



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

**CITY COUNCIL  
REGULAR MEETING  
AGENDA**

---

**Wednesday, January 16, 2019**

**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 January 2, 2019, Regular Meeting.   | Lluvia Tijerina,<br>City Secretary |
| 2. Consideration, discussion, and possible action on the destruction of records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor. | Lluvia Tijerina<br>City Secretary  |

3. Consideration, discussion, and possible action on the acceptance of the December 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

## PUBLIC HEARING

4. Public Hearing: Consideration, discussion and possible action on a conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D’Arc Road, to allow for a service station. **Applicant**: Professional StruCIVIL Engineers, Inc. **Owner**: Dessau Road, LLC Scott Dunlop, Asst. Dev. Services Director
5. Public Hearing: Consideration, discussion and possible action on an ordinance rezoning 1.0 acre of land out of Abstract 456, Survey 64 Kimbro L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A). **Applicant**: Lena Ging. **Owner**: Lena Ging Scott Dunlop, Asst. Dev. Services Director

## REGULAR AGENDA

6. Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required Plantings for Presidential Glen, Phase 1A, Block KK, Lot 3, locally known as 13201 Bois D’Arc Road, Manor, TX to reduce the number of trees to 86 and shrubs to 352. **Applicant**: Kimley-Horn & Associates. **Owner**: West Elgin Development Corporation Scott Dunlop, Asst. Dev. Services Director
7. Consideration, discussion, and possible action on a Supplement to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor; and authorizing the City Manager to sign Supplements to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor. Scott Dunlop, Asst. Dev. Services Director
8. Consideration, discussion, and possible action on Change Order No. 3 for the 2017 Paving Improvement Project. Frank Phelan, P.E, City Engineer
9. Consideration and possible action on a Deposit and Reimbursement Agreement for Proposed Public Improvement District (Lagos). Thomas Bolt, City Manager
10. Consideration, discussion, and possible action on selecting an appraiser for the Manor Heights Public Improvement District (PID). Thomas Bolt, City Manager
11. Consideration, discussion, and possible action on approving an agreement for Public Improvement District (PID) and Tax Increment Reinvestment Zone (TIRZ) creation and administration services. Thomas Bolt, City Manager

- |   |                              |
|---|------------------------------|
| 12. Consideration, discussion, and possible action on a contract with Municipal Code Corporation for the purpose of providing republication, supplementation, and web hosting of Manor City Code. | Thomas Bolt,<br>City Manager |
| 13. Consideration, discussion, and possible action on an ordinance adopting an amended annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018.                 | 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 – Discussion of City Manager’s Evaluation*
- *Section 551.087 Deliberations regarding Economic Development Negotiations*

## 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, January 11, 2019, 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](mailto:ltijerina@cityofmanor.org)*



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Administration

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action to approve the City Council Minutes of the January 2, 2019, Regular Meeting.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

January 2, 2019, Regular Meeting Minutes

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the City Council Minutes for the January 2, 2019, Regular Meeting Minutes.

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

---





**CITY COUNCIL  
REGULAR SESSION MINUTES  
JANUARY 2, 2019**

**PRESENT:**

Rita G. Jonse, Mayor

**COUNCIL MEMBERS:**

Gene Kruppa, Place 1 (Absent)  
Maria Amezcua, Mayor Pro Tem, Place 2  
Anne R. Weir, Place 3  
Dr. 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, Assistant Development Services Director

**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, January 2, 2019, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

**PLEDGE OF ALLEGIANCE**

At the request of Mayor Jonse, Gil Burrell with the Lions Club, led the Pledge of Allegiance.

**PUBLIC COMMENTS**

No one appeared to speak at this time.

**CONSENT AGENDA**

- 1. Consideration, discussion, and possible action to approve the City Council Minutes of the December 19, 2018, Regular Meeting.**

**MOTION:** Upon a motion made by Council Member Weir and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve and adopt all items on the consent agenda. The motion carried unanimously.

## **REGULAR AGENDA**

**2. 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.**

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 is requesting disannexation of 2.0 acres from the city.

Mr. Schultz discussed his frustration with the water drainage issues he has on his property.

Council Member Hill asked if there was anything the city could do to keep Mr. Shultz's property in the city limits. City Manager Bolt stated he would discuss issues with City staff regarding the roadway that would be part of City's responsibility to maintain.

Council Member Dr. Wallace Jr. inquired about the specific city services that were promised to the property owner in 2008 and asked whom would be responsible for repairing the roads if the property is to be disannexed.

The discussion was held regarding the availability of property owners to connect with city water services at their expense regardless of their distance.

The discussion was held regarding the process for property owners to opt out of their current water service and switch to the City of Manor's wastewater service.

Council Member Hill asked Mr. Schultz if there was anything that could be done for him to want to stay in the City limits. Mr. Schultz discussed his concerns and reasons why he doesn't want his property in the City limits of Manor.

City Manager Bolt discussed the annexation process from 2008 and the annexation process from 2017. He stated there were modifications that were allowed in 2017 that were not allowed in 2008.

**MOTION:** Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua the Council voted four (4) For and two (2) Against to deny the request for disannexation of 2.0 acres, Abstract 154 Survey 52 Caldwell AC, locally known as 15201 Voelker Lane, Manor, TX 78653. Council Member Hill and Council Member Dye voted against. The motion carried.

Mayor Jonse adjourned the regular session of the Manor City Council into Executive Session at 7:22 p.m. Wednesday, January 2, 2019, in accordance with the requirements of the Open Meetings Law.

### **EXECUTIVE SESSION**

The Manor City Council convened 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 – Interview Candidates for appointments to the Planning and Zoning Commission for Place No. 1; Place No. 3; Place No. 5; and Place No. 7*, at 7:22 p.m., on Wednesday, January 2, 2019, City Council Conference Room of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

The Executive Session was adjourned at 7:53 p.m. on Wednesday, January 2, 2019.

### **OPEN SESSION**

The City Council reconvene into Open Session pursuant to the provisions of Chapter 551 Texas Government Code at 7:53 p.m. on Wednesday, January 2, 2019, 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 – Interview Candidates for appointments to the Planning and Zoning Commission for Place No. 1; Place No. 3; Place No. 5; and Place No. 7.*

**MOTION:** Upon a motion made by Mayor Pro Tem Amezcua and seconded by Council Member Hill, the Council voted six (6) For and none (0) Against to re-appoint Julie Leonard to Place No. 1; Lian Stutsman to Place No. 5; William Myers to Place No. 7; and appointed Gil Burell to Place No. 3 to serve for a 2-year term expiring on January 1, 2021. The motion carried unanimously.

### **ADJOURNMENT**

The Regular Session of the Manor City Council Adjourned at 7:54 p.m. on Wednesday, January 2, 2019.

These minutes approved by the Manor City Council on the 16<sup>th</sup> day of January 2019.

**APPROVED:**

---

Rita G. Jonse  
Mayor

**ATTEST:**

---

Lluvia Tijerina, TRMC  
City Secretary

Draft Minutes



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Administration

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the destruction of records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

Departmental Disposition Logs  
service agreement

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve the destruction of records that have met their retention requirement; and Authorize the City Manager to execute the customer service agreement with Data Armor.

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

---

## Records Disposition Log

Prepared by Records Liaison:

*Cluvia Tijerina*

Date

*12-21-2018*

Director Approval Signature:

*Thomas Bolt*

Date


*1/7/19*

RMO Approval Signature:

*Tijerina*

Date

*12-21-2018*

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD1	EL3100-10a	3 years	2002	S		2/1/19	lt	
AD1	GR1000-06 Petitions	3 Years	2006	S		2/1/19	lt	
AD1	GR1000-06 Atmos Petitions	3 Years	2007	S		2/1/19	lt	
AD1	GR1000-38 Policy and Procedure Documentation	5 years	2003-2004	S		2/1/19	lt	
AD1	GR1000-06 Atmos Petitions	3 years	2007	S		2/1/19	lt	
AD1	GR1000-01b Certified Agendas	2 years	2016	S		2/1/19	lt	
AD1	GR1000-01b Certified Agendas	2 years	2006	S		2/1/19	lt	
AD1	GR1000-01b Certified Agendas	2 years	1996-1997	S		2/1/19	lt	
AD1	GR1000-01b Certified Agendas	2 years	1999	S		2/1/19	lt	
AD1	GR 1000-38 Policy and Procedure Documentation	5 years	2013	S		2/1/19	lt	

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.



## Records Disposition Log

Prepared by Records Liaison:

Clunia Tijerina Date 1-7-19

Director Approval Signature:

Thomas Bolt Date 1-7-19

RMO Approval Signature:

Tijerina Date 1-7-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
AD2	GR1000-34 Public Information Act / Open Records	2 years	2013-2016	S		2/1/19	lt	
AD2	GR1000-26 Correspondence/subject files	2 years	2005-2007	S		2/1/19	lt	
AD2	GR1000-21c Affidavits of Publication	2 years	2004	S		2/1/19	lt	
AD2	GR1000-54 Committee Records	2 years	2007	S		2/1/19	lt	
AD2	EL3125-02 Candidacy and Applications Certifications	3 Years	2006	S		2/1/19	lt	
AD2	GR1000-06 Petitions	2 years	2007	S		2/1/19	lt	
AD2	GR1000-21c Affidavits of Publication	2 years	2013	S		2/1/19	lt	

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.

## Records Disposition Log

Prepared by Records Liaison:

Tracey Vasquez

Date

1-7-19

Director Approval Signature:

Thomas Bolt

Date

1/7/19

RMO Approval Signature:

J Siquina

Date

1-7-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		<input checked="" type="checkbox"/>
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
HR-1	Toll Road Invoices	US	01/2017-12/2017	S		2-1-19	✓	
HR-1	GR-1050-14 Permit Tech Applicants	AV	10/2016	S				
HR-1	GR 1050-14 Administrative Assistant Applicants	AV	12/2015-2/2016	S				
HR-1	GR-1050-14 Deputy Court Clerk Applicants	AV	11/2015-12/2015	S				
HR-1	GR 1050-14 Custodian Applicants	AV	11/2015-1/2016	S				
HR-1	GR 1050-32, 32a, 32b Worker's Comp Claim Records	CE+ 5 Years	01/13-12/2013	S				
HR-1	GR1075-15 Accident & Damage reports w/ personal injury	CE+5 Years	01/2011-12/2012	S				
HR-1	GR1050-08b TMRS Annual Actuarial Summary Reports	AV	1997-2001	S				

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed


**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.



## Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 12/18/18  
 Director Approval Signature: [Signature] Date 12/18/18  
 RMO Approval Signature: [Signature] Date 12-31-2018

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
CT 1	LC2350-04A -Criminal Case papers	5 Years	01/2008 TO 12/2008	S		2-1-19	SF	
CT 2	LC2350-04A -Criminal Case papers	5 Years	01/2008 to 12/2008	S				
CT 3	LC2350-04A -Criminal Case papers	5 Years	01/2006 to 12/2006	S				
CT 4	LC2350-04A -Criminal Case papers	5 Years	01/2007 to 12/2007	S				
CT 5	LC2350-04A -Criminal Case papers	5 Years	01/1994 to 12/2007	S				
CT 6	LC2350-04A -Criminal Case papers	5 Years	01/2008 to 12/2009	S				
CT 7	LC2350-04A -Criminal Case papers	5 Years	01/2008 to 12/2009	S				
CT 8	LC2350-04A -Criminal Case papers	5 Years	1/2008 to 12/2008	S				
CT 9	LC2350-04A -Criminal Case papers	5 Years	01/2000 to 12/2004	S				
CT 10	LC2350-04A -Criminal Case papers	5 Years	01/2007 to 12/2008	S				
CT 11	LC2350-04A -Criminal Case papers	5 Years	01/2006 to 12/2007	S				
CT 12	LC2350-04A -Criminal Case papers	5 Years	01/2006 to 12/2007	S				

**Legend**  
 Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
 Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed  
 Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives  
 See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

Prepared by Records Liaison: Sarah Friberg Date 12/18/18  
Director Approval Signature: *Sybil M. Collins* Date 12-18-18  
RMO Approval Signature: *J. Pina* Date 12-31-2018

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
CT 13	LC2350-04A -Criminal Case papers	5 Years	01/2005 to 12/2006	S		2-1-19	SP	
CT 14	LC2350-04A -Criminal Case papers	5 Years	01/2001 to 12/2005	S		↓	↓	
	L							

*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
*Actions:* R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed  
*Disposition Date:* AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives  
*See Att* (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

# Records Disposition Log

Prepared by Records Liaison: Sarah Friberg Date 10/30/18  
 Director Approval Signature: *Julie M. Collins* Date 10/31/18  
 RMO Approval Signature: *Liperina* Date 1-7-2019

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		<input checked="" type="checkbox"/>
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
RF013378491	Criminal case papers for traffic / ordinance violations	5 Years	1/2012 to 3/2012	S&D		2-1-19	SF	X
RF013378492	Criminal case papers for traffic / ordinance violations	5 Years	4/2012 to 5/2012	S&D				X
RF013378493	Criminal case papers for traffic / ordinance violations	5 Years	6/2012 to 7/2012	S&D				X
RF025666022	Criminal case papers for traffic / ordinance violations	5 Years	8/2012 to 9/2012	S&D				X
RF025666023	Criminal case papers for traffic / ordinance violations	5 Years	10/2012 to 12/2012	S&D				X
RF013406886	Criminal case papers for traffic / ordinance violations	5 Years	1/2013 to 3/15/2013	S&D				X
RF013406887	Criminal case papers for traffic / ordinance violations	5 Years	3/16/2013 to 4/2013	S&D				X
RF013406888	Criminal case papers for traffic / ordinance violations	5 Years	5/2013 to 7/2013	S&D				X
RF013406889	Criminal case papers for traffic / ordinance violations	5 Years	8/2013 to 10/2013	S&D				X
RF013378494	Criminal case papers for traffic / ordinance violations	5 Years	11/2013 to 12/2013	S&D				X

## Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.

## Records Disposition Log

Prepared by Records Liaison:

Veronica Briones

Date 12/31/18

Director Approval Signature:

*Lidia M. Collins*

Date 12/31/18

RMO Approval Signature:

*L. Dyerna*

Date 1-4-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		X
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
UT1	UT5000-11 Meter Reading Records	3yrs	9/07-4/08	S		2-1-19	VB	
UT2	UT5000-16b Service App & Dep Records	FE+3	2006-2007	S				
UT3	UT5000-16b Service App & Dep Records	FE+3	2006-2007	S				
UT4	UT5000-16a Service Applications	1yr	2001-2003	S				
UT5	UT5000-16b Service App & Dep Records	FE+3	2006 A-F	S				
UT6	UT5000-16b Service App & Dep Records	FE+3	2006 G-Z	S				
UT7	UT5000-16a Service Applications	1yr	2003 M-R	S				
UT8	UT5000-16b Service App & Dep Records	FE+3	2007	S				
UT9	UT5000-16a Service Applications	1yr	2006 D-Z	S				
UT10	UT5000-16a Service Applications	1 yr	2006 A-C	S				
UT11	UT5000-16a Service Applications	1 yr	2007	S				
UT12	UT5000-16a Service Applications	1 yr	2005 H-M	S				

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.



## Records Disposition Log

Prepared by Records Liaison:

Veronica Briones

Date

12/31/18

Director Approval Signature:

*Sylvia M. Collins*

Date

12/31/18

RMO Approval Signature:

*L. Dyana*

Date

1-4-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		X
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
UT13	UT5000-16a Service Applications	1 yr	2005 S-M	S		2-1-19	VB	
UT14	UT5000-16b Service App & Dep Records	FE+3	2006-2007	S				
UT15	UT5000-19 Service Orders	2 yrs	FY 2013-2014	S				
UT16	UT5000-11 Meter Readings	3 yrs	FY 2013-2014	S				
UT17	UT5000-19 Service Orders	2 yrs	FY 2015-2016	S				
UT17	UT5000-16a Service Applications	1 yr	FY 2015-2016	S				
UT18	GR1025-27a AR Records (UT Deposits)	FE+3	11/2007-12/2007	S				
UT19	GR1025-27a AR Records (UT Deposits)	FE+3	12/2005-03/2006	S				
UT20	GR1025-27a AR Records (UT Deposits)	FE+3	01/2008-02/2008	S				
UT21	GR1025-27a AR Records (UT Deposits)	FE+3	03/2008-05/2008	S				
UT22	GR1025-27a AR Records (UT Deposits)	FE+3	01/2007-03/2007	S				
UT23	GR1025-27a AR Records (UT Deposits)	FE+3	06/2008-08/2008	S				

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.

## Records Disposition Log

Prepared by Records Liaison:

Veronica Briones

Date

12/31/18

Director Approval Signature:

*Stella M. Collins*

Date

12/31/18

RMO Approval Signature:

*Lijerina*

Date

1-4-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		X
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
UT24	GR1025-27a AR Records (UT Deposits)	FE+3	06/2007-08/2007	S		2-1-19	VB	
UT25	GR1025-27a AR Records (UT Deposits)	FE+3	03/2005-07/2005	S		↓	↓	
UT26	GR1025-27a AR Records (UT Deposits)	FE+3	09/2007-10/2007	S		↓	↓	
UT27	GR1025-27a AR Records (UT Deposits)	FE+3	10/2006-12-2006	S		↓	↓	

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.

## Records Disposition Log

Prepared by Records Liaison:

Veronica Briones

Date 12/31/18

Director Approval Signature:

*Lydia M. Collins*

Date 12/31/18

RMO Approval Signature:

*L. Briones*

Date 1-4-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		<input checked="" type="checkbox"/>
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN1	GR1025-27a AR Records (UT Deposits)	FE+3	FY 95-96	S		2-1-19	VB	
FN1	GR1025-28 Banking Records	FE+5	FY 95-96	S				
FN1	GR1025-26c AP/Disbursement Records	FE+3	FY 95-96	S				
FN2	GR1025-27a AR Records (UT Deposits)	FE+3	02/04-07/04	S				
FN3	GR1025-27a AR Records (UT Deposits)	FE+3	01/99-12/01	S				
FN3	GR1025-27a AR Records (UT Deposits)	FE+3	01/02-05/02	S				
FN4	GR1025-26a AP/Disbursement Records	FE+3	FY 99-00	S				
FN5	GR1050-52c Earnings& Deductions	4	01/00-09/00	S				
FN6	GR1050-52c Earnings&Deductions	4	10/06-05/07	S				
FN7	GR1025-26a AP/Disbursements	FE+3	A-E FY04-05	S				
FN8	GR1025-28 Banking Records	FE+5	10/06-05/07	S				
FN8	GR1025-26a AP/Disbursement Records	FE+3	FY 06-07	S				

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.



## Records Disposition Log

Prepared by Records Liaison:

Veronica Briones

Date 12/31/18

Director Approval Signature:

*[Signature]*

Date 12/31/18

RMO Approval Signature:

*[Signature]*

Date 1-4-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		X
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN9	GR1050-52a Earnings&Deduction Records	4	01/03-12/03	S		2-1-19	VB	
FN10	GR1025-26a AP & Disbursement Records	FE+3	1999	S				
FN10	GR1025-28 Banking Records	FE+5	FY1997-1998	S				
FN11	GR1025-26a AP & Disbursement Records	FE+3	FY1997-1998	S				
FN12	GR1025-26a AP & Disbursement Records	FE+3	FY1998-1999	S				
FN13	GR1025-26a AP & Disbursement Records	FE+3	FY1997-1998	S				
FN14	GR1050-52a Earnings&Deduction Records	4	10/2007-05/2008	S				
FN15	GR1025-26a AP & Disbursement Records	FE+3	FY 1998-1999	S				

### Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.



## Records Disposition Log

Prepared by Records Liaison: TAYLOR THOMAS Date 12/21/2018

Director Approval Signature: *Sylvia M. Collins* Date 12/21/18

RMO Approval Signature: *S. Siquina* Date 1-4-2019

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		<input checked="" type="checkbox"/>
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
FN20	GR1025-26a AP/Disbursements	FE+3	FY 96-97	S		2-1-19	<i>ST</i>	
FN21	GR1025-28 Banking Records	FE+5	FY04-05	S				
FN22	GR1025-28 Banking Records	FE+5	FY05-06	S				
FN23	GR1025-26a AP/Disbursements	FE+3	FY05-06	S				
FN24	GR1025-28 Banking Records	FE+5	FY07-08	S				
FN25	GR1025-26a AP/Disbursements	FE+3	FY05-06	S				
FN26	GR1025-26a AP/Disbursements	FE+3	FY90-91	S				
FN27	GR1025-26a AP/Disbursements	FE+3	FY07-08	S				
FN28	GR1025-26a AP/Disbursements	FE+3	FY07-08	S				
FN29	GR1050-52a Payroll Records	FE+4	FY95-96	S				
FN30	GR1050-52a Payroll Records	FE+4	FY07-08	S				

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.

# Records Disposition Log

Prepared by Records Liaison: Scott Dunlop Date 1/7/19  
 Director Approval Signature: Thomas Boet Date 1/7/19  
 RMO Approval Signature: Liguina Date 1-7-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		<input checked="" type="checkbox"/>
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
DS 1	GR100-41(A)(4) REPORTS AND STUDIES	3 YRS	2011-2013	S		2-1-19	SO	
DS 1	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 2	GR100-41(A)(4) REPORTS AND STUDIES	3 YR	2011-2013	S				
DS 2	GR625-03(A) - COPIES BOND RECORDS	1 YR	2004-2006	S				
DS 3	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 4	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 5	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 6	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 7	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 8	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 9	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				
DS 10	GR1075-16(A) COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S				

**Legend**  
*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
*Actions:* R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed  
*Disposition Date:* AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives  
*See Att (See Attachment):* Put an X in this field if there is an attachment giving more detail about the records being destroyed.

# Records Disposition Log

Prepared by Records Liaison: Scott Dunlop Date 1/7/19  
 Director Approval Signature: Thomas Bolt Date 1/7/19  
 RMO Approval Signature: Diguina Date 1-7-19

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		<input checked="" type="checkbox"/>
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
DS 11	GR1075-16(A) - COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S		2-1-19	SD	
DS 12	GR1075-16(A) - COPIES CONST. PROJECT RECORDS	1 YR	1997-2018	S		↓	↓	
DS 13	PW5225-04B - ZONING VIOLATION RECORDS	VIOLATION +3 YR	1996-2007	S		↓	↓	
DS 14	PW5225-04B - ZONING VIOLATION RECORDS	VIOLATION +3 YR	1996-2007	S				

**Legend**  
*Retention Period Codes:* FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
*Actions:* R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed  
*Disposition Date:* AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives  
*See Att* (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.



# Records Disposition Log

Prepared by Records Liaison: Melissa Sanchez Date 1/7/19  
 Director Approval Signature: Melissa Sanchez Date 1/7/19  
 RMO Approval Signature: Lipina Date 1-9-2019

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
GR 1	GR1075-16(a)	LA+10	1973-2003	S		2-1-19	ms	
UT 2	UT5000-05	Close of account + 2	86-89	S			ms	
UT 2	UT5000-06	3	86-89	S			ms	
UT 3	UT5025-07 (a)	3	97-98	S			ms	
UT 3	UT5025-07 (b)	3	97-98	S			ms	
UT 4	UT5025-01	5	2012-2015	S			ms	
UT 4	UT5025-02	10	98-2008	S			ms	
UT 4	UT5025-04	3	98-15	S			ms	
UT 4	UT5025-05	12	98-2006	S			ms	
UT 4	UT5025-07 (a)	3	2002-2015	S			ms	
UT 4	UT5025-07(b)	3	2002-2015	S				

## Legend

Retention Period Codes: FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent

Actions: R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed

Disposition Date: AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives

See Att (See Attachment): Put an X in this field if there is an attachment giving more detail about the records being destroyed.

## Records Disposition Log

Prepared by Records Liaison: MELISSA SANCHEZ Date 1/9/19

Director Approval Signature: *Melissa Sanchez* Date 1/9/2019

RMO Approval Signature: *J. Jimenez* Date 1-9-2019

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
UT 5	UT5025-14a	5	2007-2012	S		2-1-19	MS	
UT 5	UT5025-14b	5	2007-2012	S		↓	MS	
UT 5	UT5025-14c	5	2007-2012	S			MS	
UT 5	UT5025-14d	5	2007-2012	S			MS	

## Records Disposition Log

Prepared by Records Liaison: Robyn Jackson Date 1/9/2019  
 Director Approval Signature: [Signature] Date 1-9-19  
 RMO Approval Signature: [Signature] Date 1-9-2019

Information from the Records Retention Schedule				Disposition Method: See legend below		Enter "X" after approved →		
Box Number	Records Series Title	Retention Period	From-To Dates of Records	Action	Volume	Actual Disposition Date	Initial	See Att
PD1	GR1050-56 Time and Attendance reports	4yrs	2008	S	Box	2-1-19	RJ	

### Legend

**Retention Period Codes:** FE/Fiscal year; AC/See Ret Schedule; US/Until superseded; CE/Calendar year; LA/Life of Asset; AV/Administratively Valuable; PM/Permanent  
**Actions:** R/Recycling (open records only); S/Shred; B/Burn; P/Pulp; D/Delete electronic records; A/Transfer to Archives; AR/Archival Review needed  
**Disposition Date:** AFTER NOTIFICATION OF APPROVAL-Date put in recycling; added to locked bin for confidential shredding; deleted; or sent to Archives  
**See Att (See Attachment):** Put an X in this field if there is an attachment giving more detail about the records being destroyed.





