



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

**CITY COUNCIL
REGULAR MEETING
AGENDA**

Wednesday, December 19, 2018

7:00 p.m.

Manor City Hall – Council Chambers
105 E. Eggleston Street

CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

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

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 of the December 5, 2018, Regular Meeting.

Lluvia Tijerina,
City Secretary

2. Consideration, discussion, and possible action on the acceptance of the November 2018 Departmental Reports: Thomas Bolt,
City Manager
- 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

REGULAR AGENDA

3. Consideration, discussion and possible action on an ordinance amending the Manor Code of Ordinances, Appendix A Fee Schedule. Scott Dunlop,
Asst. Dev. Services
Director
4. 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,
City Manager
5. Consideration, discussion, and possible action on the review of the City Council attendance from November 20, 2017 to November 20, 2018. Thomas Bolt,
City Manager

EXECUTIVE SESSION

The City Council will now Convene into executive session pursuant to the provisions of Chapter 551 Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the following disannexation request:

- *Disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653. Applicant: Lena Ging. Owner: Lena Ging.*

OPEN SESSION

The City Council will now reconvene into open session to take action as determined appropriate in the City Council's discretion regarding the following disannexation request:

- *Disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L, locally known as 15108 Voelker Lane, Manor, TX 78653. Applicant: Lena Ging. Owner: Lena Ging.*

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, December 14, 2018, by 5:00 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

/Lluvia 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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 19, 2018

PREPARED BY: Lluvia Tijerina, City Secretary

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve the City Council Minutes of the December 5, 2018, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: YES NO

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

December 5, 2018, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes for the December 5, 2018, Regular Meeting Minutes.

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE



**CITY COUNCIL
REGULAR SESSION MINUTES
DECEMBER 5, 2018**

PRESENT:

Rita G. Jonse, Mayor

COUNCIL MEMBERS:

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

CITY STAFF:

Thomas Bolt, City Manager
Lluvia Tijerina, City Secretary
Scott Dunlop, Asst. Development Services Director
Lydia Collins, Director of Finance
Ryan Phipps, Chief of Police
Tracey Vasquez, HR Coordinator

REGULAR SESSION – 7:00 P.M.

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Jonse at 7:00 p.m. on Wednesday, December 5, 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, Zindia Pierson, former Council Member, led the Pledge of Allegiance.

PRESENTATIONS

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

Mayor Jonse read and presented plaques to outgoing Council Member Zindia Pierson; and Council Member Todd Shaner.

Mayor Jonse thanked Zindia Pierson and Todd Shaner for their services on behalf of the City.

PUBLIC COMMENTS

Alton L. Scott, 12716 Johnson Rd., Manor, Texas, spoke before City Council regarding internet services in his area. Mr. Scott expressed his frustration regarding not having Wi-Fi services. He is requesting for the City to add and permit Wi-Fi Services in his residential area.

Vicky McFarland, with the Chamber of Commerce, Manor, Texas, spoke before City Council regarding the Christmas in the Park event at Jennie Lane Park on Saturday, December 8, 2018, from 4p.m. to 8p.m. She thanked the City staff for all decorations in the park.

No one else appeared to speak at this time.

WORKSHOP SESSION

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

Jon Snyder with P3Works LLC, presented the attached PowerPoint Presentation.

Mr. Snyder discussed the following topics:

- The TIRZ Pool
- How a TIRZ Works
- TIRZ Application
- Why a TIRZ Works
- Manor Heights Development Agreement
- TIRZ No. 1, City of Manor, Texas
- Annual Tax Increment Distributions (Projected)
- TIRZ No. 1, Board of Directors
- Board Responsibilities

The discussion was held regarding the eligibility for public improvements and the TIRZ True-up.

CONSENT AGENDA

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.

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.

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

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.

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.

Council Member Kruppa inquired about the administration of the Oath-of-Office for Dr. Wallace Jr.

The discussion was held regarding the prohibitions of an appointed City office official to hold office prior to their resignation on a board.

City Manager Bolt stated Mr. Wallace's resignation was received prior to the Canvass and his Oath-of-Office.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Weir, the Council voted seven (7) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

PUBLIC HEARING

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

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

Mayor Jonse opened the public hearing

There was no discussion on this item.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Amezcua the Council voted seven (7) For and none (0) Against to close the Public Hearing. The motion carried unanimously.

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.

The City staff's recommendation was 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.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Kruppa the Council voted seven (7) For and none (0) Against to 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. The motion carried unanimously.

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.

The City staff's recommendation was 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 authorize the City Manager to execute depository service contracts in the form approve by the City Attorney.

Mayor Jonse expressed her concerns regarding Independent Bank.

City Manager Bolt discussed the different options the Council had regarding approving staff's recommendation.

The discussion was held regarding the time frame for moving all funds to Frontier Bank.

Finance Director Collins expressed her concerns regarding the movement of the General Fund account to Frontier Bank.

The discussion was held regarding concerns with Independent Bank.

Finance Director Collins advised for the General Fund account to continue with Independent Bank due to its constant movement of funds.

City Manager Bolt suggested that all accounts could be transferred in a future date to Frontier Bank.

Council Member Kruppa inquired about the interest rates and incentives to the City from each bank. He expressed his concerns with Independent Bank.

The discussion was held regarding the incentives and benefits to the city from each bank.

Finance Director Collins discussed the accounts that would stay with Independent Bank and accounts that would move to Frontier Bank.

The discussion was held regarding the use of the restricted fund account.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua the Council voted six (6) For and one (1) Against to 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 authorize the City Manager to execute depository service contracts in the form approve by the City Attorney. Council Member Hill voted against. The motion carried.

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.

The City staff's recommendation was 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.

HR Coordinator Vasquez discussed the updated service credits and the increase rate of deposits to the Texas Municipal Retirement Systems by employees.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir the Council voted six (6) For and one (1) Against to 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 from 5% to 7% effective January 1, 2019. Council Member Hill voted against. The motion carried.

Council Member Dr. Wallace Jr. advised he would be abstaining from discussion and consideration of the following item as he was on the Planning and Zoning Commission at the time it was presented to the board. The appropriate Conflict of Interest Affidavit had been filled out and filed with the City Secretary.

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 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).

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

City Manager Bolt discussed the rezoning of the property and parking regulations.

MOTION: Upon a motion made by Council Member Kruppa and seconded by Council Member Weir, the Council voted six (6) For and none (0) Against to deny 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). The motion failed.

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. Applicant: Terry L. Schultz. Owner: Terry L. Schultz.

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

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

Terry L. Schultz, 15201 Voelker Lane, Manor, Texas, spoke before City Council in support of this item. He stated he does not receive any city services and is the reason he's requesting disannexation from the city.

The discussion was held regarding the services of the Police Department and refuse services for Mr. Schultz.

Council Member Dr. Wallace Jr., inquired about the services that are not provided to Mr. Schultz.

Mr. Schultz stated he had applied for refuse services and had been denied several times. He expressed his frustration regarding the water drainage in his property.

Mr. Schultz stated he is only requesting disannexation of 2.0 acres of his homestead property.

City Manager Bolt discussed the reasons why the city was not providing refuse services.

Council Member Kruppa inquired about the time frame on an disannexation request.

City Manager Bolt suggested for this item to be postponed to gather additional information for Council to review.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dr. Wallace Jr., the Council voted seven (7) For and none (0) Against to postpone this item to the January 2, 2019, regular council meeting for further discussion and education. The motion carried unanimously.

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. Applicant: Lena Ging. Owner: Lena Ging

The City staff's recommendation was that the City Council postpone a request for disannexation of 1.0 acres, Abstract 456 Survey 64 Kimbro L., locally known as 15108 Voelker Lane, Manor, TX 78653 for two (2) weeks.

Lena Ging, 15108 Voelker Lane, Manor, Texas, spoke before City Council in support of this item. She stated that the city promised Manor sewer services within five (5) years of being annexed and the city had failed to fulfill the agreement. She is requesting disannexation from the city.

Mrs. Ging stated her, and her husband purchased a Palm Harbor home and she was informed by city staff that she would not be able to move her home into her property due to ordinance regulations.

Mrs. Ging stated she is only requesting disannexation of 1.0 acres of her property.

The discussion was held regarding the rezoning of the property.

Asst. Development Services Director Dunlop advised for this item to be postpone to have the opportunity for Council and City staff to discuss with City Attorney.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to postpone this item to the December 19, 2018, regular council meeting. 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.

The City staff's recommendation was that the City Council postpone the application of up to \$3,500 once all qualified invoices and or receipts have been turned in for reimbursement to the December 19, 2018, regular council meeting.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Amezcua, the Council voted seven (7) For and none (0) Against to postpone this item to the December 19, 2018, regular council meeting. The motion carried unanimously.

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

The discussion was held regarding the emails to City staff from Council regarding their absentees to meetings.

MOTION: Upon a motion made by Council Member Hill and seconded by Council Member Dye, the Council voted seven (7) For and none (0) Against to postpone this item to the December 19, 2018, regular council meeting to receive all emails regarding absentees. The motion carried unanimously.

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

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

Mayor Jonse opened the floor for nominations.

Council Member Weir nominated Council Member Amezcua.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to appoint Council Member Amezcua to serve a one-year term as Mayor Pro Tem. The motion carried unanimously.

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

The City staff's recommendation was that the City Council appoint one (1) Council Member to fill a vacancy on the Public Improvement District Committee.

Mayor Jonse open the floor for nominations.

