



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, May 15, 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 May 1, 2019, Regular Meeting. Lluvia Tijerina,
City Secretary

2. Consideration, discussion, and possible action on the acceptance of the April 2019 Departmental Reports:

Thomas Bolt,
City Manager

- Police – Ryan Phipps, Chief of Police
- Development Services – Scott Dunlop, Assistant Dev. Services Director
- Municipal Court – Sarah Friberg, Court Clerk
- Public Works – Mike Tuley, Director of Public Works
- Finance – Lydia Collins, Director of Finance

PUBLIC HEARING

3. Public Hearing and First Reading: Consideration, discussion, and possible action on a Rezoning Request for Capital Area Youth Soccer Association for 1.39 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, and being located at 15209 E. US Hwy 290, Manor, TX. from Agricultural (A) to Medium Commercial (C-2). **Applicant**: Capital Area Youth Soccer Association **Owner**: Capital Area Youth Soccer Association

Scott Dunlop,
Asst. Dev. Services
Director

REGULAR AGENDA

4. Consideration, discussion, and possible action to approve a Resolution granting authority to the City Manager to establish purchasing policies and procedures and authority to approve change orders subject to limitations set by state law, as amended, and authority to approve contracts subject to limitations.
5. Consideration, discussion, and possible action on award of a construction contract for the 2018 Paving Improvements Project; and Approval of Change Order No. 1 for the project.
6. Consideration, discussion, and possible action on the Manor Chamber of Commerce H.O.T. Funds application for reimbursement of actual expenses that meet the State of Texas Hotel Tax Law requirements Section 351.101 for the Manor Heritage Festival.
7. Acknowledge the resignation of Council Member, Place 1 Gene Kruppa and vacancy.

Thomas Bolt,
City Manager

Frank T. Phelan,
P.E. City Engineer

Thomas Bolt,
City Manager

Thomas Bolt,
City Manager

EXECUTIVE SESSION

The City Council will now convene into Executive Session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in:

Section 551.074 Personnel Matters – Discussion of Place 1 vacancy

OPEN SESSION

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

8. Take action as deemed appropriate in the City Council's discretion regarding the City Council, Place 1 vacancy. Thomas Bolt,
City Manager

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, May 10, 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



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 15, 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 May 1, 2019, Regular Meeting.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

May 1, 2019, Regular Meeting Minutes

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the City Council Minutes of the May 1, 2019, Regular Meeting.

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



**CITY COUNCIL
REGULAR SESSION MINUTES
MAY 1, 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
Ryan Phipps, Chief of Police

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, May 1, 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, Gabriel Nila, led the Pledge of Allegiance.

PROCLAMATIONS

A. Declaring the week of May 5-11, 2019, as “Municipal Clerks Week”

Mayor Jonse read and presented a proclamation declaring the week of May 5-11, 2019, as “Municipal Clerks Week” to Lluvia Tijerina, City Secretary.

B. Declaring the week of May 12-18, 2019, as “Police Week”

Mayor Jonse read and presented a proclamation declaring the week of May 12-18, 2019, as “Police Week” to Ryan Phipps, Chief of Police.

PUBLIC COMMENTS

Lluvia Tijerina, City Secretary for the City of Manor spoke before City Council regarding the Community Shred Day Event “Shred for a Cause” that occurred on Saturday, April 27, 2019. She stated the event was a success and the total amount of paper shredded was 3400 pounds. Ms. Tijerina stated that her goal was to continue to have the Shred Event yearly for Manor residents and combine electronic recycling to the event. She thanked City staff for their support and thanked all volunteers that came out to assist with the event.

Council Member Dr. Wallace Jr. spoke before City Council regarding the Manor I.S.D and Our Community Salutes Event scheduled for Thursday, May 2nd and Friday, May 3rd at the Manor Senior High School. He invited everyone to also attend the Travis County Town Hall Meeting & Family Resource Fair on Saturday, May 18, 2019, from 10:00 a.m. to 1:00 p.m.

No one else appeared to speak at this time.

CONSENT AGENDA

1. Consideration, discussion, and possible action to approve the City Council Minutes of the April 17, 2019, 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 funding up to \$3,300 from the Hotel Occupancy Tax fund for materials used to produce public art displayed on City owned property.

The City staff’s recommendation was that the City Council approve funding of up to \$3,300 from the Hotel Occupancy Tax Fund for materials used to produce public art displayed on City owned property.

City Manager Bolt discussed the painted fence pickets that would be installed near Lexington St. and Parsons St. He discussed the invoices for all materials that were used to paint and install the pickets.

The discussion was held regarding head and beds and how the exhibit would draw people into Manor.

City Manager Bolt thanked the Park's Department for installation of the fence and pickets.

Council Member Hill inquired if the Arts Council would be responsible for the continuous maintenance of the picket fence. City Manager Bolt stated the City would be responsible for maintenance and discussed the possible plans for a future park in that location.

Council Member Dr. Wallace Jr. recommended for the City to reach out to the Health and Human Services Department and possibly offer the painting of pickets for therapeutic aspects along with Manor I.S.D. City Manager Bolt stated that the Manor I.S.D Art students started the project and it would definitely be open to other organizations if interested.

The discussion was held regarding the process of the project and the involvement of the community and city staff.

MOTION: Upon a motion made by Council Member Hill and seconded by Mayor Pro Tem Amezcua the Council voted six (6) For and none (0) Against to approve funding up to \$3,300 from the Hotel Occupancy Tax Fund for materials used to produce public art displayed on City owned property. The motion carried unanimously.

3. Consideration, discussion, and possible action on a resolution approving the acquisition of real estate located at 850 E. Anderson Lane, Austin, Travis County, Texas by the Travis Central Appraisal District.

The City staff's recommendation was that the City Council approve Resolution No. 2019-04 approving the acquisition of real estate located at 850 E. Anderson Lane, Austin, Travis County, Texas by the Travis Central Appraisal District.

City Manager Bolt discussed the acquisition of real estate located at 850 E. Anderson Lane, Austin, Texas by the Travis Central Appraisal District. He stated there would be no effect on taxes for the real estate purchase by the District.

MOTION: Upon a motion made by Council Member Weir and seconded by Council Member Dye the Council voted six (6) For and none (0) Against to approve Resolution No. 2019-04 approving the acquisition of real estate located at 850 E. Anderson Lane, Austin, Travis County, Texas by the Travis Central Appraisal District. The motion carried unanimously.

4. Consideration, discussion, and possible action on funding up to \$23,411.50 from the Hotel Occupancy Tax fund for ManorPalooza musical artists, advertising materials, photographer, and stage/musical production used to encourage and promote the art and tourism on City owned park property.

The City staff's recommendation was that the City Council approve funding of up to \$23,411.50 from the Hotel Occupancy Tax Fund for materials used to promote tourism and art through the ManorPalooza Festival on City owned park property.

Police Chief Phipps discussed the ManorPalooza event. He stated that the Friends of Manor Parks 501c3 was developed for the funding source of this event and all future park events for the City. Chief Phipps stated they have raised over \$30,000 from local donors. He explained how only the expenses that qualified for Hotel Occupancy Tax would be reimburse back to the Friends of Manor Parks 501c3 for continuing the funding for next year's ManorPalooza.

Mayor Jonse asked who all was members of the Committee. Chief Phips stated he was the Vice President; Lydia Collins, Finance Director hold the office of President; and Tim Schultz as Secretary of the board. He stated that other city staff were involved and part of the AdHoc Committee for the event.

The discussion was held regarding items that would qualify for H.O.T Funds. City Manager Bolt explained that only qualified items would be reimburse back to the Friends of Manor Park 501c3. He stated there had been rooms already rented at the Red Roof Inn for the event.

Chief of Police stated the event was set for Friday, May 31, 2019 to Sunday, June 2, 2019. He briefly discussed the times for the three (3) day event. He discussed the food vendors and entertainment that would be participating at the event.

Mayor Pro Tem Amezcua inquired if there would be enough funding for the event out of the H.O.T Funds. City Manager Bolt discussed the Community Fund that would be available for the funding as well to promote the City.

Chief Phipps discussed the advertisement that is being done for ManorPalooza.

Council Member Dr. Wallace Jr. requested for the marketing to be sent to the Council to promote the event.

The discussion was held regarding the restroom facilities for the event.

Chief Phipps stated with the established Friends of Manor Parks 501c3 there would be grant opportunities for the City to apply for future park events.

The discussion was held regarding the parking availability for the event.

MOTION: Upon a motion made by Council Member Dr. Wallace Jr. and seconded by Mayor Pro Tem Amezcua voted six (6) For and none (0) Against to approve funding of up to \$23,411.50 from the Hotel Occupancy Tax Fund for materials used to promote tourism and art through the ManorPalooza Festival on City owned park property. The motion carried unanimously.

ADJOURNMENT

The Regular Session of the Manor City Council Adjourned at 7:34 p.m. on Wednesday, May 1, 2019.

These minutes approved by the Manor City Council on the 15th day of May 2019.

APPROVED:

Rita G. Jonse
Mayor

ATTEST:

Lluvia Tijerina, TRMC
City Secretary

Draft Minutes



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 15, 2019

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the acceptance of the April 2019 Departmental Reports.

BACKGROUND/SUMMARY:

- Police – Denver Collins, Captain
- Development Services – Scott Dunlop, Assistant Dev. Services Director
- 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

April 2019 Departmental Reports

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve and accept the April 2019 Departmental Reports.