## CUSTOMER SERVICE AGREEMENT

CUSTOMER NAME: The City of Manor

ADDRESS: 105 Eggleston St.

CITY: Manor

STATE: Texas

ZIP: 78653

CONTACT I: Lluvia Tijerina

FAX: (512) 272-8636

TELEPHONE: (512) 215-8285

EMAIL: ltijerina@cityofmanor.org

A/P CONTACT:

FAX:

TELEPHONE:

EMAIL:

### SCHEDULED SERVICE

BIN SIZE	CAPACITY (APPROX LBS)	QUANTITY	FREQUENCY	PRICE/LBS	DESTRUCTION FEE	DEPOSIT
24" Consoles	45					
36" Consoles	90					
66 Gallon Cart	200					
95 Gallon Cart	350					
66 Gallon Cart	200					
Total						

Start Date

### PURGE SERVICE

BOX SIZE	CAPACITY (APPROX LBS)	QUANTITY	FREQUENCY	PRICE/LBS	DESTRUCTION FEE	DEPOSIT
Std File Box (10x12x15)	30	<u>50-60 (estimated)</u>		<u>\$5 /box</u>	<u>February 1st, 2019. At City Hall.</u>	
Banker Box (10x12x24)	40					
Other						
Total						

Start Date:

NOTES: Onsite purge shred of 50-60 boxes for \$5 /standard file box.  
Shredding scheduled for 2/1/19 at Manor City Hall.

The parties undersigned have agreed to both this and the reverse side as the agreement and terms and conditions.

CUSTOMER:

SIGNED:

SIGNED:

PRINT:

DATE:

PRINT:

DATE:



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Administration

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on the acceptance of the December 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

December 2018 Departmental Reports

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve and accept the December 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:

1/16/2019

December 2018

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1394	1311	6.3↑	Patrol Car Rental Last Month \$1965.00 YTD \$39,206.75
Average CFS per day	44.9	42.2	6.3↑	
Open Cases	12	32	62.5↓	
Charges Filed	53	58	8.6↓	
Alarm Responses	44	41	7.3↑	
Drug Cases	26	25	4↑	
Family Violence	3	2	50↑	
Arrests Fel/Misd	25Fel/28Misd	5Fel/53Misd	400↑Fel/47↓Misd	
Animal Control	41	38	7.8↑	
Traffic Accidents	58	27	114↑	
DWI Arrests	10	17	41↓	
Traffic Violations	518	484	7↑	
Impounds	108	DNA	DNA	
Ordinance Violations	50	7	614↑	
Victim Services Cases	24	DNA	DNA	
Total Victims Served	33	DNA	DNA	
Seizures	DNA	DNA	DNA	
Laboratory Submissions	6	2	200↑	

Notes:

\*DNA- DATA NOT AVAILABLE

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

**December 1-31, 2018**

Description	Projects	Valuation	Fees	Detail
Commercial Sign	4	\$58,458.58	\$1,174.06	
Commercial Accessory	1	\$3,500.00	\$167.00	awning @ old City Hall
Commercial Driveway/Parking	1	\$2,000.00	\$126.00	416 W. Parsons
Commercial Irrigation	1	\$11,281.00	\$172.00	
Commercial Tenant Finish-Out	1	\$15,936.48	\$750.50	Herbalife
Residential Accessory	1	\$3,740.00	\$142.00	
Residential Deck/Patio	1	\$1,500.00	\$107.00	
Residential Electric	4	\$53,117.65	\$428.00	
Residential Irrigation	10	\$26,404.85	\$1,070.00	
Residential New	48	\$14,550,589.30	\$223,610.80	
Residential Plumbing	2	\$8,200.00	\$214.00	
Totals	74	\$14,734,727.86	\$227,961.36	

Total Certificate of Occupancies Issued: 61

Total Inspections(Comm & Res): 1,094

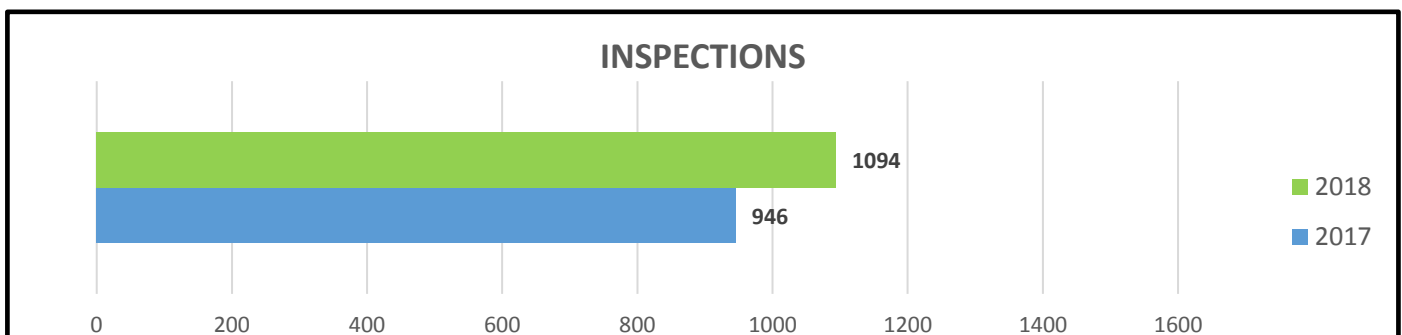
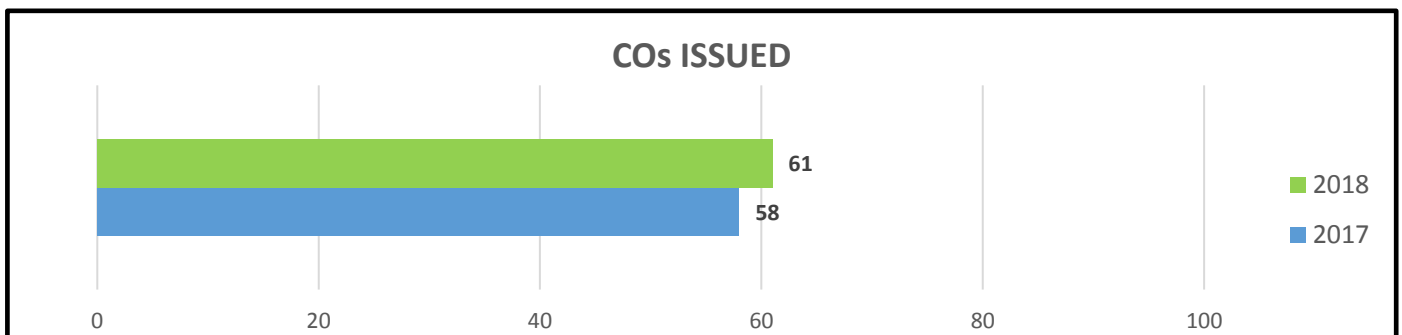
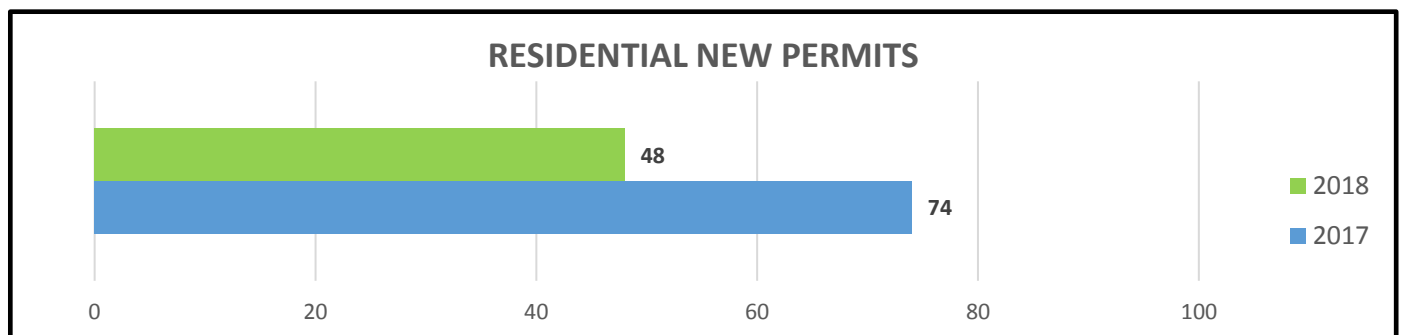
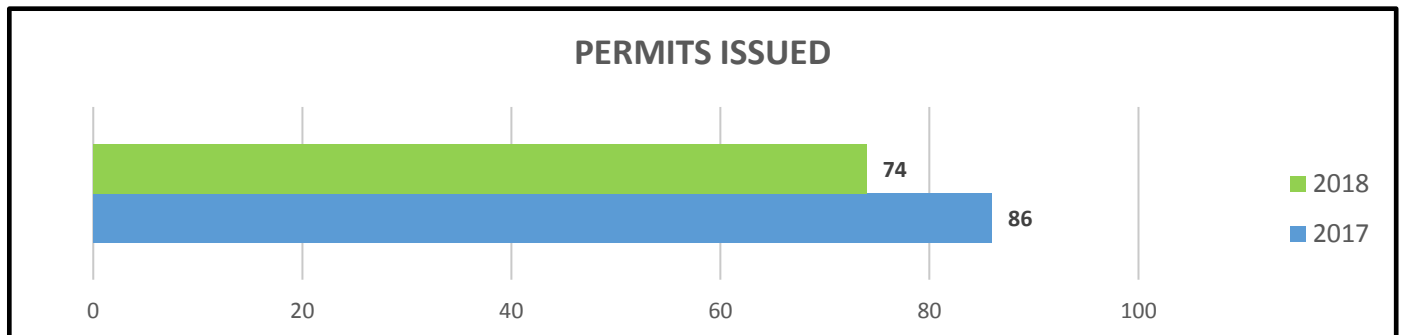
*Tom Bolt, City Manager*





*December 2018*

DEPARTMENT OF DEVELOPMENT SERVICES  
THOMAS BOLT, DIRECTOR





# MEMO

To: Mayor and City Council Members  
From: Sammie Hatfield, Community Development Manager  
Date: January 16, 2019  
RE: **December Monthly Report**

---

## Community Development

**Christmas in the Park:** Set-up and worked the City's craft booth at the event.

**Texas film friendly program:** Responded to a request from Texas Film Commission for a filming location. Took photos and submitted the photos of the site for consideration.

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

**Manor Arts Council:** Researched ideas for a performing arts workshop for actors.

**Texas Main Street Program Application:** Attended Main Street reception in Taylor. Searched for Historical Survey documents

**Vendor list.** Continuing to add to and update the list of potential vendors.

**Easter Event:** researched potential new activities to add to the event.

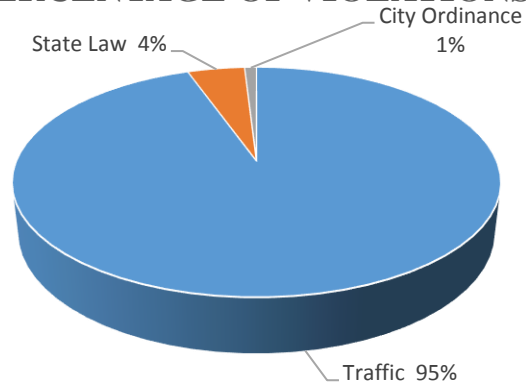
Contacted the committee members to set-up a date to hold the planning meeting.

# City of Manor Municipal Court

## DECEMBER 2018

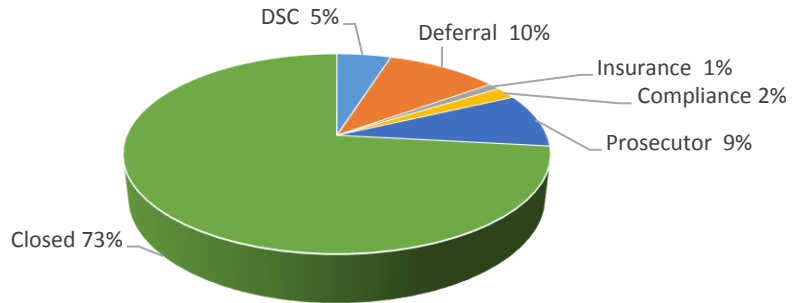
Violations Filed	Dec-18	Dec-17
Traffic	503	356
State Law	24	55
City Ord.	5	10
<b>Total</b>	<b>532</b>	<b>421</b>

PERCENTAGE OF VIOLATIONS



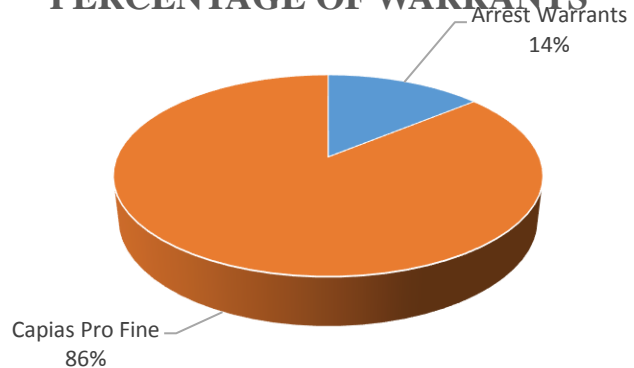
Dismissals	Dec-18	Dec-17
DSC	28	23
Deferral	58	55
Insurance	6	10
Compliance	11	5
Prosecutor	50	90
Closed	419	361
<b>Total</b>	<b>572</b>	<b>544</b>

PERCENTAGE OF DISMISSALS



Warrants	Dec-18	Dec-17
Arrest Warrants	8	168
Capias Pro Fine	49	32
<b>Total</b>	<b>57</b>	<b>200</b>

PERCENTAGE OF WARRANTS



### Money Collected in December 2018

Kept By City	\$45,989.52
Kept By State	\$29,520.55
<b>Total</b>	<b>\$75,510.07</b>

### Money Collected in December 2017

Kept By City	\$25,741.32
Kept By State	\$15,257.96
<b>Total</b>	<b>\$40,999.28</b>



# MEMO

To: Mayor and City Council Members  
From: Mike Tuley, Director of Public Works  
Date: January 16, 2019  
**RE: December Monthly Report**

---

## **Public Works Department**

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

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

### **Water and Wastewater Department**

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

### **Water Production & Purchase**

In the month of December 35% of the water we supplied to our residents was from our wells, and we purchased 65% from EPCOR and Manville WSC. In December, the estimated population of residents in the City of Manor is 11,925. Estimated population for ShadowGlen is 3,363 residents.

### **Subdivision Inspections**

- Street Inspections- 5
- Water Inspections- 2
- Wastewater Inspections- 3

## Streets and Parks Monthly Report December 2018

### Daily Duties and Projects 12-1-2018/12-31-2018

- **12/3/2018-** With all the Christmas decorations that goes up for the holidays around the city, keeping the lights on, vandal proof, and rain proof can be a challenge. City staff keeps a close eye to ensure the city remains lit every night.
- **12/3/2018-** The city had an excellent idea on lighting the Christmas tree for the holidays. Unfortunately, due to the weather the event was not held at night so the city will have to wait until the 2019 holidays to reveal the idea.
- **12/5/2018-** The city has been assessing all sidewalks and are aware of areas that will need attention immediately. The city will be in Bell Farms and Carriage Hills in the beginning of the year to repair multiple areas.
- **12/5/2018-** The right of way mowing crew spent the day in Carriage Hills retention areas and removed all unwanted debris and vegetation. These retention areas can hold water for most of the year so getting in and out before more rain comes is a must.
- **12/5/2018-** In the afternoon hours city staff noticed a small fire coming from behind the pond in Greenbury subdivision. Glenn Sauls, our streets crew leader took immediate action and called 911. In the winter months, cat tails that surround our ponds are dormant and very dry. Any source of fire can erupt the cat tails in seconds which happened that day. Luckily with the city staff quick actions the flames were put out and no damage was done.
- **12/8/2018-** This month was an extremely wet month. City staff will remain on call in case of emergency road closures and clogged drains to allow water to flow.
- **12/10/2018-** April of 2019 is when the next streets project will begin. All of Hamilton Point will get Micro surfaced and the rest of Wheeler will be completed up to Lexington Street. To save city funds, the streets department has been spending time in Hamilton Point removing vegetation on curbs, ensuring all water flows out of valley gutters which consist of lifting the valley gutters to original grade. Proper drainage off roadways will result in longer lasting asphalt.
- **12/13/2018-** The streets department has been filling pot holes in between heavy rains we have gotten. This will be an ongoing maintenance item that will be addressed when needed.
- **12/14/2018-** During the winter months we all know all warm season grasses go dormant. It does not mean all weeds go away. Winter weeds can be a nuisance, which is the reason the city will use herbicides to control most winter weeds in our parks. This will minimize the weeds and how often the park is mowed in the winter months. This will allow time for the parks department to work on other projects.
- **12/17/2018-** Over the weekend unfortunately Jennie Lane Park was vandalized. Various signs were torn off the wall, dispensers were broken, and our poor reindeer lost an antler. The parks department took immediate action and repaired and replaced all broken items in 2 days and had the restroom back in use. Vandalism is hard to predict and or stop but the city will always be prepared.

- **12/18/2018-** The parks staff have kept a close eye on all arbor day trees. A tip to determine if trees are still alive in the winter when no leaves are present is to use the scratch test. If you scratch the bark and you see green than your tree is alive and healthy. If you scratch the bark and no green is present than you have lost that tree. Good tip so you are not waiting until the spring to see if leaves return.
- **12/19/2018-** If you have not noticed that the south end of Wheeler Street, South Lampasas, and Browning cul de sac has been repaved, you may want too. The streets came out great and we look forward to the next street project where the rest of Wheeler Street will be completed.
- **12/21/2018-** With so many areas in the city that have gone overlooked and over grown, the right of way mowing department dedicates most of the winter months removing and clearing these areas. 40 yards of vegetation and brush was removed at the public works office.
- **12/26/2018-** The city has decided to start installing pet waste stations at all parks. The first dog waste station was installed at Jennie Lane Park. So please stop by.
- **12/27-28/2018-** There are multiple areas in Wildhorse Creek subdivision where the asphalt has failed and dropped. The result of these areas can cause pooling of water for multiple days and hazardous driving conditions. There are instances where the curb will drop as well making the job more difficult. The area that was repaired this day took 6.5 tons of asphalt and liquid concrete to raise the curb. This patch job was done on Bastrop Street towards the south end.
- **12/31/2018-** The last day of the year! City staff took advantage of the wet weather and scraped any street that had vegetation growing in between the curb and gutter/asphalt. It is the home owner responsibility to maintain grass on curb if in front of residence. There are multiple areas with vacant lots which seems to be where most vegetation is found. Most of this project was done on Bastrop Street south of Parsons Street heading into Wildhorse Creek.



## **Certifications and Classes**

No classes were attended during the month of December for the streets/parks division.

## **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-** In last month report I had mentioned about an area of road and curb that had failed. The entire area was ripped out and replaced. The engineers will keep a close eye on the area to ensure this will never happen again. The cause of the failure was from rain water entering in behind the curb and eroding all the subgrade.

**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. Rain has held up construction so once dry weather returns, constructions will continue to plug away.

## **Water Monthly Report December 2018**

For the month of December, the Water Department had 25 service calls, 5 repair jobs, 7 maintenance jobs, 2 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:**

106 West Parsons - Repaired a 3/4 service line break by FZ,CD 12-19-18.

406 East Wheeler empty lot - Made a new 2x1 water tap and set water meter by FZ,CD,IS 12-20-18.

Elevated Water Tower Cla Valve Meter Vault - Installed 8" Cla Valve Site indicator by Fluid Meter and JT,,RM 12-21-18.

12900 Ship Bell – Leak on fire hydrant -repaired seat in fire hydrant by JT,SF 12-28-18.

13005 Carillon Way- Leak on fire hydrant -repaired seat in fire hydrant by JT,SF 12-28-18.

### **Maintenance:**

Aqua Tech - Drop off first set of 5 monthly Bac T samples by RM 12-4-18.

11302 Brenham St. - Took a Bac T sample and dropped off at Aqua Tech Lab by JT,RM 12-5-18.

Copper Lead Home Owner Tap Samples-Dropped off and picked up 40 Bottles at various address's in Manor by FZ,JT 12-3-18 to 12-12-18.

Data Flow @ All Pump Stations- Yearly maintenance on Scada equipment with Alex H. with Data Flow by JT,FZ,IS 12-11-18.

406 East Wheeler - Called locates so we can make a new water tap by FZ,IS 12-17-18.

FM 973 Shadow Trace to Tower Road - Located utilities so Burlin Power Line company can set new poles by JT,RM 12-20-18.

Aqua Tech - Dropped off second set of 5 monthly Bac T samples by RM 12-12-18.

### **Inspections:**

Presidential Heights - Amenity center fire hydrant blocking by JT 12-19-18.

ShadowGlen Phase 24 A and 24 B - Water tap by JL Gray Construction by JT 12-20-18.

## **Wastewater Monthly Report December 2018**

For the month of December, the Wastewater Department had 6 service calls, 4 repair jobs, 12 maintenance jobs and 3 inspections.

### **Service Calls:**

Caldwell and Parsons - Sewer clog. Jetted main and cleaned grease out of manhole by JT, RM, CD 12-7-18.

13316 Constellation - Sewer clog - Clog was on customer side. Notified customer. Customer will get a plumber by JR 12-12-18.

SE corner of Bastrop and Murray - Replaced cap and lid by TM 12-14-18.

701 E. Parsons - Jetted manhole and cleared by FZ, IS 12-15-18.

409 North Burnet - Notified customer that break on wastewater service was on the customer side by JT, RM 12-28-18.

14422 Cummings Way - Sewer clog - Jetted city side service and cleared by TM 12-29-18.

### **Repairs:**

12406 Jamie Drive- Repaired wastewater service line from clean out to main with Liberty Civil Construction and FZ, IS 12-14-18.

San Marcos and East Wheeler SE corner-Made a new tap and installed a clean out on property line by FZ, CD, IS 12-18-18.

12633 Bella Parkway - Replaced clean out cap and lid by TM 12-18-18.

109 E. Wheeler - Replaced broken clean out cap and lid by RM, IS 12-31-18.

### **Maintenance:**

Data Flow @ All Lift Stations- Yearly maintenance on Scada equipment with Alex H. with Data Flow by JT, FZ, IS 12-11-18.

Brenntag- Ordered (2) 330-gallon totes of alum for Wastewater Treatment Plant by JT 12-17-18.

Brenntag - Ordered Hydrogen Peroxide for Bell Farms Lift Station by JT 12-17-18.

Brenntag - Ordered 5 bottles of cl2 for WWTP by JT 12-17-18.

104 South Lampasas - Jet manhole south 500 feet for maintenance by TM, IS, RM, FZ 12-12-18.

John Nagle- Jet manhole 500 feet to the east for maintenance by FZ, RM 12-12-18.

WWTP- Pulled pump number 3 it was stopped up clean rags out by Pump Solutions and CD 12-13-18.

WWTP - Pulled pump number 3 it was stopped up cleaned out the rags by CD 12-13-18.

Excel High School – Jet manhole for maintenance by TM, IS, FZ 12-13-18.

Bell Farms Lift Station - Changed out 300-gallon tote of hydrogen peroxide by FZ, CD, IS 12-21-18.

Stonewater Lift Station – James Torres received an alarm from Scada that Pump 1 and 2 had starter fault pumps tripped out due to storm reset pumps all is good by TM 12-26-18.

Wild Horse Creek Lift Station – James Torres received an alarm from Scada that pump number 2 was tripped out due to storm. reset overload switch on pump 2 all is good by TM 12-26-18.

### **Inspections:**

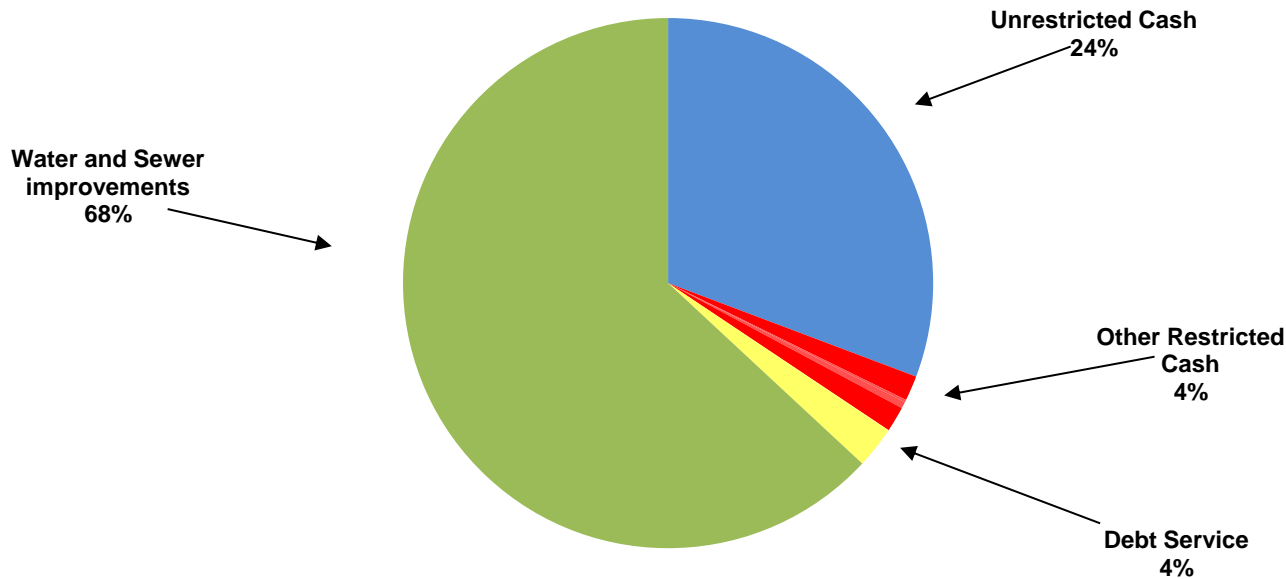
ShadowGlen Phase 24 A and 24 b - Pulled mandrels thru main by CD 12-6-18.