Council Member Dye volunteered to be on the board.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dr. Wallace Jr., the Council voted seven (7) For and none (0) Against to appoint Council Member Dye to fill a vacancy and serve on the Public Improvement District Committee. The motion carried unanimously.

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

The City staff's recommendation was that the City Council appoint three (3) Budget Committee Council Members to serve a one-year term.

City Manager Bolt discussed the duties of the Budget Committee for the City.

Mayor Jonse volunteered to continue serving on the board.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye, the Council voted seven (7) For and none (0) Against to appoint Council Member Amezcua; Mayor Jonse; and Council Member Dr. Wallace Jr. to serve on the Budget Committee for a one-year term. The motion carried unanimously.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 8:42 p.m. Wednesday, December 5, 2018, in accordance with the requirements of the Open Meetings Law.

EXECUTIVE SESSION

The Manor City Council convened into executive session pursuant to *Section 551.074 Personnel Matters – Commission Interview Candidates for appointment to fill an unexpired vacancy on the City of Manor Planning and Zoning Commission.* at 8:42 p.m., on Wednesday, December 5, 2018, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 9:03 p.m. on Wednesday, December 5, 2018.

OPEN SESSION

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 9:03 p.m. on Wednesday, December 5, 2018, in the Council Chambers of the Manor City Hall.

Mayor Jonse opened the floor for action to be taken on the items discussed in the Executive Session.

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

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Council Member Kruppa, the Council voted seven (7) For and none (0) Against to appoint Michael Burke to the Planning and Zoning Commission, Place 4 to fill an unexpired term and continue serving until the next appointment of January 1, 2020. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 9:04 p.m. on Wednesday, December 5, 2018.

These minutes approved by the Manor City Council on the 19th day of December 2018.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina, TRMC
City Secretary

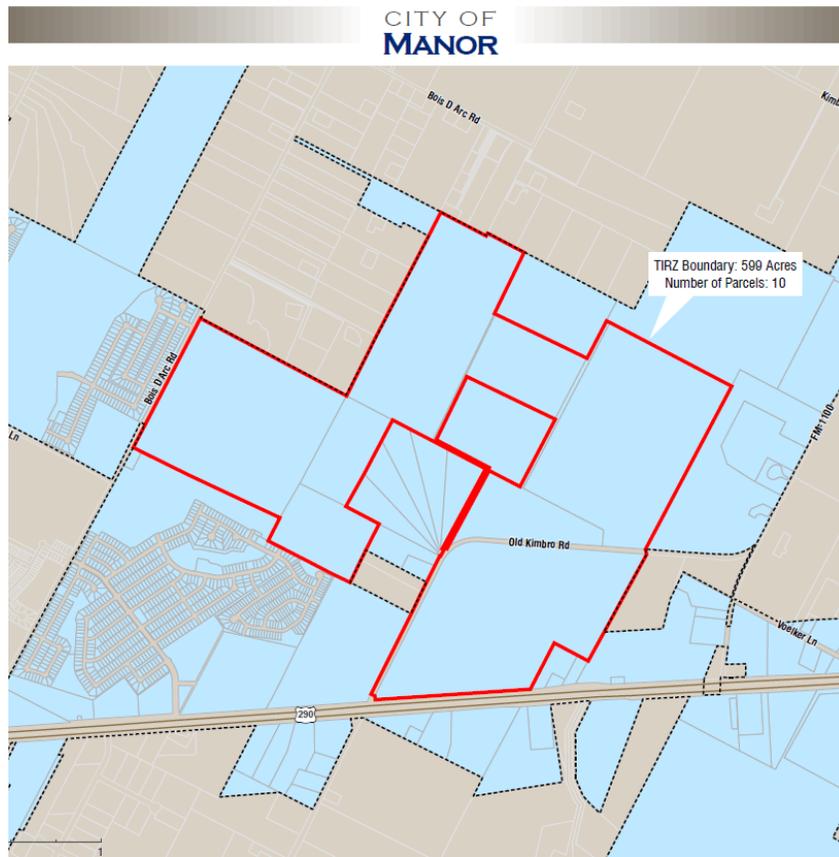


TIRZ Workshop

DECEMBER 5, 2018

The TIRZ Tool

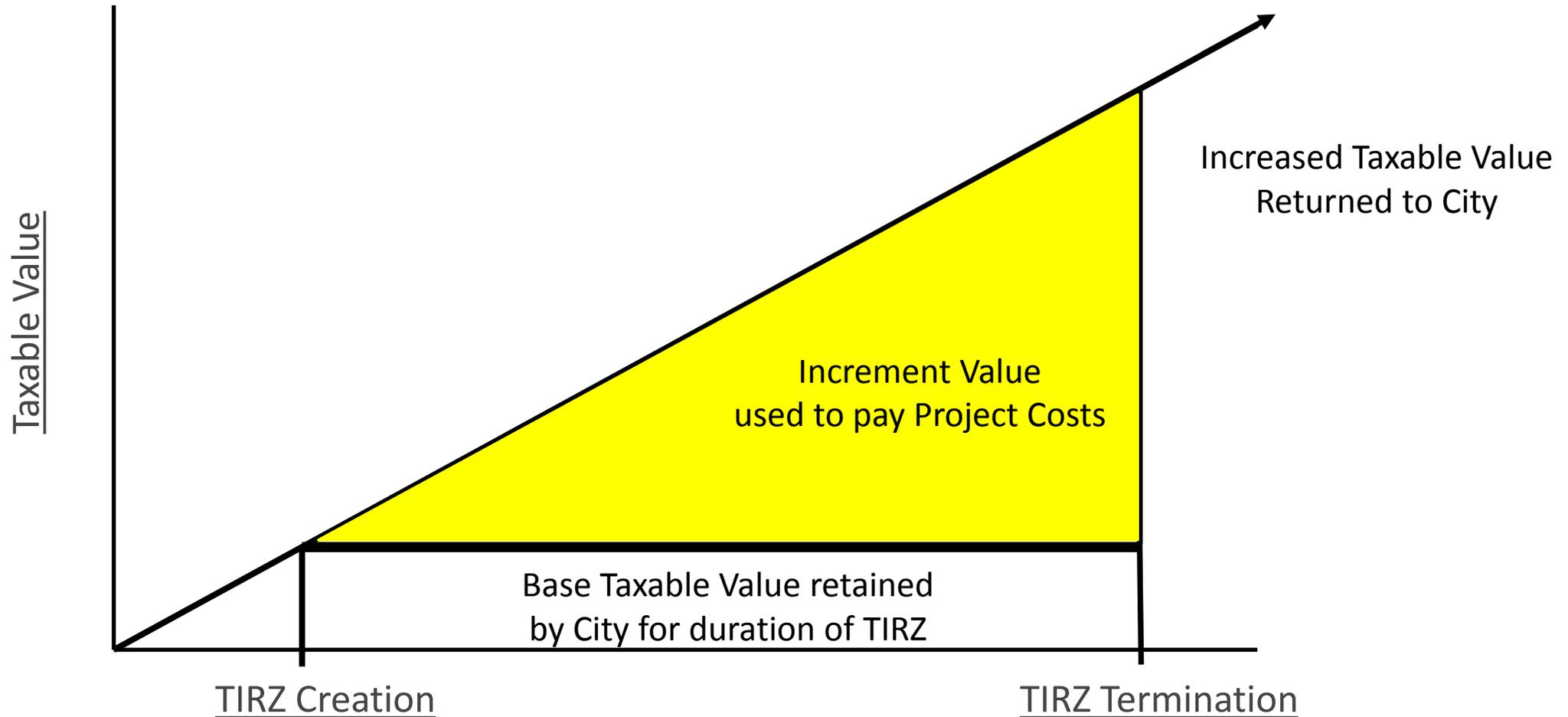
- A widely used economic development tool that allocates revenues for public improvement projects without increasing taxes
- Public improvements are paid for over time by allocating a portion of the tax revenues generated from the new development
- 100% controlled by the local taxing entities
- No up front costs required
- No impact on the City's bond rating or debt capacity
- No reduction of dollars necessary to maintain current operations and services



How a TIRZ works

- Boundaries are established by the City Council
- The existing ad valorem tax revenues within the boundary at the time of creation are used as a baseline and continue to be collected and allocated in the typical fashion
- As new development occurs, the new increment of ad valorem and/or production of sales taxes that are generated above the baseline are used to pay for public improvements within the boundary as determined by the City Council. This includes the revenue generated by increases in appraised values on baseline values

TIRZ Application



Why a TIRZ works

- Area is predominantly underutilized and underdeveloped
- Development would not occur solely through private investment in the reasonable foreseeable future
- Revenues for public improvements are generated as development occurs
- Opportunity for public/private partnerships
- Oversight of Project Plan is the TIRZ Board's responsibility
- Allows City to actively pursue other economic development elements (PID)
- Does not change the zoning of the property
- Does not increase property taxes or negatively impact property values

