18/18							A							
		8/1/18								P						
		8/15/18								P						
		9/5/18									P					
		9/19/18									P					
		10/3/2018 No quorum										P				
		10/17/18										A				
		11/7/18											P			
		11/14/18 CSS											P			
		11/20/18 CSS Canvass											P			
		11/21/18 Canceled											n/a			
		12/5/18														
		12/19/2018														

# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS	MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.	TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
GENE KRUPPA PLACE NO. 1	11/20/17 CSS											P		16	13
	11/29/17 CSS											P			
	11/30/17 CSS											P			
	12/6/17												A		
	12/20/17												P		
	1/3/18	A													
	1/17/18	P													
	2/7/18		P												
	2/21/18		P												
	3/7/18			A											
	3/21/18			A											
	4/4/18				P										
	4/14/18														
	Workshop														
	Retreat				A										
	4/18/18				P										
	5/2/18					P									
	5/16/18					A									
	6/6/18						P								
	6/20/18						P								
	6/27/18 CSS						P								
	7/4/18 Canceled							n/a							
	7/18/18							P							
	8/1/18								A						
	8/15/18								A						
	9/5/18									P					
	9/19/18									P					
	10/3/2018 No quorum										A				
	10/17/18										A				
	11/7/18											A			
	11/14/18 CSS											A			
	11/20/18 CSS														
	Canvass											A			
	11/21/18														
	Canceled											n/a			
	12/5/18														
	12/19/18														

# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS	MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.	TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
MARIA AMEZCUA PLACE NO. 2	11/20/17 CSS											A		24	5
	11/29/17 CSS											A			
	11/30/17 CSS											P			
	12/6/17												P		
	12/20/17												P		
	1/3/18	P													
	1/17/18	P													
	2/7/18		P												
	2/21/18		P												
	3/7/18			P											
	3/21/18			P											
	4/4/18				P										
	4/14/18														
	Workshop														
	Retreat				A										
	4/18/18				P										
	5/2/18					P									
	5/16/18					P									
	6/6/18						P								
	6/20/18						P								
	6/27/18 CSS						P								
	7/4/18 Canceled							n/a							
	7/18/18							P							
	8/1/18								A						
	8/15/18								P						
	9/5/18									P					
	9/19/18									A					
	10/3/2018 No quorum										P				
	10/17/18										P				
	11/7/18											P			
	11/14/18 CSS											P			
	11/20/18 CSS														
	Canvass											P			
	11/21/18 Canceled											n/a			
	12/5/18														
	12/19/18														

# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS	MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.	TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
ANNE WEIR PLACE NO. 3	11/20/17 CSS											P		29	0
	11/29/17 CSS											P			
	11/30/17 CSS											P			
	12/6/17												P		
	12/20/17												P		
	1/3/18	P													
	1/17/18	P													
	2/7/18		P												
	2/21/18		P												
	3/7/18			P											
	3/21/18			P											
	4/4/18				P										
	4/14/18														
	Workshop														
	Retreat				P										
	4/18/18				P										
	5/2/18					P									
	5/16/18					P									
	6/6/18						P								
	6/20/18						P								
	6/27/18 CSS						P								
	7/4/18 Canceled							n/a							
	7/18/18							P							
	8/1/18								P						
	8/15/18								P						
	9/5/18									P					
	9/19/18									P					
	10/3/2018 No quorum										P				
	10/17/18										P				
	11/7/18											P			
	11/14/18 CSS											P			
	11/20/18 CSS														
	Canvass											P			
	11/21/18 Canceled											n/a			
	12/5/18														
	12/19/18														

# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS	MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.	TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
DR. LARRY WALLACE JR PLACE NO. 4														1	0
	11/20/18 CSS Canvass											P			
	11/21/18 Canceled											n/a			
	12/5/18														
	12/19/18														

# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS	MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.	TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
DEJA HILL PLACE NO. 5	11/20/17 CSS											P		22	7
	11/29/17 CSS											A			
	11/30/17 CSS											A			
	12/6/17												P		
	12/20/17												P		
	1/3/18	P													
	1/17/18	P													
	2/7/18		P												
	2/21/18		P												
	3/7/18			A											
	3/21/18			P											
	4/4/18				P										
	4/14/18														
	Workshop														
	Retreat				P										
	4/18/18				P										
	5/2/18					P									
	5/16/18					P									
	6/6/18						P								
	6/20/18						P								
	6/27/18 CSS						A								
	7/4/18 Canceled							n/a							
	7/18/18							A							
	8/1/18								P						
	8/15/18								P						
	9/5/18									P					
	9/19/18									P					
	10/3/2018 No quorum										A				
	10/17/18										P				
	11/7/18											P			
	11/14/18 CSS											P			
	11/20/18 CSS														
	Canvass											A			
	11/21/18														
	Canceled											n/a			
	12/5/18														
	12/19/18														

# ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS	MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.	TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
VALERIE DYE PLACE NO. 6														1	0
	11/20/18 CSS Canvass											P			
	11/21/18 Canceled											n/a			
	12/5/18														
	12/19/18														



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the election of Mayor Pro Tem to serve a one -year term.

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BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

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STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council elect a Mayor Pro Tem to serve a one -year term.

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





### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the appointment of one (1) Council Member to fill a vacancy on the Public Improvement District Committee.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council appointment one (1) Council Member to fill a vacancy on the Public Improvement District Committee.

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



### AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 5, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the appointment of three (3) Budget Committee Council Members to serve a one -year term.

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**BACKGROUND/SUMMARY:**

PRESENTATION: ☐ YES ☒ NO

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

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**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council appointment three (3) Budget Committee Council Members to serve a one -year term.

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