Manor Commons Commercial SE Phase 1 - Walk thru inspection on Ring Drive with Lowden Construction by JT, FP, AV 12-17-18.

Village at Manor Commons-Vacuumed test manholes, pressure test mains and pulled mandrels with Lowden Construction by RM 12-14-18 thru 12-19-18.

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

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
<b>CASH AND INVESTMENTS</b>						
Unrestricted:						
<b>Cash for operations</b>	\$ 4,806,779	\$ 6,589,324			\$ -	\$ 11,396,102
Restricted:						
<b>Tourism</b>				566,624		566,624
<b>Court security and technology</b>	53,374					53,374
<b>Rose Hill PID</b>				149,339		149,339
<b>Customer Deposits</b>		575,285				575,285
<b>Park</b>	8,678					8,678
<b>Debt service</b>			937,950			937,950
<b>Capital Projects</b>						
<b>Water and sewer improvements</b>		16,091,696		7,296,467		23,388,163
<b>TOTAL CASH AND INVESTMENTS</b>	<u><u>\$ 4,868,831</u></u>	<u><u>\$ 23,256,305</u></u>	<u><u>\$ 937,950</u></u>	<u><u>\$ 8,012,429</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 37,075,515</u></u>



**Overview of funds:**

\$ 92,065.56 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: January 16, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

---

### AGENDA ITEM DESCRIPTION:

Public Hearing: Consideration, discussion and possible action on a conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D'Arc Road, to allow for a service station. Applicant: Professional StruCIVIL Engineers, Inc. Owner: Dessau Road, LLC

---

### BACKGROUND/SUMMARY:

This property was annexed in November 2017 and zoned Neighborhood Business in September 2018. NB allows for service stations as a conditional use. The service station occupies approximately 1.38 acres of 2.75 acre tract that is part of a larger 15 acre tract. The service station is at the corner of Tower Road and Bois D'Arc Road.

Planning Commission approved 6-0 the conditional use with the condition the service station area is limited to what is shown on the Preliminary Site Plan. City Council can limit the number of fuel dispensers. 4 are shown on the Preliminary Site Plan.

PRESENTATION: ☐ YES ☒ NO

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

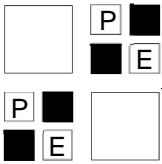
Letter of Intent  
Preliminary Site Plan  
Area Image  
Notice Letter  
Mailing Labels

---

### STAFF RECOMMENDATION:

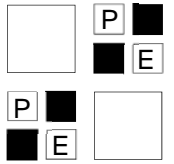
It is City staff's recommendation that the City Council conduct the public hearing and approve a conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D'Arc Road, to allow for a service station with the condition the service station area is limited to the area shown on the Preliminary Site Plan and the number of fuel dispensers is limited to \_\_\_\_\_.

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



# PROFESSIONAL STRUCIVIL ENGINEERS, INC.

STRUCTURAL CIVIL TRANSPORTATION  
12710 RESEARCH BLVD., SUITE #390, AUSTIN, TEXAS 78759  
512.238.6422 [PSCE@PSCEINC.COM](mailto:PSCE@PSCEINC.COM) REGISTERED FIRM F-4951



## LETTER OF INTENT

November 30, 2018

Development Services  
City of Manor  
105 E. Eggleston  
Manor, Texas 78634

Dear Development Services:

The attached application and supplemental information is presented to the City of Manor for a conditional use permit and is hereby submitted by Professional StruCIVIL Engineers, Inc. so that the property owner of the site locally known as Tower Road at Bois D'Arc may proceed with designs for a retail center with a gas station. Because the site has recently been zoned as NB, the project will require a conditional use permit in order to proceed with the portion identified with a gas station.

Please allow the submittal and process for the conditional use permit of the Bois D'Arc Retail Center to begin.

If you have any questions, please contact our office at 512-238-6422 or by email at [psce@psceinc.com](mailto:psce@psceinc.com).

Sincerely,

Diane Bernal  
Office/Project Manager  
Professional StruCIVIL Engineers, Inc.

GENERAL LEGEND

- PROPERTY LINE
- LIMITS OF CONSTRUCTION
- SILT FENCE
- SILT FENCE & LOC
- PUE PUBLIC UTILITY EASEMENT
- DE DRAINAGE EASEMENT
- EE ELECTRICAL EASEMENT
- SSE SANITARY SEWER EASEMENT
- WSEL WATER SURFACE ELEVATION
- CMP CORRUGATED METAL PIPE
- ELEV. EXISTING CONTOURS
- ELEV. PROPOSED GRADING CONTOURS

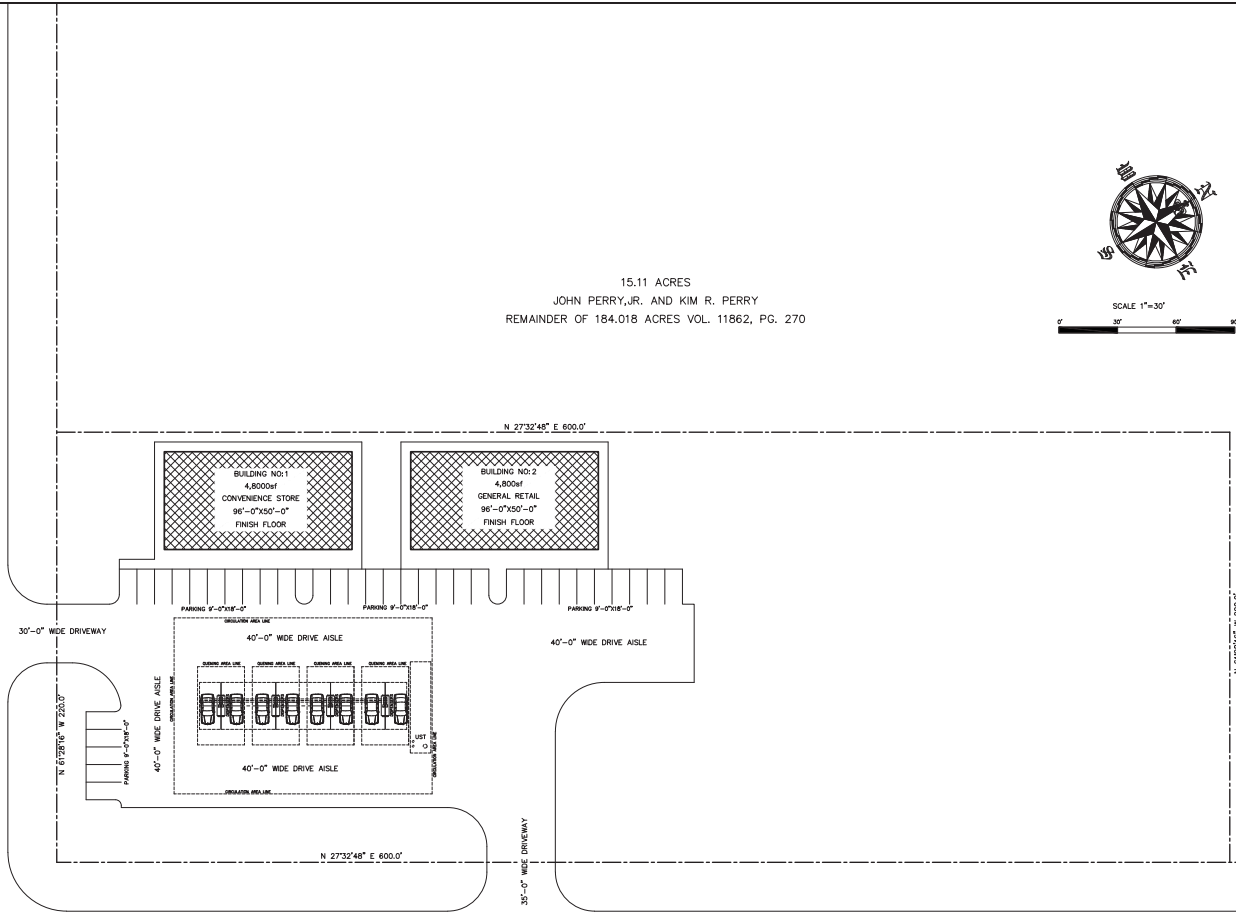
UTILITY LEGEND

- FIRE HYDRANT
- GATE VALVE
- PLUG OR CAP
- STORM SEWER MANHOLE
- WASTEWATER MANHOLE
- WW CLEAN OUT
- WATER LINE
- WASTEWATER LINE
- STORM SEWER LINE
- FLOW INDICATOR (SHOWN TO RIGHT)
- PROPOSED SERVICE TAP
- WATER METER
- IRRIGATION METER
- STORM SEWER INLET
- WATER SERVICE (SINGLE)
- WATER SERVICE (DOUBLE)
- UTILITY POLE
- LIGHT POLE
- OVERHEAD ELECTRIC
- WIRE FENCE

EROSION CONTROL LEGEND

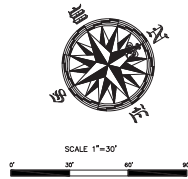
- TREE (EXISTING)
- TREE (TO BE REMOVED) (R)
- TREE PROTECTION

TOUR ROAD  
(ROW VARIES)



BOIS D'ARC LANE  
(ROW VARIES)

- ACCESSIBLE SITE PLAN NOTE:
- ACCESSIBLE ROUTES WITHIN THE BOUNDARY OF THE SITE MUST BE PROVIDED FROM PUBLIC TRANSPORTATION STOPS, ACCESSIBLE PARKING AND PASSENGER LOADING ZONES, AND PUBLIC STREETS OR SIDEWALKS TO THE ACCESSIBLE BUILDING ENTRANCE THEY SERVE. [ADA 403.3.1]
  - ACCESSIBLE ROUTES MUST HAVE A CROSS-SLOPE NO GREATER THAN 1:50. [ANSI 403.3]
  - OUTDOOR RAMPS AND THEIR APPROACHES MUST BE DESIGNED SO THAT WATER WILL NOT ACCUMULATE ON WALKING SURFACES. [ANSI 405.10]
  - CHANGES IN LEVEL GREATER THAN 1/2 INCH MUST BE ACCOMPANIED BY MEANS OF A CURB RAMP, RAMP, ELEVATOR, OR PLATFORM LIFT. STAIRS SHALL NOT BE PART OF AN ACCESSIBLE ROUTE. [ANSI 405.3]
  - GROUND SURFACES ALONG ACCESSIBLE ROUTES MUST BE STABLE, FIRM, AND SLIP RESISTANT. [ANSI 302.1.5] SURFACE TEXTURE SHALL BE PROVIDED.
  - PARKING ACCESSIBLE ROUTES MUST BE PART OF THE ACCESSIBLE ROUTE TO THE BUILDING OR FACILITY ENTRANCE AND MUST HAVE A RUNNING SLOPE NO GREATER THAN 1:20 AND A CROSS SLOPE NO GREATER THAN 1:50. [ANSI 302.3]
  - PARKED VEHICLE OVERHANGS MUST NOT REDUCE THE CLEAR WIDTH OF AN ACCESSIBLE CIRCULATION ROUTE TO LESS THAN 36" WIDTH THE SIDEWALK TO A MINIMUM OF 5 FEET OR PROVIDE WHEEL STOPS 1.5 FEET FROM THE CURB. [ANSI 403.3, TABLE 403.3]
  - CURB RAMPS MUST BE PROVIDED WHEREVER AN ACCESSIBLE ROUTE CROSSES A CURB. [ANSI 404.1]
  - IF A CURB RAMP IS LOCATED WHERE PEDESTRIANS MUST WALK ACROSS THE RAMP, IT MUST HAVE FLARED SIDES. IF THE LEVEL LANDING AT THE TOP OF THE RAMP IS LESS THAN 48" WIDE, THE SLOPE OF THE FLARE MAY NOT EXCEED 1:12. OTHERWISE, THE MAXIMUM SLOPE OF THE FLARE IS 1:10. CURB RAMPS WITH RETURNED CURBS MAY BE USED WHERE PEDESTRIANS WOULD NOT NORMALLY WALK ACROSS THE RAMP. [ANSI 404.3, FIG. 404.3, FIG. 4-1, 4-5]
  - CURB RAMPS AT MARKED CROSSINGS MUST BE WHOLLY CONTAINED WITHIN THE MARKINGS, INCLUDING ANY FLARED SIDEWALKS. [ANSI 404.3]
  - EVERY ACCESSIBLE PARKING SPACE MUST BE IDENTIFIED BY A SIGN, CENTERED AT THE HEAD OF THE PARKING SPACE. THE SIGN MUST INCLUDE THE INTERNATIONAL SYMBOL OF ACCESSIBILITY AND STATE RESERVED, OR EQUIVALENT LANGUAGE. CHARACTERS AND SYMBOLS ON SUCH SIGNS MUST BE LOCATED 80" MINIMUM ABOVE GROUND SO THAT THEY CANNOT BE OBSCURED BY A VEHICLE PARKED IN THE SPACE.
  - APPROVAL OF THESE PLANS BY THE CITY OF DALLAS INDICATES COMPLIANCE WITH APPLICABLE CITY REGULATIONS ONLY. COMPLIANCE WITH ACCESSIBILITY STANDARDS SUCH AS THE 2010 STANDARDS FOR ACCESSIBLE DESIGN OR THE 2012 TEXAS ACCESSIBILITY STANDARDS WAS NOT VERIFIED. THE APPLICANT IS RESPONSIBLE FOR COMPLIANCE WITH ALL APPLICABLE ACCESSIBILITY STANDARDS.
  - ALL SIDEWALK AND ACCESSIBLE ROUTE SHALL BE CONCRETE FINISH.



15.11  
JOHN PERRY, JR.  
REMAINDER OF 184.018

Professional Seal and Stamp of Mirza Taher Bagh, P.E., No. 85577, State of Texas, Professional Engineer. The seal includes the text: 'THE SEAL APPEARING ON THIS DOCUMENT WAS AUTHORIZED BY MIRZA TAHER BAGH, P.E., #85577 ON 11/01/2018. FIRM REGISTRATION F-4951'.

Professional Seal and Stamp of Professional Structural Engineers, Inc., Consulting Civil and Structural Engineers. The seal includes the text: '1210 RESEARCH BLVD. SUITE 500 AUSTIN, TEXAS 78746-1313'.

Project: 30504

Sheet: SK2 OF 19

Dimensional Site Plan









December 18, 2018

RE: 13812 Bois D'Arc Road Conditional Use

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a conditional use request for 13812 Bois D'Arc Road. 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 conditional use request for 3 acres out of Abstract 315 Survey 63 Gates G, locally known as 13812 Bois D'Arc Road, to allow for a service station.**

The Planning and Zoning Commission will convene at 6:30PM on January 9, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on January 16, 2019 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  
Assistant Development Director  
512-272-5555 ext. 5

TCAD PID: 248046  
J L Perry Jr  
13812 Bois D'Arc Ln  
Manor TX 78653

TCAD PID: 248072  
Sky Village Kimbro Estates LLC  
2730 Transit Road  
Seneca NY 14224-2523

TCAD PID: 897492  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897489  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897486  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897483  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5695

TCAD PID: 897480  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5698

TCAD PID: 897477  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5700

TCAD PID: 897474  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5703

TCAD PID: 897471  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5706

TCAD PID: 706089  
Kevin Coleman ETAL  
901 Westlake Dr  
West Lake Hills TX 78746-4509

TCAD PID: 897498  
West Elgin Development CORP  
ATTN Pete Dwyer  
9900 US HWY 290 E  
Manor TX 78653-9720

TCAD PID: 897491  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897488  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897485  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897482  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5696

TCAD PID: 897479  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5699

TCAD PID: 897476  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5701

TCAD PID: 897473  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5704

TCAD PID: 897470  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5707

TCAD PID: 547088  
Presidential Meadows L P  
c/o W2 Real Estate Partners  
1221 S MOPAC EXPWY Ste. 355  
Austin TX 78746

TCAD PID: 897493  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897490  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897487  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897484  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897481  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5697

TCAD PID: 897478  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5699

TCAD PID: 897475  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5702

TCAD PID: 897472  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5705

TCAD PID: 897469  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5708

TCAD PID: 897468  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5709

TCAD PID: 897467  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5710

TCAD PID: 897466  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5711

TCAD PID: 897465  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5712

TCAD PID: 897464  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5713

TCAD PID: 897463  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5714

TCAD PID: 897462  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5714

TCAD PID: 897456  
West Elgin Development CORP  
ATTN Pete Dwyer  
9900 US HWY 290 E  
Manor TX 78653-9720

Manor Independent School District  
PO Box 359  
Manor TX 78653

Atmos Energy Corporation  
PO Box 650205  
Dallas TX 75265

AT&T Texas  
909 Colorado Street, Floor 8, Room 810  
Austin TX 78701

Time Warner Cable - Austin Division  
12012 N Mopac Expressway  
Austin Tx 78758

Bluebonnet Electric Cooperative  
3198 Austin Street  
Giddings TX 78942

Manville Water Corporation  
PO Box 248  
Coupland TX 78615

Repulic Services ofA ustin  
2900 N FM 973  
Austin TX 78725

TCAD PID: 248046  
J L Perry Jr  
13812 Bois D'Arc Ln  
Manor TX 78653

TCAD PID: 706089  
Kevin Coleman ETAL  
901 Westlake Dr  
West Lake Hills TX 78746-4509

TCAD PID: 547088  
Presidential Meadows L P  
c/o W2 Real Estate Partners  
1221 S MOPAC EXPWY Ste. 355  
Austin TX 78746

TCAD PID: 248072  
Sky Village Kimbro Estates LLC  
2730 Transit Road  
Seneca NY 14224-2523

TCAD PID: 897498  
West Elgin Development CORP  
ATTN Pete Dwyer  
9900 US HWY 290 E  
Manor TX 78653-9720

TCAD PID: 897493  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897492  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897491  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897490  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897489  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897488  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897487  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897486  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897485  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897484  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5694

TCAD PID: 897483  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5695

TCAD PID: 897482  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5696

TCAD PID: 897481  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5697

TCAD PID: 897480  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5698

TCAD PID: 897479  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5699

TCAD PID: 897478  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5699

TCAD PID: 897477  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5700

TCAD PID: 897476  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5701

TCAD PID: 897475  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5702

TCAD PID: 897474  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5703

TCAD PID: 897473  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5704

TCAD PID: 897472  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5705

TCAD PID: 897471  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5706

TCAD PID: 897470  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5707

TCAD PID: 897469  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5708

TCAD PID: 897468  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5709

TCAD PID: 897467  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5710

TCAD PID: 897466  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5711

TCAD PID: 897465  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5712

TCAD PID: 897464  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5713

TCAD PID: 897463  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5714

TCAD PID: 897462  
Starlight Homes Texas LLC  
10721 Research Blvd., Ste B210  
Austin TX 78759-5714

TCAD PID: 897456  
West Elgin Development CORP  
ATTN Pete Dwyer  
9900 US HWY 290 E  
Manor TX 78653-9720

Manor Independent School District  
PO Box 359  
Manor TX 78653

Atmos Energy Corporation  
PO Box 650205  
Dallas TX 75265

AT&T Texas  
909 Colorado Street, Floor 8, Room 810  
Austin TX 78701

Time Warner Cable - Austin Division  
12012 N Mopac Expressway  
Austin Tx 78758

Bluebonnet Electric Cooperative  
3198 Austin Street  
Giddings TX 78942

Manville Water Corporation  
PO Box 248  
Coupland TX 78615

Repulic Services ofA ustin  
2900 N FM 973  
Austin TX 78725



AGENDA ITEM NO. 5

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 16, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

---

### AGENDA ITEM DESCRIPTION:

Public Hearing: Consideration, discussion and possible action on an ordinance rezoning 1.0 acre of land out of Abstract 456, Survey 64 Kimbro L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A).  
Applicant: Lena Ging. Owner: Lena Ging

---

### BACKGROUND/SUMMARY:

This property was annexed in 2008. The current use of the surrounding properties and the applicant's property is agricultural. The applicant is seeking to rezone the property to agricultural to replace their current home with an new home that will be moved in and that would not meet the requirements of a home built under R-1 standards.

Planning Commission voted 6-0 to approve the rezoning.

This is the first reading of the ordinance.

PRESENTATION: ☐ YES ☒ NO

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

Ordinance  
Rezoning Map  
Area Image  
Notice Letter  
Mailing Labels

---

### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council conduct the public hearing and approve the first reading of an ordinance rezoning request for 1.0 acre of land out of Abstract 456, Survey 64 Kimbro L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A).

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

**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, AMENDING THE ZONING ORDINANCE BY REZONING A PARCEL OF LAND FROM INTERIM SINGLE FAMILY (R-1) TO AGRICULTURAL (A); 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 Single Family (R-1) to zoning district Agricultural (A). The Property is accordingly hereby rezoned to Agricultural (A).

**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 16<sup>th</sup> day of January 2019.

**PASSED AND APPROVED SECOND AND FINAL READING** on this the 16<sup>th</sup> day of January 2019.

**THE CITY OF MANOR, TEXAS**

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

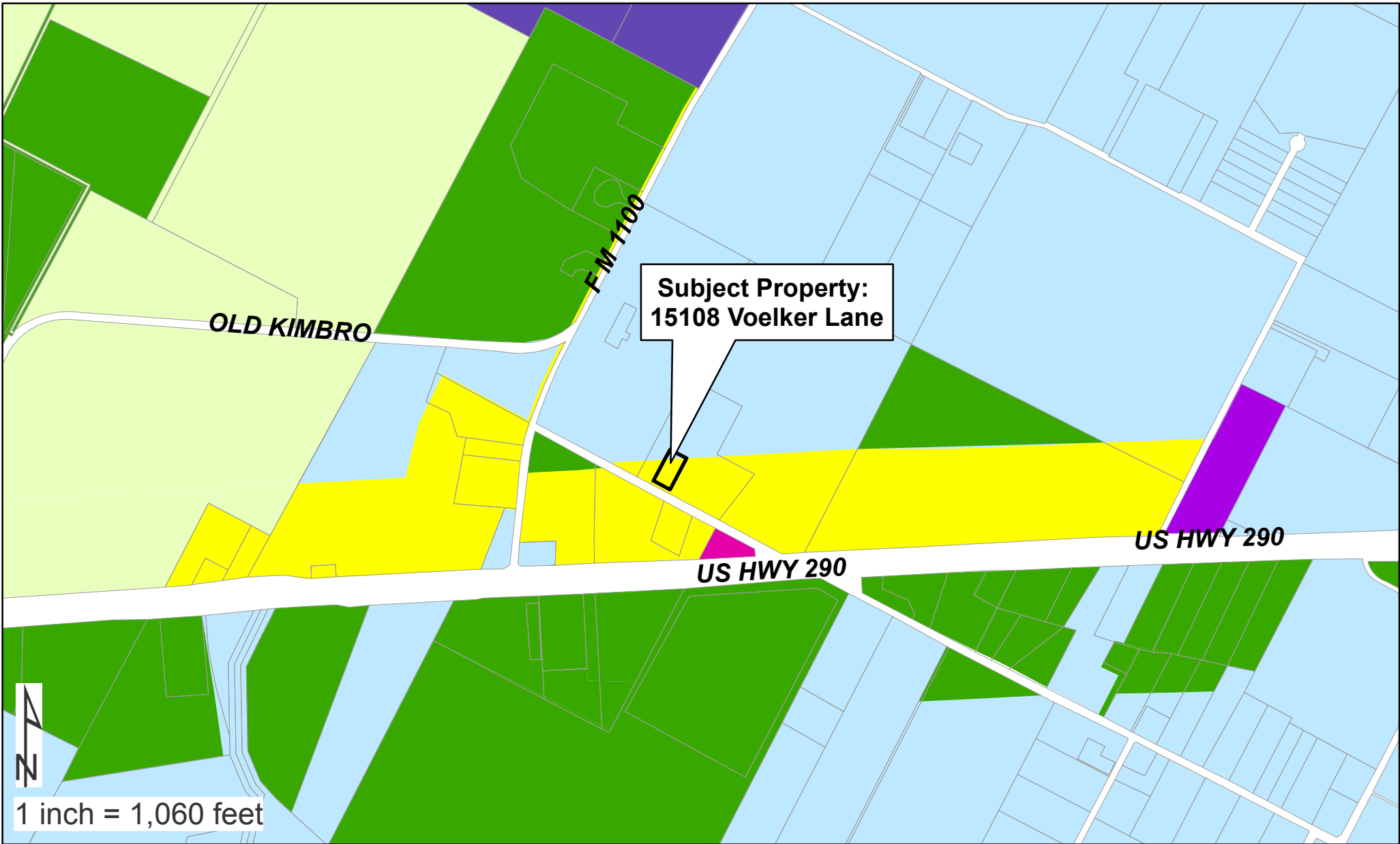
**ATTEST:**

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

**EXHIBIT “A”**

Property Legal Description:  
Abstract 456, Survey 64 Kimbro L 1.0 Acres

Property Address:  
15108 Voelker Lane, Manor, TX 78653



## Proposed Zoning: Agricultural

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

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







December 18, 2018

RE: 15108 Voelker Lane Rezoning

Dear Property Owner:

The City of Manor Planning and Zoning Commission and City Council will be conducting public hearings to consider a rezoning request for 15108 Voelker Lane. 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:

**Public Hearing: Consideration, discussion and possible action on a rezoning request for 1.0 acre of land out of Abstract 456, Survey 64 Kimbro L, locally known as 15108 Voelker Lane, from Single Family (R-1) to Agricultural (A).**

The Planning and Zoning Commission will convene at 6:30PM on January 9, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on January 16, 2019 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

LUNDGREN HOWARD & WILLELLA  
13405 FM 1100  
MANOR, TX 78653-4516

SCHULTZ TERRY LEE  
15201 VOELKER LN  
MANOR, TX 78653-4521



## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 16, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a waiver from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required Plantings for Presidential Glen, Phase 1A, Block KK, Lot 3, locally known as 13201 Bois D'Arc Road, Manor, TX to reduce the number of trees to 86 and shrubs to 352. Applicant: Kimley-Horn & Associates. Owner: West Elgin Development Corporation

---

### BACKGROUND/SUMMARY:

This waiver is the same one granted to the Good Luck Grill. Our landscaping ordinance requires commercial properties to have 15% of the area as landscaping. For the required 15% area, for every 600 sf there has to be 2 trees and 4 shrubs. Once a property exceeds 3 acres the number of trees required begins to be difficult to accommodate. This 10 acre property is required to have 63,596 sf of landscaped area which would be 212 trees and 424 shrubs. This request is to use the landscaping calculations followed by General Office (GO) and Multi-family (R-3, R-4) so after the first 20,000 sf of required area (roughly 3 acres) the number of trees is reduced from 2 per 600 sf to .25 per 600 and the shrubs are reduced to 3 per 600sf. This results in 86 trees and 352 shrubs. A landscape plan showing how 86 trees and 352 shrubs would be placed is included in the backup.