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



Manor Police Department

Monthly Council Report

Ryan S. Phipps - Chief of Police

Date of Meeting:

5/15/2019

April 2019

Activity	Reported Month	Same month Prior year	Percentage difference	
Calls for Service	1496	1467	1.9↑	Patrol Car Rental Last Month \$2,890 YTD \$10,738
Average CFS per day	49.8	48.9	1.8↑	
Open Cases	19	20	.5↓	
Charges Filed	62	70	11.4↓	
Alarm Responses	49	31	58↑	
Drug Cases	25	27	7.4↓	
Family Violence	9	11	18↓	
Arrests Fel/Misd	21Fel/41 Misd	19Fel/51 Misd	10.5Fel↑/19.6Misd↓	
Animal Control	33	29	13.7↑	
Traffic Accidents	44	40	10↑	
Vehicle Impounds	57	19	200↑	
DWI Arrests	6	17	64.7↓	
Traffic Violations	431	548	21.3↓	
Ordinance Violations	17	23	26↓	
Victim Services cases	33	DNA	DNA	
Total victims served	44	DNA	DNA	
Laboratory Submissions	9	12	25↓	

Notes:

*DNA- DATA NOT AVAILABLE

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

April 1-30, 2019

Description	Projects	Valuation	Fees	Detail
Commercial Electrical	2	\$55,798.51	\$344.00	
Commercial Sign	1	\$2,000.00	\$222.00	
Commercial Plumbing	1	\$1,500.00	\$172.00	
Commercial Irrigation	3	\$12,540.00	\$496.00	
Residential Electric	2	\$38,208.00	\$214.00	
Residential Irrigation	14	\$32,800.00	\$1,498.00	
Residential Fence	1	\$0.00	\$105.00	
Residential Remodel/Repair	1	\$25,000.00	\$512.00	
Residential New	89	\$25,103,843.55	\$491,432.20	
Residential Swimming Pool/Spa	1	\$25,000.00	\$247.00	
Residential Plumbing	1	\$7,000.00	\$107.00	
Temporary Sign	1	\$0.00	\$112.00	
Residential Deck/Patio	1	\$8,000.00	\$214.00	
Totals		\$25,311,690.06	\$495,675.20	

Total Certificate of Occupancies Issued: 55

Total Inspections(Comm & Res): 1,040

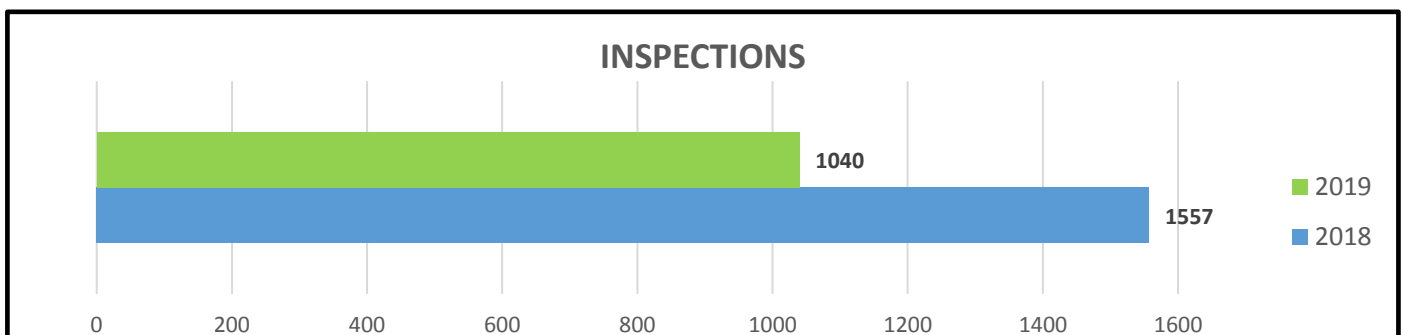
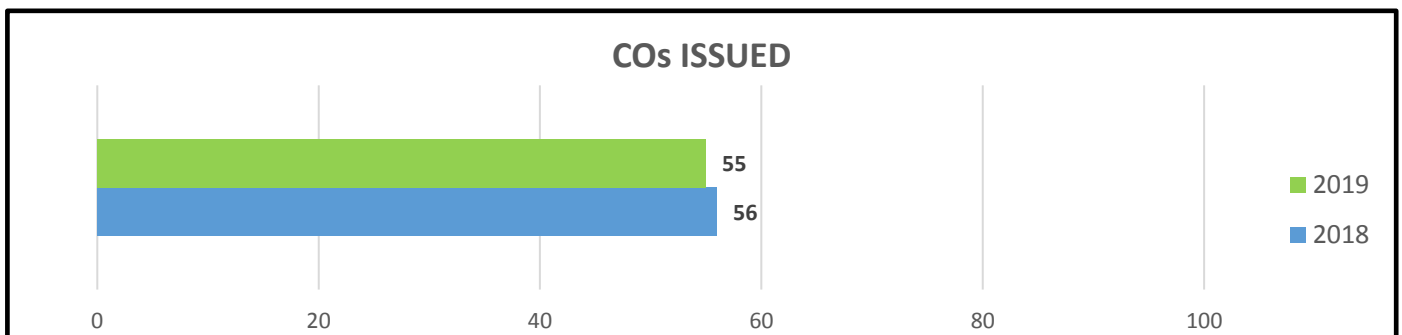
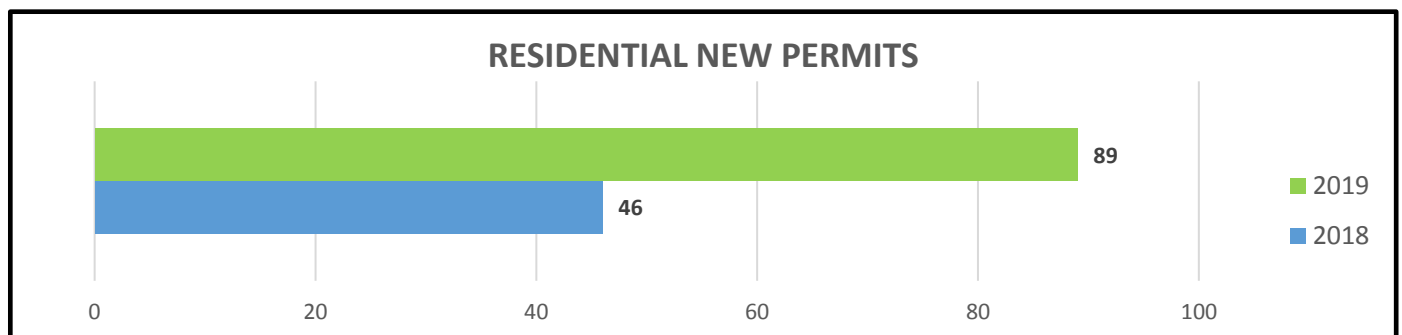
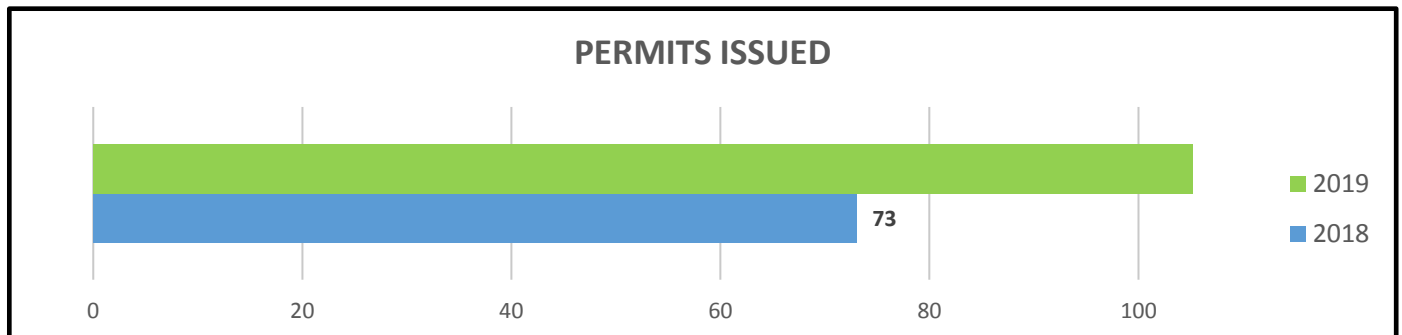
Tom Bolt, City Manager





April 2019

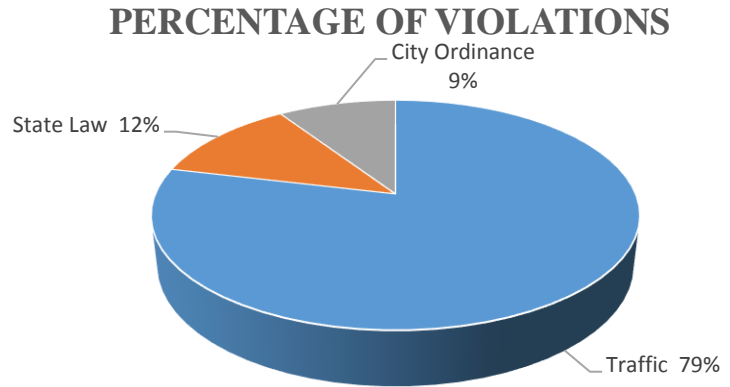
DEPARTMENT OF DEVELOPMENT SERVICES
THOMAS BOLT, DIRECTOR



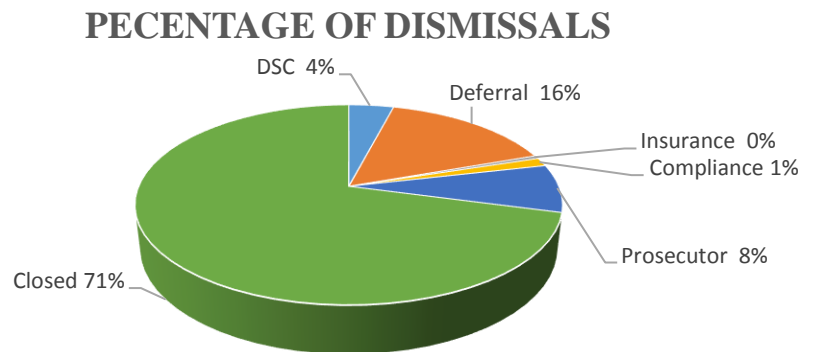
City of Manor Municipal Court

APRIL 2019

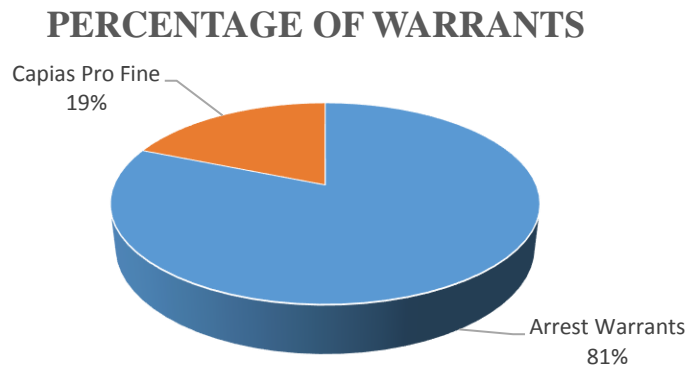
Violations Filed	Apr-19	Apr-18
Traffic	270	385
State Law	41	48
City Ord.	32	32
Total	343	465



Dismissals	Apr-19	Apr-18
DSC	24	19
Deferral	92	72
Insurance	3	6
Compliance	8	8
Prosecutor	46	77
Closed	420	407
Total	593	589



Warrants	Apr-19	Apr-18
Arrest Warrants	194	160
Capias Pro Fine	45	46
Total	239	206



Money Collected in April 2019

Kept By City	\$56,072.37
Kept By State	\$24,994.73
Total	\$81,067.10

Money Collected in April 2018

Kept By City	\$40,294.48
Kept By State	\$20,767.29
Total	\$61,061.77



MEMO

To: Mayor and City Council Members
From: Mike Tuley, Director of Public Works
Date: May 15, 2019
RE: April Monthly Report

Public Works Department

Street and Public, Parks, and Maintenance Department

In the month of April, 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 April, the Street Department repaired streets, curbs and signs.