Manor Heights Development Agreement

City Council approved the Development Agreement on November 7, 2018

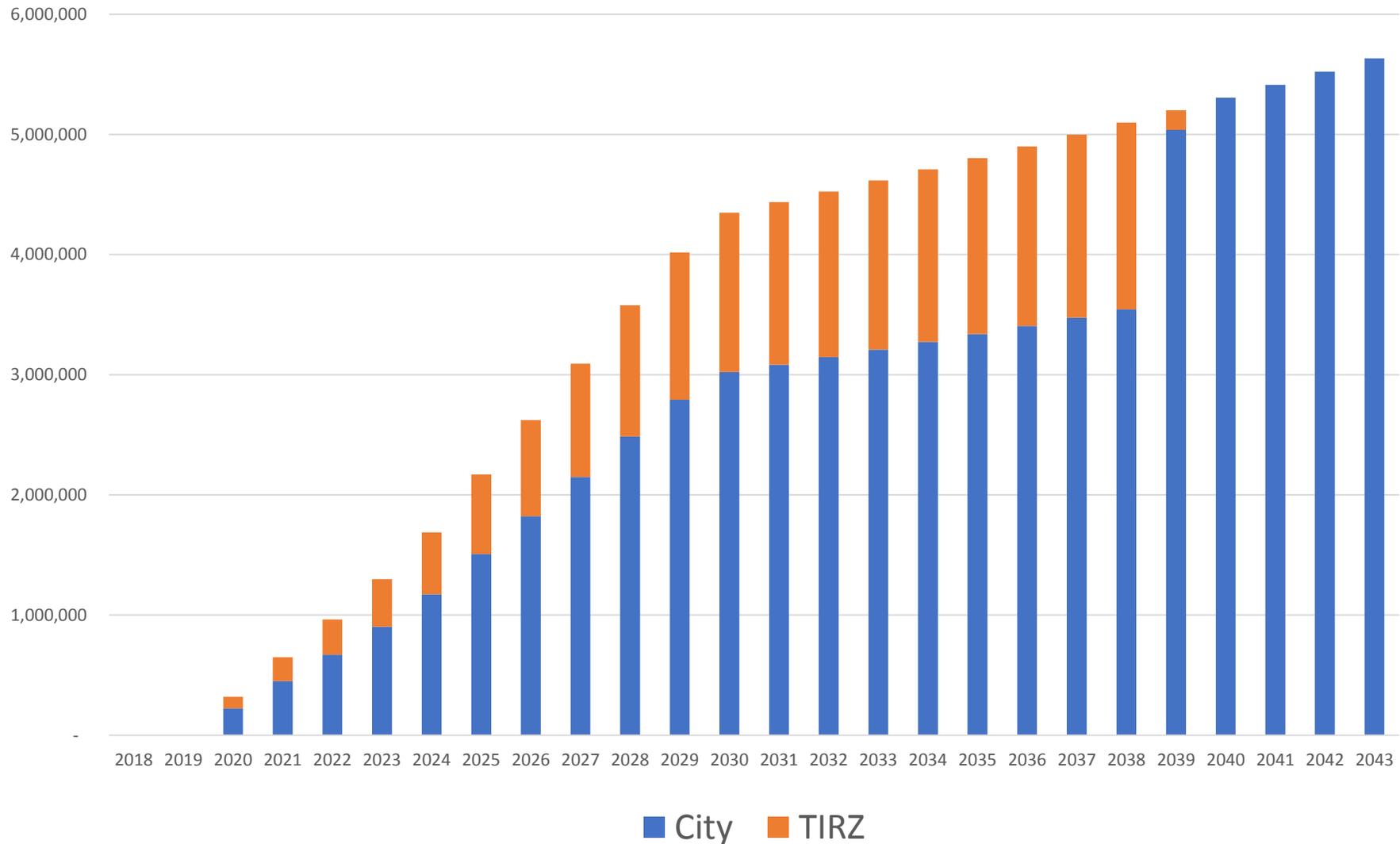
- 599 acre property intended to be developed as a master planned community with up to 1,659 units
- Creation of PID and TIRZ on the property
- TIRZ No. 1, City of Manor, Texas
 - Eligible Public Improvements
 - Offsite Water
 - MAD 4 Roadway/Collector Roadway
 - Phase 2 Wastewater Treatment Plant
 - Enhanced Landscaping
 - Maximum contribution of \$19,168,820
 - 25 year term
 - TIRZ True-up
 - Requires \$287,000 average sales price



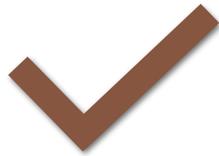
TIRZ No. 1, City of Manor, Texas

Jurisdiction	Tax Rate	Participation Rate	Term	Maximum Reimbursement to Owner
City of Manor	<p>\$0.7522 per \$100 of Assessed Value (2018 Tax Rate)</p> <p>I&S = \$0.2715 M&O = \$0.4807</p>	30.5% equal to \$0.2294 per \$100 of Assessed Value	<p>Earlier of:</p> <p>(1) 25 years</p> <p>(2) Maximum Contribution</p> <p>(3) Owner reimbursed Project Costs plus interest</p>	\$19, 168,820

Annual Tax Increment Distributions (Projected)



TIRZ No. 1 Board of Directors



Zone and Board designated by Ordinance



Board consists of 7 members appointed by the City Council



Place 1 serves as Chair of the Board

- | | |
|---------|--|
| 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) |

Board Responsibilities



- Make recommendation to the City Council on the Final Project and Finance Plan
 - City Council approves the Final Project and Finance Plan
- Make recommendations to the City Council on the implementation of the Project and Finance Plan

Next Steps

City Council considers Ordinance creating TIRZ and forming TIRZ Board

If Council approves creation Ordinance:

- Board reviews Draft Final Plan
- Board votes to recommend Final Plan to Council
- Council to consider Final Plan and recommendation

If Council approves Final Plan:

- TIRZ begins accruing new increment value in 2019
- Revenue collected from new increment value in 2019 flow to TIRZ Fund in 2020



Questions



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 19, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the November 2018 Departmental Reports.

BACKGROUND/SUMMARY:

- 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

PRESENTATION: YES NO

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

November 2018 Departmental Reports

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and accept the November 2018 Departmental Reports.

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting: 12/19/2018

November 2018

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1647	1456	13↑	Patrol Car Rental Last Month \$ 3790.25 YTD \$ 37241.75
Average CFS per day	54.9	48.5	13↑	
Open Cases	9	38	76↓	
Charges Filed	48	79	39↓	
Alarm Responses	31	40	22↓	
Drug Cases	9	26	65↓	
Family Violence	11	10	10↑	
Arrests FEL/MISD	10FEL/38MISD	26FEL/53MISD	61FEL↓/28MISD↓	
Animal Control	29	43	32↓	
Traffic Accidents	51	39	30↑	
Impounds	127	DNA	DNA	
Victim Services Cases	25	DNA	DNA	
Total Victims Served	34	DNA	DNA	
DWI Arrests	12	15	20↓	
Traffic Violations	682	569	20↑	
Ordinance Violations	52	33	57↑	
Seizures	DNA	N/A	DNA	
Laboratory Submissions	3	15	80↓	

Notes:

*DNA- DATA NOT AVAILABLE

**DEVELOPMENT SERVICES DEPARTMENT REPORT
PROJECT VALUATION AND FEE REPORT**

November 1-30, 2018

Description	Projects	Valuation	Fees	Detail
Commercial Sign	1	\$2,500.00	\$222.00	
Commercial Electrical	1	\$3,800.00	\$172.00	
Commercial Tenant Finish-Out	1		\$750.50	203 W. Murray Suite #3
Multifamily New	1	\$15,480,000.00	\$158,057.00	Manor Commons Senior Apt.
Residential Mechanical/HVAC	1	\$7,577.00	\$107.00	
Residential Electric	5	\$30,256.00	\$535.00	
Residential Foundation	2		\$194.00	
Residential Irrigation	12	\$28,200.00	\$1,208.00	
Residential New	40	\$11,257,215.94	\$165,254.20	
Residential Plumbing	2	\$14,000.00	\$249.00	
Totals	66	\$26,823,548.94	\$326,748.70	