PRESENTATION: ☐ YES ☒ NO

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

Waiver request

Landscape Plan

---

### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve a waiver from Manor Code of Ordinances, Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required Plantings for Presidential Glen, Phase 1A, Block KK, Lot 3, locally known as 13201 Bois D'Arc Road, Manor, TX to reduce the number of trees to 86 and shrubs to 352.

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



November 19, 2018

City of Manor City Council  
City of Manor – City Hall  
105 E. Eggleston Street  
Manor, TX 78653

**Re: Request for Variance  
Presidential Glen Storage (Presidential Glen, Phase 1A, Lot 3 Block KK)  
13201 Bois D’Arc Road, Manor, TX 78653**

Dear City of Manor City Council:

Please accept this letter, on behalf of West Elgin Development Corporation, as a written request for a Variance of Chapter 3, Article 3.09, Section 3.09.003(c)(6) Required plantings of the City of Manor Code of Ordinances for the above referenced project.

The request for a Variance is due to the limited amount of area for plantings due to existing easement encroachments onsite (refer to the attachment). As a result of the limited area for plantings, we are requesting a Variance to meet the requirements of Section 3.09.003(c)(6)(B) General office (GO), multifamily (R-3),(R-4) as opposed to Section 3.09.003(c)(6)(C).

Per Section 3.09.003(c)(1)(D), 15% of the total lot area of the property shall be devoted to landscape development. At 9.733 acres (or 423,970 ft<sup>2</sup>), a minimum of 63,596 ft<sup>2</sup> of the property shall be landscape area.

Per Section 3.09.003(c)(6)(B), for every six hundred (600) square feet of required landscape area, two (2) trees and four (4) shrubs shall be planted for the first twenty thousand (20,000) square feet of required landscape area. For every six hundred (600) square feet of required landscaped area in excess of twenty thousand (20,000) square feet shall plant one-fourth (1/4) tree and three (3) shrubs.

At this rate, 86 trees and 352 shrubs would be required. See below for the calculations per the site area and the City of Manor Code of Ordinances.

$$63,596 \text{ ft}^2 - 20,000 \text{ ft}^2 = 43,596 \text{ ft}^2$$

Total Trees Required: 86 trees

$$20,000 \text{ ft}^2 * 2 \text{ trees}/600\text{ft}^2 = 67 \text{ trees}$$

$$43,596 \text{ ft}^2 * 0.25 \text{ trees}/600\text{ft}^2 = 19 \text{ trees}$$

Total Shrubs Required: 352 shrubs

$$20,000 \text{ ft}^2 * 4 \text{ shrubs}/600\text{ft}^2 = 134 \text{ shrubs}$$

$$43,596 \text{ ft}^2 * 3 \text{ shrubs}/600\text{ft}^2 = 218 \text{ shrubs}$$



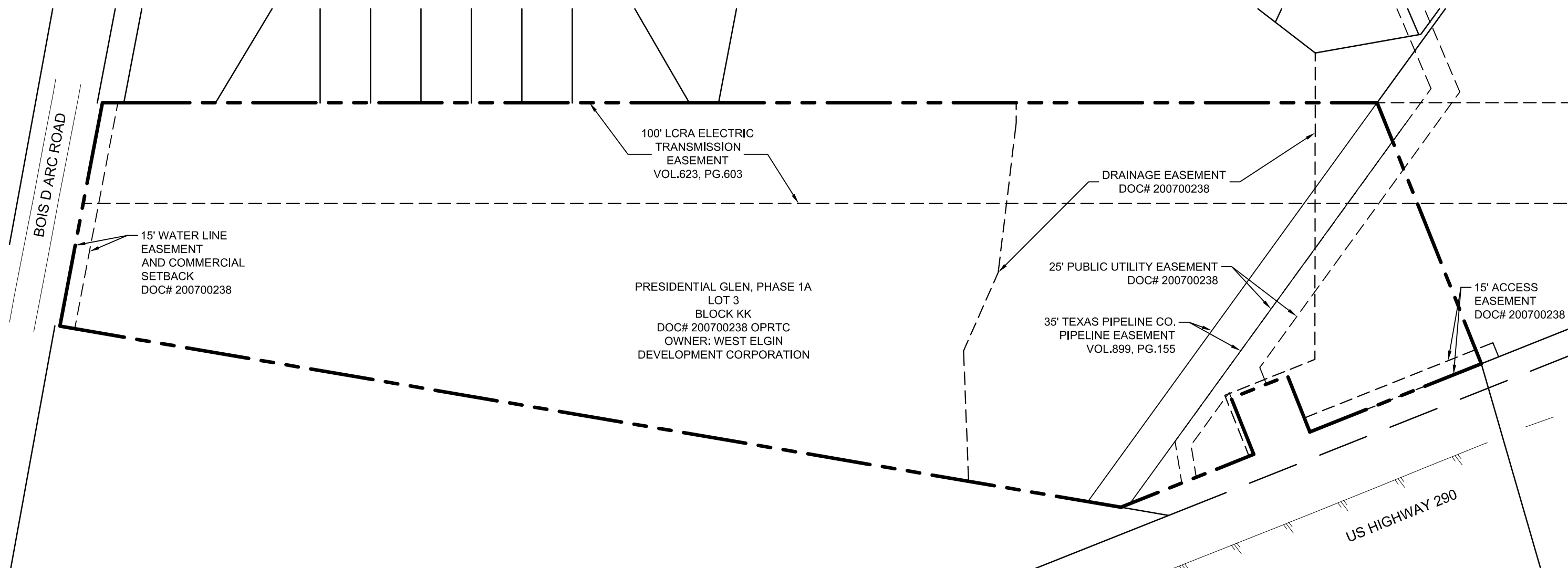
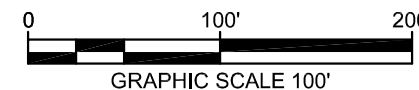
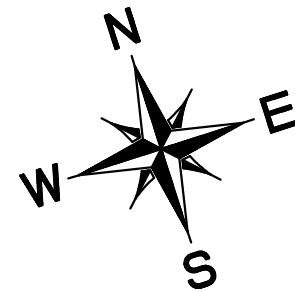
Yours very truly,

KIMLEY-HORN AND ASSOCIATES, INC.



Patrick M. Hudson, P.E.

Project Manager



VARIANCE EXHIBIT

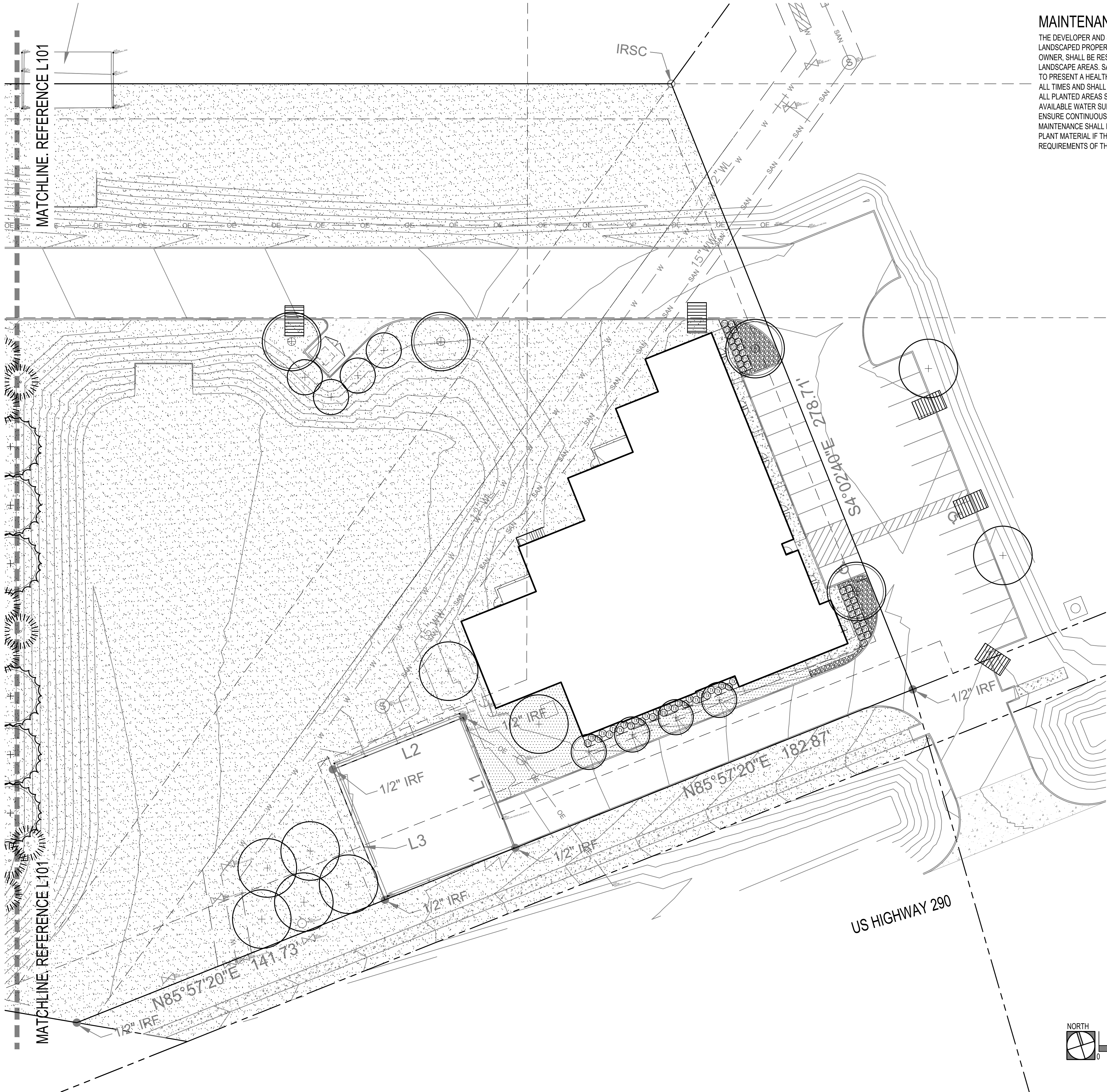
# Presidential Glen Storage

Manor, Texas  
November 2018

**Kimley»Horn**

10814 Jollyville Road Avallon IV  
Suite 300  
Austin, Texas 78759  
512-418-1771  
State of Texas Registration No. F-928





MAINTENANCE NOTE:

THE DEVELOPER AND SUBSEQUENT OWNERS OF THE LANDSCAPED PROPERTY, OR THE MANAGER OR AGENT OF THE OWNER, SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL LANDSCAPE AREAS. SAID AREAS SHALL BE MAINTAINED SO AS TO PRESENT A HEALTHY, NEAT AND ORDERLY APPEARANCE AT ALL TIMES AND SHALL BE KEPT FREE OF REFUSE AND DEBRIS. ALL PLANTED AREAS SHALL BE PROVIDED WITH A READILY AVAILABLE WATER SUPPLY AND WATERED AS NECESSARY TO ENSURE CONTINUOUS HEALTHY GROWTH AND DEVELOPMENT. MAINTENANCE SHALL INCLUDE THE REPLACEMENT OF ALL DEAD PLANT MATERIAL IF THAT MATERIAL WAS USED TO MEET THE REQUIREMENTS OF THE SUBDIVISION REGULATIONS.

SITE DEVELOPMENT PERMIT

LANDSCAPE NOTES:

1. THE OWNER WILL CONTINUOUSLY MAINTAIN THE REQUIRED LANDSCAPING.
2. SCREENING OF THE STREET YARD WILL BE ACCOMPLISHED THROUGH THE COMBINATION OF TREES, SHRUBS, GRADE CHANGES, AND FENCES.
3. GRADE CHANGES THAT DO NOT APPEAR ON THE SITE PLANS SHALL BE BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT BY THE GENERAL CONTRACTOR PRIOR TO CONSTRUCTION.
4. TRENCHING SHALL NOT OCCUR WITHIN THE FENCED DRIP LINE AREAS OF EXISTING TREES.
5. SHRUB MATERIAL NOT TO EXCEED 36" O.C. UNLESS OTHERWISE SPECIFIED. GROUNDCOVERS NOT TO EXCEED 18" O.C. DURING THE TIME OF MARCH 15-OCTOBER 15 INSTALLATION OF HYDROMULCH SHALL BE COMMON BERMUDA OR SAHARA BERMUDA FOR OCTOBER 16-MARCH 14 INSTALLATION OF HYDROMULCH SHALL BE ANNUAL OR PERENNIAL RYE WITH A SPRING APPLICATION OF COMMON BERMUDA OR SAHARA BERMUDA.
6. ALL LAWN AREAS WITHIN THE LIMITS OF CONSTRUCTION SHALL BE RE-VEGETATED WITH BERMUDA SOD OR RYE UNLESS NATIVE RESTORATION MIX IS SPECIFIED.
7. NOT MORE THAN 50% OF THE TREES AND 50% OF SHRUBS PROPOSED WILL BE OF THE SAME SPECIES.
8. AN AUTOMATIC IRRIGATION SYSTEM SHALL BE INSTALLED. SEE IRRIGATION NOTES IN THESE DRAWINGS FOR REQUIREMENT.

LEGEND:

- 4" X 1/2" BLACK STEEL EDGING
- 4" DEPTH, 1/2" DIA. CLEAN GRANITE GRAVEL OVER FILTER FABRIC. TENCATE, MIRIFI 140N
- TURF - SOD
- TURF - SEED

NOTE: REFER TO SHEET L200 FOR TREE AND PLANT SCHEDULE.



PROFESSIONAL SEAL:



DATE SEALED: 1/4/2019

PROJECT NAME:

PRESIDENTIAL  
GLEN  
STORAGE

OWNER:

DWYER REALTY  
COMPANIES

PROJECT LOCATION:

9900 HWY. 290  
MANOR, TX.  
78653

LANDSCAPE CERTIFICATION

I, WHITNEY P. BLUNT, DO HEREBY CERTIFY THAT THE PLANS FOR THE DEVELOPMENT PROJECT LOCATED AT 9900 HIGHWAY 290, MANOR, TEXAS 78653, SATISFY THE REQUIREMENTS OF THE CITY OF MANOR DEVELOPMENT CODE, AND ALL AMENDMENTS.

*Whitney P. Blunt*

1/4/2019

WHITNEY P. BLUNT

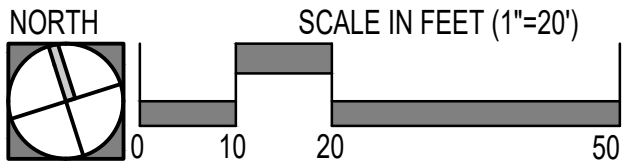
DATE

BLU FISH COLLABORATIVE INC.

ALL RESPONSIBILITY FOR THE ADEQUACY OF THESE PLANS REMAINS WITH THE LANDSCAPE ARCHITECT WHO PREPARED THEM. IN REVIEWING THESE PLANS, THE CITY OF AUSTIN MUST RELY ON THE ADEQUACY OF THE WORK OF THE LANDSCAPE ARCHITECT.

SITE PLAN RELEASE		Sheet	1	of	1
FILE NUMBER:	EXPIRATION DATE:				
CASE MANAGER:	APPLICATION DATE:				
APPROVED ADMINISTRATIVELY ON:					
APPROVED BY PLANNING COMMISSION ON:					
APPROVED BY CITY COUNCIL ON:					
Under Section	of Chapter	of the Manor City Code.			
Signing For Director, Development Services Department					
DATE OF RELEASE:	ZONING:				
Rev. 1	Correction 1				
Rev. 2	Correction 2				
Rev. 3	Correction 3				

RELEASE OF THIS APPLICATION DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA. INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS/HER SUBMITTAL, WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY CITY ENGINEERS.



REVISIONS:

PROJECT #: 036-18-01

DATE PRINTED: 10/17/2018

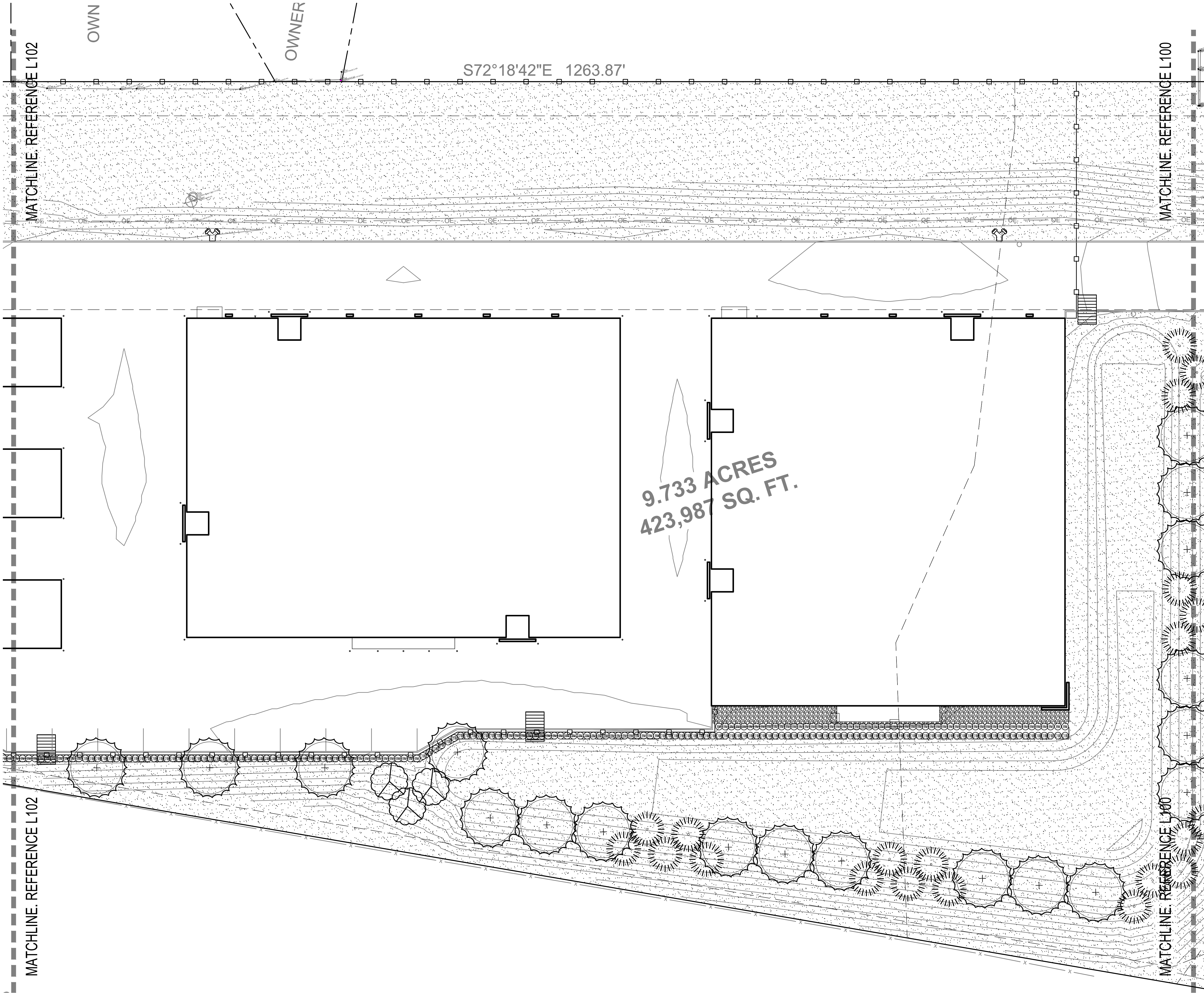
DRAWING TITLE:

LANDSCAPE  
PLAN

SHEET NO.:

L100





LEGEND:

- 4" X 1/4" BLACK STEEL EDGING
- 4" DEPTH, 1/2" DIA. CLEAN GRANITE GRAVEL OVER FILTER FABRIC. TENCATE, MIRIF1 140N
- TURF - SOD
- TURF - SEED

NOTE: REFER TO SHEET L200 FOR TREE AND PLANT SCHEDULE.

PROFESSIONAL SEAL:



DATE SEALED: 1/4/2019

PROJECT NAME:

PRESIDENTIAL  
GLEN  
STORAGE

OWNER:

DWYER REALTY  
COMPANIES

PROJECT LOCATION:

9900 HWY. 290  
MANOR, TX.  
78653

SITE PLAN RELEASE		Sheet ____ of ____
FILE NUMBER: _____	EXPIRATION DATE: _____	
CASE MANAGER: _____	APPLICATION DATE: _____	
APPROVED ADMINISTRATIVELY ON: _____		
APPROVED BY PLANNING COMMISSION ON: _____		
APPROVED BY CITY COUNCIL ON: _____		
Under Section _____ of Chapter _____ of the Manor City Code.		
Signing For Director, Development Services Department		
DATE OF RELEASE: _____	ZONING: _____	
Rev. 1 _____	Correction 1 _____	
Rev. 2 _____	Correction 2 _____	
Rev. 3 _____	Correction 3 _____	
RELEASE OF THIS APPLICATION DOES NOT CONSTITUTE A VERIFICATION OF ALL DATA. INFORMATION AND CALCULATIONS SUPPLIED BY THE APPLICANT. THE ENGINEER OF RECORD IS SOLELY RESPONSIBLE FOR THE COMPLETENESS, ACCURACY AND ADEQUACY OF HIS/HER SUBMITTAL, WHETHER OR NOT THE APPLICATION IS REVIEWED FOR CODE COMPLIANCE BY CITY ENGINEERS.		

REVISIONS:

PROJECT #: 036-18-01

DATE PRINTED: 10/17/2018

DRAWING TITLE:

LANDSCAPE  
PLAN

SHEET NO.:

L101







AGENDA ITEM NO. 7

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 16, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on a Supplement to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor; and authorizing the City Manager to sign Supplements to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor.

---

### BACKGROUND/SUMMARY:

This agreement allows Oncor to place streetlights in the Phase 1 of Stonewater North. Additionally, the motion can authorize the City Manager to sign future agreements without City Council approval.

PRESENTATION: ☐ YES ☒ NO

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

Street Lighting Agreement

---

### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve a Supplement to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor; and authorizing the City Manager to sign Supplements to the Agreement for Street Lighting Service by and Between Oncor Electric Delivery Company and the City of Manor.