Water and Wastewater Department

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

Water Production & Purchase

In the month of April 55% of the water we supplied to our residents was from our wells, and we purchased 45% from EPCOR and Manville WSC. In April, the estimated population of residents in the City of Manor is 12,647. Estimated population for ShadowGlen is 3,441 residents.

Subdivision Inspections

- Street Inspections- 5
- Water Inspections- 6
- Wastewater Inspections- 3

Streets and Parks Monthly Report April 2019

Daily Duties and Projects 4/1/2019-4/30/2019

4/1/2019- Keeping the community debris free is in on our priority list. Tree limbs, trash, construction debris, and other bulk items can be found in city right of way or city property. Most of the debris is brought to our city yard and sorted to be thrown away shortly after. This day was dedicated to discarding debris and keeping our city maintenance yard looking nice and clean.

4/2/2019- There are two areas of city streets that include a golf cart pedestrian crossing. That is very important to the streets department to continue to warn vehicles that a crossing is present. Rumble strips were installed last year on N. Lexington to slow vehicles. On this day, the same rumble strips were all painted yellow to ensure better visibility.

4/2/2019- Working together in the public works department is always a good thing for team building. The water department had a water line tie in to be done but had a road in the way. The streets department jumped in and cut a 3 foot very precise line across the street to ensure when new asphalt was laid back, it would match up perfect. A job well done!

4/2-4/2019- As we all know about the new park coming up, there are so many ideas to do in the park. Since I have been working for the city, every Friday morning there has been a group of gentlemen playing washers. I felt it was only right to speak to them and ask if they would like washer pits at the new park. Five washer pits later at the new park, it's seems the long-time washer players have a new place to pitch their washers. They couldn't be more excited!

4/3/2019- Keeping public restrooms operating sometimes can be a challenge. On this day all new locks and brackets were installed on both sides seeing some of the locks were starting to age. The parks department will continue to maintain this type of level of service.

4/4/2019- Convenience to me is a real good word. I feel if something is convenient it will get done more often. For the life of the City Hall there has never been a water spicket towards the front of City Hall. Two long hoses were always used to attach to a pressure washer and that's how things were done. Not anymore, the parks department tapped into a mainline and created a quick connect right up front so that the breezeway can get pressure washed more often.

4/7-9-2019- As we all know, April stayed true to its nick name April showers. Coming in on Monday the 8th was to no surprise plenty of clean-up to be done. Several inches of rain fell on Sunday and left plenty of debris in ditches and mud on the streets. Park playgrounds were washed out and mulch scattered everywhere from flower beds. Of course, no match for us, all was fixed back to normal and another storm has come and gone.

4/10/2019- Johnson road has been an ongoing issue. The streets department began cutting through the old asphalt to prepare to pull out.

4/11/2019- With half of the road pulled out and loads of new road base going in, the road has begun to take shape.

4/12-16/2019- All old asphalt has been removed and all new base is in. A product called AEP prime is used to moisturize the base and help adhere the base to the new asphalt. This product was used this day and came out great. It will also cut down on dust.

4/13/2019- Holding the Easter event in our park is something the city is proud of. The grass always looks amazing and it makes the parks department proud. Unfortunately, the event was rained out and the Easter event was held inside of the New tech middle school gym. The event was very successful despite the heavy rains.

4/18/2019- Now that the city owns an asphalt paver, the streets department feels they can see light at the end of the tunnel. The city has owned a gooseneck trailer for some time but not quite suitable for the asphalt machine. After a few days with the mechanic and his great ideas, the trailer was just right for the machine and easy loading.

4/23-24/2019- With heritage festival approaching fast and an art work idea in the making, fences had to be put up ASAP. This is the day a property and a skeleton fence went up ready for painted pickets to be installed.

4/22/2019- After waiting a week to see if the road base on Johnson Road would hold up to heavy traffic and heavy rains, it was now time to pave. 40 tons of asphalt was used to complete the job. A 100% turn around on job quality with the new paver and a very excited street department.

4/23/2019- All yellow and white stripes were re-painted, and the road looks excellent.

4/24/2019- Keeping up with new trees in the wind we had this month was a challenge. The parks department checked trees daily to make sure all trees were upright and staked down when needed.

4/24/2019- The streets department were called to assist with a drainage issue on E. Burton Street. After locating the drain that was filled with debris, the streets department cleaned and regraded the ditch. The area now flows great and will be ready for the next storm.

4/25-26/2019- The art pickets have arrived, all 230 of them. City staff spent 2 full days matching all murals and ensuring they looked perfect once installed.

4/29/2019- For the right of way mowing crew and the parks department, keeping up with a mowing schedule during a rainy season can be tough. Rainout days can set a crew back days and catching up is impossible. This is when picking apart the schedule and picking the most visible areas come into play. Please keep in mind the mowing crews will always be playing catch up and hoping for a solid 2 weeks of nice weather.

Certifications and Classes

After sending 3 employees to the TDA chemical exam, the results have come back. Timothy Lackland and Austin Garcia have passed their General portion of the exam. They will be taking their category portion in the month of May. General and 1 category must be passed in order to obtain your applicator license.

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

Presidential Heights Phase 3&4- Phase 3 have quite a few homes being built and will continue until complete. Phase 4 has all roads paved and utilities in. Phase 4 has passed all inspection walk throughs and will begin on houses shortly.

Stonewater North Phase 1 & 3- All roads are paved and have been inspected in phase 1. All utilities have been installed and awaiting approval before homes can begin.

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. Phase 7 is nearing completion on all homes.

Lagos Phase 1- Houses are going up extremely fast and will be done before we all know it. Inspections are done weekly to ensure all contractors are keeping the subdivision clean and safe.

Manor Commons- All roads are paved in the first phase of the subdivision. The park is completed and awaiting revegetation from all new construction. Irrigation is key to revegetating and will be the city's priority to ensure all irrigation is running 100%.

Water Monthly Report April 2019

For the month of April, the Water Department had 31 service calls, 6 repair jobs, 8 maintenance jobs, 6 inspections, and flushed all dead-end mains.

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

Repairs:

310 West Murray- repaired a 3/4 service line leak by FZ,DD,AM 4-1-19.
107 East Boyce - repaired a 1" water service leak by FZ,AM,DD 4-3-19.
307 and 309 West Boyce St. - made a new water tap and ran a service line and set two meters
307 West Boyce meter id -37670580 ecoder-1550444180
309 West Boyce meter id -37670579 ecoder-1550444944 by FZ,DD,CD,AM 4-4-19.
509 North Bastrop - repaired a broken 2" water main on SW corner of Bastrop and Browning St.
by FZ,CD,AM 4-10-19.
Ring Drive in Manor Commons- replaced a leak on seal on temporary fire hydrant meter
by FZ,DD 4-12-19.
305 West Eggleston -repaired a 1" water service line by FZ,CD,DD 4-17-19.

Maintenance:

West Elevated Water Tower – replaced pressure gauge on cla valve by JT,AH 4-2-19.
Aqua Tech Lab - dropped off 1 set of 5 Bac T Samples by RM 4-2-19.
13504 Franklin Pierce Cove- replaced 2 1/2 nozzle cap on fire hydrant by TM 4-4-19.
Aqua Tech Lab - dropped off 2nd set of 5 Bac T Samples by RM 4-9-19.
Clearwell- changed cl2 bottle 150 lbs. by CD,AM 4-12-19
305 West Eggleston - called locates so we can make repairs on water service line break
by RM 4-16-19.
Drinking Water Quality sample with Aqua Tech Lab at East Elevated Tower,14400 Boudin St.,5311
Gilbert Rd.,12301 Waterford St,13301 Prairie Sage,
12900 Tower Lane,12633 Bella Parkway,11504 Burton St,12913 Ship Bell and 510 East Wheeler by
JT,RM 4-30-19.

Inspections

Brenham and Burnet St.- water mains and bore under Brenham St. by Sky Blue Utilities
by JT,RM 4-1-19 thru 4-5-19.
Brenham and LaGrange -water mains and bore under Brenham St. by Sky Blue Utilities
by JT,RM 4-1-19 thru 4-5-19.
Manor New Tech School- flow test fire hydrants with Lyrdon Neckles (Western States Fire Protection)
by JT,CD 4-11-19.
Brenham heading East to Hamilton Point Entrance - water main installed by Sky Blue Utilities by JT,RM
4-8-19 to 4-12-19.
Brenham heading East to Hamilton Point Entrance - water main installed by Sky Blue Utilities by JT,RM
4-15-19 to 4-30-19.
Tower Ln. from FM 973 to East Elevated water Tower - water main installed by Sky Blue Utilities by
JT,RM 4-15-19 to 4-30-19.

Wastewater Monthly Report April 2019

For the month of April, the Wastewater Department had 9 service calls, 8 repair jobs, 16 maintenance jobs and 3 inspections.

Service Calls

107 E. Boyce St. Apt. A - sewer clog- jetted city side service and cleared by JT,RM 4-3-19.
16716 Hamilton Point - sewer clog -jetted city side service and cleared also called for locates to make repairs by JT,RM 4-8-19.
107 E. Boyce St. Apt. A - sewer clog- jetted city side service and cleared by FZ,CD,AM 4-11-19.
502 East Eggleston - sewer clog - city side was clear notified customer. Customer said plumber would be there 4-12-19 to repair customer side by TM 4-11-19.
809 N. Caldwell - customer smelled foul odor in sink. City side had no issues notified customer by FZ,DD 4-12-19.
16800 Trevin Cove- sewer clog - clog was on customer side notified customer by FZ,DD 4-12-19.
16613 Jaron Dr.- sewer clog - jetted city and cleared notified customer by RM,AM,DD 4-18-19.
502 East Eggleston - check status of work order - notified customer that we will install a clean out on property line by RM 4-18-19.
13308 Forest Sage- replaced broken clean out lid and leveled meter box with ground by RM 4-18-19.

Repairs

14508 Almodine- replaced broken clean out cap and lid on city side by TM 4-4-19.
18132 Canopy-repaired where city side meets customer side and installed new clean out by FZ,CD,DD,4-9-19.
11600 Hereford- replaced city side clean out cap by TM 4-10-19.
107 East Boyce-repaired where city side meets customer side and installed new clean out by FZ,CD,DD,4-16-19.
13308 Forest Sage- replaced broken clean out lid and leveled meter box with ground by RM 4-18-19.
16720 Hamilton Point -repaired where city side meets customer side and installed new clean out by FZ,CD,DD,AM,4-25-19.
290 and FM 973 - 1/2-mile North on FM 973 - repaired broken manhole - recement manhole by CD,AM,DD 4-26-19.
Valero at 290 and Lexington -repaired where city side meets customer side and installed new clean out by CD,DD,4-30-19.