Total Certificate of Occupancies Issued: 32

Total Inspections(Comm & Res): 973

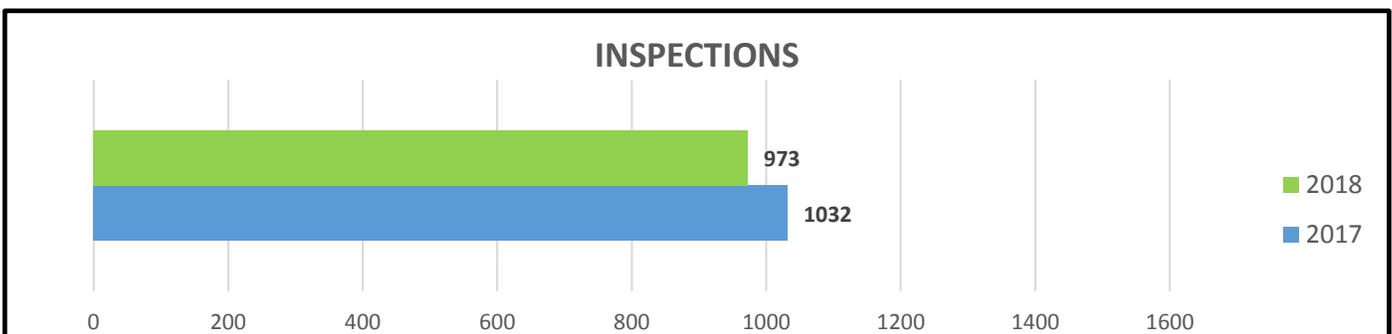
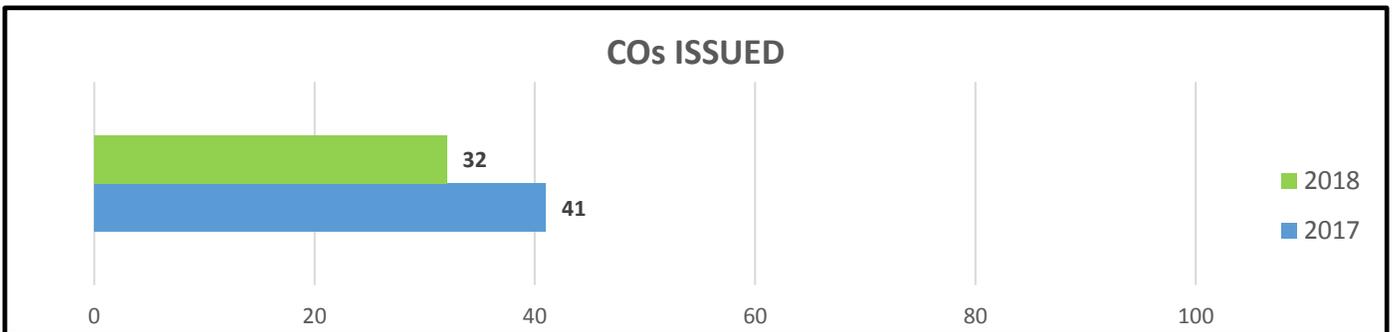
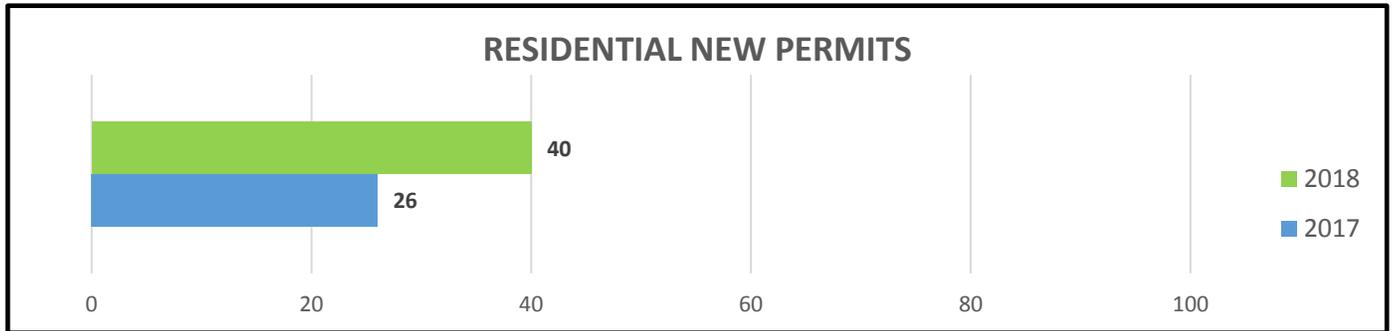
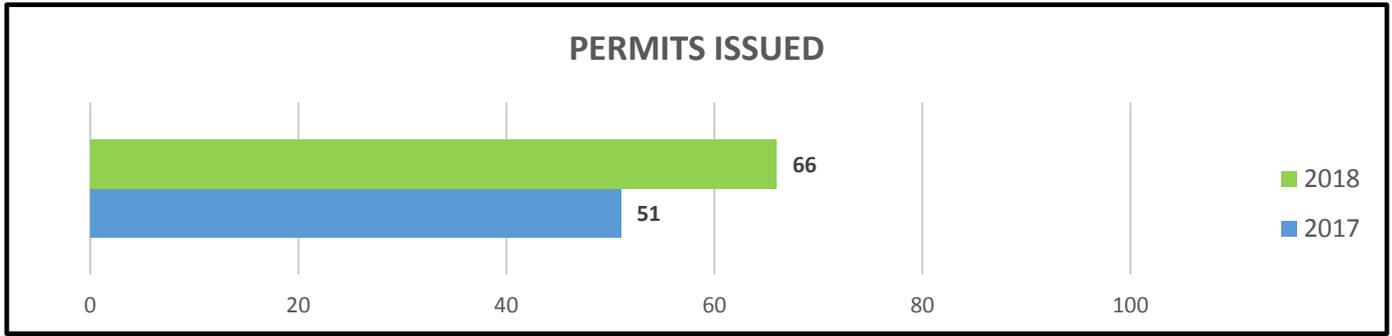
Tom Bolt, City Manager





November 2018

DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR



BOARD/COMMISSION

PLANNING & ZONING COMMISSION

01/10/2018 - 12/12/2018

MEMBERS		MEETINGS	MONTHS												TOTALS	
NAME/PLACE NO.		TYPE	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent
KEITH MILLER PLACE NO. 6			P	P	A	P	P	A	P	P	P	P	P	A	9	3
WILLIAM "BILL" MYERS PLACE NO. 7 CHAIRPERSON			P	P	P	P	P	P	P	P	P	P	P	P	12	0

In order to insure that all board/commission members contribute by attending regular scheduled meetings of their respective board/commission, the Council has directed that attendance records be kept by city staff and forwarded to members for their review.



MEMO

To: Mayor and City Council Members
From: Sammie Hatfield, Community Development Manager
Date: December 19, 2018
RE: **November Monthly Report**

Community Development

Christmas in the Park: Packaged the craft kits for distribution at the event. Recruited Girl Scout Troop to volunteer at the booth. Created a sign for the booth.

Park Dedication Ceremony (Manor Commons Park): *Waiting on confirmation of competition date*

Manor Arts Council: Researched ideas for art in public places for the Board of Directors. Researched ideas for art classes and fundraising ideas for the group *pending spring 2019*.

Texas Main Street Program Application: Contacted City of Taylor's Main Street Manager and Assistant State Main Street Coordinator for assistance with the state application. Researched the 2007 Historical survey.

Vendor list: contacted local vendors to create a mailing list of vendors to invite to local events. Will continue to attend local and area events to collect information.

Health and Wellness Fair: Contacted local medical facilities RE: interest in participating in a health and wellness fair to be held in fall of 2019

Park Rental: set-up and attended committee meeting to discuss procedures and policies to use city parks and facilities.

Processed applications for permits for park events.

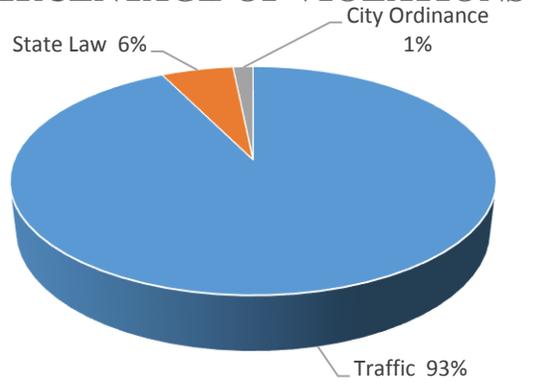
Permit Fees Committee: Attended the committee meeting to review and make recommendations to Council for permit and special event fees.

City of Manor Municipal Court

NOVEMBER 2018

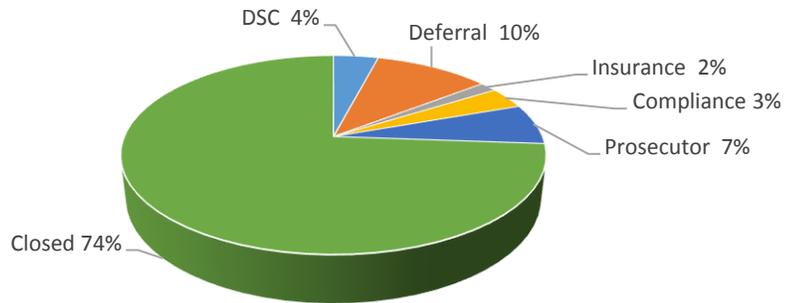
Violations Filed	Nov-18	Nov-17
Traffic	697	429
State Law	43	63
City Ord.	12	3
Total	752	495

PERCENTAGE OF VIOLATIONS



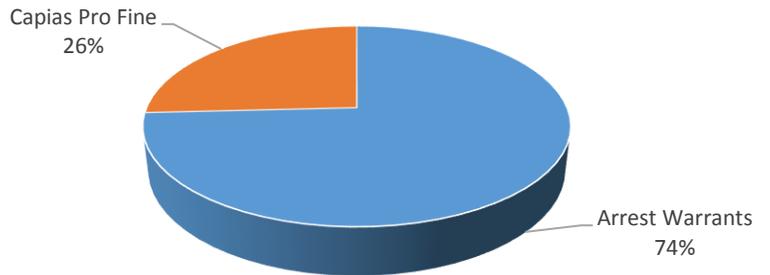
Dismissals	Nov-18	Nov-17
DSC	21	23
Deferral	54	69
Insurance	8	2
Compliance	18	14
Prosecutor	34	43
Closed	381	505
Total	516	656

PERCENTAGE OF DISMISSALS



Warrants	Nov-18	Nov-17
Arrest Warrants	69	135
Capias Pro Fine	24	119
Total	93	254

PERCENTAGE OF WARRANTS



Money Collected in November 2018

Kept By City	\$45,191.52
kept By State	\$28,030.39
Total	\$73,221.91

Money Collected in November 2017

Kept By City	\$36,269.43
Kept By State	\$19,009.99
Total	\$55,279.42



MEMO

To: Mayor and City Council Members
From: Mike Tuley, Director of Public Works
Date: December 19, 2018
RE: November Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In the month of November, the Public Parks and Maintenance Department mowed all city facilities, alleys, and right of ways. They cleaned and maintained all city facilities and parks. They performed all maintenance on city vehicles and heavy equipment. In November, the Street Department repaired streets, curbs and signs.