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





EXHIBIT "A" – Registered

WR #: 3397584 Project Name: Stonewater North Phase 1

**SUPPLEMENT TO THE AGREEMENT FOR STREET LIGHTING SERVICE BY AND BETWEEN  
ONCOR ELECTRIC DELIVERY COMPANY AND City of Manor**

This Supplement ("Supplement") to the Agreement for Street Lighting Service dated \_\_\_\_\_ ("Agreement"), is made and entered into this 21st day of December, 2018, by Oncor Electric Delivery Company LLC, a Delaware limited liability company ("Company") and City of Manor, ("Customer") both hereinafter referred to as the "Parties." In consideration of the mutual promises and undertakings herein set forth, the Parties hereby agree to amend the Agreement as follows:

1. The following Request for Street Lighting Service is hereby added to the Agreement:

Request for Street Lighting Service dated December 21, 2018, attached hereto.

2. This Supplement shall become effective upon execution by the Parties.
3. This Supplement is subject to the terms and conditions of the Agreement.
4. If Customer has arranged for its designated agent or representative ("Customer's Agent") to pay to Company the contribution-in-aid-of-construction ("CIAC") referenced in the Agreement, then Customer's Agent shall execute this Amendment for the sole purpose of establishing such agent's agreement to pay such CIAC.
5. Except as otherwise provided herein, the Agreement shall continue in full force and effect in accordance with its terms.

IN WITNESS HEREOF, the Parties have caused this Supplement to be executed in several counterparts, each of which shall be deemed an original but all shall constitute one and the same instrument.

ONCOR ELECTRIC DELIVERY COMPANY

City of Manor

DocuSigned by:

*Jim Krumnow*

Signature - Oncor Representative

Signature – Customer Representative

Jim F. Krumnow

Printed Name – Oncor Representative

Printed Name – Customer Representative

New Construction Manager, Sr.

Title - Oncor Representative

Title – Customer Representative

12/21/2018

Date Signed – Oncor Representative

Date Signed – Customer Representative

\*\*\*\*\*  
\*\*For CIAC purposes only pursuant to Section (4) above\*\*

Signature – Customer's Agent

Printed Name – Customer's Agent

Title - Customer's Agent

Date Signed – Customer's Agent

**EXHIBIT “B”**  
**WR #: 3397584      PROJECT NAME: RRK: STONEWATER NORTH PHASE 1 - 93 LOTS - PL**

**REQUEST FOR STREET LIGHTING SERVICE**

**Actions:   *A*-Addition   *R*-Removal   *RL*-Relocation      *S*-Service (*Schedule D – Only*)**

ESID Premise	Action	Order required from CR to Energize – Yes/No (For New ESID Only)	Qty	Wattage	Lamp Type	Rate Schedule**	Identifying Luminaries / Pole Type	Location (Address, etc.) (See Attached Sketch)
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(57) 3780933-2720247 Johnson Rd and Inselberg Dr.
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(58) 3780795-2720367 Inselberg Dr. and Breccia Rd.
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(59) 3780590-2720446 Breccia Rd. Lot 10/11
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(60) 3780451-2720566 Breccia Rd. Lot 83/84
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(61) 3780246-2720645 Breccia Rd. Lot 1/2
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(62) 3780034-2720732 Riprap Dr. Lot 71/72
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(63) 3779869-2720564 Riprap Dr. and Bajada Rd.
<b>Comments:</b>								

\*Unmetered Facilities -- Schedule A (Group 1 or 2), B (Group 1 or 2), C (Group 1 or 2), or D; R (Rectangular); P (Post-Top); H (Historical);  
 CLOSED/REMOVE ONLY I (Incandescent); W (Wall pack Mercury Vapor);  
 Metered Facilities – Non-Company-Owned; or Metered Facilities – Company-Owned (closed to new installations)

1. Customer or Developer agrees to pay Company contribution-in-aid-of-construction in the amount of .
2. If Company is prevented from installing the requested facilities by any event of force majeure as defined in Section 5.2.4 of Company's Tariff for Retail Delivery Service, Company will return to Customer or Developer as appropriate, without interest, the entire amount of Customer or Developer's contribution-in-aid-of-construction payment, thereby terminating this supplement and Company's obligation to provide facilities requested herein.

**WR Number: 3397584**

**Date: 12/21/2018**

**EXHIBIT “B”**  
**WR #: 3397584      PROJECT NAME: RRK: STONEWATER NORTH PHASE 1 - 93 LOTS - PL**  
**REQUEST FOR STREET LIGHTING SERVICE**

**Actions:   *A*-Addition   *R*-Removal   *RL*-Relocation      *S*-Service (*Schedule D – Only*)**

ESID Premise	Action	Order required from CR to Energize – Yes/No (For New ESID Only)	Qty	Wattage	Lamp Type	Rate Schedule**	Identifying Luminaries / Pole Type	Location (Address, etc.) (See Attached Sketch)
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(64) 3780042-2720409 Riprap Dr. Lot 63/64
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(65) 3779701-2720607
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(66) 3779607-2720711 Riprap and Tuff Rd. Lot 59
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(67) 3779424-2720766 Riprap Dr. and Rosinca Rd.
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(68) 3779391-2720885
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(69) 3779463-2721080 Riprap Dr. Lot 53/54
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(70) 3779581-2721219 Rosinca Rd. Lot 41/42
<b>Comments:</b>								

\*Unmetered Facilities -- Schedule A (Group 1 or 2), B (Group 1 or 2), C (Group 1 or 2), or D; R (Rectangular); P (Post-Top); H (Historical);  
CLOSED/REMOVE ONLY I (Incandescent); W (Wall pack Mercury Vapor);  
Metered Facilities – Non-Company-Owned; or Metered Facilities – Company-Owned (closed to new installations)

1. Customer or Developer agrees to pay Company contribution-in-aid-of-construction in the amount of .
2. If Company is prevented from installing the requested facilities by any event of force majeure as defined in Section 5.2.4 of Company's Tariff for Retail Delivery Service, Company will return to Customer or Developer as appropriate, without interest, the entire amount of Customer or Developer's contribution-in-aid-of-construction payment, thereby terminating this supplement and Company's obligation to provide facilities requested herein.

**WR Number: 3397584**

**Date: 12/21/2018**

**EXHIBIT “B”**  
**WR #: 3397584      PROJECT NAME: RRK: STONEWATER NORTH PHASE 1 - 93 LOTS - PL**

**REQUEST FOR STREET LIGHTING SERVICE**

**Actions:   *A*-Addition   *R*-Removal   *RL*-Relocation      *S*-Service (*Schedule D – Only*)**

ESID Premise	Action	Order required from CR to Energize – Yes/No (For New ESID Only)	Qty	Wattage	Lamp Type	Rate Schedule**	Identifying Luminaries / Pole Type	Location (Address, etc.) (See Attached Sketch)
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(71) 3779658-2721428 Rosinca Rd. Lot 25/26 across street
7881213	A		1	55	LED	A - COBRA HEAD	Cobra Head 25' Rnd, Steel, Embedded	(72) 3779573-2721543 + Rosinca Rd. and Skarn Rd.
<b>Comments:</b>								

\*Unmetered Facilities -- Schedule A (Group 1 or 2), B (Group 1 or 2), C (Group 1 or 2), or D; R (Rectangular); P (Post-Top); H (Historical);  
CLOSED/REMOVE ONLY I (Incandescent); W (Wall pack Mercury Vapor);  
Metered Facilities – Non-Company-Owned; or Metered Facilities – Company-Owned (closed to new installations)

1. Customer or Developer agrees to pay Company contribution-in-aid-of-construction in the amount of .
2. If Company is prevented from installing the requested facilities by any event of force majeure as defined in Section 5.2.4 of Company's Tariff for Retail Delivery Service, Company will return to Customer or Developer as appropriate, without interest, the entire amount of Customer or Developer's contribution-in-aid-of-construction payment, thereby terminating this supplement and Company's obligation to provide facilities requested herein.

**WR Number: 3397584**

**Date: 12/21/2018**



AGENDA ITEM NO. 8

## AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: January 16, 2019

PREPARED BY: Pauline M. Gray, P.E.

DEPARTMENT: City Engineer

---

### AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on Change Order No. 3 for the 2017 Paving Improvement Project.

---

### BACKGROUND/SUMMARY:

After the addition of the 300 Block of East Browning Street (Change Order #1), the 2017 Paving Improvements Project was over the budgeted amount. A section of Parsons Street was scheduled to be reconstructed with the project. Change Order #3 proposes to remove Parsons Street from the 2017 Paving Improvements Project and add it to the 2018 Paving Improvements Project. This will allow for the 2017 Paving Improvements Project to be completed under budget. The 300 Block of East Browning Street was included in the proposed 2018 Paving Improvements Project budget. With East Browning being completed with the 2017 project, this will allow room in the 2018 Paving Improvements budget for the Parsons Street reconstruction to be completed. The 2018 Paving Improvements Project will be sent out for bids in March 2019.

PRESENTATION: ☒ YES ☐ NO

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

Change Order #3

---

### STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the proposed Change Order No. 3 for the 2017 Paving Improvements Project.

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

**JAY ENGINEERING COMPANY, INC.**

P.O. Box 1220 (512) 259-3882  
Leander, TX 78646 Fax 259-8016  
Texas Registered Engineering Firm F-4780

**CHANGE ORDER**

ORDER NO.: 3

DATE: January 4, 2019

AGREEMENT DATE: August 1, 2018

NAME OF PROJECT: 2017 Paving Improvements

OWNER: City of Manor

CONTRACTOR: Smith Paving, Inc.

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification (Removing Parsons Street Reconstruction from the project ):

- Item No. 1 – Remove 144 SY Bid Item No. 3, 4" In-Situ processing @ \$8.50/SY
- Item No. 2 - Remove 144 SY Bid Item No. 4, 12" flexible base @ \$18.75/SY
- Item No. 3 – Remove 144 SY Bid Item No. 5, 6" subgrade preparation @ \$9.50/SY
- Item No. 4 – Remove 144 SY Bot Item No. 7, 2" HMA Type C Pavement Overlay @ \$55.00/SY

2. Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$174,067.75

Current CONTRACT PRICE adjusted by previous CHANGE ORDER(S) \$ 209,893.75

The CONTRACT PRICE due to this CHANGE ORDER will be **decreased** by: **\$13,212.00**

New CONTRACT PRICE including this CHANGE ORDER will be: \$196,681.75.

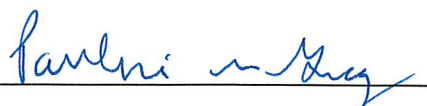
3. Change to CONTRACT TIME: 0 days

The CONTRACT TIME will be increased by 0 calendar days.

The date for completion of all work will be 104 days from the Notice to Proceed

4. Approvals Required:

To be effective, this order must be signed by all parties to the Agreement if it changes the scope or objective of the PROJECT, or as may otherwise be required by the SUPPLEMENTAL GENERAL CONDITIONS.

Recommended by: Pauline M. Gray, P.E. Signed: 

Ordered by: \_\_\_\_\_ Signed: \_\_\_\_\_

Accepted by: Casey Smith Signed: \_\_\_\_\_





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Development Services

---

**AGENDA ITEM DESCRIPTION:**

Consideration and possible action on a Deposit and Reimbursement Agreement for Proposed Public Improvement District (Lagos).

**BACKGROUND/SUMMARY:**

The City of Manor Public Improvement District provides for a deposit to cover City of Manor Attorney and Engineer reviews. This fund shall be replenished if the initial deposit is depleted.

**PRESENTATION:** ☐ YES ☒ NO

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

agreement

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve a Deposit and Reimbursement Agreement for Proposed Public Improvement District (Lagos).

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

---

**CITY OF MANOR, TEXAS DEPOSIT AGREEMENT  
PROPOSED PUBLIC IMPROVEMENT DISTRICT  
Lagos PID**

THIS DEPOSIT AGREEMENT (this "Agreement") is made and entered into as of \_\_\_\_\_, 2019 by and between the **CITY OF MANOR, TEXAS** (the "City") and **706 INVESTMENT PARTNERSHIP, LTD.**, a Texas limited partnership (including its Designated Successors and Assigns, the "Owner").

WHEREAS, the Owner has requested that Travis County (the "County") create a Public Improvement District (the "District") in the County that includes real property within the corporate limits of the City, enter into a PID Financing Agreement under which the County will, among other things, conduct proceedings pursuant to the provisions of Texas Local Government Code Chapter 372 to levy special assessments, and to issue one or more series of bonds (the "Bonds") to provide for the construction, acquisition, or furnishing of certain public improvements within the District; and

WHEREAS, the Owner is developing real property within the corporate limits of the City that would be included within the boundaries of the proposed District; and

WHEREAS, the Owner has agreed to advance moneys to be used by the City Manager of the City (the "City Manager") to pay costs and expenses associated with retaining the Consultants (herein defined) to assist the City with evaluating the feasibility and desirability of creation of the PID by the County as it pertains to the real property within the corporate limits of the City (the "PID Feasibility"); and

WHEREAS, the parties hereto wish to enter into the Agreement to define the terms and conditions under which moneys will be advanced by and reimbursed to the Owner.

NOW THEREFORE, the parties, for mutual consideration, agree as follows:

**SECTION 1. DEPOSITS.** The Owner shall deposit with the City the amount of \$15,000.00 (the "Moneys") to the City Manager within five (5) business days after this Agreement is executed and delivered by the City, which Moneys shall be used by the City exclusively to pay costs generally described in Section 2 hereof. If the Moneys are not deposited in accordance with this Section 1, the City shall not proceed with evaluating the PID Feasibility. The City will notify the Owner if the costs generally described in Section 2 exceed or are expected to exceed \$13,000.00. The City will draw from the deposit for the Consultants fees and other fees related to the PID Feasibility (the "Consultants Deposit"). Whenever the account for the Consultants Deposit reaches a balance below \$5,000.00, the Owner shall deposit an additional \$5,000.00 within five (5) business days of notification by the City Manager (the "Additional Moneys"). If the Additional Moneys are not deposited in accordance with this Section 1, the City shall not proceed with evaluating the PID Feasibility. The City Manager shall cause all Moneys received from the Owner to be deposited into a separate accounts maintained by or at the direction of the City Manager and the Office of the City Director of Finance. All interest or other amounts earned on Moneys (if any) in such account shall be held in such account for the payment of Project Costs or otherwise applied as set forth in Section 3 hereof.

SECTION 2. USE OF MONEYS ON DEPOSIT. The City has engaged or will engage consultants, including but not limited to engineers and attorneys (collectively, "Consultants"). The Consultants will assist the City with evaluating the PID Feasibility. The Consultants will be responsible to, and will act as consultants to, the City in connection with the PID Feasibility. The City Manager will use the Moneys to pay costs and expenses of the Consultants that are associated with or incidental to evaluating the PID Feasibility (collectively, "Project Costs"). The City does not intend to duplicate the County's work regarding PID Feasibility. PID Feasibility does not include work by or on behalf of the City regarding development of real property within the District except as such development specifically relates to PID creation. The scope of work and terms and conditions of the agreements for the Consultants are, or will be, set forth in agreements on file in the City Manager's office. The City Manager may also use the Moneys for other direct City expenses relating to the PID. The City Manager shall maintain records of the payment of all Project Costs and keep such records on file and available for inspection and review by the Owner in the City Manager's office. Upon request, but not more than monthly, the City agrees to provide the Owner with copies of all invoices for evaluating the PID Feasibility that have been paid since the last request. If the Owner objects to any portion of an invoice, the City and the Owner agree in good faith to attempt to resolve the dispute within a reasonable period of time.

SECTION 3. UNEXPENDED MONEYS. If proceedings for approval of the PID Financing Agreement or formation of the District are unsuccessful and are terminated or abandoned prior to the issuance of the Bonds, the City Manager shall transfer to the Owner all Moneys, including any interest earnings thereon, then on deposit in the account established and maintained pursuant to Section 1, exclusive of Moneys necessary to pay Project Costs or portions thereof that (i) have been actually incurred and (ii) are due and owing as of the date of such termination or abandonment. Upon the successful issuance of the Bonds, the City shall return unexpended Moneys, and the interest thereon, if any, to Owner.

SECTION 4. RESERVED RIGHTS. This Agreement does not in any way create an obligation or commitment that the City will execute any agreements, or not object to the County's creation of the District, and the City expressly reserves the right to terminate or abandon the proceedings at any time, if in the City's sole discretion, it deems such termination or abandonment to be in the best interests of the City.

SECTION 5. BINDING EFFECT. This Agreement shall be binding on the successors and assigns of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the date above written.

EXECUTED and ACCEPTED this \_\_\_\_ of \_\_\_\_\_ 2019.

CITY OF MANOR, TEXAS, a municipal corporation

By: \_\_\_\_\_

Rita G. Jonse, Mayor

Date: \_\_\_\_\_

AGREED TO and ACCEPTED this \_\_\_\_ of \_\_\_\_\_ 2019.

706 INVESTMENT PARTNERSHIP, LTD.,  
a Texas limited partnership

By: 706 Investment GP, Inc.,  
a Texas corporation, its General Partner

By: \_\_\_\_\_

Name: Peter A. Dwyer

Title: President



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Development Services

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on selecting an appraiser for the Manor Heights Public Improvement District (PID).

**BACKGROUND/SUMMARY:**

The City adopted a PID policy in February 2018 whereby the City, with input by the Developer, selects a PID appraiser when a PID is created. The City Council approved the creation of the Manor Heights PID in November 2018. In anticipation that PID bonds may be issued in May of this year, City staff compiled a list of appraisers and makes the recommendation that Integra Realty Resources - DFW be selected as the appraiser based on their experience in appraising PIDs.

**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 the selection of Integra Realty Resources - DFW as the appraiser for the Manor Heights PID and authorize the City Manager to enter and execute any agreements necessary for appraisal services regarding the Manor Heights PID.

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

---



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Development Services

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on approving an agreement for Public Improvement District (PID) and Tax Increment Reinvestment Zone (TIRZ) creation and administration services.

**BACKGROUND/SUMMARY:**

The City adopted a PID policy in February 2018 whereby the City selects a PID administrator when a PID is created. The City Council approved the creation of the Manor Heights PID in November 2018. The City approved the creation of TIRZ No. 1 in December 2018. In anticipation that PID bonds may be issued in May of this year and the annual reporting of the TIRZ, City staff makes the recommendation that the City enter into an agreement with P3Works, LLC to provide administration services for the Manor Heights PID and TIRZ No. 1 and serve as the administrator for the Manor Heights PID. P3Works has served as the City's PID Consultant and has PID and TIRZ administration experience.

**PRESENTATION:** ☐ YES ☒ NO

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

Agreement for Public Improvement District (PID) and Tax Increment Reinvestment Zone (TIRZ) Creation and Administration Services

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve entering into an agreement with P3Works, LLC to provide administration services for the Manor Heights PID and TIRZ No. 1 and for P3Works, LLC to serve as the administrator for the Manor Heights PID.

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

---



**AGREEMENT FOR PUBLIC IMPROVEMENT DISTRICT (PID) AND TAX INCREMENT  
REINVESTMENT ZONE (TIRZ) CREATION AND  
ADMINISTRATION SERVICES**

This Agreement for Public Improvement District (“PID”) and Tax increment Reinvestment Zone (“TIRZ”) Creation and Administration Services (“Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between P3Works, LLC (“P3Works”), and the City of Manor, Texas (“City”).

**RECITALS**

WHEREAS, the City Council passed Resolution No. 2018-10 on November 7, 2018, approving and authorizing the creation of the Manor Heights Public Improvement District ("Manor Heights PID " or "District") to finance the costs of certain public improvements for the benefit of property within the District; and

WHEREAS, the City may consider issuing bonds to fund certain improvements in the Manor Heights PID as authorized by the Public Improvement District Assessment Act, Texas Local Government Code, Chapter 372, as amended; and

WHEREAS, the City Council passed Ordinance No. 536 on December 5, 2018, approving and authorizing the creation of *Tax Increment Reinvestment Zone Number One, City of Manor, Texas* (“TIRZ No. 1”), in which the boundary commiserates with the boundary of the District, to fund certain improvements as authorized by the Tax Increment Financing Act, of the Texas Tax Code, Chapter 311, as amended; and

WHEREAS, the City requires specialized services related to the creation, revision and updating of the Service and Assessment Plan ("Service and Assessment Plan"), bond issuance, and the administration of the District; the creation, revision and updating of the Final Project and Finance Plan (“Final Plan”) and the Annual Reporting of the TIRZ No. 1 as more fully set forth in this Agreement; and

WHEREAS, P3Works has the expertise to properly establish and administer the District and ensure compliance with Texas Local Government Code Chapter 372, and Texas Tax Code 311; and

WHEREAS, the City desires to retain P3Works to provide District and TIRZ creation and administration services;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, and for good and valuable consideration, P3Works and the City agree as follows:

**ARTICLE I  
TERM OF AGREEMENT**

1.0 The Agreement shall be effective as of its approval by all parties and shall be for a period of three (3) years and shall automatically continue on a year to year basis until terminated pursuant to Article V of this Agreement.

## **ARTICLE II SERVICES TO BE PROVIDED BY P3WORKS**

2.0 The scope and timing of services to be performed by P3Works are set forth in Exhibits A and B, which are attached hereto and incorporated into this Agreement as if fully set forth herein.

2.1 P3Works agrees that its services pursuant to this Agreement shall at all times be subject to the control and supervision of the City and that nothing in this Agreement shall constitute an assignment of any right or obligation of the City under any applicable contract, agreement, or law. P3Works shall not represent to any property owner or any other person that it or any of its employees are acting as the City or employees of the City.

2.2 No substantial changes in the scope of services shall be made without the prior written approval of P3Works and the City.

2.3 P3Works shall supply all tools and means necessary to perform the services and production of the work product described in Exhibits A and B.

## **ARTICLE III PAYMENT TERMS AND CONDITIONS**

3.0 In consideration for the services to be performed by P3Works, the City agrees to pay P3Works the fees for all services and related costs and expenses set forth in Exhibit A and B, beginning the first day of the month following the execution of this Agreement. Beginning on February 1, 2020, and each February 1 thereafter, the Annual Collection fee shall increase by 2%.

3.1 Monthly invoices shall be submitted to the City for work completed. City agrees to pay the amount due to P3Works upon receipt of each invoice.

3.2 Copies of all invoices to P3Works for expenses, materials, or services provided to P3Works will accompany the invoice to the City. P3Works will pass any third-party cost through to the City without markup and will not incur any expense in excess of \$200 without written consent of the City.

3.3 The only source of payment for P3Works' fees and services shall be the District or funds advanced by the developer. The City general fund shall never be used to pay for any expenses relating to P3Works' administration of the District. In the event there is insufficient District funds in a given year to pay P3Works' fees and expenses, P3Works agrees to defer the fees and expenses until such time as there are sufficient District funds or funds advanced by the developer.

## **ARTICLE IV TERMINATION OF THIS AGREEMENT**

4.0 Notwithstanding any other provisions of this Agreement, either party may terminate this Agreement at any time by giving sixty (60) days written notice to the other party without penalty and without limitation of its right to seek damages. City shall pay P3Works, within thirty (30) days of such termination, all of P3Works' fees and expenses actually accrued or incurred to and including the date of termination, including any amount incurred or accrued in connection with work in progress.

## **ARTICLE V GENERAL PROVISIONS**

5.0 This Agreement supersedes any and all agreements, either oral or written, between the parties hereto with respect to rendering administration services by P3Works for the City and contains all of the covenants and agreements between the parties with respect to the rendering of such services in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, orally or otherwise, have been made by any party which are not embodied herein and that no other agreement, statement, or promise not contained in this Agreement shall be valid or binding.

5.1 This Agreement shall be administered and interpreted under the laws of the State of Texas. This Agreement shall not be construed for or against any party by reason of who drafted the provisions set forth herein. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall remain in full force and effect.

5.2 Neither this Agreement or any duties or obligations under this Agreement may be assigned by P3Works without the prior written consent of the City.

5.3 The waiver by either party of a breach or violation of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach thereof.

5.4 All records, reports, and other documents prepared by P3Works for the purposes of providing the services described in this Agreement shall be property of the City. All such documents shall be made available to the City during the course of performance of this Agreement. Any reports, studies, photographs, negatives, or other documents or drawings prepared by P3Works in the performance of its obligations under this Agreement shall be the exclusive property of the City and all such materials shall be remitted to the City by P3Works upon completion, termination, or cancellation of this Agreement.

5.5 The City acknowledges P3Works' ownership of its software, programs, inventions, know-how, trade secrets, confidential knowledge, source code, or other proprietary information relating to products, processes, services, software, formulas, developmental or experimental work, business plans, financial information, or other subject matter ("Confidential Information") pertaining to the business of P3Works. This Agreement shall not in any way give rise to any requirement or obligation for P3Works to disclose or release any Confidential Information.

5.6 The headings and article titles of this Agreement are not a part of this Agreement and shall have no effect upon the construction or interpretation of any part hereof.

5.7 Should either party commence any legal action or proceeding against the other based upon this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees and costs.