Maintenance

Bell Farms Lift Station -pump 1 pulled pump and dropped off at Hamilton Electric for repairs by JT, RM 4-3-19.

Carriage Hills Lift Station - pump fail to start alarm - reset breaker- pump is back on by JT, TM 4-3-19.

18132 Canopy- called 811 for locates so we can make repairs where city side meets customer side by JT, TM 4-4-19.

Presidential Heights Lift Station - filled generator diesel fuel from 1/2 tank to full tank by TM 4-3-19.

Presidential Heights Lift Station- Generator maintenance by Holt Cat and JT, TM 4-8-19.

Presidential Glen Lift Station-Generator maintenance by Holt Cat and JT, TM 4-9-19.

107 E. Boyce St. Apt. A - called 811 for locates so we can install a clean out on the property line where city side meets customer side by RM, AM 4-9-19.

WWTP- replaced broken flex element on blower number 2 by FZ, JR, 4-9-19.

Stonewater Lift Station-Generator maintenance by holt cat and JT, TM 4-9-19.

WWTP-changed cl2 bottle 150 lbs. by CD, AM 4-12-19.

Bell Farms Lift Station-changed out 300-gallon tote of hydrogen peroxide by AM, CD 4-22-19.

Brenntag - ordered two totes of Alum for WWTP on 4-30-19.

973 and Johnson Rd- installed City of Manor manhole signs on manholes that are in right of way by CD, DD, AM 4-26-19.

Inspections

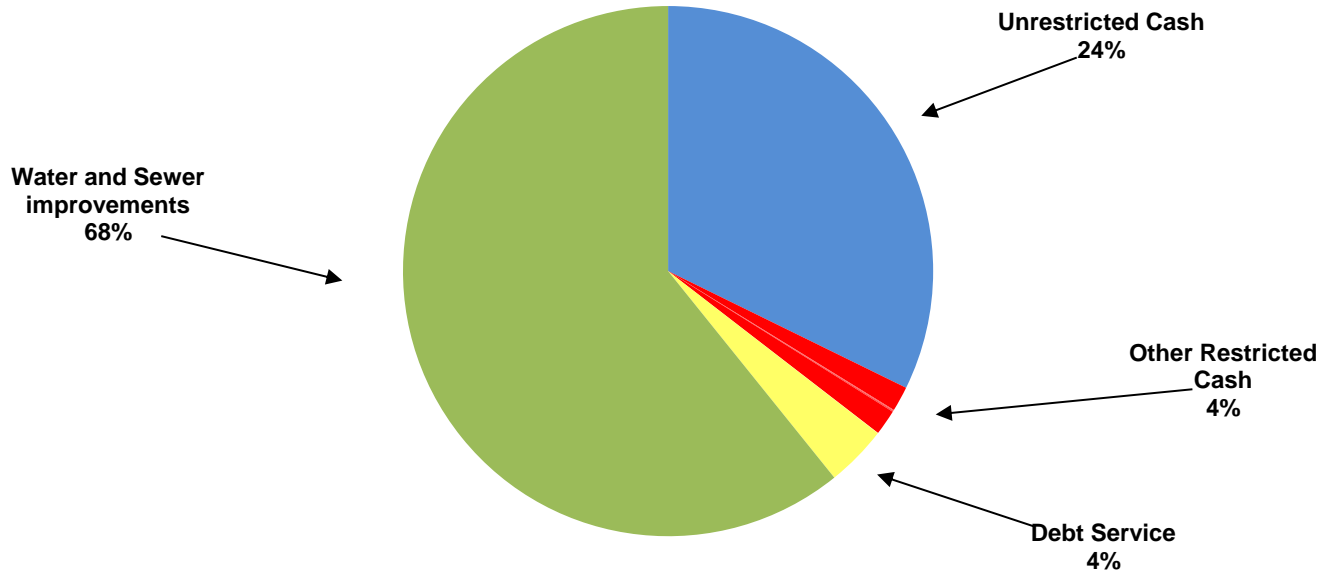
ShadowGlen Phase 21 A and 21 B- wastewater mains and manholes by JL Gray by JT 4-22-19.

ShadowGlen Phase 21 A and 21 B- wastewater mains and manholes by JL Gray by JT 4-23-19.

ShadowGlen Phase 21 A and 21 B -wastewater mains and manholes by JL Gray by JT 4-29-19 to 4-30-19 by JT, RM.

**CITY OF MANOR, TEXAS
CASH AND INVESTMENTS
As Of April, 2019**

	GENERAL FUND	UTILITY FUND	DEBT SERVICE FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECTS FUND	TOTAL
CASH AND INVESTMENTS						
Unrestricted:						
Cash for operations	\$ 5,388,121	\$ 6,892,551			\$ -	\$ 12,280,672
Restricted:						
Tourism				579,517		579,517
Court security and technology	17,228					17,228
Rose Hill PID				32,420		32,420
Customer Deposits		589,990				589,990
Park	8,747					8,747
Debt service			1,421,462			1,421,462
Capital Projects						
Water and sewer improvements		15,466,592		7,677,888		23,144,480
TOTAL CASH AND INVESTMENTS	<u><u>\$ 5,414,096</u></u>	<u><u>\$ 22,949,133</u></u>	<u><u>\$ 1,421,462</u></u>	<u><u>\$ 8,289,825</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 38,074,516</u></u>



Overview of funds:

\$ 84,775.72 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: May 15, 2019

PREPARED BY: Scott Dunlop, Assistant Development Director

DEPARTMENT: Development Services

AGENDA ITEM DESCRIPTION:

Public Hearing and First Reading: Consideration, discussion, and possible action on a Rezoning Request for Capital Area Youth Soccer Association for 1.39 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, and being located at 15209 E. US Hwy 290, Manor, TX. from Agricultural (A) to Medium Commercial (C-2).

Applicant: Capital Area Youth Soccer Association Owner: Capital Area Youth Soccer Association

BACKGROUND/SUMMARY:

This area was annexed into the city in 2017 and zoned interim agricultural. The owner has proposed renovations to the existing building on the property. Alterations require that the property come into conformance with our development codes, which includes a zoning category that matches the use. This property is owned by the Capital Area Youth Soccer Association (CAYSA) and C-2 Medium Commercial allows for outdoor recreation. The zoning category is also appropriate because the property and area to be zoned has frontage on US Hwy 290 E.

PRESENTATION: ☐ YES ☒ NO

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

Letter of Intent
Rezoning Map
Area Map
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 a Rezoning Request for Capital Area Youth Soccer Association for 1.39 acres, more or less, out of the A.C. Caldwell Survey No. 52, Abstract 154, and being located at 15209 E. US Hwy 290, Manor, TX. from Agricultural (A) to Medium Commercial (C-2).

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



Capitol Area Youth Soccer Association
P.O. Box 352
Manor, TX 78653
phone: (512) 302-4580 fax: (512) 302-0686 email: admin@caysa.org

Zoning Change for 15209 E.US HWY, 290, Manor, Texas 78653

Director of Development Services,

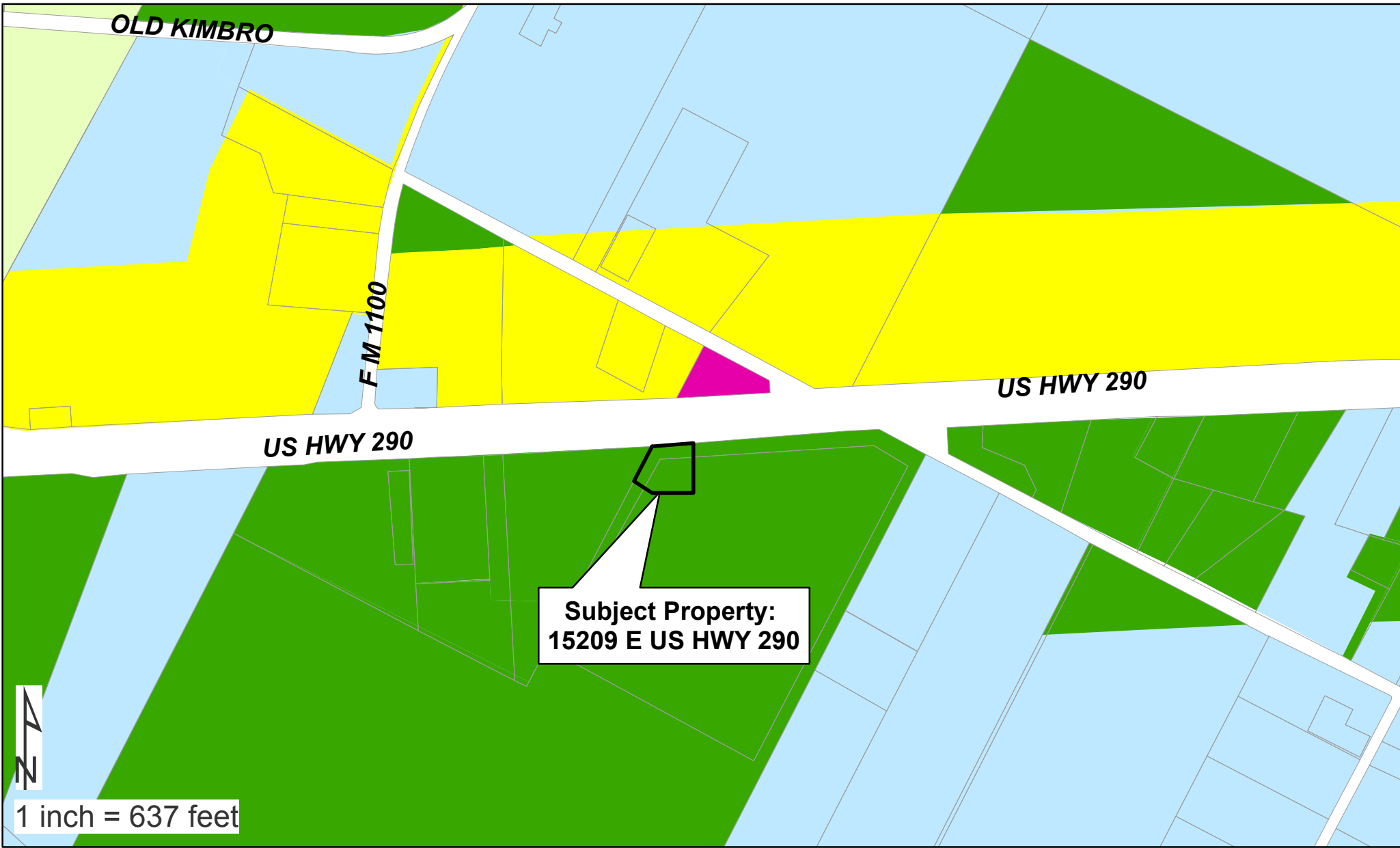
This is a request to change the zoning for the 1.39 acres on the Northwest corner of our property from A: Agricultural to C-2: Medium Commercial. This property is leased to our state association, South Texas Youth Soccer Association (STYSA) and has been since 2001. STYSA, a 501C3 organization, has submitted a request for a remodel permit and has been told the zoning has to be changed. We have been annexed in conjunction with an agreement we have with the City of Manor to build a treatment plant on five acres of our property which is currently under design to serve the Kimbro project.