Water and Wastewater Department

In November, the Water Department performed daily maintenance on the water system, repaired water mains, set water meters and tested the water daily. In November, the Wastewater Department performed daily maintenance on the wastewater plant. They cleaned and unstopped wastewater mains.

Water Production & Purchase

In the month of November, 14% of the water we supplied to our residents was from our wells, and we purchased 86% from EPCOR and Manville WSC. In November, the estimated population of residents in the City of Manor is 11,748. Estimated population for ShadowGlen is 3,273 residents.

Subdivision Inspections

- Street Inspections- 5
- Water Inspections- 3
- Wastewater Inspections- 4

Streets and Parks November Monthly Reports 2018

Daily Duties and Projects 11-1-2018/11-31-2018

- 11/1/2018- Hill Lane east of Greg Manor was in need of some attention. Yellow and white stripes were not visible, signs needed to be replaced, trees needed to be trimmed, and grass needed to be scraped off the road side. After all projects were completed the road looks amazing and the public appreciated the renovation.
- 11/1/2018- On the east side of city hall irrigation was not present. In order to fertilize and throw down winter rye grass, water was needed. The parks staff tapped into existing valves and ran 12 irrigation heads along the sidewalk. There now are more areas that can be fertilized and watered during the hot summer months to maintain a great look.
- 11/2/2018- Arbor Day! The day finally arrived, the day that has been selected all through Texas to plant native trees. A total of 28 trees were selected to be installed inside city limits. Locations included Jennie Lane Park, Greenbury, Bell Farms, Carriage Hills, City Hall, Public Works yard, and the property behind Manor Grocery. The city will continue to participate in Arbor Day and plant more and more trees each year.
- 11/5/2018- City staff repaired an area on Lapoyner St. that took 10 tons of asphalt and 4 tons of road base. This area had sunk 16 inches and was in need of repair. The repair job was a success and made the street a safer means of access.
- 11/7/2018- City staff went through allies on North Lampasas and trimmed all trees that were obstructing the alley way. All allies will get this attention from December through March of next year.
- 11/8/2018- A very important rule on planting trees in Texas is every tree must have a water supply. With central Texas souring into the 100's in the summer, the City of Manor will make sure all trees are irrigated with an automatic irrigation system. City staff installed the appropriate backflow devices after new meters were installed at all tree sites, thanks to the water department for the meters. All irrigation lines and tree bubblers will be installed near the end of the month, no later.
- 11/9/2018- The city received a call from Carriage Hills subdivision regarding issues with sidewalks dropping lower than the storm drain inlets. The city assessed the issue and will ensure all areas are raised to original grade. This will continue to be on our radar and we will continue to address any future issues.
- 11/12/2018- City staff likes to get a jump start on Christmas lights and decorations. Lights were installed at Jennie Lane Park, City Hall, Public Works Building, South downtown buildings, and Manor Police Department. Jennie Lane Park is decorated with a 25' lighted tree, 27 lighted arches, and 4/10' lighted candy canes. The old manor water tower is also switched to green and red for the Christmas holidays.
- 11/15/2018- City staff filled in some major pot holes on S. Burnet St. When staff needs to tend to single pot holes because of an emergency call they use a product called perma- patch. The product will come in a 30-pound bag and can be stored for a longer period of time rather than hot mix asphalt. Staff will always keep stock for emergency calls.

- 11/19-21/2018- City staff spent these days preparing the city for a long weekend. Potholes were a priority this week and ensuring all Christmas lights were ready to go. All Christmas lights are scheduled to turn on the day after Thanksgiving.
- 11/26/2018- Wanted to note that winter rye grass is thrown down in October and will begin to grow in November. Rye grass grows very quickly and needs plenty of attention. The parks crew will mow any location with rye grass 2x per week to maintain a short pristine look. I also wanted to note that all warm season grass has gone dormant by this time of the year. If there is any tall vegetation left from the summer months this is the time to mow down any areas seeing it will not return until the spring. The mowing crew hit all locations in the last 3 weeks to ensure short manicured areas for the winter months.
- 11/27/2018-Asphalt is not the only type of street that needs to be maintained. There are plenty of allies, parking lots, and cut throughs in the city that require road base maintenance. The streets department used a total of 22 tons of road base to level up any failed areas around town. Road base does not hold up as good as asphalt, so the city will always be on the lookout for damaged areas.
- 11/27-30/2018- On the final days of the month, staff still had a lot ahead of them to close out November. 28 trees still had to be irrigated on either a battery-operated clock or an existing clock that was already on site. 2800' of pipe was laid combined in all three locations. That is almost 5 football field lengths of trenching, which means it all has to be covered up once the pipe is laid. It took the staff all of 4 days to complete the project and now all trees are on automatic irrigation systems and will live forever we hope.

Certifications and Classes

Timothy Lackland has been attending a grueling CDL class to obtain his Class A license. A month ago, he has passed his written portion and only had his driving portion remaining. As of November 29th he has passed his driving portion and we now have a Class A CDL driver on our streets/parks division. Staff was also sent to a Tier II class refresher to ensure all information was correct once filled out. Tier II is a report that consist of all chemicals used at our water and sewer plants.

Inspections/Warranties /New subdivision Walkthroughs and Pre-con meetings

Presidential Heights Phase 3&4- The city has continued to inspect all construction present at these two phases. Once all roads, curbs, and sidewalks are completed, that is when the city will do the final walk through and the home builder will begin to build homes.

Stonewater North Phase 1 & 3- All storm drains have been set and installed. Roads are all being carved out and concrete curbs and drain inlets are being poured. Phase 3 will be starting dirt work soon which will give access to phase 2.

Presidential Glen Phase 7- Phase 7 has been busy on building multiple homes. For the next few months phase 7 will concentrate on finishing all houses.

Lagos Phase 1- Thanks to our city inspector, an area in Lagos failed completely and collapsed the road and curb. Still being under warranty the contractor has repaired all issues and will continue to monitor for any more issues.

Manor Commons- Grading and stabilizing open areas have begun and will go on for some time. All trail sidewalks have passed inspection but are yet to open

Monthly Water Report November 2018

For the month of November, the Water Department had 31 service calls, 4 repair jobs, 9 maintenance jobs, 3 inspections, and flushed all dead-end mains.

Service calls include: Low water pressure calls, meter leaks, line locates, brown water calls, disconnect water services, connect water services, and meter change outs.

Repair Calls:

111 Lexington - New 1" water tap new meter id-37670705 Ecoder-15504858818 by FZ, TM, IS 11-7-18.

202 E. Wheeler - Repaired 1" service line break by FZ, IS 11-13-18.

306 E. Lane - Repaired a 3/4 service line break on city side by CD, RM 11-19-18.

546 Llano St.- Customer called with a sewer clog - there was no clog. It was a water service line leak. Called locates and made repairs by FZ, IS 11-16-18.

Maintenance:

Presidential Glen Subdivision on Paseo De Presidente, Clara Martin, Freedom Hill, Jonna Lee, Ellary St.-Painted water valves blue by TM, IS 11-2-18.

City Yard Ground Storage Tank at 402 West Parsons- Yearly inspections on tank done by US Underwater Services by JT 11-14-18.

Intermediate Storage Tank at FM 973 and 130 - Yearly inspections on tank done by US Underwater Services by JT 11-14-18.

Clearwell Storage Tank at Gilbert Ln. -Yearly inspections on tank done by US Underwater Services by JT 11-14-18.

Clearwell Pump Room -Replaced back up batteries on Scada boxes at clear well and intermediate tank by RM, IS 11-19-18.

Bac T Samples - Took first set of 5 Bac T samples and dropped off at Aqua Tech Lab by RM, IS 11-20-19.

Bac T Samples - Took first set of 5 Bac T samples and dropped off at Aqua Tech Lab by RM, IS 11-26-19.

Murchinson to Lapoynor East side of FM 973- Located water mains so ATT&T could make a bore by JT, RM 11-27-18.

11302 Brenham - Installed a water sample station sampler for Monthly Bac T samples by FZ, IS 11-29-18.

Inspections:

Stonewater North Phase 1 - Shut off water valve on west end of Rip Street so Liberty Civil Construction could make new TIE in by JT, RM 11-9-18.

Stonewater North Phase 1 - Shut water valve off on Skarn Rd. so Liberty Civil Construction could make new TIE in by JT, TM 11-9-18.

Manor Commons Phase 1 - Vacuumed test manholes and pressure test mains with Lowden Construction by JT, CD 11-30-18.

Wastewater Monthly Report November 2018

For the month of November, the Wastewater Department had 11 service calls, 8 repair jobs, 10 maintenance jobs and 4 inspections.

Service Calls:

105 East Boyce Apt. A - Sewer clog - Cleared service and called locates to make repairs on clean out by FZ, JT 11-2-18.

12406 Jamie Dr. - Sewer clog- Jetted clean out on city side and cleared. Notified customer by FZ, IS 11-7-18.

16406 Hamilton Point- Sewer clog - Jetted city side and cleaned. Called locates to repair where city side meets customer side by RM, TM 11-8-18.

546 Llano St. - Sewer clog - There was no clog. It was a water service line leak. Called locates and made repairs by FZ, IS 11-16-18.