5.8 All notices, requests, demands, and other communications which are required to be given under this agreement shall be in writing and shall be deemed to have been duly given upon the delivery by registered or certified mail, return receipt requested, postage prepaid thereon, as follows:

To P3Works:

Mary V. Petty  
Managing Partner  
P3Works, LLC  
350 Rufe Snow Drive  
Suite 200  
Keller, Texas 76248

To City:

Thomas Bolt  
City Manager  
City of Manor  
105 E. Eggleston St  
Manor, Texas 78653

With a copy to:

The Knight Law Firm, LLP  
Attn: Paige Saenz  
223 West Anderson Lane, #A105  
Austin, TX 78752

5.9 To the extent this Contract constitutes a contract for goods or services within the meaning of Section 2270.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable Federal law, P3Works represents that neither P3Works nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of P3Works (i) boycotts Israel or (ii) will boycott Israel through the term of this Agreement. The terms “boycotts Israel” and “boycott Israel” as used in this paragraph have the meanings assigned to the term “boycott Israel” in Section 808.001 of the Texas Government Code, as amended.

5.10 To the extent this Agreement constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, P3Works represents that neither P3Works nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of P3Works is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.

5.11 The parties hereby warrant that the persons executing this Agreement are authorized to execute this Agreement and are authorized to obligate the respective parties to perform this Agreement. A facsimile signature on this Agreement shall be treated for all purposes as an original signature.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

P3Works, LLC

BY: \_\_\_\_\_  
Mary V. Petty  
Managing Partner

City of Manor

BY: \_\_\_\_\_  
Rita G. Jonse  
Mayor

Attest:

BY: \_\_\_\_\_  
Lluvia Tijerina  
City Secretary

**EXHIBIT A**  
**PUBLIC IMPROVEMENT DISTRICT SERVICES TO BE PROVIDED**

**PID FORMATION, SERVICE AND ASSESSMENT PLAN PREPARATION, AND BOND ISSUANCE SUPPORT SERVICES**

*Billed at P3Works' prevailing hourly rates, which are currently as follows:*

<i><b>Title</b></i>	<i><b>Hourly Rate</b></i>
<i>Managing Partner</i>	<i>\$250</i>
<i>Vice President</i>	<i>\$185</i>
<i>Senior Associate</i>	<i>\$160</i>
<i>Associate</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

*\*P3Works' hourly rates may be adjusted from time to time to reflect increased costs of labor and/or adding/reclassifying titles. Travel times will be billed at hourly rates.*

**District Due Diligence and Preparation of PID Plan of Finance**

1. P3Works will review project information and prepare a plan of finance for the proposed transaction, including
2. Assessed value schedules, value to lien analysis, and overall structuring to achieve City goals and objectives
3. Identify areas of risk and with the City's Financial Advisor, solutions to mitigate the risks,
4. Bond sizing and bond phasing by improvement area,
5. Sources and uses of funds by improvement area,
6. Debt service schedules, and;
7. Assessment allocation and associated estimated annual installment by lot type for each improvement area.

**Preparation of Service and Assessment Plan**

1. P3Works will prepare a complete and final Service and Assessment Plan to be adopted by City Council and included in the Official Statement for the Bonds based on the Plan of Finance.
2. P3Works will present the Service and Assessment Plan to City Council and request approval of Assessment Roll.

**Bond Issuance Support**

1. P3Works will ensure bond documents, including the PID financing agreement, bond indenture, and official statement are all consistent with the Service and Assessment Plan.
2. P3Works will provide ad-hoc analysis as requested by the underwriter in preparation of the preliminary official statement.

**Participation in Presentations to City Council or other Public Forums**

1. P3Works will prepare and present information as requested to the City Council or any other public forum.



## **BASIC DISTRICT ADMINISTRATION SERVICES**

### **MONTHLY COLLECION FEES WILL BEGIN ONCE ASSESSMENTS ARE LEVIED**

*If no bonds are sold:*

*Monthly Fee = \$1,500 beginning the first of the month following execution of this Agreement for the first improvement area; and \$1,000 per month for each improvement area thereafter. (Proration will occur for any partial month if not begun on the 1<sup>st</sup> day of the month.)*

*If bonds are sold:*

*Monthly Fee amounts will be \$2,500 for the first improvement area beginning the first month following the issuance of bonds; and \$1,250 per month for each improvement area thereafter.*

*For PIDs that P3Works did not create: Monthly Collection Fees will not begin until the first Annual SAP Update is drafted by P3Works and approved by Council, therefore all work completed to that point will be billed hourly.*

*See Section below related to “Consulting Services Relating to Future Improvement Areas and related Bond Issuance” for hourly fees if bonds are contemplated.*

#### Prepare Annual Service and Assessment Plan Update

1. If possible, obtain updated construction cost estimates (or actual costs for completed facilities) for District improvements, and update service and assessment plan text and tables.
2. Update service and assessment plan text and tables as necessary to account for any changes in development plan or land uses.
3. Update annual District assessment roll.
4. Identify parcel subdivisions, conveyance to owners’ associations, changes in land use, and any other information relevant to the levy of special assessments.
5. Review maps of tax parcels to compile/audit list of parcels that are within the District for the upcoming bond year. Classify each parcel pursuant to the approved service and assessment plan.
6. Identify and parcels dedicated to any property types classified as exempt by the service and assessment plan.
7. Update District database with newly subdivided parcels and property type classifications.
8. Calculate annual special assessment for each parcel. Verify the sum of annual installments for all parcels in the District is sufficient to meet the annual debt service requirement, administration expenses, and any provisions for delinquency or prepayment reserves.
9. Calculate other funds available, such as reserve fund income, capitalized interest, and interest income. Reduce annual assessment based on findings according to approved service and assessment plan.
10. Present preliminary annual assessment roll to City. Upon approval by City, submit final annual assessment roll to County Tax Collector.

#### Administration of Bond Funds (if bonds are sold)

1. Review and reconcile the account statements for the funds maintained by the trustee. Ensure annual special assessment calculation is compliant with Indenture as it relates to each fund.
2. Provide annual summary of all District accounts maintained by Trustee at the time the annual service and assessment plan update is performed.

#### Provide Public Information Request Support

1. If requested, P3Works will respond to any calls and or emails relating to the District. P3Works will only provide technical answers relating to the annual assessments or the District generally. P3Works will not provide any commentary on City policy relating to PIDs.
2. If the City receives a notice from a property owner alleging an error in the calculation of any matters related to the annual assessment roll for the District, P3Works will review and provide a written response to the City. If a calculation error occurred, P3Works will take corrective action as required to correct the error.

#### Delinquency Management

1. After the end of the annual assessment installment collection period, P3Works will prepare a delinquent special assessment report, which details which parcels are delinquent and the amount of delinquency.
2. P3Works will advise the City what action must be taken relating to delinquent parcels, if any, to remain in compliance with the District bond documents.

#### Website Setup

1. Prepare website database searchable by property tax ID for use by property owners, title companies, mortgage companies, or other interested parties. The search results will provide assessment information, including outstanding principal, annual installment amount, payment information, and a breakdown of the assessment installment by use (principal, interest, reserve fund accounts, administrations, etc.)
2. Prepare "District Information" page for website. Information will include a background of the District formation and bond issuance process, District boundary map, and description of improvements. In additions, P3Works will provide a link to District documents.

### **DISTRICT ADMINISTRATION SETUP SERVICES (Required for any existing PID not created by P3Works.)**

*\$7,500 One Time Lump Sum Fee*

1. Prepare District Administration Manual
2. P3Works will review the full bond transcript and identify all requirements of the City relating to District administration and/or disclosure requirements.
3. Prepare written summary of all City administration and disclosure requirements.
4. Prepare calendar of all relevant dates and deadlines for District administration and disclosure requirements.
5. Meet with County Assessor's office to establish procedure for obtaining parcel information for assessment roll.
6. Meet with County Tax Office to establish procedure to include District assessment roll on property tax bill.
7. Meet with City representatives to finalize policies and procedures relating to District Administration.

### **ADDITIONAL DISTRICT ADMINISTRATION SERVICES**

*Billed at P3Works' prevailing hourly rates, which are currently as follows:*

<i>Title</i>	<i>Hourly Rate</i>
<i>Managing Partner</i>	<i>\$250</i>
<i>Vice President</i>	<i>\$185</i>
<i>Senior Associate</i>	<i>\$160</i>
<i>Associate</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

*\*P3Works' hourly rates may be adjusted from time to time to reflect increased costs of labor and/or adding/reclassifying titles. Travel will be billed at the hourly rates.*

#### Continuing Disclosure Services

1. P3Works will prepare the form of the annual report as required by the continuing disclosure agreements and work with the City and the Developer to complete.
2. P3Works will request from developer the reports due pursuant to the developer disclosure agreement and disseminate these reports pursuant to the disclosure agreement; including Seller's Disclosures.
3. Upon notification by any responsible party or if P3Works independently becomes aware of such knowledge, P3Works will prepare notices of material events covering the events enumerated in the disclosure agreements.
4. P3Works will coordinate with the Trustee to disseminate the annual reports, quarterly reports from the developer, and notice of significant events to the Municipal Securities Rulemaking Board (MSRB) and any other parties required in the continuing disclosure agreement.

#### Developer Payment Request Administration

1. P3Works will review all developer payment requests to ensure the request complies with the PID Financing Agreement, the District service and assessment plan, and any other relevant provisions contained in the District documents.
2. P3Works will audit the developer payment request to ensure there is proper backup documentation and that the accounting is accurate.
3. P3Works will coordinate with the City's designated representative to ensure the improvements were built to the standards of the accepting governing body.
4. P3Works will ensure improvements to be dedicated are free and clear of all liens and encumbrances.

#### Consulting Services Relating to Future Improvement Areas and related Bond Issuance (to be paid from Developer funds advanced to City)

1. P3Works will update the Service and Assessment Plan to comply with Bond documents.
2. P3Works will prepare an updated Assessment Roll including the future Improvement Area
3. P3Works will coordinate with City's bond counsel, financial advisor, and the bond underwriter to ensure the Bonds and all related documents are in compliance with State Law.
4. P3Works will prepare any additional reports or analyses as needed to successfully issue the Bonds.

### **EXHIBIT B**

#### **TAX INCREMENT REINVESTMENT ZONE SERVICES TO BE PROVIDED**

#### **TIRZ FORMATION, PRELIMINARY AND FINAL PROJECT AND FINANCE PLAN PREPARATION SERVICES**

*Billed at P3Works' prevailing hourly rates, which are currently as follows:*

<b><i>Title</i></b>	<b><i>Hourly Rate</i></b>
<i>Managing Partner</i>	<i>\$250</i>
<i>Vice President</i>	<i>\$185</i>
<i>Senior Associate</i>	<i>\$160</i>
<i>Associate</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

*\*P3Works' hourly rates may be adjusted from time to time to reflect increased costs of labor and/or adding/reclassifying titles. Travel times will be billed at hourly rates.*

#### District Due Diligence and Preparation of TIRZ Project and Finance Plan

1. P3Works will review project information and prepare a Preliminary Plan for the proposed creation, including:
  - a) Assessed value schedules and overall structuring to achieve City goals and objectives.
  - b) Drafting the TIRZ Agreement.
  - c) At the direction of Staff, facilitate presentations to the Council and the TIRZ Board.
2. Estimated annual TIRZ Credit by lot type for each improvement area.

#### Preparation of Preliminary and Final Project Plan

1. P3Works will prepare a Preliminary Project and Finance Plan ("PPFP") and a Final Project and Finance Plan ("FPFP") to be adopted by the TIRZ Board and the City Council and included in the Official Statement for the PID Bonds based on the Plan of Finance.
2. P3Works will prepare a draft TIRZ Agreement to be adopted by the TIRZ Board
3. P3Works will present the PPFP to the Council at the creation of the TIRZ and request approval of TIRZ Creation Ordinance.
4. P3Works will present the FPFP to the Council after conducting all necessary steps for public hearings and notifications and request approval of TIRZ FPFP.
5. P3Works will file the necessary creation forms with the Secretary of the State of Texas after the creation of the TIRZ.

#### Bond Issuance Support

1. P3Works will ensure bond documents, including the bond indenture and official statement are all consistent with the TIRZ Final Plan.
2. P3Works will provide ad-hoc analysis as requested by the underwriter in preparation of the preliminary official statement.

#### Participation in Presentations to City Council or other Public Forums

1. P3Works will prepare and present information as requested to the City Council or any other public forum.
2. If requested by the City, P3Works will respond to any calls and or emails relating to the TIRZ.
3. P3Works will only provide technical answers relating to the annual TIRZ Credit or the TIRZ generally.
4. P3Works will not provide any commentary on City policy relating to TIRZs.

## **BASIC DISTRICT ADMINISTRATION SERVICES**

*Billed at P3Works' prevailing hourly rates, which are currently as follows:*

<b><i>Title</i></b>	<b><i>Hourly Rate</i></b>
<i>Managing Partner</i>	<i>\$250</i>
<i>Vice President</i>	<i>\$185</i>
<i>Senior Associate</i>	<i>\$160</i>
<i>Associate</i>	<i>\$135</i>
<i>Administrative</i>	<i>\$100</i>

*Preparation of the Annual Report to be filed with the Secretary of State and then presented to the TIRZ Board and City Council for approval.*

*See Section below related to “Consulting Services Relating to Future Improvement Areas and related Bond Issuance” for hourly fees if future TIRZ changes are contemplated.*

Consulting Services Relating to Future Improvement Areas and related Bond Issuance (to be paid from Developer funds advanced to City)

1. P3Works will update the Service and Assessment Plan to comply with Bond documents.
2. P3Works will prepare an updated Assessment Roll including the future Improvement Area
3. P3Works will coordinate with City's bond counsel, financial advisor, and the bond underwriter to ensure the Bonds and all related documents are in compliance with State Law.
4. P3Works will prepare any additional reports or analyses as needed to successfully issue the Bonds.

Prepare Annual Report

1. If possible, obtain updated construction cost estimates (or actual costs for completed facilities) for TIRZ improvements
2. Update Annual Report as necessary to account for any changes in development plan or land uses.
3. Identify parcel subdivisions, conveyance to owners' associations, changes in land use, and any other information relevant to anticipated estimate of Tax Increment to be generated.
4. Calculate annual TIRZ Credit for each parcel.
5. Present preliminary Annual Report to TIRZ Board. Upon approval by TIRZ Board, submit final Annual Report to the Texas Secretary of State.



## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 16, 2019

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

**DEPARTMENT:** Administration

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on a contract with Municipal Code Corporation for the purpose of providing republication, supplementation, and web hosting of Manor City Code.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

contract  
proposal

**STAFF RECOMMENDATION:**

It is City staff's recommendation that the City Council approve a contract with Municipal Code Corporation for the purpose of providing republication, supplementation, and web hosting of Manor City Code.

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

---





## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT, between the **CITY OF MANOR, TEXAS** (City), a municipal corporation, and **MUNICIPAL CODE CORPORATION** (Contractor), a Florida corporation, whose address is PO Box 2235, Tallahassee, FL 32316.

1. RECITALS:

1.1 The City desires to use the services of the Contractor for the purpose of providing republication, supplementation, and web hosting of Manor City Code.

1.2 The Contractor has agreed to provide the services outlined in the Contractor's Proposal, Exhibit A, upon the terms and conditions set forth in this Contract. Contractor will perform no service under this Contract until direction from an authorized City employee is issued and received by Contractor.

2. TIME OF COMMENCEMENT AND SUBSTANTIVE COMPLETION: The services to be provided under this Contract shall commence on the Contract Execution date and shall continue for a period of three (3) years, thereafter, the Supplement Service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

3. PRICE: The City will pay the Contractor for the performance of this Contract at the prices specified in the Contractor's proposal. Pricing shall be valid and shall not change throughout the initial 3-year term of the contract. Thereafter, costs may be increased upon sixty (60) days written notice by the Contractor.

4. FINANCIAL OBLIGATIONS OF CITY: This Contract does not create a multiple fiscal year direct or indirect debt or other financial obligation. Each request for service shall incur a concurrent debt for that request only. All financial obligations of the City under this Contract are contingent upon appropriation, budgeting, and availability of specific funds to discharge such obligations.

5. CONTRACT DEFINED: This Contract incorporates, herein by reference, the terms and conditions of the following documents. If there is a conflict among the documents, their terms and conditions shall prevail in the following order:

5.1 This Contract

5.2 Contractor's Proposal, Exhibit A

5.3 Certificate of Insurance & Workers' Compensation

6. SERVICE OF NOTICES: All required notices shall be deemed to have been validly given if delivered in person or by first class mail at the following addresses:

To City:

CITY OF MANOR  
105 E. Eggleston Street  
Manor, TX 78653

With a copy to:

The Knight Law Firm, LLP  
Attn: Paige Saenz  
223 West Anderson Lane, #A105  
Austin, TX 78752

To Contractor:

Municipal Code Corporation  
PO Box 2235  
Tallahassee, FL 32316

7. **COMPLIANCE WITH THE LAW:** This Contract shall be governed and construed in accordance with the laws of the State of Texas. The Contractor will perform all obligations under this Contract in strict compliance with all federal, state, and municipal laws, rules, statutes, charter provisions, ordinances, and regulations, especially sections of the Occupational Safety and Health Administration (OSHA) regulations, latest revised addition, which provide for job safety and health protection for workers, applicable to the performance of the Contractor under this Contract. The City assumes no duty to insure that the Contractor follows the safety regulations issued by OSHA.
8. **INSURANCE:** The Contractor shall not begin any work until the Contractor proves to the City's Finance Department that it has obtained, at Contractor's own expense, all required insurance as specified below. Liability insurance must be of the occurrence form. Deviations from the requirements listed below must be submitted to and approved by the City.
  - 8.1 **COMMERCIAL GENERAL AND AUTOMOBILE LIABILITY** insurance must cover bodily injury, property damage and personal injury with limits of no less than \$1,000,000 per occurrence.
  - 8.2 **WORKERS' COMPENSATION** coverage must be provided, as statutorily required for persons performing work under this Contract. Contractor must provide City with proof of Employer's Liability coverage with limits of at least \$500,000. Contractor shall require any subcontractor hired by the Contractor to carry Workers' Compensation and Employer's Liability coverage.
  - 8.3 **CERTIFICATE OF INSURANCE:** As evidence of the insurance coverage as required by this Contract, the Contractor and their subcontractors, shall furnish a certificate of insurance within sixty (60) days from the date of execution of this Contract to:

CITY OF MANOR  
105 E. Eggleston Street  
Manor, TX 78653
  - 8.4 **CONTINUATION OF COVERAGE:** The Contractor shall not cancel, materially change or fail to renew insurance coverage. The Contractor shall notify the Finance Department of any material reduction or exhaustion of aggregate limits. Any insurance bearing on adequacy of performance (warranty or guarantee) shall continue after completion of the contract for the full guaranteed period. If any policy lapses or is canceled before final payment by the City to the Contractor and if the Contractor fails immediately to procure other insurance as specified, the City may deem such failure to be a breach of this Contract.
  - 8.5 **RESPONSIBILITY FOR PAYMENT OF DAMAGES:** Nothing contained in these insurance requirements shall limit the Contractor's responsibility for damages resulting from Contractor's operations under this contract.
9. **INDEMNITY:** The Contractor hereby releases and agrees to indemnify, defend and save harmless the City and its agents from and against all claims, actions, causes of action, demands, judgments, costs, expenses and all damages of every kind and nature, excepting a claim arising from interpretation of language or images contained in the Code, as published in print or electronically, incurred by and on behalf of any person or corporation whatsoever, predicated upon injury to or death of any person or loss of or damage to property of whatever ownership, including the parties to this Contract and their employees, and arising out of or connected with, in any manner, directly or indirectly, the Contractor's operations.
10. **STATUS OF CONTRACTOR:** The Contractor shall perform all work under this Contract as an independent contractor and not as an agent or employee of the City. The Contractor will not be supervised by any employee or official of the City nor will the Contractor exercise supervision over any employee or official of the City. The Contractor shall not represent that Contractor is an employee or agent of the City in any capacity. The Contractor shall supply all personnel, buildings, equipment and materials at Contractor's sole expense. **The Contractor is not entitled to Workers' Compensation benefits and is obligated to pay federal and state income tax on money earned pursuant to this Contract.** This Contract is not exclusive; the Contractor may

contract with other parties.

11. **TERMINATION:** Either party may terminate this Contract by giving the other party sixty (60) days written notice of such termination. The Contractor will then be paid for satisfactory work up to the date of termination.
12. **TRANSFERENCE AND AMENDMENTS:** The Contractor may not transfer this Contract to a third party nor in any way amend this Contract without prior written consent of the City.
13. **VERIFICATION REGARDING ILLEGAL ALIENS:** Contractor has confirmed the employment eligibility of all employees newly hired for employment to perform work under this Contract through participation in the E-verify program administered jointly by the United States Department of Homeland Security and the Social Security Administration.
14. **DAMAGES FOR BREACH OF CONTRACT:** In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to Contractor's breach of any provision of this Contract, Contractor shall be liable for actual and consequential damages to the City.
15. **VENUE:** Venue shall lie exclusively in the State District Courts of Travis County, Texas.
16. **ANTI-BOYCOTT VERIFICATION:** To the extent this Contract constitutes a contract for goods or services within the meaning of Section 2270.002 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2270 of the Texas Government Code, and subject to applicable Federal law, Contractor represents that neither Contractor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Contractor (i) boycotts Israel or (ii) will boycott Israel through the term of this Contract. The terms "boycotts Israel" and "boycott Israel" as used in this paragraph have the meanings assigned to the term "boycott Israel" in Section 808.001 of the Texas Government Code, as amended.
17. **IRAN, SUDAN AND FOREIGN TERRORIST ORGANIZATIONS:** To the extent this Contract constitutes a governmental contract within the meaning of Section 2252.151 of the Texas Government Code, as amended, solely for purposes of compliance with Chapter 2252 of the Texas Government Code, and except to the extent otherwise required by applicable federal law, Contractor represents that Contractor nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of Contractor is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201, or 2252.153 of the Texas Government Code.
18. **SEVERABILITY:** The provisions of this Contract are severable, and if any word, phrase, clause, sentence, paragraph, section or other part of this Contract, or the application thereof to any person or circumstance, shall ever be held by any court of competent jurisdiction to be invalid or unconstitutional for any reason, the remainder of this Contract and the application of such word, phrase, clause, sentence, paragraph, section, or other part of this Contract to other persons or circumstances shall not be affected thereby.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Do not date until signed by both parties)

**CONTRACTOR: MUNICIPAL CODE CORPORATION**

By: \_\_\_\_\_

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

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

By: \_\_\_\_\_

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

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

**CITY: CITY OF MANOR, TEXAS**

By: \_\_\_\_\_

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

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

**ATTEST:**

By: \_\_\_\_\_

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

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



## **MUNICODE - EXHIBIT A**

### **Contractor Proposal**



December 31, 2018

Ms. Lluvia Tijerina  
City Secretary, TRMC  
105 E. Eggleston Street  
P.O. Box 387  
Manor, TX 78653

Email Sent Via: [ltijerina@cityofmanor.org](mailto:ltijerina@cityofmanor.org)

Dear Ms. Tijerina,

Thank you for speaking with Krystal Hays and expressing interest in utilizing Municode for supplementation services. We have reviewed the City's code and are pleased to submit the following information for your review.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relationships and exceptional service are what have set us apart in the legal codification industry since 1951. Our commitment to service inspires us to: provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

### Why Municode?

**Integrity.** *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

**Attorneys.** We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

**Experience.** With over 4,500 customers in all 50 states, we are the nation's most trusted and experienced codifier of local government codes in the nation, currently hosting over 3,460 municipal codes online. Our team of attorneys has an average of over 20 years of codification experience. With over 230 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

**Relationships.** For over 67 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

**Quality.** We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over eight years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

**Technological Leadership.** MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

**Commitment to Texas.** We are proud to serve 313 municipalities in Texas, including several near Manor. We also regularly support the Texas Municipal League, Texas Municipal Clerks Association, Texas City Attorneys



Association, Texas City Managers Association, Texas Secretary of State County Seminar, Texas Secretary of State City Seminar, Texas Association of Governmental Information Technology Managers, and Texas Association of State Systems for Computing and Communications.

## Why Our Clients Love Us

**Applying our Legal Experience.** We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 67 years and have worked for decades serving the biggest and most advanced municipalities in the nation, as well as 313 clients located in Texas. No other codification company has this level of experience and knowledge that can be harnessed for your benefit. In 2017, 80 municipalities that had no code, updated their code internally, or used another code publisher chose to join the Municode family based on our qualifications, experience, and reputation.

**Team Approach.** We have 14 legal editorial teams consisting of 55 legal editors and proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

**Customer Service.** Our goal is to fully understand your unique needs. Your Municode Representative, Krystal Hays, is able to meet with you anytime. Krystal can also provide onsite training or host webinars throughout the term of the contract.

*Your Representative.* Municode's Regional Sales Representative, Krystal Hays, is located in North Texas. She is available to answer questions and meet with you, as needed. Krystal has worked as a code enforcement officer for over 10 years and has over 18 years of experience working with local governments. She frequents the area often and attends the Municipal League Conference, Clerks Conference and IIMC Conference. She is also supported by our entire staff in Tallahassee.