This zoning class has been recommended by Scott Dunlop, AICP Assistant Development Director for Manor. Included are signed letters from the neighbors within the 300-foot arc of the proposed site.

We respectfully submit this request and ask your help in expediting this request.

James Borders

VP Facilities CAYSA
512-797-7634 cell
512-363-5000 work



Proposed Zoning: Medium Commercial (C-2)

*Current Zoning District:
Agricultural (A)*

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		





April 24, 2019

RE: 15209 E. US Hwy 290 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 15209 E. US Hwy 290. 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 1.39 acre of land out of the A.C. Caldwell Survey No. 52, Abstract 154, locally known as 15209 E. US Hwy 290, from Agricultural (A) to Medium Commercial (C-2).

The Planning and Zoning Commission will convene at 6:30PM on May 8, 2019 at 105 E. Eggleston St. in the City Council Chambers.

The City Council will convene at 7:00PM on May 15, 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

Sincerely,

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

ABS 456 SUR 64 KIMBRO L ACR 9.60 (1-D-1)

Property	15108 Voelker LN Manor TX, 78653 Ging, David
Owner	15108 Voelker LN Manor, TX 78653-4538

ABS 154 SUR 52 CALDWELL A C ACR 2.0

Property	15201 Voelker LN Manor, TX 78653 Schultz, Terry L & Audrey K
Owner	15201 Voelker LN Manor, TX 78653-4521

ABS 154 SUR 52 CALDWELL A C ACR 10.143

Property	15105 E US Hy 290 Manor, TX 78653 JM Assets LP
Owner	4203 Spinnaker CV Austin, TX 78713-5130

ABS 154 SUR 52 CALDWELL A C ACR 1.496

Property	15300 Voelker LN Manor, TX 78653 KMCA LTD
Owner	1912 N Main ST Taylor, TX 76574-1824



Capitol Area Youth Soccer Association
P.O. Box 352
Manor, TX 78653
phone: (512) 302-4580 fax: (512) 302-0686 email: admin@caysa.org

Subject: Zoning Change 15209 E US HWY 290

Neighbors,

This is to notify and seek your support for a zoning change for the Northwest corner 1.39 acres of our property. We have been annexed into the City of Manor and currently are zoned Agriculture with the front 35 acres a 501-C3 non profit designation and the remaining under Wildlife management. Our state office, South Texas Youth Soccer Association (STYSA), leases this corner of our property and has since 2001. They are remodeling their building and the City is requiring a zoning change on the 1.39 acres to C-2 Medium Commercial, the same as the tire shop, in order to grant the Building Permit.

It is our goal to submit to the Planning Commission seeking their approval so that the City Council can approve it on the May 8th meeting.

As part of the process , you will be sent official notification of the meeting at which this will be voted on.

If you have no objection, we would ask that you sign this letter so it can be presented with the packet requesting the zoning change.

Respectfully,
James Borders
VP Facilities CAYSA.
512-797-7634

I/we, the undersigned, do not object to the zoning change at 15209 E US HWY. 290

Daniel Gutierrez date 4-9-2019

Address: 15300 Voelker Lane Manor TX 78653

KMC LTD
1912 N MAIN ST
TAYLOR, TEXAS; 76574-1824



Capitol Area Youth Soccer Association
P.O. Box 352
Manor, TX 78653
phone: (512) 302-4580 fax: (512) 302-0686 email: admin@caysa.org

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Respectfully,
James Borders
VP Facilities CAYSA.
512-797-7634

I/we, the undersigned, do not object to the zoning change at 15209 E US HWY. 290

Terry L. Schultz date 6 MAR 19
Address: 15201 VOELKER LN MANOR

TERRY L & AUDREY K SCHULTZ
15201 VOELKER LANE
MANOR, TEXAS; 78653-4521



Capitol Area Youth Soccer Association
P.O. Box 352
Manor, TX 78653
phone: (512) 302-4580 fax: (512) 302-0686 email: admin@caysa.org

Subject: Zoning Change 15209 E US HWY 290

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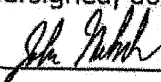
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As part of the process , you will be sent official notification of the meeting at which this will be voted on.

If you have no objection, we would ask that you sign this letter so it can be presented with the packet requesting the zoning change.

Respectfully,
James Borders
VP Facilities CAYSA.
512-797-7634

I/we, the undersigned, do not object to the zoning change at 15209 E US HWY. 290



date 4/9/2019

Address: 15125 E US Hwy 290 Manor TX 78653

A-A-A Storage
HWY290, LLC
By: John Muhich
President

**AGENDA ITEM SUMMARY FORM****PROPOSED MEETING DATE:** May 15, 2019**PREPARED BY:** Thomas Bolt, City Manager**DEPARTMENT:** Finance

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action to approve a Resolution granting authority to the City Manager to establish purchasing policies and procedures and authority to approve change orders subject to limitations set by state law, as amended, and authority to approve contracts subject to limitations.

BACKGROUND/SUMMARY:

The City of Manor does not have a formal purchasing policy. Recently, staff drafted a purchasing policy. Because purchasing is often more procedural than policy, and many aspects are governed, at a minimum, by state procurement laws, staff is recommending that the City Council approve by this resolution that purchasing is an administrative function under the direction of the city manager. If at any time, the City Council wants to establish certain specific purchasing policies or goals those would be incorporated and any and all administrative policies must be in compliance with established City Council policies.

Also, several years ago, the Legislature amended state law to increase the dollar amount that a governing body could delegate to an administrative official to approve change orders to contracts. The amount was increased from \$25,000 to its current limit of \$50,000. The percent change to any contract did not change. It remains set at 25 percent. Staff is recommending that the City Manager be granted the authority to approve change orders to contracts in accordance with state law, as amended.

Finally, staff is recommending that the City Manager be granted the authority to approve contracts subject to an amount limitation set by City Council.

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

Resolution No. 2019-05

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve Resolution No. 2019-05 granting authority to the City Manager to establish purchasing policies and procedures and authority to approve change orders subject to limitations set by state law, as amended, and authority to approve contracts subject to limitations

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

RESOLUTION NO. 2019-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, GRANTING AUTHORITY TO THE CITY MANAGER TO ESTABLISH PURCHASING POLICIES AND PROCEDURES; AUTHORITY TO APPROVE CHANGE ORDERS SUBJECT TO LIMITATIONS SET BY STATE LAW, AS AMENDED; AND AUTHORITY TO SIGN LEGAL COMMITMENTS OF THE CITY SUBJECT TO LIMITATIONS SET BY CITY COUNCIL.

WHEREAS, the City Council of the City of Manor (the “City Council”) desires to maintain fiscal responsibility by establishing cost effective purchasing policies and procedures;

WHEREAS, Chapter 252 of the Texas Local Government Code allows the governing body of a municipality to grant general authority to an administrative official to approve change orders to contracts that involve a decrease or increase of \$50,000 or less;

WHEREAS, the City Council desires to grant the City Manager of the City of Manor (the “City Manager”) the authority to sign legal commitments of the City that are \$25,000 or less; and

WHEREAS, the City Council has determined it is in the best interest of the City to grant the City Manager authority to establish purchasing policies and procedures; authorize the City Manager to approve change orders subject to limitations set by state law, as amended; and authorize the City Manager to sign legal commitments of the City subject to limitations set by City Council.

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

SECTION 1. The City Council hereby approves the recitals contained in the preamble of this Resolution and finds that all the recitals are true and correct and incorporate the same in the body of this Resolution as findings of fact.

SECTION 2. The City Manager, as the chief executive officer of the City of Manor (“City”), is hereby charged with establishing, maintaining and enforcing all purchasing policies within the City that fully comply with all applicable, local, state, or federal laws and that protect the taxpayers of Manor.

SECTION 3. The City Council shall evaluate the effectiveness of such policies and procedures during its approval of the City’s Annual Budget as well as when it is called upon to approve contracts for goods and services.

SECTION 4. The City Council further grants authority to the City Manager, or his designee, to approve change orders that involve a decrease or an increase in the contract amount as allowed by state statute.

SECTION 5. The City Council further grants authority to the City Manager to sign legal commitments of the City in an amount that is \$25,000 or less.

SECTION 6. If any section, article, paragraph, sentence, clause, phrase or word in this resolution or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this resolution; and the City Council hereby declares it would have passed such remaining portions of the resolution despite such invalidity, which remaining portions shall remain in full force and effect.

PASSED AND ADOPTED by the City Council of Manor, Texas, at a regular meeting on the 15th day of May 2019, at which a quorum was present, and for which due notice was given pursuant to Government Code, Chapter 551.

Rita G. Jonse, Mayor

ATTEST:

Lluvia Tijerina, City Secretary
City of Manor, Texas



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 15, 2019

PREPARED BY: Frank Phelan, P.E.

DEPARTMENT: City Engineer

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on award of a construction contract for the 2018 Paving Improvements Project; and Approval of Change Order No. 1 for the project.

BACKGROUND/SUMMARY:

This project consists of microsurfacing, pavement level up, paving fabric, HMAC overlay, subgrade preparation, pavement recycling, pavement marker installation, stop bar installation, traffic control and other appurtenant work.

Change Order No. 1 will decrease the project amount by \$82,520.00

PRESENTATION: ☒ YES ☐ NO

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

Letter of award recommendation

Bid Tabulation

Change Order No. 1

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council award a construction contract to Alpha Paving Industries, Inc. in the amount of \$447,910.00 for all BASE BID work; and approve Change Order No. 1 to reduce the project costs by \$82,520.00.