12406 Jamie - Sewer clog - Jetted clean out on city side. Notified customer by JR 11-18-18.

12713 Doorbell - Sewer clog - Jetted city side main and cleared. Notified customer by FZ, RM, IS 11-21-18.

12406 Jamie Drive - Sewer clog - Jetted clean out on city side. Notified customer. Also, will run a camera line to locate problem area by RM 11-23-18.

11919 Bastrop - Sewer clog - Jetted city side clean out and cleared. Notified customer by RM 11-26-18.

19405 Tayshas - Sewer clog - City was cleared. Notified customer it was inside problem by RM 11-26-18.

413 W. Parsons - Sewer clog - city side was cleared.

14417 Pebble Run Path - Sewer clog- Clog was on customer side. Notified customer, James Torres notified QB due to neighbor complaining of smell. Customer called plumber to clear clog by FZ, TM, IS 11-27-18.

Repairs Calls:

16406 Hamilton Point -Repaired where city side meets customer side and installed new clean out by FZ, IS 11-14-18.

WWTP- Repaired transfer pipe in wet well lift station for pump number 1 by Excel Construction Services, by JR, JT 11-15-18.

105 East Boyce -Repaired city side service and installed new clean out on property line by FZ, IS, CD 11-14-18.

12733 Wedding Drive - Sewer clog - Clog was on customer side. Excavated where city side meets customer side and the break was on customer side -notified customer- customer called plumber to make repairs by FZ, IS, JT 11-16-18.

13513 Constellation - Excavated and made repairs where city side meets customer side and installed new clean out by FZ, CD, TM 11-20-18.

WWTP Lift Station - Pump number 1 stopped up -pulled pump number 1. Cleaned rags out by JT, JR 11-20-18.

16208 Hamilton Point - Repaired where city side meets customer side and installed new clean out by FZ, TM, IS 11-27-18.

WWTP- Replaced broken 2" gate valve on traveling bridge on sand filter by JR, JT 11-27-18.

Maintenance:

Brenntag - Ordered 5 bottles 150 lbs. cl2 for wastewater plant by JT 11-2-18.

WWTP- Blow out center well and cleaned rags out of clarifier by JR,CD,IS 11-6-18.

Jett machine at City yard - Winterize jet machine dd antifreeze and changed hoses by AM,FZ 11-9-18.

Brenntag- Ordered two 300-gallon totes of alum for WWTP by JT 11-15-18.

Lift Stations -Replaced Back up batteries on Scada boxes at Bell Farms, Presidential Glen, Presidential Heights by RM,IS 11-19-18.

WWTP- Changed cl2 bottle # 2 150 lbs. by JR,TM 11-19-18.

WWTP-Blow out center well and cleaned rags out of clarifier by JR,TM 11-21-18.

Brenntag -Ordered 5 bottles 150 lbs. cl2 for wastewater plant by JT 11-26-18.

Murchinson to Lapoynor East side of FM 973- Located wastewater mains so ATT&T could make a bore by JT,RM 11-27-18.

WWTP- Pulled pump number 2 in sand filter to clean off screen by FZ,IS,CD 11-29-18.

Inspections:

Wilbarger Wastewater Treatment Plant-Yearly Inspection of WWTP done by inspector Christopher Bost with TCEQ and JT 11-13-18.

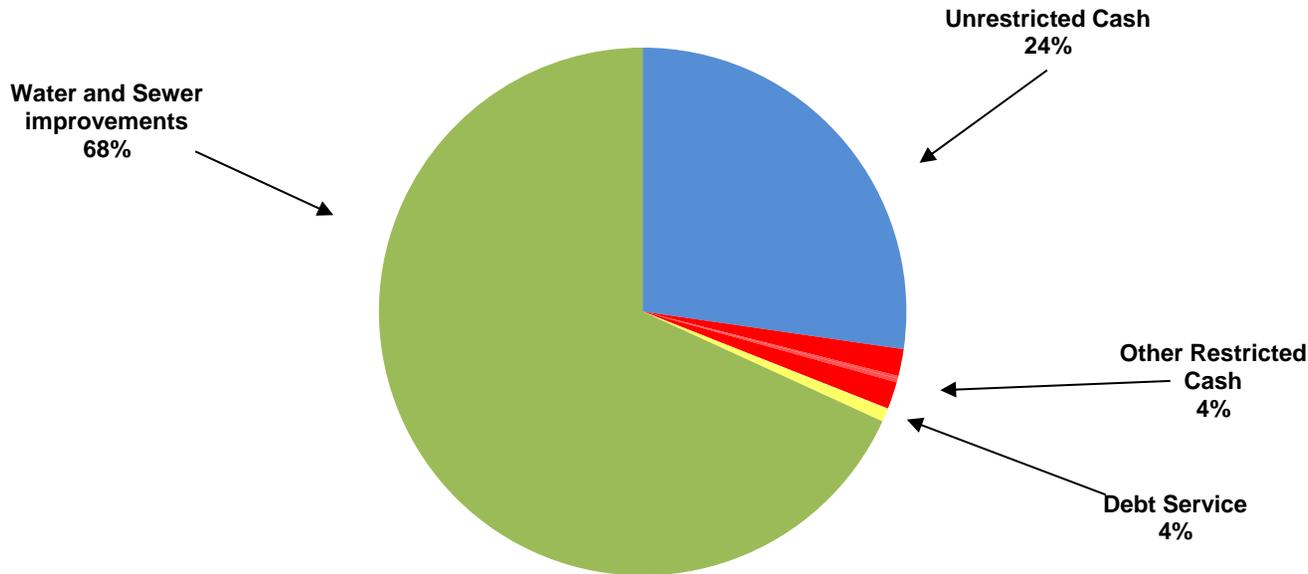
Manor Commons Phase 1-Vacuum test manholes pressure test mains and pulled mandrels by Lowden Construction by JT,RM 11-20-18.

Shadow Glen phase 24 and 24 B - Vacuum test manholes ,pressure test mains by RM 11-29-18 to 11-30-18.

Manor Commons Phase 1 - Vacuum test manholes, pressure test mains with Lowden Construction by CD 11-29-18 to 11-30-18.

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of November, 2018**

CASH AND INVESTMENTS	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
Unrestricted:						
Cash for operations	\$ 2,792,763	\$ 6,529,349			\$ -	\$ 9,322,112
Restricted:						
Tourism				563,799		563,799
Court security and technology	50,764					50,764
Rose Hill PID				84,141		84,141
Customer Deposits		569,695				569,695
Park	8,678					8,678
Debt service			277,442			277,442
Capital Projects						
Water and sewer improvements		16,091,013		7,200,966		23,291,979
TOTAL CASH AND INVESTMENTS	\$ 2,852,205	\$ 23,190,057	\$ 277,442	\$ 7,848,906	\$ -	\$ 34,168,611



Overview of funds:
 \$ 134,032.33 sales tax collected
 GF is in a favorable status.
 UF is in a favorable status
 DSF is in a favorable status
 CIP Fund is in a favorable status



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 19, 2018

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on an ordinance amending the Manor Code of Ordinances, Appendix A Fee Schedule.

BACKGROUND/SUMMARY:

PRESENTATION: YES NO

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

Ordinance No. 538

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Ordinance No. 538 amending the Manor Code of Ordinances, Appendix A Fee Schedule.

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE

ORDINANCE NO. 538

AN ORDINANCE OF THE CITY OF MANOR, TEXAS AMENDING MANOR CODE OF ORDINANCES APPENDIX A FEE SCHEDULE BY ESTABLISHING BUILDING AND DEVELOPMENT RELATED FEES; BUSINESS RELATED FEES; SPECIAL SERVICES BY LAW ENFORCEMENT STAFF; ADMINISTRATIVE AND MISCELLANEOUS FEES; UTILITY SERVICE CHARGES AND FEES; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR PENALTIES; AND PROVIDING FOR SERVERABILITY, OPEN MEETINGS AND EFFECTIVE DATE CLAUSES.

Whereas, the City of Manor (the “City”) is experiencing significant growth and development and such growth is expected to continue;

Whereas, many of the City’s fees and charges are not adequate to cover the City’s actual costs of providing reviews, inspections, and services required to be provided by the City;

Whereas, the City’s growth has presented increasingly more complex and time-consuming planning, engineering, and legal issues that have required increased expenditures for professional consulting, including, but not limited to, planning, engineering, and legal fees and expenses;

Whereas, it is the general policy of the City that, to the greatest extent possible, all new development should pay for itself and not pose an undue financial burden on the City or its residents;

Whereas, many of the increased expenditures are related to or associated with particular projects involving prospective industrial, business, commercial, mixed used, multi-family and/or residential uses;

Whereas, the City Council finds that it is in the best interest of the City and its residents for each such project to bear the cost of expenditures for professional consulting related thereto, including, but not limited to, planning, engineering, and legal fees and expenses;

Whereas, the City’s fee schedule needs to be updated to establish fees for certain types of services not previously established;

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 incorporated herein as findings of fact.

Section 2. Amendment to Appendix A, Article A2.000, Section A2.001 Basic building permit, inspection and technology fee charges. Section A2.001 of Appendix A of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

Section A2.001 Basic Building Permit, Inspection and Technology Fee Charges.

The following fees and charges are established and shall be in addition to any fees otherwise pursuant to this schedule. Technology fees are nonrefundable in all sections.

- (a) Double permit fees will be charged for any work started before first obtaining a permit.

(b) No new permits will be issued to an address or property until all permit fees have been paid.

(c) All fees must be paid current before a Certificate of Occupancy or Certificate of Completion is issued.