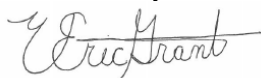
*Real People.* If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

*Personal Touch.* We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

**Responsible Citizen.** We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with your Sales Representative, Krystal Hays, or our Vice President of Client Services, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant  
President

WEG/gm

cc: Steffanie Rasmussen, Vice President of Client Services

[steff@municode.com](mailto:steff@municode.com) / 800-262-2633 ext. 1148

Krystal Hays, Regional Sales Representative

[krystal@municode.com](mailto:krystal@municode.com) / (214) 316-8352



## Executive Summary

### Republication, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

- 🔗 Conversion into Municode database & republication. .... **No charge**<sup>1</sup>
- 🔗 Supplementation ..... **\$19.50 per page**
- 🔗 Online hosting and support ..... **1 year free, then \$375**<sup>2</sup>
- 🔗 Timeline ..... **within 12 weeks**

### Pricing = Apples to Apples:

We realize that different companies call services by different names. Here are some important considerations to keep in mind when comparing proposals:

- 🔗 Conversion into Municode database and republication of the code is **no charge**;
- 🔗 Supplement charges - **single column per page rate of \$19.50**;
- 🔗 The **online code fee is waived for the first year** and then **only \$375** for our standard service,
- 🔗 If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode package bundle for **only \$1,195!**
- 🔗 Municode **does not** charge an extra fee for posting supplements online or printing your supplement pages. All of these services are already included in your supplement per page rate.

We will handle 100% of the publishing for you. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or electronic copy. We understand the scope of this project to include a complete republication of your code, continued supplementation, and online hosting of your code. Upon completion of the republication project, supplementation services will commence.

When we republish your code, pages are recomposed to eliminate short pages, pages with blank backs and oddly numbered (point) pages. Following the re-composition, the entire code is reprinted and supplement number designations start over with supplement No. 1.

#### The process includes:

- 🔗 Conversion to our database;
- 🔗 Removal of supplement numbers;
- 🔗 Updating of preliminary pages (title page, officials' page, and preface);
- 🔗 New page numbers;
- 🔗 Editing & proofreading;
- 🔗 10-point font, single column (unless otherwise instructed);
- 🔗 Incorporation of maps, diagrams, charts and tables;
- 🔗 Updating the index;
- 🔗 Proofs provided for your review;
- 🔗 Posting your newly republished code on MunicodeNEXT;
- 🔗 Printing 3 new copies with binders and tabs.

#### The process does not include:

- 🔗 Reorganizing the structure of your code;
- 🔗 Review by an attorney;
- 🔗 Substantive editing or changes to the text.

<sup>1</sup> Please see page 4 for additional pricing details.

<sup>2</sup> Please see page 5 for additional features and pricing available on our MunicodeNEXT platform.

## Quotation Sheet

### Conversion and Republication

- |   |  |                        |
|---|--|------------------------|
| ☞ | Conversion of code to Municode database  | No charge <sup>3</sup> |
| ☞ | Removal of supplement numbers  | No charge              |
| ☞ | Updating of preliminary pages (title page, officials' page, and preface)   | No charge              |
| ☞ | New page numbers   | No charge              |
| ☞ | Creation of a consistent style   | No charge              |
| ☞ | 3 printed copies of the new code with binders and tabs   | No charge              |
| ☞ | Inclusion of adopted legislation, per page added or amended  | \$19.50 <sup>4</sup>   |
| ☞ | Current code can be posted online as a PDF during conversion & republication project.<br>Municode will provide a link to the City to post on the City website. |                        |

**Binder Color:**      ☐ Semi-Bright Black    ☐ Dark Blue    ☐ Hunter Green    ☐ Burgundy  
**Binder Stamping Color:**    ☐ Gold    ☐ Silver    ☐ White

### Supplement service base page rate<sup>5</sup>

Page Format	Base Page Rate
Single Column	\$19.50 per page

### Base page rate above includes:

- ☞ Acknowledgement of material
- ☞ Data conversion, as necessary
- ☞ Editorial work
- ☞ Graphics<sup>6</sup> & tabular<sup>7</sup> matter
- ☞ Proofreading
- ☞ Updating the index
- ☞ Schedule as selected by you<sup>8</sup>
- ☞ Updating electronic versions<sup>9</sup> and online code
- ☞ Printing 3 copies

### Base page rate above excludes:

- ☞ Freight, pre-billed Actual freight
- ☞ State sales tax If applicable
- ☞ Code on internet, *first year fee waived* Selections on page 5

### Electronic media options for Code of Ordinances (sent via download)<sup>10</sup>

- |                          |                              |                                       |
|--------------------------|------------------------------|---------------------------------------|
| <input type="checkbox"/> | Folio Bound Views            | \$295 initially then \$100 per update |
| <input type="checkbox"/> | WORD (DOCX)                  | \$150 initially then \$75 per update  |
| <input type="checkbox"/> | Adobe PDF of the code        | \$150 initially then \$75 per update  |
| <input type="checkbox"/> | Adobe PDF of each supplement | \$150 initially then \$75 per update  |

**Payment for Supplements and Additional Services:** Invoices will be submitted upon shipment of project(s).

<sup>3</sup> Provided Municode can rely upon the version of the code furnished and it is in an editable, electronic format. If the City is unable to secure the Word files from the previous codifier, we can pull the code from their website. The City would need to provide us with the most up to date printed version of the Code they have from the previous codifier. Conversion will take approximately 12 to 16 weeks upon receipt of all required materials.

<sup>4</sup> Legislation added to the project must be approved and received prior to the established cutoff date. Following the delivery of the final code draft for client proofing, any extensive changes requested in the Code content, and/or any material added to the Code that was not previously contemplated, will be subject to an additional Proof Update fee.

<sup>5</sup> All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

<sup>6</sup> Includes printing all copies. Additional fees may apply if graphics are printed color.

<sup>7</sup> Tabular matter is defined as tables, algebraic formulas, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

<sup>8</sup> Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

<sup>9</sup> We do not charge a per page rate for updating the internet, however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

<sup>10</sup> "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, XML, Folio or Word, via one of the afore-mentioned mediums.

## Online Services Quotation Sheet

The current code can be posted online as a PDF during the republication project at no charge to you.

Please check the appropriate box(es) to indicate your selection. To learn more about our online services, you can participate in one of our free webinars [here](#) or view a pre-recorded version of the webinar [here](#).

### STANDARD WEB HOSTING

- ☐ **Online Code = MunicodeNEXT** annually  **No charge first year, then** **\$375**

Mobile friendly site. Full functionality and optimal screen resolution on all devices.

In-line images & scrolling tables & charts.



Narrow, Pinpoint & Advanced (including Boolean) Searching. Previous and Hit buttons, Persistent breadcrumb trail.

Print or Save as formatted WORD (DOCX).

Google Translate supports over 90 languages.

Social Media/Email. Share links to sections via email, Facebook, Twitter, etc.

### OPTIONAL SERVICES

- ☐ **CodeBank** annually **\$150**  
Permanent online collection of previous versions of the Code.
- ☐ **OrdBank** annually (or per ordinance)  **\$340 (\$35)**  
Permanent online collection of ordinances with hyperlinks from history notes, supplement history table, and code comparative table to ordinances.  
**The above cost is for OrdBank moving forward. Historical OrdBank linking can be provided prior to 2018 at \$20 per ordinance received.**
- ☐ Number of Ordinances \_\_\_\_\_ x \$20 per ordinance.
- ☐ **OrdBank + OrdLink** annually (or per ordinance) **\$440 (\$60)**  
Provides hyperlinks from newly adopted legislations to Sections of Code that will be amended.
- ☐ **CodeBank Compare + eNotify**<sup>11</sup> annually  **\$250**  
Compare any two versions of your online code (starting with the first Municode supplement). eNotify provides readers email updates each time the Code is updated.
- ☐ **MuniPRO Service** annually **\$295**  
Search our database of 3,370 online codes and ordinances.  
Attach notes to codes and drafts of new legislation.
- ☐ **Custom Banner** one-time fee **\$250**  
Customize MunicodeNEXT to match the look of your City's website.

**MuniDocs** – only select one option below for MuniDocs.

Host any other municipal documents in a fully searchable format.

- ☐ **MuniDocs** annually **\$300**  
up to 25 documents per year updated quarterly.
- ☐ **MuniDocs** annually **\$750**  
Up to 100 documents per year updated quarterly.  
o Additional documents, each with either option **\$7.50**

**(If MuniDocs is elected, please circle the list of categories and dated documents to be posted)**

Minutes - Council Minutes - Committee Minutes – Agendas – Resolutions – Budgets - Other \_\_\_\_\_

### Value Pricing

- ☐ **MyMunicode** annually. **No charge first year, then** **\$1,195<sup>12</sup>**  
Includes **MunicodeNEXT** (Online Code), **OrdBank**, **CodeBank**, **CodeBank Compare + eNotify**, **MuniPRO**, and **Custom Banner**

<sup>11</sup> Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

<sup>12</sup> Total value if each item were to be purchased a la carte would be approximately \$1,410 per year with participation in our OrdBank service.



Municipal Code Corporation | P.O. Box 2235 Tallahassee, FL 32316  
info@municode.com | 800.262.2633  
www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

**Term of Agreement.** This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: 

Title: President

Date: December 31, 2018

Accepted by:

CITY OF MANOR, TEXAS

By: \_\_\_\_\_

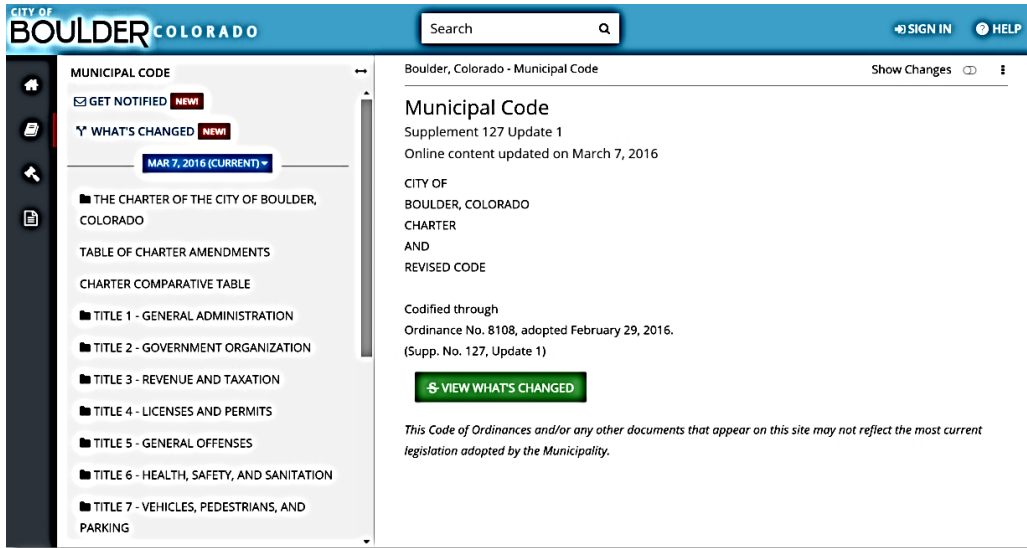
Title: \_\_\_\_\_

Date: \_\_\_\_\_

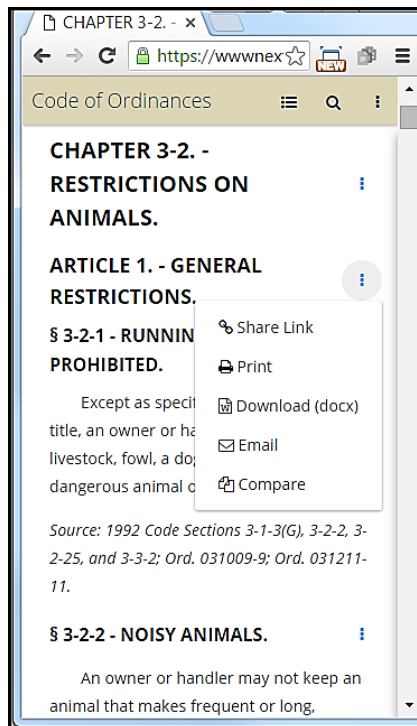
# Standard Features of MunicodeNEXT

(Not available with Self-Publishing Software Services)

**Responsive Design** – Our team designed MunicodeNEXT to function on any device. Over 20% of our traffic is generated from a smartphone or tablet. Our user interface, based on Google's Material Design guidelines, ensures any device that accesses our application will have access to our full suite of features.

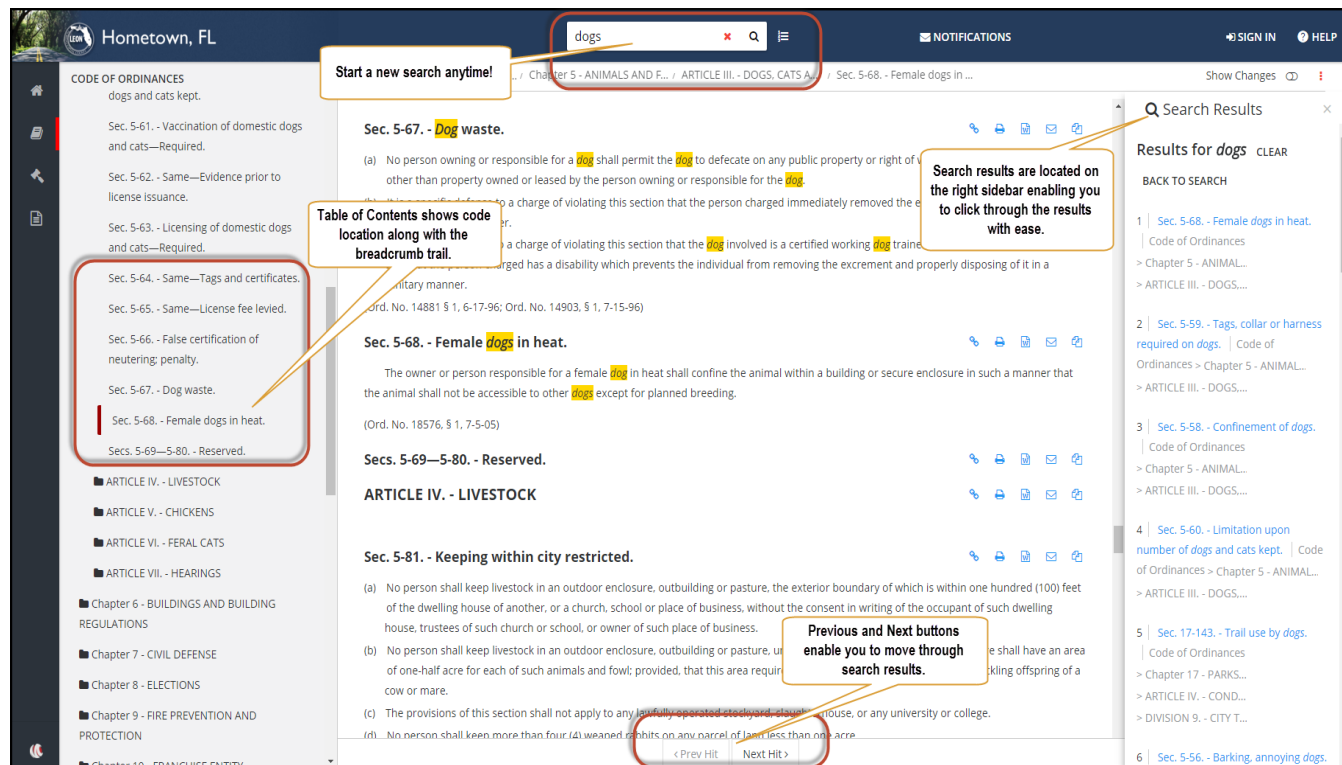


**Mobile and Tablet friendly** – Our application uses touch friendly icons, easy to access menus, and fly overs to expose all functionality while maintaining a clean, intuitive interface.



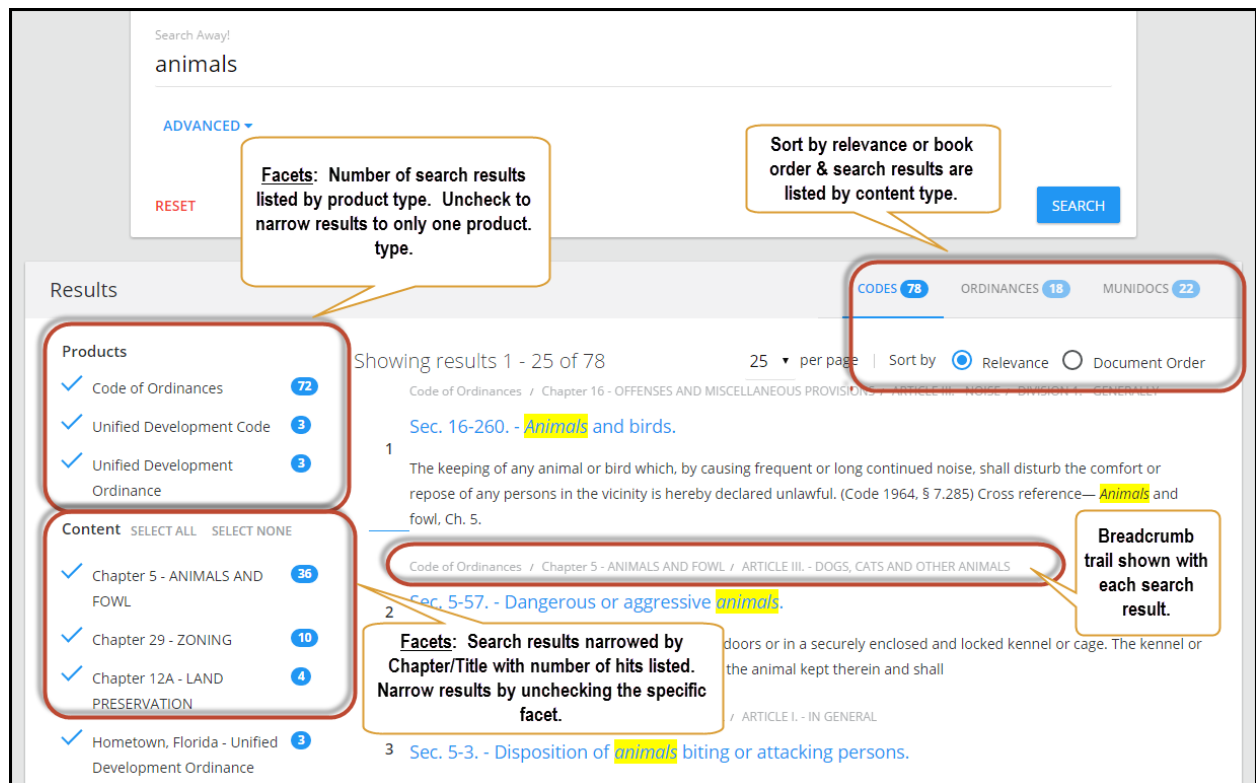
**Print/Save/Email** – Users can print, save (as WORD) or email files at the section level, as well as at the article or chapter level. You can print, save or email non-sequential sections from multiple portions of your Code(s). Not all codification companies enable you to download WORD documents directly from the website. Being able to do so greatly enhances your ability to draft new legislation.

**Searching** – Municode leverages a powerful open source search platform that also powers sites such as Stackexchange, Github, and Wikipedia. Search starts on a dedicated page, then moves to a persistent right-hand sidebar as you cycle through the results. This enables you to quickly move through search results without clicking “back” to a search results page. The Code is also indexed by the section, returning more accurate, granular results. Search results can be sorted by relevance or book order as seen in the screenshot below.



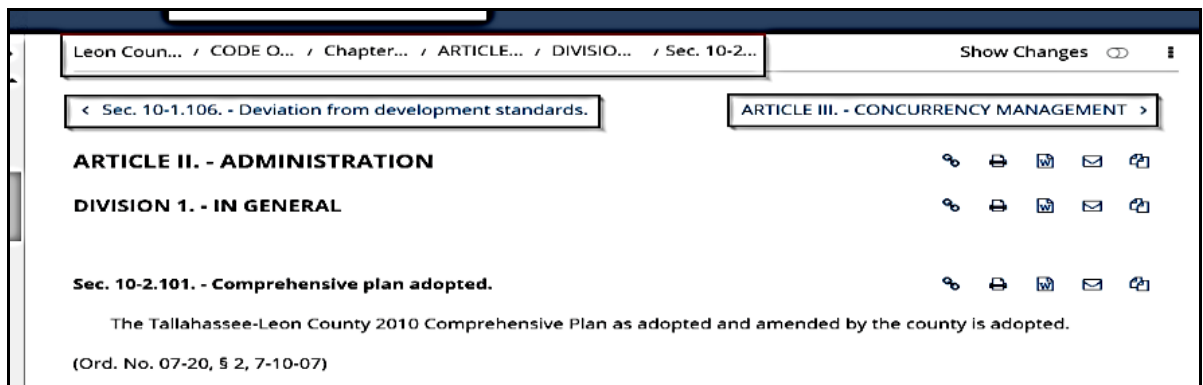
### Municode Search Components:

- 🔍 **Advanced Searching** – You and your power users can conduct searches using Natural Language (think Google) or Boolean Logic.
- 🔍 **Multiple Publications** – If you have multiple publications (Code, zoning, etc.), they will all be searchable from one interface.
- 🔍 **Searchable ordinances** – With our OrdBank service, ordinances posted pre and post-codification are full-text searchable.
- 🔍 **Searching all content types** – If you use our OrdBank or MuniDocs service, you can search any combination of the Code, ordinances, and MuniDocs simultaneously. Search results are labeled for easy identification.
- 🔍 **Narrow Searching** – Your users could search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!
- 🔍 **Stored Searching** – MunicodeNEXT allows all search result listings to be bookmarked under your browser's bookmark tabs. Users need only conduct a search and press Ctrl+D to add the search result listing to your browser's tabs.



**Search enhancements provided with our latest website upgrade include (see screenshot above):**

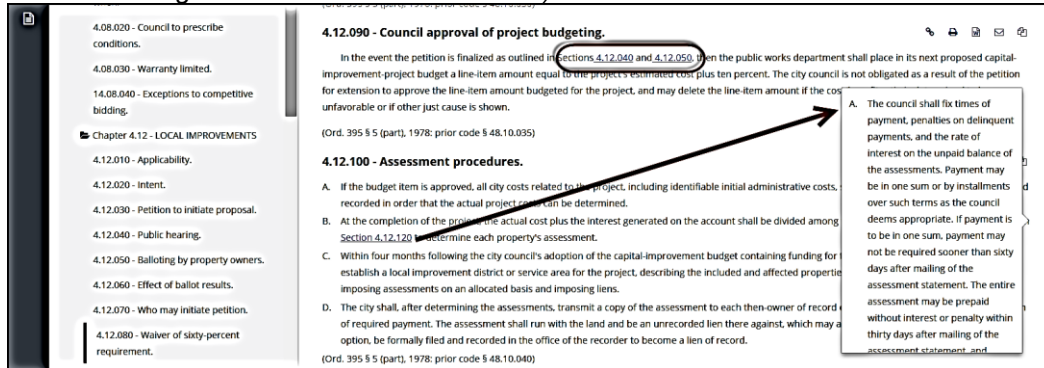
**Browsing** – MunicodeNEXT provides a persistent breadcrumb trail when browsing or searching and a Previous/Next button at the top and bottom of any document you're viewing. The table of contents and content pane also stay in sync as you scroll to deliver the most intuitive reading experience possible.





- 🔗 **Internal Cross-Reference Linking** – Cross-references within your Code are linked to their respective destination Article, Chapter or Section.
- 🔗 **Collapsible TOC** – The table of contents collapses, providing additional real estate with which you may view your Code. Easily view your maps, graphs and charts by simply enlarging the item.
- 🔗 **Mouseover (cluetips)** – Navigate to your Code and any linked cross-reference will quickly display in the pop-up preview window.
- 🔗 **Google Translate** – includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

*(Cross-reference linking and mouseover shown below)*



**Translation** – MunicodeNEXT includes the Google Translate plugin, allowing users to view and navigate our hosted Codes in over 100+ languages.

**Social Media Sharing** – You and your users are able to share Code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

**Static Linking** – Copy links of any section, chapter or title to share via email or social media.

**Scrolling Tables and Charts** – Headers stay fixed while you scroll through the table/chart.

**GIS** – We can provide a permalink to any Code section and assist staff to create a link from your GIS system to relevant Code sections.

**In-line Images & PDFs** – We take great care to ensure that your images match online and in print and are captured at the highest quality possible. Our online graphics can be enlarged by hiding the table of contents to maximize the image. Municode can also incorporate PDFs of certain portions of the Code that have very specific viewing and layout requirements.

**Website Accessibility** – Our current website complies with level A of the Web Content Accessibility Guidelines (WCAG) 2.0.

**Support** – Phone, email and web support for citizens and staff: 24-hour email response; phone support from 8:00 a.m. to 8:00 p.m. (Eastern). A variety of video tutorials are offered, and we are always available to host a personalized webinar for you and your staff to demonstrate our online features.