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

May 8, 2019

Honorable Rita G. Jonse, Mayor
City of Manor
P.O. Box 387
Manor, TX 78653

Re: 2018 Paving Improvements
Letter of Award Recommendation

Dear Mayor Jonse:

Bids were publicly opened and read on April 16, 2019 for the above referenced project. As reflected on the attached Bid Tabulation, three (3) bids were received. The lowest, responsive, responsible bidder is Alpha Paving Industries, LLC. We have contacted this bidder and confirmed he wants the contract at the amount bid.

As a result of our evaluation, and verification of contractor references, we hereby recommend the City award a construction contract to Alpha Paving Industries, LLC. in the amount of \$447,910.00 for all Base Bid work, with final amounts dependent on actual installed quantities.

We have prepared a Notice of Award and Agreement for execution by you in the event the City Council votes to follow this recommendation. Once the Contractor signs the Agreement and all bond and insurance requirements have been satisfied, a Notice to Proceed will be issued. Under the General Conditions of the Agreement, the Contractor shall begin construction within ten (10) days of the notice to proceed and substantially complete the project within ninety (90) calendar days excluding any justified delays. Please call if you should have any questions in this regard.

Sincerely,



Pauline M. Gray, P.E.

PMG/s

Enclosure

PN: 100-076-20

BID TABULATION
Bid Date: April 16, 2019

Project: 2018 Paving Improvements
Owner: City of Manor, Texas

Engineer: Jay Engineering Company Inc.
Checked By Pauline M. Gray, P.E.

Project: 2018 Paving Improvements
Owner: City of Manor, Texas

Bid Item		1	2	3	4	5	6	7	8	10	11	12	13	14	15	16	
Description		Microsurfacing, Type II, Polymer Modified as shown on Drawings Sheets 6-11 complete and in place per Square Yard	12" Single White Stop Sign Bars, as shown on plans, Type 1 (Thermo), complete and in place, per Each	4" In-Situ Processing of Recycle Material, complete and in place, per Square Yard	12" Blended Flex Base, including, Moisture treatment and compaction complete and in place, per Square Yard	6" Subgrade Prep, including scarification, moisture treatment and compaction, complete and in place, per Square Yard	1-1/2" HMAc Type D, PG 64-16 Pavement Overlay as shown on the plans, including prep work and prime/tack coat complete and in place, per Square Yard	Raised Pavement Marker, Class B, Type 2-B-B, as shown on plans, complete and in place, per Each	Traffic Control Plan and controls, complete and in place, per Lump Sum	Project sign including posts, installation, and removal, complete and in place, per each	HMAc (Type D) Level Up as Compensation for All Required Level Up on Project, complete and in place, per Ton	Geotextile paving fabric, including asphalt Binder, complete and in place, per Square Yard	Pavement transition taper to side street, Per detail, complete and in place per Each	Pavement transition taper to concrete driveway per detail, complete and in place per Each	Pavement transition taper to gravel driveway per detail, complete and in place Per Each	Pavement and base repair (Parsons Street See Sheet 5) – Includes saw cutting roadway, Removing damaged areas of asphalt and base, Hauling off damaged pavement and base Removed from repair area and adding 7" Of asphalt base, 8" lime stabilized base and 4" of Type C HMAc, complete and in place per Square Yard	Total of Bid Items
Quantity		22,725	10	3,100	3,100	3,100	3,000	12	1	2	50	3,000	6	9	6	144	
Bidder		Unit	SY	EA	SY	SY	SY	EA	LS	EA	TON	SY	EA	EA	EA	SY	
Alpha Paving Industries, LLC	Unit Price	\$6.00	\$200.00	\$8.00	\$35.00	\$10.00	\$20.00	\$20.00	\$4,000.00	\$1,500.00	\$100.00	\$5.00	\$500.00	\$500.00	\$500.00	\$330.00	\$447,910.00
P.O. Box 6565	Item Cost	\$136,350.00	\$2,000.00	\$24,800.00	\$108,500.00	\$31,000.00	\$60,000.00	\$240.00	\$4,000.00	\$3,000.00	\$5,000.00	\$15,000.00	\$3,000.00	\$4,500.00	\$3,000.00	\$47,520.00	
Round Rock, TX 78683	Unit Price	\$7.80	\$450.00	\$11.00	\$22.00	\$9.50	\$12.00	\$50.00	\$12,000.00	\$750.00	\$250.00	\$4.00	\$3,100.00	\$3,100.00	\$3,000.00	\$200.00	\$481,405.00
Smith Paving, inc.	Item Cost	\$177,255.00	\$4,500.00	\$34,100.00	\$68,200.00	\$29,450.00	\$36,000.00	\$600.00	\$12,000.00	\$1,500.00	\$12,500.00	\$12,000.00	\$18,600.00	\$27,900.00	\$18,000.00	\$28,800.00	
Manchaca, TX 78652	Unit Price	\$8.15	\$195.00	\$27.25	\$22.50	\$9.50	\$21.05	\$19.50	\$70,785.00	\$1,105.00	\$156.00	\$6.95	\$195.00	\$195.00	\$195.00	\$198.60	\$568,556.15
Lone Star Paving	Item Cost	\$185,208.75	\$1,950.00	\$84,475.00	\$69,750.00	\$29,450.00	\$63,150.00	\$234.00	\$70,785.00	\$2,210.00	\$7,800.00	\$20,850.00	\$1,170.00	\$1,755.00	\$1,170.00	\$28,598.40	
11675 Jollyville Road, Ste. 150																	
Austin, TX 78759																	

* Arithmetic Error Corrected

JAY ENGINEERING COMPANY, INC.

P.O. Box 1220

Leander, TX 78646

(512) 259-3882

Fax 259-8016

Texas Registered Engineering Firm F-4780

CHANGE ORDER

ORDER NO.: 1

DATE: May 15, 2019

AGREEMENT DATE: May 15, 2019

NAME OF PROJECT: 2018 Paving Improvements

OWNER: City of Manor

CONTRACTOR: Alpha Paving Industries, LLC

The following changes are hereby made to the CONTRACT DOCUMENTS:

1. Justification:

- Item No. 1 – Remove 3,100 SY Bid Item No. 3, 4" In-Situ processing @ \$8.00/SY
- Item No. 2 – Remove 3,100 SY Bid Item No. 5, 6" Subgrade preparation @ \$10.00/SY
- Item No. 3 – Add item 3A 3,100 SY 5% dry cement stabilization @ \$35,800.00
- Item No. 4 – Remove Bid Item No. 16, Parsons Street repair) @ \$47,520.00
- Item No. 5 – Remove 3,000 SY Bid Item No. 12, geotextile fabric @\$5.00/SY

2. Change to CONTRACT PRICE:

Original CONTRACT PRICE: \$447,910.00

Current CONTRACT PRICE adjusted by previous CHANGE ORDER(S) \$ 0.00

The CONTRACT PRICE due to this CHANGE ORDER will be (increased) **decreased** by:
\$82,520.00.

New CONTRACT PRICE including this CHANGE ORDER will be: \$365,390.00.

3. Change to CONTRACT TIME: 30 days

The CONTRACT TIME will be increased by 30 calendar days.

The date for completion of all work will be 120 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: Rita G. Jonse Signed: _____

Accepted by: Andrew Kim Signed: _____



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 15, 2019

PREPARED BY: Thomas Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Consideration, discussion, and possible action on the Manor Chamber of Commerce H.O.T. Funds application for reimbursement of actual expenses that meet the State of Texas Hotel Tax Law requirements Section 351.101 for the Manor Heritage Festival.

BACKGROUND/SUMMARY:

The Manor Heritage Festival has been a staple event for the last several years. Each year there is a request for reimbursement from HOT funds for qualifying events. Support for Art inclusive of Music is one of those qualifying events. With further direction from experts in this arena we are better able to list those items that may be funded through the HOT fund account.

The music portion of the event meets the guidelines and it has been discussed that in order to present the music/artist certain perifial accomodations can be covered. In this application advertisement of the festival more than 50 miles outside the city was done per listed and invoiced papers etc. In addition the sound system and stage can be considered as qualifying.

Therefore the Manor Chamber of Commerce is requesting reimbursement for qualifying items up to \$4,600.00 dollars.

Staff will review invoices for accuracy and make payment to the Chamber of Commerce for up to the amount requested.

PRESENTATION: ☐ YES ☒ NO

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

H.O.T Funds application
Invoices

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council approve the application of up to \$4,600.00 once all qualified invoices and or receipts have been reviewed for reimbursement.

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



Hotel Occupancy Tax Application

(Page 1 of 4)

Organization Information

Date: May 8, 2019 Name of Organization: Manor Chamber of Commerce

Address: P. O. Box 936

City, State, Zip: Manor, Texas 78653

Contact Name: Vicki McFarland Contact Phone Number: (512) 272-5699

Contact Email Address: manorchamber@att.net Amount requested: \$4,537.16

Web site address for event or sponsoring entity: www.manorchamberofcommerce.com

Organization's tax status: Non-profit - XXX private/for profit Tax ID # 74-2499861

Organization's creation date: 2003

Purpose of Organization: The Manor Chamber of Commerce is dedicated to advancing the general welfare and prosperity of the Manor area including the promotion of events, tourism, the hotel industry as well as promoting local business establishments. The Chamber of Commerce sponsors community-wide events that are free to the public. Attendance at the events brings more people to the City who shop at local businesses and spend their money locally.

Event or program

Name of event or program: 6th Annual Manor Heritage Festival

Date of event or program: Friday/Saturday, April 26-27, 2019

Primary location of event or program: Burnet Street/Parsons Street at downtown Manor

Primary purpose of funded event/program: The purpose of the Manor Heritage Festival is to provide a community-wide event that is free to the public. Local vendors and local businesses were utilized to provide arts, crafts and food booths and to showcase local businesses. The Festival showcased Manor ISD student performers and highlighted works of art made by local artists and craftsmen. A street dance was held on April 26, 2019 and local musicians and Manor ISD students performed on April 27, 2019.

Projected number of attendees: Approximately 1,500 participants

Projected number of overnight visitors: No festival goers spent April 26, 2019 in the local hotel.



(Page 2 of 4)

Projected number of overnight stays: A block of 3 “Heritage Festival” rooms were made available to Festival goers. The local hotel was contacted after the festival but no festival participants utilized the “festival” rooms.

Relevant historical data: In 2014, this event was held at the Manor ISD Athletic Complex located on FM 973. Vendors and participants alike urged the Chamber to return the Festival to its “original location” since there was a long-time association with “downtown Manor”. We listened to the people and moved the festival back to Jennie Lane Park and surrounding streets in 2015 and 2016. Unfortunately, at Jennie Lane Park there is limited space for vendors and space for musical performers. In 2017, we moved the location to Burnet Street in front of the “old” City Hall which allowed for a street dance utilizing a professional stage. 2019 marked the third year that the Festival has been held in “downtown” Manor. Due to the popularity of the 2019 festival and with 40 vendors participating, we have now outgrown utilizing this stretch of Burnet Street.