Permit	Permit Fee	Insp Rate	Tech
Building contractor registration (excluding plumbing contractors)	\$50.00		
Residential Building			
New Build Permit Fee (1 & 2 Fam)	\$.60 per sq ft.	\$60 ea (8)	\$30.00
NOTE:			
(1) Trade permits and Certificate of Occupancy are included in rates above.			
(2) \$100 Non-refundable application fee is included in rates above.			
Additions	\$.60 per sq ft. of addition	\$60.00 ea	\$20.00
Remodel/Repair - Estimated Value		\$60.00 ea	\$20.00
\$0-\$3,000	\$50.00	\$60.00 ea	\$20.00
\$3,001-\$5,000	\$60.00	\$60.00 ea	\$20.00
\$5,000-\$10,000	\$85.00	\$60.00 ea	\$20.00
\$10,001-\$15,000	\$95.00	\$60.00 ea	\$20.00
\$15,001-\$20,000	\$115.00	\$60.00 ea	\$20.00
\$20,001-\$25,000	\$140.00	\$60.00 ea	\$20.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$60.00 ea	\$20.00
Driveway	\$25.00	\$60.00 ea	\$10.00
Plumbing	\$35.00	\$60.00 ea	\$10.00
Electrical	\$35.00	\$60.00 ea	\$10.00
Mechanical	\$35.00	\$60.00 ea	\$10.00
Demolition	\$25.00	\$60.00 ea	\$10.00
Foundation - Leveling/Repair	\$25.00	\$60.00 ea	\$10.00
Certificate of Occupancy	\$50.00	\$60.00 ea	\$10.00
Multi-Family			
New Building (includes trade permits)	\$.20 per sq ft.	\$60.00 ea	\$50.00
(MEP Trade permits are the same as Single Family)			
Demolition	\$50.00	\$60.00 ea	\$10.00
Certificates of Occupancy	\$50.00 ea	\$60.00 ea	\$10.00

Permit	Permit Fee	Insp Rate	Tech Fee
Manufactured Homes			
Individual Unit	\$250 + trade permits	\$60.00 ea	\$25.00
Trade Permits (same as Residential, only outdoor inspections)			
Foundation	\$35.00	\$60.00 ea	\$10.00
Re - inspection Fees for Residential			
Single Family, Multi-Family, Manufactured Home			
1st	\$75.00 each		
2nd & more	\$100.00 each		
Commercial Building, Trade Permits & Technology Fees			
Commercial Building Permit	\$.70 per sq. ft, includes trade permits	\$80.00 ea	\$50.00
Plan Review with Outside Agency	TBD	n/a	
New Build - Shell/Spec	\$.35 per sq. ft, includes trade permits	\$80.00 ea	\$50.00
Additions	\$.70 per sq. ft of the addition, Includes trade permits	\$80.00 ea	\$25.00
Electrical	\$80.00	\$80.00 ea	\$10.00
Plumbing	\$80.00	\$80.00 ea	\$10.00
Mechanical	\$80.00	\$80.00 ea	\$10.00
Grease Trap	\$80.00	\$80.00 ea	\$10.00
Vent Hood Type I	\$200.00 (includes M & E permits)	\$80.00 ea	\$10.00
Vent Hood Type II	\$160.00 (includes M & E permits)	\$80.00 ea	\$10.00
Driveway/Parking	\$.05 per sq ft	\$80.00 ea	\$10.00
Certificate of Occupancy	\$80.00	\$80.00ea	\$10.00

Permit	Permit Fee	Insp Rate	Tech Fee
Re - inspection Fees for Commercial			
1st	\$100.00 each		
2nd & more	\$125.00 each		
Remodel/Repair			
\$0-\$3,000	\$50.00	\$80.00 ea	\$50.00
\$3,001-\$5,000	\$60.00	\$80.00 ea	\$50.00
\$5,000-\$10,000	\$85.00	\$80.00 ea	\$50.00
\$10,001-\$15,000	\$95.00	\$80.00 ea	\$50.00
\$15,001-\$20,000	\$115.00	\$80.00 ea	\$50.00
\$20,001-\$25,000	\$140.00	\$80.00 ea	\$50.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$80.00 ea	\$50.00
Foundation Repair	\$35.00	\$80.00 ea	\$10.00
Tenant Finish Out (TFO)	\$.35 per sq ft includes trade permits	\$80.00 ea	\$50.00
Demolition	\$100.00	\$80.00 ea	\$10.00
Certificates of Occupancy	\$80.00 ea	\$80.00 ea	\$10.00
Re-issue or copy	\$50.00 ea	n/a	\$10.00
Accessory Structures			
Equal to or larger than 120 sq ft	\$35.00	\$60.00 ea	\$10.00
Carports	\$35.00	\$60.00 ea	\$10.00
Detached Garage	\$35.00	\$60.00 ea	\$10.00
Deck & Patio Covers	\$35.00	\$60.00 ea	\$10.00
Deck	\$35.00	\$60.00 ea	\$10.00
Patio	\$35.00	\$60.00 ea	\$10.00
Swimming Pools			
Residential (in or above ground)	\$80.00 + trade permits	\$60.00 ea	\$10.00
Commercial (in or above ground)	\$150.00 + trade permits	\$80.00 ea +	\$10.00
Hot Tub / Spa Commercial	\$120.00 + trade permits	\$80.00 ea +	\$10.00
Hot Tub / Spa Residential	\$80.00 + trade permits	\$60.00 ea	\$10.00

Permit	Permit Fee	Insp Rate	Tech Fee
Sign Permits			
Permanent			
Wall or Pole Signs			
Up to 40 sq ft	\$50.00 + trade permit	\$80.00 ea	\$10.00
41 sq ft to 60 sq ft	\$75.00 + trade permit	\$80.00 ea	\$10.00
61 sq ft or larger + \$1.00 per sq ft over 61 sq. ft	\$100.00 + trade permit	\$80.00 ea	\$10.00
Monument Sign	Above rates + trade permit	\$80.00 ea	\$10.00
Billboards	Above rates (max of 672 sq ft per face) + trade permit	\$80.00 ea	\$50.00
Temporary			
Up to 16 sq ft only	\$25.00		\$10.00
Uniform Sign Plan	\$200.00		\$25.00
Uniform Sign Plan Amendment	\$200.00		\$25.00
Miscellaneous Permits			
Moving a Structure			
Residential	\$85.00 + PD Escort Fees	\$60.00 ea	\$10.00
Commercial	\$85.00 + PD Escort Fees	\$80.00 ea	\$10.00
Fence	\$35.00		\$10.00
Irrigation			
Residential	\$35.00	\$60.00 ea	\$10.00
Commercial & Multi Family	\$80.00	\$80.00 ea	\$10.00
Other Demolition Residential	\$35.00	\$60.00 ea	\$10.00
Other Demolition Commercial	\$35.00	\$80.00 ea	\$10.00

Other Agency Fees: The City of Manor does not assess nor collect fees for reviews of Building Construction Plans by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

Permit	Permit Fee	Insp Rate	Tech Fee
Educational Permits			
New Building	\$.70 per sq ft	\$80.00 ea	\$50.00
Addition	\$.70 per sq ft	\$80.00 ea	\$50.00
* All impact fees are waived for schools and universities.			
Remodel/Repair (trades not included)			
\$0-\$3,000	\$50.00	\$80.00 ea	\$50.00
\$3,001-\$5,000	\$60.00	\$80.00 ea	\$50.00
\$5,000-\$10,000	\$85.00	\$80.00 ea	\$50.00
\$10,001-\$15,000	\$95.00	\$80.00 ea	\$50.00
\$15,001-\$20,000	\$115.00	\$80.00 ea	\$50.00
\$20,001-\$25,000	\$140.00	\$80.00 ea	\$50.00
Above \$25,000	\$140.00 + .007 x cost over \$25,000	\$80.00 ea	\$50.00
Educational Trades			
Electrical, Plumbing, Mechanical	\$80.00 ea	\$80.00 ea	\$10.00 ea

Section 3. Amendment to Appendix A, Article A3.000, Section A3.001 Vendors. Section A3.001 of Appendix A of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

Section A3.001 Vendors. The following fees and charges are established and shall be collected prior to the review and approval of an application to solicit, peddle, or operate a food establishment as a seasonal, semi-permanent or temporary food vendor.

Door to door solicitation

Bond	\$5000.00
Per day	\$5.00 per day up to 7 days
Per week	\$10.00
Per Month	\$25.00
Three Months	\$50.00
Six Months	\$75.00
Per year	\$100.00

Mobile Food Establishment

Per day	\$5.00 per day up to 7 days
Per week	\$10.00
Per Month	\$25.00
Three Months	\$50.00
Six Months	\$75.00
Per year	\$100.00

Section 4. Amendment to Appendix A, Article A4.000 Special Services by Law Enforcement Staff.