# Premium Features of MunicodeNEXT

**Custom Banner.** We can customize the look and feel of your Code to more closely match your website. Please note the custom banners in each of the screenshots provided in this sample.

**OrdBank.** With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the “OrdBank” tab.

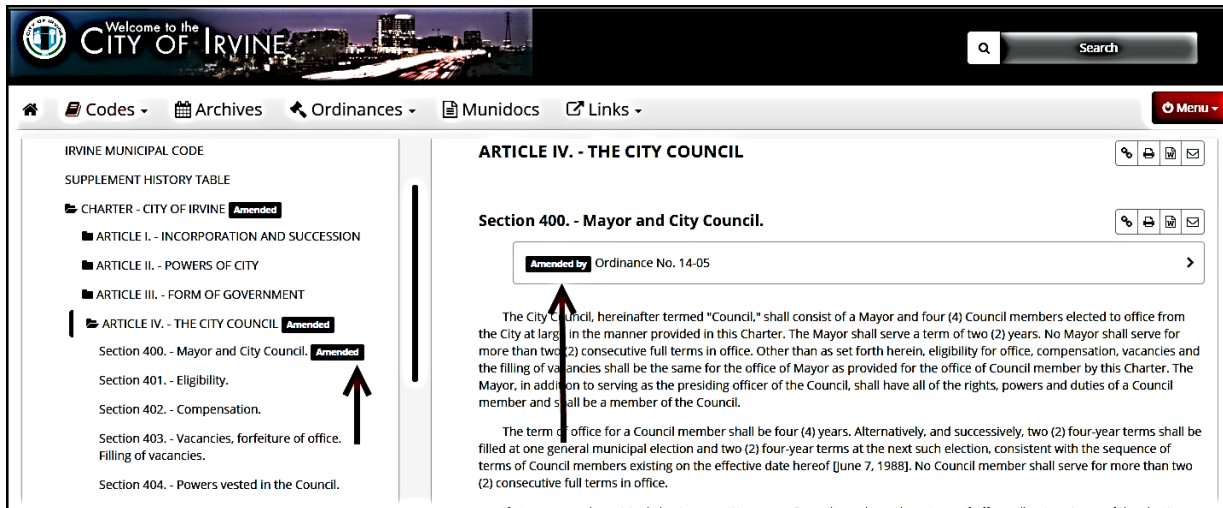
*Hyperlinked ordinance in text)*

The screenshot shows the City of Arvada Code of Ordinances page. The left sidebar lists various codes, including "DIVISION 6. - WATER FEES AND RATES". The main content area displays the text of Ordinance No. 4099, which amends various sections of Chapter 102. A red box highlights a specific section of the ordinance: "Sec. 102-161.5. - Residential water fees within the Jefferson Center Metropolitan District, the Leyden Rock Metropolitan District, the Leyden Ranch Metropolitan District, and Candelas Filings 2, 3, 4 and designated properties in Candelas Filing 1." This section is marked as "modified". The text is hyperlinked, allowing users to click on it to view the full ordinance details.

*(One-Click access to the original ordinance in the OrdBank Repository)*

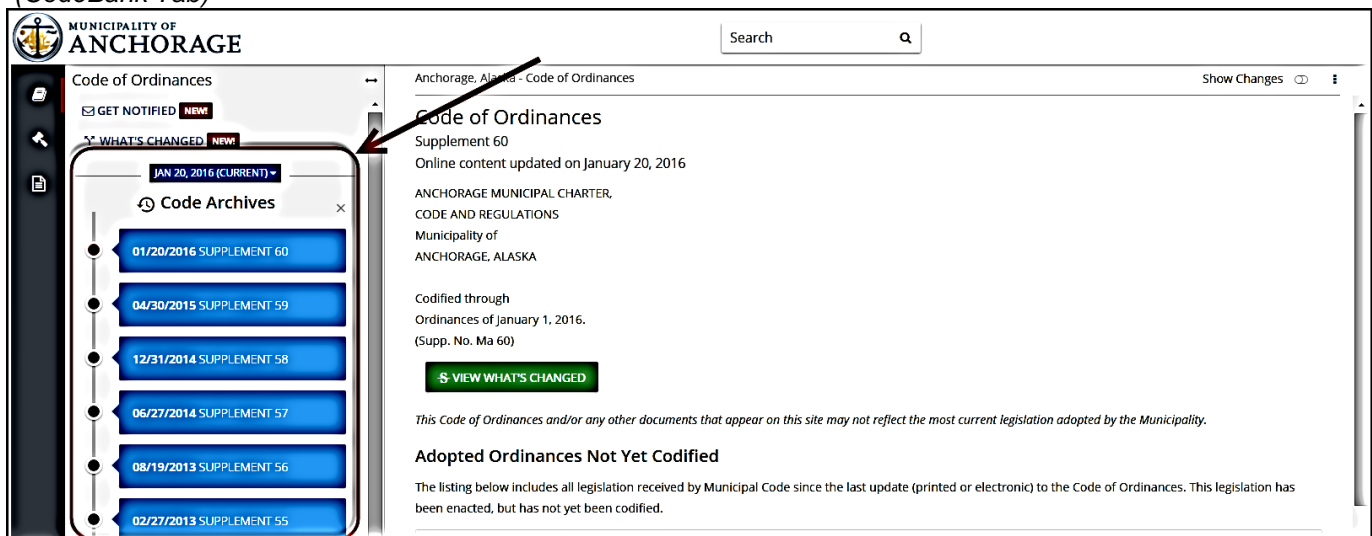
The screenshot shows the City of Arvada Code of Ordinances page, displaying a PDF of Ordinance No. 4099. The left sidebar lists various codes, including "Ordinance No. 4099". The main content area displays the text of the ordinance, which amends various sections of Chapter 102. The PDF is titled "COUNCIL BILL NO. 07-038 ORDINANCE NO. 4099" and "AN ORDINANCE AMENDING VARIOUS SECTIONS OF CHAPTER 102, UTILITIES, OF THE ARVADA CITY CODE PERTAINING TO WATER, WASTEWATER AND STORMWATER TAP FEES AND USERS RATES". The ordinance is dated "BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ARVADA, COLORADO: Section 1. Section 102-161. Residential water fees within city--Established, of the Arvada City Code is hereby amended and shall read as follows: Sec. 102-161. Residential water fees within city. Water fees for serving residential facilities within the corporate limits of the city are as follows: (1) Tapping fee ..... \$ 60.00 (2) Inspection fee: a. 5/8", 3/4" and 1" meters ..... \$45.00 b. 1 1/2" and larger meters ..... \$80.00 (3) Tap fee determined from the following schedule: Type of Residence Amount per Unit a. Single-family ..... \$10,920.00 b. Duplex ..... \$8,190.00 c. Multifamily: .....

**OrdLink + OrdBank.** Prior to incorporating the ordinances into your Code via supplementation, the OrdLink feature can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your Code, they are added to your OrdBank repository and hyperlinked to your history notes. This service lets everyone know that new ordinances have been adopted.



**CodeBank.** Our CodeBank feature provides an online archival platform for previous supplements of your Code. Empower your staff and citizens to access every previous version of your Code with one click.

(CodeBank Tab)



**CodeBank Compare.** Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online Code and compare it to any other version of your online Code. The differences will be shown via highlights (added material) or strikethrough (deleted material). The CodeBank feature is required in order to access CodeBank Compare. Users will be notified of the changes in the table of contents and within the text of the Code via "modified," "new" or "removed" badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your Code that were implemented during the most recent update.

**eNotify.** Our eNotify service allows users to enroll online and receive email notifications each time your online Code is updated. This will empower your staff and citizens to receive instant notifications every time your online Code is updated. The CodeBank Compare feature is required in order to utilize the eNotify service.

The screenshot shows a web form titled "Get Notified" with a close button (X). Below the title is a descriptive sentence: "Filling out this form will allow you to receive an email notification every time select publications are updated." A blue "Note" box states: "If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email." The form fields include:
 

- Email:** A text input field with the placeholder "Enter email". An orange arrow points to this field from a callout box.
- Profession:** A dropdown menu with "Select One" as the current selection.
- Codes:** A section with a green checkmark icon and three checkboxes:
  - ☐ Unified Development Code
  - ☐ Unified Development Ordinance
  - ☒ Code of Ordinances
 An orange callout box points to this section with the text: "Sign up to be notified for all publications or narrow notifications to only one product."

Compare enhancements provided with our latest website upgrade include the ability to show changes in every version of the Code stored in CodeBank.

*(Changes are shown in your Text Changes Tab and in your Table of Contents)*

This screenshot displays the "Municipality of ANCHORAGE" website. The left sidebar shows the "Code of Ordinances" menu with a "2.30.030 - Meetings" item highlighted and marked as "modified". The main content area shows the text of the ordinance with several changes highlighted in yellow. A "Show Changes" button is visible in the top right of the content area. On the right side, a "CHANGED SECTIONS" table lists various ordinance sections, with "TITLE 2 - LEGISLATIVE BRANCH" and "2.30.030 - Meetings" both marked as "modified".

This screenshot shows the "City of Bonita Springs, Florida" website. The left sidebar features a "Code of Ordinances" menu with a "GET NOTIFIED" button and a "WHAT'S CHANGED" section for "JAN 29, 2016 (CURRENT)". The main content area displays the "Code of Ordinances Supplement 2" and includes a green "VIEW WHAT'S CHANGED" button. A "Show Changes" button is located in the top right corner of the page. A custom banner at the bottom of the content area reads: "This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality."

*(Show changes button and a custom banner are shown below)*

**MuniDocs.** MuniDocs Upload allows you to upload many types of documents to browse and search alongside your online code and is fully searchable and filterable. After users login, they are presented with a dashboard that allows them to upload new documents and manage previously uploaded documents. When uploaded, users are able to pick from a list of predefined document types

Name
Minutes
Agendas
Budgets
Resolutions
Applications
Forms
Policies
Manuals
Misc. Documents

Uploading a document is as simple as dragging and dropping the document from your computer into the upload dialog box on the admin dashboard. Uploaded documents are immediately converted to PDF and indexed for search. Users may upload .rtf, .doc, .docx, and .pdf documents and organize these documents by nested folders. The public can then browse and search these documents immediately.

Ahoskie > Minutes

Name	Sort Date
Ord_2018-105 (4)	
19	
20	
20	
20	
Pla	

UPLOAD FILES

NEW FOLDER

Upload files

Drop file(s) here or click to upload

Supported file types .doc, .docx, .pdf

Max file size 10 MB

Success! All files uploaded.





RESET

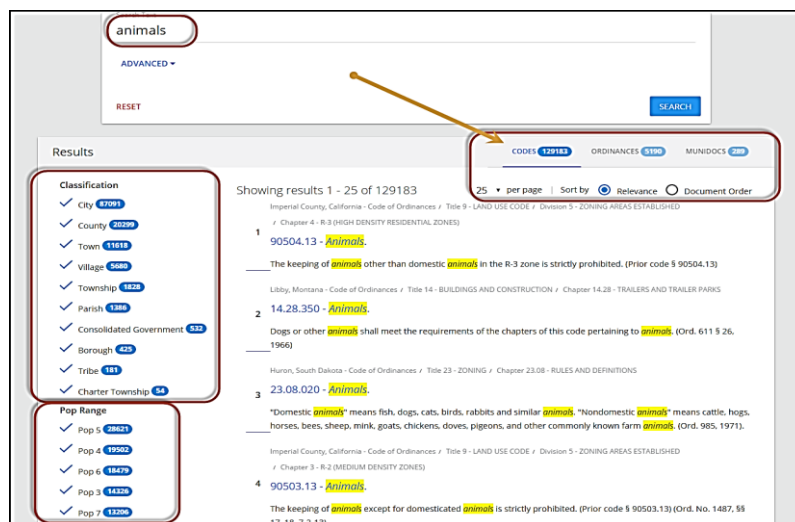
BACK TO DASHBOARD

Name	Size	Status
Ord_2018-105 (4).pdf	144 KB	✓ Success

© 2017 Municode

**MuniPRO.** MuniPRO Searching allows you to search the over 3,460 Codes we host (the entire country, a single state or individually selected Codes of your choosing). MuniPRO searches are ideal for researching local regulations of special interest or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

-  **Multiple Code Search.** Search all Codes within one state, multiple Codes within one state, or search all Codes in the entire US hosted by Municode. Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
-  **MuniPRO Saved Searches.** Save frequently used or complex searches for easy retrieval from the MuniPRO Dashboard.
-  **MuniPRO Notes.** Create a note and attach it to any section in any publication. Note icons are present when viewing the section, alerting the user to a previously written note. A global listing of notes can be accessed and managed from the MuniPRO Dashboard.
-  **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons are present when viewing the section, alerting the user to a previously created draft. A global listing of drafts can also be accessed and managed from the MuniPRO Dashboard.





## Additional Services Available

Municode and our family of solutions, MunicodeLEGAL, MunicodePAY, MunicodeWEB, MCCi and **enCodePlus** offer a wide variety of services, all of which have been designed primarily to serve local governments. Please contact us for information and pricing on any of the services listed below, all of which may be purchased under this contract and all of which are competitively priced.

**When selecting any of the solutions outlined below as your service provider, you can be assured of receiving the same excellent customer service and superior products that over 4,500 clients have come to expect from Municode!** Municipalities that utilize a combination of our family of services can attest that in addition to lower overall costs, their workload is significantly reduced, their citizens are more informed, and they are receiving the best customer service experience possible... from the most reliable provider of government services in the nation...**Municode!** <https://www.municode.com/>

### municodeWEB

**MunicodeWEB - Government Website Development.** Let our team of web analysts and developers create or redesign a website for your municipality that provides your staff and citizens with a stunningly beautiful website that is simple for staff to use, easy for citizens to access, responsive, interactive, dynamic, and extremely efficient! Using the popular Drupal, open-source framework, we will work with you to understand your history, anticipate your future, define your priorities and achieve the long-term goals of your community.

When MunicodeWEB designs your completely mobile friendly website, our goal is to improve your image and your community profile, increase the self-service capacity of your residents, and empower your staff to create, edit and maintain website content as simply and efficiently as possible. The result will be an unparalleled municipal website solution at a very compelling price. To learn more about MunicodeWEB, please visit [www.ahaconsulting.com](http://www.ahaconsulting.com)

### municodePAY

**MunicodePAY** offers a comprehensive, centralized electronic payment platform that includes a user-friendly citizen online portal that results in significant operational savings and improved customer retention. Your citizens will be able to pay their bills via the web, automated phone number or through your staff. Our platform is equipped with complete accounting and settlement functions that integrate with your CRM, finance and general ledger systems. Daily, weekly and monthly reports for easy tracking, and reconciliation of payments are available on demand in a variety of formats (including PDF, CSV and Excel).

With MunicodePAY, payments are collected faster, your operating procedures are simplified, and your citizens are happy. Currently, over 80 municipalities trust MunicodePAY to process over 10 million statements annually. Costs for these services are competitively priced and transaction based with low to no implementation costs. MunicodePAY also offers traditional **Statement Printing and Mailing** services, **Lock Box** Payment Processing Services and **Customer Call Center** Outsourcing Solutions. To learn more about MunicodePAY, please follow these links: Website: <https://www.municode.com/#electronicpayments>, Demo: <https://vimeo.com/143619736>



**Municode Innovations (MCCi)** understands the challenges organizations face every day with paper based processes. We provide innovative solutions that transform these challenges into smart practices that improve efficiency, productivity and organizational structure. Recognized as one of the nation's top 20 Most Promising Government Technology Solution Providers, we are also the largest Laserfiche provider in the world. MCCi is passionate about helping organizations run their office more efficiently – saving time, money and resources! Please visit our website for more details about any of the services listed below: <https://www.mccinnovations.com/>



**Enterprise Content Management Software and Services (Laserfiche).** With more than 900 clients nationwide, MCCi is the largest provider of Laserfiche solutions in the world.

**Digital Imaging Services.** Services include scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi provides the most powerful index retrieval search engine available.

**JustFOIA** helps agencies receive, track and report on open records requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche Enterprise Content Management.



**enCodePlus** is a unique Internet-based document editing and presentation system used for authoring, displaying, and managing all aspects of land development regulations or zoning ordinances. Developed by community planners, **encodePlus** assists in the creation of land development and zoning ordinances that are fully customizable, easy to navigate and rich with features including GIS interactive mapping, a “Land Use Look Up” tool, hyperlinking to outside resources, historical archiving and in-line graphics. From its humble beginnings as a stand-alone Windows PC program, **enCodePlus** has matured to meet the needs of an innovative and exacting group of land use code writers and their client communities. To learn more about how **enCodePlus** can be an economic driver for your municipality and positively impact the transparency and navigability of your zoning or land development ordinance, please visit this link: <http://www.encodeplus.com/>

## What Our Clients Say about Partnering with Us

*"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."*

*"We certainly couldn't have done it without your team. MCC is a very customer oriented company."*

*"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."*

*"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."*

*"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"*

*"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."*

*"You are true professionals and great to work with!"*

*"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."*

*"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"*

*"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."*

*"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!"*





## AGENDA ITEM SUMMARY FORM

**PROPOSED MEETING DATE:** January 19, 2019

**PREPARED BY:** Thomas Bolt

**DEPARTMENT:** Administration

---

**AGENDA ITEM DESCRIPTION:**

Consideration, discussion, and possible action on an ordinance adopting an amended annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

**BACKGROUND/SUMMARY:**

**PRESENTATION:** ☐ YES ☒ NO

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

Ordinance No. 539

Exhibit A

**STAFF RECOMMENDATION:**

It is City staff's recommendation that Council approve Ordinance No. 539 adopting an amended annual budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

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

---

**ORDINANCE NO. 539**

**FY 2017-2018 AMENDED ANNUAL BUDGET ORDINANCE**

**AN ORDINANCE OF THE CITY OF MANOR, TEXAS, ADOPTING AN AMENDED ANNUAL BUDGET FOR THE ENSUING FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; APPROPRIATING THE VARIOUS AMOUNTS THEREOF, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Manor, Texas (the "City") has submitted to the City Council a proposed amended annual budget of the revenues of said City and the expenditures necessary for conducting the affairs thereof, and providing a complete financial plan for FY 2017-2018, and which said proposed amended annual budget has been compiled from detailed information obtained from the several departments, divisions, and offices of the City; and

**WHEREAS**, the City Council has received said City Manager's proposed amended annual budget, a copy of which, along with all supporting schedules, have been filed with the City.

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

**Section 1.** The proposed amended annual budget of the revenue of the City and the expenses of conducting the affairs thereof providing a complete financial plan for the ensuing fiscal year beginning October 1, 2017, and ending September 30, 2018, as submitted to the City Council by the City Manager of said City, and which budget is attached hereto as Exhibit "A", be and the same is in all things adopted and approved as the amended annual budget of all current expenditures/expenses as well as fixed charges against said City for the fiscal year beginning October 1, 2017, and ending September 30, 2018.

**Section 2.** The sums shown on Exhibit "A" are hereby appropriated from the respective funds for the payment of expenditures on behalf of the City government as established in the approved amended annual budget document for the fiscal year ending September 30, 2018.

**Section 3.** Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**Section 4.** This Ordinance shall be and remain in full force and effect from and after its final passage and publication as herein provided.

**PASSED, ADOPTED, AND APPROVED** on this 16<sup>th</sup> day of January 2019.

**THE CITY OF MANOR, TEXAS**

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

**ATTEST:**

\_\_\_\_\_  
Lluvia Tijerina  
City Secretary



# PROPOSED AMENDED ANNUAL BUDGET FISCAL YEAR 2017-18

Original Budget Adopted: **20-Sep-2017**  
Ordinance Number: **488**

Amended Budget Adopted: **16-Jan-2019**  
Ordinance Number: \_\_\_\_\_

FY 2017-18		
BUDGETED REVENUES	BUDGETED EXPENSES	NET
4,059,462	653,844	3,405,618
0	563,991	(563,991)
778,500	1,598,171	(819,671)
-	466,194	(466,194)
920,420	398,912	521,508
606,650	484,119	122,531
76,513	2,971,034	(2,894,521)
-	383,712	(383,712)
-	-	-
<b>6,441,545</b>	<b>7,519,977</b>	<b>(1,078,432)</b>

AS OF: 09/31/2018		
FYTD ACTUAL REVENUES	FYTD ACTUAL EXPENSES	NET
4,312,245	779,058	3,533,187
0	578,315	(578,315)
939,511	1,361,918	(422,407)
-	375,679	(375,679)
1,840,555	549,938	1,290,617
844,441	630,425	214,016
76,513	3,014,930	(2,938,417)
-	402,680	(402,680)
-	-	-
<b>8,013,265</b>	<b>7,692,943</b>	<b>320,322</b>

## GENERAL FUND

ADMINISTRATION  
FINANCE DEPT.  
STREET DEPT.  
PARKS  
DEVELOPMENT SERVICES  
MUNICIPAL COURT  
POLICE DEPT.  
IT DEPT.  
TRANSFERS

## GENERAL FUND TOTALS

FY 2017-18		
BUDGET REVENUES	BUDGET EXPENSES	NET
4,334,812	779,353	3,555,459
0	578,460	(578,460)
992,494	1,362,081	(369,587)
-	375,688	(375,688)
1,840,151	549,862	1,290,289
844,440	630,434	214,006
132,028	3,014,946	(2,882,918)
-	402,687	(402,687)
-	-	-
<b>8,143,925</b>	<b>7,693,511</b>	<b>450,414</b>

FUND BALANCES	
ESTIMATED 30-Sep-18	PROJECTED 30-Sep-19

0	421,036	(421,036)
1,958,222	1,992,710	(34,488)
1,745,625	995,420	750,205
-	-	-
<b>3,703,847</b>	<b>3,409,166</b>	<b>294,681</b>

0	422,588	(422,588)
2,219,909	2,279,902	(59,992)
1,939,052	873,473	1,065,579
-	-	-
<b>4,158,961</b>	<b>3,575,962</b>	<b>582,999</b>

## UTILITY FUND

PUBLIC WORKS  
WATER  
WASTEWATER  
TRANSFERS

## UTILITY FUND TOTALS

0	415,103	(415,103)
1,958,222	1,945,320	12,902
1,750,025	1,066,322	683,703
-	-	-
<b>3,708,247</b>	<b>3,426,745</b>	<b>281,502</b>

10,145,392	10,929,143	(783,751)
------------	------------	-----------

12,172,226	11,268,905	903,321
------------	------------	---------

## TOTAL POOLED FUNDS

11,852,172	11,120,256	731,916
------------	------------	---------

3,143,162	3,875,078
-----------	-----------

2,187,769	2,176,104	11,666
-----------	-----------	--------

2,173,751	2,175,559	(1,808)
-----------	-----------	---------

## TOTAL DEBT SERVICE

2,173,751	2,175,559	(1,808)
-----------	-----------	---------

91,186	89,379
--------	--------

10,000	6,500	3,500
7,050	12,324	(5,274)
-	35,000	(35,000)
31,000	9,000	22,000
115,200	-	115,200
340,200	180,000	160,200
-	-	-
17,438,826	-	17,438,826
<b>17,942,276</b>	<b>242,824</b>	<b>17,699,452</b>

13,642	27,099	(13,457)
10,234	1,480	8,754
282,448	330,245	(47,796)
34,111	22,350	11,761
154,866	0	154,866
306,453	172,707	133,746
-	-	-
16,166,502	-	16,166,502
<b>16,968,257</b>	<b>553,881</b>	<b>16,414,376</b>

## RESTRICTED FUNDS

COURT TECH FUND  
COURT BLDG SEC FUND  
PID FEES  
HOTEL OCCUPANCY  
CAPT IMPACT-WATER  
CAPT IMPACT-WW  
PARK FUNDS  
BOND FUNDS

## RESTRICTED FUND TOTALS

13,642	27,099	(13,457)
10,234	1,480	8,754
282,448	330,245	(47,797)
33,213	8,027	25,186
256,962	-	256,962
798,483	20,000	778,483
32	-	32
17,438,826	1,272,325	16,166,502
<b>18,833,840</b>	<b>1,659,176</b>	<b>17,174,665</b>

46,674	33,217
12,518	21,272
46,971	(826)
487,775	512,961
734,293	991,255
2,367,003	3,145,486
8,450	8,482
17,894,500	34,061,002
<b>21,598,185</b>	<b>38,772,850</b>

<b>30,275,437</b>	<b>13,348,071</b>	<b>16,927,367</b>
-------------------	-------------------	-------------------

<b>31,314,234</b>	<b>13,998,345</b>	<b>17,315,889</b>
-------------------	-------------------	-------------------

## GRAND TOTALS

<b>32,859,763</b>	<b>14,954,990</b>	<b>17,904,773</b>
-------------------	-------------------	-------------------

<b>24,832,533</b>	<b>42,737,306</b>
-------------------	-------------------

The General Fund is the general operating fund and the largest fund of the city as it includes all traditional government services such general administration, street and drainage, maintenance, development services, police and courts, and parks.

The Utility Fund accounts for the city's water and wastewater enterprise. Unlike the general fund it operates as a proprietary fund functioning more like a business.

The Restricted Funds are used only for specific purposes. Revenues and payments are limited either by state law or local ordinance.