Relevant Manor hotel activity (as it pertains to this event or program or previous ones; include information about room blocks. Arrangements have been made with the local hotel for the past several years to accommodate overnight guests. Reservation arrangements with the local hotel were made again in 2019. Promotion of the special “festival” rate was posted on vendor applications and included in newspaper advertising that appeared in 4 newspapers that were located outside a 50-mile radius of Manor. The festival was promoted with the intent of having people spend the night at our hotel. Advertisements were placed in the *Texas A&M University Battalion*, *New Braunfels Herald*, *Belton Journal* and the *Lampasas Dispatch*.

Percentage of attendees staying in Manor hotels: Hotel staff members advised the Chamber that no “festival” rooms were utilized.

Please provide information about past events or programs; identify hotel occupancy tax funding assistance; and number of hotel rooms utilized: A block of 3 rooms were requested for the 2014, 2015, 2016, 2017 and 2018 Festivals. Unfortunately, none of the rooms were utilized by 2019 Festival goers.

Identify methods to measure the impact of event or program on Manor hotel activity: After the 2019 Festival, hotel staff members were contacted to determine the number of Festival-goers who utilized the block of rooms.



(Page 3 of 4)

List other organizations, grants, or funding sources for event or program (include other municipalities): The Chamber charged a \$50 fee booth for vendors and solicited Chamber members to help underwrite the Festival. Businesses who provided sponsorships were recognized on signs, on the Chamber's website and other social media – which enhanced the reputation of the Manor businesses as supporters of their community. However, the use of the Hotel Occupancy Tax funds provided the largest portion of funding which allowed us to promote the Festival in surrounding newspapers. The Hotel Occupancy Tax funds paid for the services of professional musical groups, a professional stage and sound system that promoted the arts. We heavily promoted the Festival and utilized the funds for publicity and advertising and the payment of the musicians.

Please list all events that your organization hosts: The Manor Chamber of Commerce hosts grand openings for newly established businesses. In 2016, the Chamber 10 hosted ribbon cuttings for new businesses opening in Manor and hosted 5 ribbon cuttings in 2017. In 2018, the Chamber hosted 13 ribbon cuttings and as of May, 2019, the Chamber has sponsored 3 ribbon cuttings. These grand opening celebrations show-case the City and are a great indication of the City's willingness to encourage new businesses to build **HERE** – and not elsewhere. New businesses encourage more growth and more citizens move to the area to enjoy the services provided and more growth promotes increased sales tax revenues which will help the City in many ways. Other yearly events sponsored by the Chamber of Commerce include a clothing drive, a Veteran's Day Memorial Service, a Christmas food basket drive to help local citizens and the Christmas in the Park event scheduled Sunday, December 14, 2019. The Chamber also hosts a monthly business meeting that allows members to network to become aware of the services that our members offer. Three local restaurants provide the noon meal which also showcases their catering and food-preparation skills. Guest speakers provide information to business owners that help them operate their business. Recent guest speaker presentations have included updates on Manor ISD instructional programs, health services provided by Baylor Scott & White, services provided by Emergency Services District #12, public speaking skills via Toastmasters International, county-related updates from Travis County Commissioner Precinct One Jeff Travillion, information from the Better Business Bureau, programs sponsored by Austin Community College, City of Manor updates by the city manager, and construction updates by local developers. Topics presented in previous years by guest speakers have included the Manor Police Department, Emergency Services District #12, the City's Financial Director, how



the City of Manor issues building permits, the use of local sales tax, sexual harassment, legal issues in hiring and firing employees, health care changes, healthy lifestyle changes, tax laws, preventing bank fraud, the services provided by Bluebonnet Electric Cooperative and the construction process for Manor Commons Shopping Center.

Are any of the above events held at a Manor hotel? (Please list) - No events are held at the Manor Hotel.

Supplemental information required with application:

- ☒ P&L from previous year's program - See attached
- ☒ Projected budget for entire program – See attached
- ☒ List of board of directors with contact phone numbers - See attached
- ☒ Schedule of activities relating to your event/expenditure - See attached flier
- ☒ Copy of tax exempt certificate - See attached
- ☐ Copy of previous year finances upon request

Hotel occupancy tax funds, if awarded, are to be used solely for this event or program, in accordance with the Texas tax code, chapter 351.

Return application/post event form to:
City of Manor
City Secretary
105 E. Eggleston / P.O. Box 387
Manor, TX 78653

1:26 PM
05/08/19
Cash Basis

5

Manor Chamber of Commerce
Profit & Loss
January through December 2018

	Jan - Dec 18
Ordinary Income/Expense	
Income	
Fund Raiser Income	
Heritage Fest Income	
HOT Funds	3,584.63
Raffle Sponsor	150.00
Concession Sales	157.00
Sponsor Income	7,500.00
Booth Fees	290.00
Heritage Fest Income - Other	965.00
Total Heritage Fest Income	12,646.63
Christmas in the Park	
Santa Photos	101.00
Sponsorships	1,500.00
Total Christmas in the Park	1,601.00
Meetings - Raffle Basket	636.00
Total Fund Raiser Income	14,883.63
Investment Fees	11,075.00
Meetings - Income	6,003.00
Sponsorship	2,075.00
Total Income	34,036.63
Gross Profit	34,036.63
Expense	
Needs Coding	0.00
Advertising & Promotions	431.97
Charitable Contributions	200.00
Facility Use	350.00
Fundraiser - Expense	
Heritage Fest	
Raffle Expense	149.00
Heritage Fest-HOT Funds Expense	1,700.00
Security	990.00
Set Up Expense	4,952.10
Total Heritage Fest	7,791.10
Christmas in the Park	
Santa Picture Expense	83.49
Set Up Expenses	217.06
Total Christmas in the Park	300.55
Total Fundraiser - Expense	8,091.65
Insurance	945.00
Meals & Entertainment	5,780.11
Misc Expense	318.18
Office Supplies	
Computer/Technology	238.64
Office Supplies - Other	182.03
Total Office Supplies	420.67
Payroll	
Payroll Taxes	928.26
Payroll - Other	6,600.00
Total Payroll	7,528.26
Postage & Delivery	139.00
Rent	5,400.00
Storage Fees	1,180.00
Telephone & telecommunications	1,064.65

1:26 PM
05/08/19
Cash Basis

Manor Chamber of Commerce
Profit & Loss
January through December 2018

6

	Jan - Dec 18
Utilities	
Electricity	718.51
Total Utilities	718.51
Total Expense	32,568.00
Net Ordinary Income	1,468.63
Other Income/Expense	
Other Income	
Interest Income	55.17
Total Other Income	55.17
Net Other Income	55.17
Net Income	1,523.80

7

6th Annual Manor Heritage Festival – Fri/Sat April 26-27, 2018
2019 Final Budget

HOT Funds: Newspaper Advertising - \$937.16

<i>Texas A&M University Battalion</i>	\$285.56
<i>New Braunfels Herald</i>	\$300.
<i>Belton Journal</i>	\$150
<i>Lampasas Dispatch</i>	<u>\$201.60</u>
Total	\$937.16

HOT Funds: Music/ Promoting the Arts - \$3,600

Friday night musicians	\$1,700	Kenny Orts and No Chance Band
Saturday musicians	\$400	Episcobeats
Stage	\$1,300	
PA system	<u>\$200</u>	
Total	\$3,600	

Total Expenses using Projected HOT Funds = \$4,537.16

Other Expenses NOT covered by HOT Funds

Travis County Health Dept. Permit	donated
City of Manor permits	\$150
Police	\$900
Portapotties	\$315
20x40 Tent, 100 folding chairs, 4 tables	\$507
Tee shirts	\$746
5,000 fliers	\$152.50
Supplies for raffle baskets	\$37.76
Supplies for concession stand	<u>donated</u>
Total "Other" Expenses	\$2,808.26

Other Sources of Funding For 2018 Manor Heritage Festival

Vendor income	\$708	
Sponsors	\$7,800	Income: \$9,518.
Fri night concessions	\$107	Expenses: <u>\$2,808.26</u>
Raffle baskets	<u>\$903</u>	Proceeds: \$6,709.74
Total	\$9,518	

Invoices for HOT Funding

Texas A&M University Battalion	\$285.56
New Braunfels Herald	\$300.
Belton Journal	\$150
Lampasas Dispatch	\$201.60
Friday night musicians	\$1,700
Saturday musicians	\$400
Stage	\$1,500
PA system	<u>\$200</u>
TOTAL	\$4,537.16

9

Advertising Invoice

Student Media/The Battalion
1111 TAMU, Texas A&M University
College Station, TX 77843-1111
Phone:(979)845-2697

DATE
04/05/19

Account #:
Phone: 512-272-5699

Customer: Manor Chamber of Commerce
Vicki

	TRANSACTION DATE	DESCRIPTION	AMOUNT
	04/12/19	3 column by 10.5 inch ad	\$285.56
TOTAL:			\$285.56

549 Landa Street
PO Drawer 311328
New Braunfels, TX 78131-1328
830-625-9144 ext. 232 fax 830-625-1224

Invoice #	04052019
Date	April 5, 2019
Rep.	Rtorres

Name Manor Chamber of Commerce Acct# New
Attention _____
Address _____
City Manor State TX Zip _____
Phone _____ Fax _____

Date	Pub.	Description	Size	Rate	Color	Total
4/11/19	HZ	3x10 BW	30	\$10 pci	BW	\$300.00
		Non-profit				
Sub Total						\$300.00
Taxes						\$0.00
TOTAL						\$300.00
Paid						

WE APPRECIATE YOUR BUSINESS

THE BELTON JOURNAL

MANOR CHAMBER COMMERCE
PO BOX 939
MANOR, TX 78653

DATE	INVOICE DESCRIPTION	AMOUNT
04.11.19	Display Ad/bw- 30 column inches@ 5.00	150.00
	BALANCE DUE	\$150.00

KENNY ORTS
And
No Chance
Performance Contract
306 Drake Ln. Taylor, Texas 76574
512-897-9038 / 512-964-0526

Event: Manor Heritage Festival Street Dance

Date: Friday April 26th, 2019

Venue: Downtown Manor, Texas

Time of Performance: 8:45pm – 11:15pm

Load In: 5PM

PA/Lights: Provided by Kenny Orts

Meals/Drinks: If available (7 band members)

Cost of performance: \$1700

Deposit Policy: 100% of the agreed performance amount is due the day of the event.