Article A4.000 of Appendix A of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

The following fees and charges are established and shall be collected for special services provided by Law Enforcement Staff:

Incident Report Copy	\$5.00
Crash Report Copy	\$6.00
Finger Printing Fees	
First two finger print cards	\$10.00 per card (come in two card packages)
Each additional card	\$5.00
Alarm Permit Fees	
Residential Systems	\$50.00
Commercial Systems	\$50.00
Multi-family Systems	\$50.00 per unit
Common Areas	\$50.00 each building
Government Agencies	No fee
Schools and Similar Occupancies	\$50.00
Renewal Fee	\$25.00
Late Fee	\$5.00
False Alarm Fees	
Up to 3 per year	No fee
4th and 5th per year	\$50.00
5th, & 7th per year	\$75.00
8th and more per year	\$100.00
Police Car Fee	\$15.00 per hour (no minimum)
Police Officer Fee	\$45.00 minimum per hour (4 Hour Minimum)
Traffic Control Device Fee	\$100.00 minimum
Wreckers and Towing Fees	
Tow Management Fee	\$45.00
Annual Inspection Sticker Fee	\$50.00
Daily Evidentiary Fee (Manor Police held)	\$35.00/day

vehicles, billed by the Manor Police Dept.
to registered owner or responsible party)

Section 5. Amendment to Appendix A, Article A5.000 Administrative and Miscellaneous Fees.
Article A5.000 of Appendix A of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

Section A5.001 Administrative fees

The following fees and charges are established and shall be collected for administrative fees and for copying and/or producing records upon request:

Administrative Fees - All departments

B/W Copies - standard letter size	\$0.10 per page of printed material
B/W Copies - legal or larger	\$0.50 per page of printed material
Color Copies - standard letter size	\$0.25 per page of printed material
Color Copies -legal or larger	\$0.50 per page of printed material
Specialty Paper (Mylar, Blueprint etc.)	Actual cost
Notary fee	\$6.00
Every other signature	\$1.00
CD copies	\$25.00
Other electronic media	Actual cost
PDF of Ordinance/Utility Bill	No charge
Labor and overhead charge	\$15.00 per hour > 50 copies, or locate information compile, and reproduce requested when records located in remote facility
Postal Expenses	Actual cost to transmit information paid prior to release
Certified Copies	\$2.00
Returned Check Fee	\$35.00
Administrative fee	\$20.00
Animal registration	\$10.00
Animal Microchipping	\$10.00
Credit card payments	\$2.00

Section A5.002 Park rental permit fees

The following fees and charges are established and shall be collected for park rental. Deposits may be refunded minus city staff costs if required.

Up to 4 hours	\$50.00
Maintenance Deposit	\$25.00
4 - 8 hours	\$75.00
Maintenance Deposit	\$50.00
Per Day	\$100.00
Maintenance Deposit	\$100.00
Debris Removal	\$20.00
Cancelation Fee (less than 48 hours before event)	50% of total fee paid non-refundable

Section A5.003 Special event permit fees

The following fees and charges are established and shall be collected for all special events:

Park rental fees as provided in Section A5.002, excluding Maintenance Deposit	
Closure or obstruction of public street or right-of-way, including parking lots and on-street parking	\$50.00 per block
City Staff Maintenance	\$40.00/hour minimum per staff member (minimum 2 hours)
City Vehicle Use	\$15.00 per hour
Barricades	\$100
Cancelation Fee (less than 48 hours before event)	50% of total fee paid non-refundable

Section A5.004 Film projects using city property

Application fee	\$25.00
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Use of city-owned real estate:

Activity	Per day fee
Total or disruptive use (regular operating hours) of a public building, park, right-of-way, or public area	\$500.00

Partial, nondisruptive use of a public building, park, right-of-way, or public area	\$250.00
Total closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for film purposes)	\$50.00 per block
Partial closure or obstruction of public street or right-of-way, including parking lots and on-street parking (for film purposes)	\$25.00 per block
Use of city parking lots, parking areas, and city streets (for the purpose of parking film trailers, buses, catering trucks, and other large vehicles).	\$50.00 per block

Section A5.005 Permit for fireworks display

Application fee \$40.00

Section A5.006 Fee for report of abandoned vehicle by garagekeeper

A fee of ten dollars (\$10.00) shall accompany the report of the garagekeeper that a motor vehicle has been deemed abandoned.

Section 6. Amendment to Appendix A, Article A7.000, Section A7.003 Water Rates. Section A7.003 of Appendix A of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

Minimum rate. In addition to other fees, a minimum monthly fee shall be assessed for meters of the following size at the rate indicated:

Rate Table – Minimum Monthly Water Fee

Inch	Meter Type	L.U.E.	Rate
5/8	Residential	1	\$27.16
5/8	Residential (senior)	1	\$23.13
5/8	Commercial – Positive Displacement	1	\$10.08
3/4	Commercial – Positive Displacement	1.5	\$15.12
1	Residential	1.5	\$45.36
1	Commercial - Positive Displacement	2.5	\$25.20
1-1/2	Commercial – Positive Displacement	5	\$50.40
2	Commercial – Positive Displacement	8	\$80.64
2	Commercial - Compound	8	\$80.64
2	Commercial - Turbine	10	\$100.80
3	Commercial - Compound	16	\$161.28

3	Commercial - Turbine	24	\$241.92
4	Commercial - Compound	25	\$252.00
4	Commercial - Turbine	42	\$423.36
6	Commercial - Compound	50	\$504.00
6	Commercial - Turbine	92	\$927.36
8	Commercial - Compound	80	\$806.40
8	Commercial - Turbine	160	\$1,612.80
10	Commercial - Compound	115	\$1,159.20
10	Commercial - Turbine	250	\$2,520.00
12	Commercial - Turbine	330	\$3,326.40

Usage fee. Unless otherwise provided and established by the city council, the following additional rates shall be charged for residential and commercial water service according to usage:

Residential Service

Residential Volume Table

0 – 2,000 gallons	\$0.56
2,001 – 5,000 gallons	\$3.02
5,001 – 10,000 gallons	\$3.36
10,001 – 15,000 gallons	\$3.64
15,001 – 25,000 gallons	\$3.92
25,000 + gallons	\$4.76

Commercial Service

Commercial Volume Table

All per 1,000 gallons	\$6.30
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Fire Hydrant Service

Fire Hydrant Volume Table

All per 1,000 gallons	\$6.30
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Effluent Water Service

Effluent Water Volume Table

All per 1,000 gallons	To be determined in 2021
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Section 7. Amendment to Appendix A, Article A7.000, Section A7.005 Debris/solid waste rates and charges. Section A7.005 of Appendix A of the City of Manor Code of Ordinances is hereby amended in its entirety to read as follows:

Section A7.005 Debris/solid waste rates and charges

Residential. The minimum monthly charge per Residential Unit shall be as follows:

Rate Table – Residential Solid Waste

Residential Trash Cart per cart	\$17.50
Residential Recycle Bin – One (1)	No Charge

Commercial. The minimum monthly charge per Commercial Unit shall be as follows:

Rate Table – Commercial Solid Waste

Commercial/Non-Residential per cart	\$17.50
Commercial Recycle Bin – One (1)	No charge

Section 8. Repeal of Conflicting Ordinances. All ordinances or parts of ordinances, and sections of the City Code of Ordinances, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 9. Penalties. Any person who commences work requiring a permit before obtaining the necessary permits shall be in violation of this Ordinance and subject to a penalty fee equal to the rate of the permit.

Section 10. Severability. If any provision of this Ordinance or the application of any provision to any person or circumstance is held invalid, the invalidity shall not affect other provisions or applications hereof which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

Section 11. Effective Date. This Ordinance shall take effect January 1, 2019.

Section 12. Open Meetings Act. 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, Chap. 551, Tex. Gov't Code.

PASSED AND APPROVED on this the 19th day of December, 2018.

ATTEST:

CITY OF MANOR, TEXAS

Lluvia Tijerina, City Secretary

Rita Jonse, Mayor



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 19, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

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
Invoices

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

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
- 16,000⁰⁰ 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.

thank
you

Manor Lions

Thanks for having the
Alan Coffey Band for Manor
fest. Appreciate the \$500⁰⁰
fee. Hope to see you next
year.

Alan Coffey

 **FRESH OIL OUTREACH CHURCH**
520 N Ave F
Elgin, TX

Pastor #: (512)620-0890

Church Administrator #: (512)281-2830

Greetings to the Manor Lion's Club,

This is an invoice for services performed on 7 October 2018. For choir services performed at the Manor Lion's Fest for one hour for the sum \$200.

It is a continued pleasure to be allowed to participate in Manorfest in our very own way. We appreciate the opportunity provided to our church. The funds will go to good use in our church.

We also want to thank James Sulcer for thinking of us on this year.

Again, thank you for the opportunity.

Pastor Naomi Craig

"A day without the presence of God, is a wasteful day."



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: December 19, 2018

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

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

BACKGROUND/SUMMARY:

PRESENTATION: YES NO

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

Attendance Report

STAFF RECOMMENDATION:

PLANNING & ZONING COMMISSION: RECOMMENDED APPROVAL DISAPPROVAL NONE

ATTENDANCE REPORT

CITY COUNCIL

REPORTING PERIOD

11/20/2017 - 11/20/2018

MEMBERS NAME/PLACE NO.	MEETINGS TYPE	MONTHS												TOTALS		
		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Present	Absent	
RITA G. JONSE MAYOR	11/20/17 CSS												P			
	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																
														26	3	

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
GENE KRUPPA PLACE NO. 1	11/20/17 CSS												P			
	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													A			
Canvass													A			
11/21/18													n/a			
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
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
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																
		11/20/18 CSS Canvass											P			
		11/21/18 Canceled											n/a			
		12/5/18													1	0
		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
DEJA HILL PLACE NO. 5	11/20/17 CSS												P			
	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														A		
Canvass														A		
11/21/18																
Canceled													n/a			
12/5/18																
12/19/18																
															22	7

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																		
			11/20/18 CSS Canvass															
			11/21/18 Canceled															
			12/5/18															
			12/19/18															
															1	0		