4/4/2019

/Date

Kenny Orts 4/4/2019

Kenny Orts/Date

"Episcobeats"

Bill to:

Manor Chamber of Commerce
RE: Manor Heritage Festival
Live music performance

Description: Live music performance

Performance Date – Saturday, April 27, 2019

Performance Time – 1:30pm to 2:15pm

Amount: \$400

Musicians: Juan Diaz, Andres Acevedo, Fabian Rincon, Olin Chavez

Lance Stacy Pro Sound LLC.

1803 Garden Villa Dr.
Georgetown, TX 78628
lancestacyprosound@gmail.com
512-293-9628
www.lancestacyprosound.com

24X24 Stage Contract

Date: February 4, 2019
Buyer: Manor Chamber of Commerce
Event: Heritage Festival
Event Date(s): April 26 & 27, 2019
Location: Manor, TX
Agent: Vicki McFarland
Phone: 512-272-5699
Set-up Time: TBD
Take-down Time: TBD
Email: manorchamber@att.net

9 AM
Set up finished by noon

Sat p.o time 5 PM
2-3 hrs

24X24 Stage Contract for Two Days with No Roof \$1300.00.

A. Lance Stacy shall provide stage services as Follows:

1. 24X24 Stacy Stage.
2. Drum riser, steps and ramp provided. Roof not provided.
3. Crowd control bicycle fencing not provided.
4. Personnel - Two (2) setup and take down personnel.

B. BUYER shall provide (at BUYER'S expense) the following for the duration of the event:

1. Level, clear and un-restricted access to the setup area at specified arrival time, for event duration and load-out.
2. All other required event personnel - including band, equipment, loaders and security personnel.
3. **Any required permits and all venue related insurance.**
4. HOTEL - Not Provided.

C. ADDITIONAL CONDITIONS

1. All performers and all other personnel associated with the event, not under the employee of LANCE STACY PRO SOUND LLC., **are considered to be employees of the BUYER.**
2. LANCE STACY shall not be held liable for set-up and/or performance delays as a result of the actions of the BUYER'S

PA System

16

PERFORMANCE AGREEMENT

THIS CONTRACT (the "Agreement") is between the Manor Chamber of Commerce (the "Client") and CALEXAS/Robert Battaile (the Performer).

The Client wishes to engage the Performer subject to the Terms and Conditions as follows:

Performer shall provide the following services on Saturday, April 27th for the Heritage Festival in downtown Manor:

1. PA system and 5 microphones set up on the stage for the student performers
2. MC from 10am to 5pm
3. Provide background music prior to the first group at 10:30am and if a group does not show up
4. Can perform music during the "open" time slot(s) at his option

Compensation:

Performer shall receive \$200 for these services. Further, Performer will be assigned receive a table/booth ^{space} near the stage at the Event on Saturday; and a table ^{space} at the Concession stand on Friday, April 26 at no charge. Performer will also receive a complimentary first year of membership in the Manor Chamber of Commerce. *membership is for April 2019 - April 2020*
please complete a membership application
In the event of cancellation due to weather, Performer will receive \$75.00 and first year membership as compensation.

Agreed this 27 day of March, 2019 by:

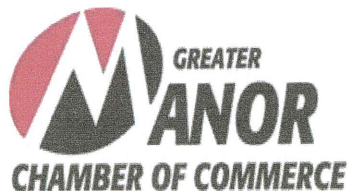
Robert Battaile
502 E Eggleston St Unit A
Manor TX 78653
512-662-2955 battaile@calexas.com

Date

Vicki McFarland
Vicki McFarland, Office Manager
Manor Chamber of Commerce
Manor TX 78653
512-272-5699 info@manorchamber.com

Date

March 27, 2019



Our Mission

To serve and support our members so
Their success strengthens our community.

2019 Officers

Davina Merkel
President
Healing With Horses Ranch

Mary J. Brown
Vice President
Austin Regional Clinic

Sean Donnelly
Secretary
Frontier Bank -Manor

Nancy Boatright
Treasurer
Boatright Bookkeeping

This letterhead indicates the 2019
Chamber board of directors.

To contact a board member, please contact the
Chamber office at (512) 272-5699.

Board Members

Michelle Anderson
Dwyer Realty

Dr. Royce Avery
Manor ISD

Cole Bolton
Frontier Bank – Elgin

Chiquita Board
Dream Come True Foundation

Jackie Burke
Realtor

Kelly Howard
What Women Want

Ted Price
Grateful Ted's Carpet &Tile
Cleaning

Tim Schultz
Bluebonnet Electric Cooperative

Staff

Vicki McFarland

Manor Chamber of Commerce...where commerce and community intersect.

P.O. Box 936 Manor, Texas 78653 • Phone: (512) 272-5699 • Email: ManorChamber@att.net
www.ManorChamberOfCommerce.com

MANOR HERITAGE *festival* 2019

Downtown • Manor, TX • manorchamber@att.net • (512) 272-5699

APRIL 26th & 27th DOWNTOWN MANOR

• Burnet Street at Parsons Street •

FRI. APRIL 26

FREE

STREET DANCE

Featuring

**KENNY ORTS
& NO CHANCE**

8:45pm to 11:15pm
8pm—Mia Music

SATURDAY

Events 10am-5pm

Arts & Craft Booths
Live music, Raffles

**Sizzling hot Fajitas, tacos,
burgers, & more from
Ramos Restaurant & Sports Bar**

SAT. APRIL 27

ENTERTAINMENT

10:30am MNTMS Gladiator Choir

11:00am Camp Gladiator

11:30am Manor Fiddlers
MHS/MNTHS Orchestras

12:15pm Little Zion Baptist
Church Mass Choir

1:00pm Dancin' Jazzi

1:30pm Episcobeats

3:00 pm Manor High School
Jazz Ensemble

A special "Heritage Festival" room rate
has been established at America's Best
Value Inn & Suites. Call (512) 272-9373 to
reserve a room. The Inn is located 2 miles
from the Festival.

For booth information contact the Manor Chamber of Commerce



MANOR
HERITAGE
FESTIVAL

FRIDAY, APRIL 26, 2019

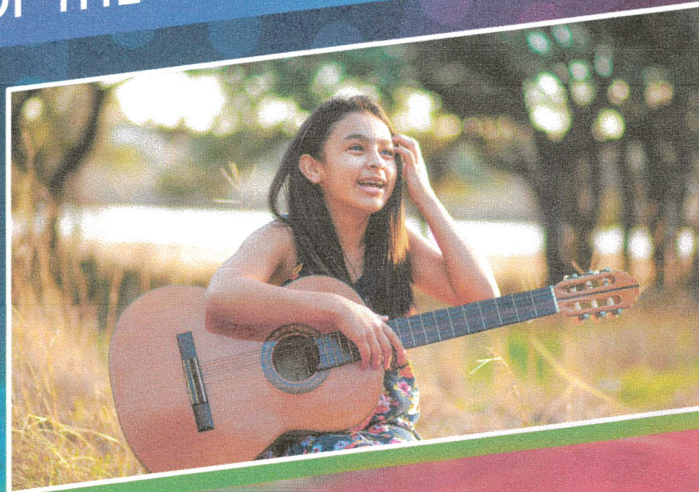
STREET DANCE

BURNET STREET IN FRONT OF THE "OLD" CITY HALL

MANOR, TEXAS

FREE
NO COVER CHARGE

MIA MUSIC
AT 8PM



**Kenny Orts and
No Chance Band**
at 8:45pm until 11:15pm



TEXAS SALES AND USE TAX EXEMPTION CERTIFICATION

Name of purchaser, firm or agency <i>Manor Chamber of Commerce</i>	
Address (Street & number, P.O. Box or Route number) <i>P.O. Box 936</i>	
City, State, ZIP code <i>Manor, Tx 78653</i>	Phone (Area code and number) <i>(512) 272-5699</i>

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: *74-2499861* Tax ID Number

Street address: _____ City, State, ZIP code: _____

Description of items to be purchased or on the attached order or invoice:

Purchaser claims this exemption for the following reason:

I understand that I will be liable for payment of sales or use taxes which may become due for failure to comply with the provisions of the Tax Code: Limited Sales, Excise, and Use Tax Act; Municipal Sales and Use Tax Act; Sales and Use Taxes for Special Purpose Taxing Authorities; County Sales and Use Tax Act; County Health Services Sales and Use Tax; The Texas Health and Safety Code; Special Provisions Relating to Hospital Districts, Emergency Services Districts, and Emergency Services Districts in counties with a population of 125,000 or less.

I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate and, depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

Purchaser <i>Victor McFarland</i>	Title <i>Manager</i>	Date <i>5/8/2019</i>
--------------------------------------	-------------------------	-------------------------

NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.
THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.
Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

This certificate should be furnished to the supplier. Do not send the completed certificate to the Comptroller of Public Accounts.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 15, 2019

PREPARED BY: Tom Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Acknowledge the resignation of Council Member, Place 1 Gene Kruppa and vacancy,.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

resignation letter

STAFF RECOMMENDATION:

It is City staff's recommendation that the City Council acknowledge the resignation of Council Member, Place 1 Gene Kruppa and vacancy.

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

From: eugene kruppa <
Sent: Wednesday, May 01, 2019 5:27 PM
To: Tom Bolt; Rita Jonse; Rita Jonse; Lluvia Tijerina; Larry Wallace Jr.; Anne R. Weir; Maria Amezcua; Maria Amezcua; Valerie Dye; Deja Hill
Subject: My Resignation from Place 1 on the Manor City Council

Dear Mayor Ms. Rita J., Mr. Tom B., Dr. L. Wallace Jr., Ms. Anne W., Ms. Maria A., Ms. Deja H.,
Ms. Valerie D.,

Please accept my resignation from Place 1 on the Manor City Council, effective immediately.

It has been my honor and privilege to serve on the Manor City Council. After much soul searching I determined in the best interests of the City and our residents, I must resign my Place 1 on the Manor City council. I have too many impediments presently to fully discharge my duties as a City Council member.

I thank you Ms. Mayor Rita J., Mr. Tom B and the other City Council members for your acceptance of my resignation from Place 1 on the Manor City Council. I will attend the City Council meetings when I am able to keep abreast of our city's progress and growth. Thank you for your acceptance of my decision.

Respectfully,

Gene Kruppa

P.S. If requested, I will submit a printed copy of my signed resignation to Tom at Manor City Hall.



AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 15, 2019

PREPARED BY: Tom Bolt, City Manager

DEPARTMENT: Administration

AGENDA ITEM DESCRIPTION:

Take action as deemed appropriate in the City Council's discretion regarding the City Council, Place 1 vacancy.

BACKGROUND/SUMMARY:

PRESENTATION: ☐ YES ☒ NO

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

STAFF RECOMMENDATION:

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